



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Quality of Education Committee

Virtual Meeting

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Meeting 1 (Virtual Meeting on MICROSOFT TEAMS) – Part 1 Minutes

Date/Time	Wednesday 7th October 2020 at 4.30 p.m.	Location	Virtual Meeting (MICROSOFT TEAMS)
Attendees	Initials	Attendees	Initials
Alastair Anderson (Governor)	AA	Sue Manning (ELT)	SMN
Selena Burroughs (ELT)	SBU	Chris Meek (Governor)	CM
Amy Dytor (Governor)	ADY	Rob Robson (ELT)	RRO
Philippa Gurney (Governor)	PGU	Jenny Rawlins (Vice-Chair/Governor)	JRa
Jo Hill (ELT)	JHI	Glenn Smith (Principal/Governor)	GSM
Marie-Claire Jeffries (ELT)	MJE	Debbie Stuart (Governor)	DS

Apologies	Initials
Claire Nuttall (Chair/Governor)	CN

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk
Emily Burroughs	EB	6 th Form Rep