



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Admissions Arrangements Policy, Finance Policy
Plans noted at this meeting: Premises Fire Emergency Plan

Meeting 3 – Part 1 Minutes					
Date/Time	Wednesday 13 th February 2013 at 6.35 p.m.		Location	Sixth Form Centre, HCC	
Attendees		Initials	Attendees		Initials
Lynda Price (Chair)		LP	Jane McCartney		JM
Keith Turner		KT	Janet Boland		JB
Mick Clements		MC	Richmal Shorter		RSH
Kate Smith		KS	Cindy Vining		CV
Glenn Smith		GSM	Julian Phillips		JP
Gabrielle Kirby		GKI	Andy Holt		AHO
Alan Williams		AW	Gary Wills		GWI

Apologies	Initials
Paul Keeling	PK
Stephanie Johnson	SJ
Alison Salter	ASA
Rob Loader	RL

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk

Minutes to
Attendees
Governors
School Website

	Agenda	Led by
1	Apologies and quorum	Chair
2	Declarations	Chair
3	Minutes of the previous meeting: 05/12/12	Chair
4	Matters Arising <ul style="list-style-type: none"> • Item 5 - ACMF bid round – update. • Item 6 - RF's report – this was picked up by O&S for actions. • Item 7 - RAISEonline data – up to date books available, discussed at curriculum. • Item 10 - Exclusions – more information requested. • Item 10 - Consultation week – issues raised. 	GWI LP AHO GSM AHO
5	Finance Report	GWI
6	Curriculum changes	AHO/GSM
7	Destination of leavers	AHO
8	Feedback from committees (to include SEF report from LP)	Committee Chairs
9	Admissions Arrangements Policy 13/14	Chair
10	Part 2 – There were no part 2 minutes	Chair
11	Chairs business: <ul style="list-style-type: none"> • Annual training/social event • Declarations of interest/Business interests 	Chair



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12	Training/actions to note	All
13	Date of next meeting – Wednesday 27 th March 2013	Chair

Ref	Action or Decision	Action	Date Due
1	<u>Apologies and quorum</u> LP welcomed everyone to the meeting. Apologies were accepted from RL, PK, ASA and SJ. The meeting was quorate.		
2	<u>Declarations of interest</u> None.		
3	<u>Minutes of previous meeting: 5th December 2012</u> The minutes of the meeting held on 5 th December 2012 had been circulated to all governors in advance of the meeting. <u>The minutes were agreed (proposed MC, seconded KT) as a true and accurate record of that meeting and signed accordingly by the Chair.</u>	SM - Minutes to file and website	
4	<u>Matters arising</u> <ul style="list-style-type: none"> • Item 5 – ACMF bid – GWI reported that the bid had been submitted in early January. It had been seen by both ELT and the Campus and Health & Safety Committee. Both were given the opportunity to comment which they did and as a result changes were made before the bid was submitted. <i>AW joined the meeting at 6.38 p.m.</i> • Item 6 – Roger Fetherston’s report – this was picked up by O&S for actions. A copy of the report had been circulated to the governing body on the 10/12/12. LP asked for any comments to be forwarded to her. • Item 7 - RAISEonline data – it was noted that the Curriculum Committee had discussed the data. Up to date books were issued at this meeting (13/2/13). Copies will be forwarded to those who were unable to attend. This will be a topic at the annual training session. • Item 10 - Exclusions – GSM confirmed that MCA had the information but requested that it was dealt with at a later meeting. LP confirmed that she continues to receive notification of all exclusions and was aware of several recently. GSM said this was always one of the busier times regarding exclusions. It was agreed that this would be brought to the next Full Governing Body meeting. • Item 10 - Consultation week – GSM reported that the PASS (Pupil Attitude to School and Self) Survey had been completed. This survey was now in its 3rd year at HCC and provided the college with information on areas such as attainment and attendance. • AHO explained that the higher the score the better and said there has been dramatic improvements at HCC over the past few years. GSM reported the survey showed more confidence in ‘attitude to learning’. LP said it was important to look at any areas where the score has dropped. • GSM pointed out that HCC was in the top third nationally. MC noted that the positive attitude towards teachers had increased. KS pointed out that some scores had remained the same. GSM said that the college would be able to check these scores and that this could be done for each student. He felt that the information was very useful and that some of the reasons for scores remaining the same were already known to the college. GKI said that further checking 	Governors SM GSM - Update at March meeting	



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	<p>supplier as per the committee’s discussions.</p> <ul style="list-style-type: none"> • Budget Monitor - It was noted that this was circulated prior to the meeting. GWI reported that this has been presented to the ELT and to the Finance Committee. He explained the projected budget underspend for this year has been reduced to £39K as some of the incremental back payments have now gone through. • Electricity – GWI reported that the college are currently disputing the electricity charges which have increased dramatically since October. New meters were installed in April. GWI has estimated an overspend but cannot be certain until the meter team come in to check (during February). GWI will provide an update at the next meeting. • Budget planning tool – GWI reported that the County budget tool has been used in previous years to help plan the budget but this has now expired. The college will need to purchase a new one. GWI has discussed this with the Finance Committee. Further details can be found in his report • Finance Staffing – GWI reported that SBO (Sally Boland) is now working as the Finance Assistant in the office. The additional member of staff has made a huge difference to the workload of MLO (Merlene Loveridge – Finance Officer) who was previously working unpaid in the evenings/weekends to ensure work was completed. GWI said the Finance Office no longer had to react and were now able to act beforehand. He said the team was working well. • Strategic financial planning model (Teacher numbers) - The ASCL strategic model has been completed and will be presented to the Finance Committee next term. The model is currently being checked by ASCL (Sam Ellis). • Student Numbers – It was noted that the figures were included within the Finance Report. • 3G Sports Pitch – GWI reported that the F.A. are very keen on letting HCC have a 3G Sports Pitch and could provide some of the funding. However, the type of pitch that the F.A would be willing to support would not suit sports such as hockey. The RFU also are willing to provide some of the funding. GWI is aware of other sources of funding. He has carried out some research at Exmouth where the college shares the pitch with Leisure East Devon and he is certain that if necessary an attractive business case could be made. Further information is detailed in the Finance Report. GWI is also looking at using reserves or a loan (as the college would have the income to pay this back). It was noted that a lot more work is required regarding this. GSM said that the recent Y7 inter-tutor competition had to be changed from football to handball as the field could not be used due to the condition of it (it had already been used for a football match). AHO reported that he had met with Exeter City F.C. to discuss a Sports Academy and they had expressed an interest in the 3G Sports Pitch (and were fully supportive of it). • Cleaners – it was noted that 3 cleaners will be leaving. Interviews are planned for early March. • ACMF round 2 bid – GWI reported that HCC was not successful with the bid to rejuvenate the Humanities block. He had not sought feedback as it was only a small bid. 	<p>GWl – Update at March meeting</p>	



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	<ul style="list-style-type: none"> • ACMF main bid – HCC submitted a revamped bid (following feedback on the previous bid). The results will be known at the end of March. • Bank Account Balance – GWI said that this was a fairly good picture. Now that the staffing in the Finance Office had been sorted, GWI would be able to dedicate more time to investments. <p>LP thanked GWI for his report. <i>GWI left the meeting at 7.00 p.m.</i></p>		
6	<p>Curriculum changes</p> <p>LP reported that this had been discussed by the Curriculum Committee (AHO had given a report). However, since then the education secretary had made several new announcements. A copy of AHO’s slides (Curriculum Changes) was circulated. Copies will be provided to those who were unable to attend. The following was noted:</p> <p>Headline Measures 2014 and beyond</p> <ul style="list-style-type: none"> • As a result of the Wolf Review qualifications will be tougher. • Some BTEC/ASDAN qualifications will count and some will not. HCC has checked which ones do count. • 5+A*-C including English and Maths will remain a key headline figure until 2016. • Wider performance measures will be announced. <p>11-16 Policy Drivers</p> <ul style="list-style-type: none"> • SPAG = Spelling, Punctuation and Grammar. • IAG = Information, Advice and Guidance. <p>16-19 Policy Drivers</p> <ul style="list-style-type: none"> • UCAS is the University Entrants Scheme. <p>GCSE Reforms for First Teaching September 2012</p> <ul style="list-style-type: none"> • Courses will change to linear exams so students will sit an exam at the end of a 2 year course (Y10 will be the first year this affects). • English Literature, Geography and History will have SPAG marks. • VWR (Victoria Wright – Head of History at HCC) has informed AHO that History must concentrate on modern history. • Specifications will be strengthened in Geography, History and English Literature. • To prepare students, Y10 will have end of year exams (this will be rolled out to other years from September 2013). • HCC will have a 3 year KS4 curriculum for the next academic year (i.e. Y9/10/11). This will allow the curriculum to be enriched. There will be no early entry exams. Many schools are doing this. <p>Questions</p> <ul style="list-style-type: none"> • The iGCSE currently contains coursework (although this will be stopped soon). The PE Department are looking into whether we should follow this syllabus. • AHO recently carried out a review of a school in London where a cohort had been entered for an iGCSE. The results were good. • JP/CV asked if there would be any penalties for students applying to University/Sixth Form if they had gained an iGCSE. AHO said it was a recognised qualification. HCC would be informed if this ‘loophole’ was to be closed but the international scope made this unlikely. • MC asked whether the iGCSE would be seen as the poorer exam. AHO said this 	SM	



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	<p>would not be the case.</p> <ul style="list-style-type: none"> AHO confirmed all curriculum leaders would look at the iGCSE. <p>A-Level – Ofqual announcement</p> <ul style="list-style-type: none"> January 2013 was the last opportunity to do a re-sit, AS and A2 levels will now all be done in the summer. Students who pass both will gain an A-Level. There will be no modular exams. The current Sixth Form do exams in January and May. The new Sixth Form Students (September 2013 onwards) will do mock exams in November. Schools will lose the controls they have over the exams and the number of internal assessments will be reduced. Schools will need to carefully analyse the results of the mock exams – good software is available to do this. <p>KS5 Performance Measures</p> <ul style="list-style-type: none"> Performance Measures for KS5 have already been published and AHO has been through them. JM asked if the percentage of students achieving AAB or higher at A-Level would remain the same or be reduced to ABB. AHO said he did not know at this stage. There was a brief discussion regarding grades needed and quotas. AHO agreed to look into this further. AHO reported that the number of students in the Sixth Form with top grades was considerably lower than the national average. AHO said that JBA (Julia Bawn – Director of Sixth Form Studies) was keen to speak to governors regarding UCAS applications and how they have gone. It was agreed that this would be a topic for the next meeting if JBA available. With regards to the measure ‘retention and achievement below level 3’, AHO said this would be difficult if HCC had already tried all of the possible interventions. A ‘Destination Measure’ is where you end up (e.g. university). <p>Ofsted and the Curriculum</p> <ul style="list-style-type: none"> AHO has to ensure that there is broad and balance curriculum open to alternative provision. <p>Pearson (EdExcel Resources)</p> <ul style="list-style-type: none"> AHO said the Exam Wizard On-line is very good (and free). Active Learn was far too expensive. <p>Year 9 Options Scheme – AHO circulated a copy of the slides for the Year 9 Options evening. Copies will be provided to those who were unable to attend. The following was noted:</p> <ul style="list-style-type: none"> There will be a 3 year KS3. There are no major changes to the pathways – there will still be 3 (Green: Triple Science, Red: Double Science and Blue: Vocational/WASSP). In the past the Blue Pathway has driven the rest of the curriculum (re: timetabling), as students had to be out on a Tuesday and a Thursday (however this would no longer be the case). Blue Pathway students will only be out on a Wednesday and will not do the work experience. 	<p style="text-align: center;">AHO</p> <p style="text-align: center;">Special Topic for March meeting</p> <p style="text-align: center;">SM</p>	



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	<ul style="list-style-type: none"> • GKI suggested that the slides should be changed so that the Green Pathway (for the most able students) was not listed at the top. GSM said the handouts had already been photocopied for this year but that this would be done for next year. • Students can choose 2 options from Creative Arts if they wish. • ICT has been trimmed down. • Blue Pathways students will not study a language (instead they will go out to work). • Every student will be able to choose 2 options. • AHO confirmed Y8 students will be the first to do the 3 year KS3. • The Learning Support Department have given AHO a Scheme of Learning that would reduce the number of students attending Bicton by allowing them to learn at HCC (this would reduce transport costs). • CV was concerned about the Green Pathway (no ICT unless chosen as an option). AHO said that these students tend to be the brightest and although they won't get a qualification they will have a solid grounding in ICT through the other subjects they study. • CV asked if the college would consider an OCR National in ICT. AHO said this option is no longer available. • GSM confirmed students on the Green Pathway will pick up a minimum of 10 GCSE's. • AHO has looked at other colleges and what they offer. • GSM said that P.E. and R.E are statutory subjects that have to be offered. CV asked why there were not qualifications for these subjects when they are compulsory. AHO said some students will be able to do the sports leader qualification. • The college has looked at Science and the number of hours currently offered per fortnight. Other schools have been contacted and the average is 12 hours. It was noted that MPA is a good Head of Science and put his case forward for returning to 15 hours for single sciences. However, the ELT feel that if other schools can deliver the curriculum in around 12 hours, HCC as a Science Specialist College should also be able to, and this in turn allowed them to prioritise as the improvement plan dictated. • LP asked about Spanish and whether these were still students starting the language in Y8. GSM confirmed most would start in Y8. GSM said the MFL Department is looking at how to improve and what is best practice. One option to consider is students being allowed to choose a language in Y7 with the possibility of choosing a second language (for the most able) in Y8. Students choosing their options may be able to opt for 2 languages if they were considered good enough. LP asked if the only options would be French or Spanish. GSM confirmed this is where the current expertise at the college was. It was noted that an Arabic course had been offered recently. LP said that a recent report said that Mandarin was good for students with dyslexia. • GSM has tasked AHO with looking at what the college could offer language wise given the current staffing levels. It was noted that with a 5 tutor intake it may be possible to offer 4 French groups and 1 Spanish Group. The difficulty would be 	AHO	



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	<p>how to choose at primary school level who could study which language. Roger Fetherston supports the ELT decision that every student should start with French and this is what most schools do. AHO said that any questions regarding this should be sent to him. GSM said that the language issue has not yet been resolved but will be taken to the Curriculum Committee in future for further discussion.</p> <ul style="list-style-type: none"> • Core/Additional Science is a double award. • AHO said he understands that Y8 students are obviously a year younger to choose options, however a careers IT package had been purchased to assist students. AHO would make sure that all teachers fully understood what they needed to explain at the Options Evening tomorrow. In addition, students would be given a one-to-one meeting. AHO said students would not be able to change their minds re: options once they had started the course. However, as the curriculum was very broad their early option choices would not shut any doors for them. Other schools have followed the 3 year KS3 model. • CV said she had attended the Parents’ Forum and there had been some concern as to whether students could cope with a 3 year KS3. However, she felt students could cope and was sure that as time progressed parents would be happier. GSM said parents will receive a very comprehensive pack. • JM asked what would happen to students joining HCC later in the school year. AHO said other schools in the area were following a 3 year KS3 and that there were always students who joined part way through a year where it was difficult to fit their option choices. 	Governors	
7	<p><u>Destination of leavers</u></p> <p>A copy of ‘Year 13 Destinations 2012’ was circulated. Copies will be provided to those who were unable to attend. The following was noted:</p> <ul style="list-style-type: none"> • KS felt the destinations were not quite as good as in the previous year and there seemed to be fewer accepted at ‘Russell Group Universities’. AHO said he would agree but that the ability of this Y13 was lower than the previous Y13. KS said she would like to have seen higher results. • There was a brief discussion regarding ‘Russell Group Universities’. • AHO said that the entry requirements over the last 8 years have increased massively and that HCC does the best with the students they have. <p>There were no further questions. <u>The report was therefore noted by the Full Governing Body.</u></p>	SM	
8	<p><u>Feedback from committees – Curriculum/Finance/Campus/Personnel/O&S (including SEF report from LP)</u></p> <p><u>Personnel</u>– It was noted that the Personnel Committee meeting had been cancelled due to the severe weather and the college closing early. A number of urgent items were discussed by the Overview and Scrutiny Committee.</p> <p>It was noted that KS will be away from March 26th until the middle of June. She has spoken with CV (Cindy Vining- Personnel Committee member) who is happy to act as Chair of Personnel during this period. CV will also be invited to attend the O&S Committee meetings during this period.</p>		



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	<p>like the SEF to be on the web, however he recognised the O&S Committee’s concerns that parents would not understand a lot of the acronyms.</p> <ul style="list-style-type: none"> • ‘Challenge Partner’ Review – it was noted that 5 reviewers had visited HCC to carry out a mock Ofsted. A draft report has been produced which is now with Challenge Partners HQ. LP and KT have both seen the draft report. The final report will be discussed at the next O&S Committee meeting. GSM gave a brief update on the review which included the number of lessons the review team had seen (17). The review team carried out learning walks and lesson observations. The team corroborated HCC’s findings that the standard of teaching was good. Staff had been fully on board and there were no surprises. The team’s findings regarding ‘achievement’ had been affected by the language issue last summer. They found ‘management’ to be good and ‘behaviour’ to be outstanding (which was higher than HCC had marked it). As a result the ELT would review what they had awarded ‘behaviour’. GSM said the review team graded the ICT department as outstanding. He felt all 3 ICT staff were outstanding. AW (Link Governor for ICT) said he would agree with this. The IT Department will now be listed in the Challenge Partner book as an outstanding department. <p>Finance – As RL was unable to attend the meeting, JM reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> • The Finance Report by GWI. • The Responsible Officer (RO) Reports – it was noted that the Finance Committee had some concerns regarding the reports (i.e. clarity as to what had been checked/covered and the need for more information). • The Budget Report – it was noted a new budgetary tool was required. • Insurance – the committee will need to review it next time it is due for renewal. It was noted that there is an issue regarding funding which will affect HCC (i.e. funding will be allocated ‘per head’). • Risk Register Items – the committee had felt that the scoring for one of the items was too high. A new risk was also added to the register. • Targets in the CIP (College Improvement Plan) – the committee had requested targets were SMART (it was felt some were too vague). • Gifts and Hospitality – GWI would be reminding staff which gifts etc. could not be accepted. • Finance Policy – GWI had made some amendments to the tables at the end of the policy (e.g. delegated authority) as the college had now employed a Finance Assistant. There were no objections to the changes. <p><u>JM therefore proposed that the Finance Policy was approved by the Full Governing Body. This was seconded by JB.</u></p> <p>Campus and Health and Safety – MC reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> • The Astro-turf – also discussed earlier during the Finance Report (Item 5). • The bids – also discussed earlier during the Finance Report (Item 5). • Improvements and Maintenance – the committee considered the list provided by the Site Supervisor. • EVOLVE (the system for recording Educational Visits) – it was noted that GSM had given a presentation on the EVOLVE system. GSM said that he was responsible for signing off college trips, however there were some that had to be signed off by County. MC asked for clarity on which committee would consider 	<p>Copy to File and Website (SM)</p>	

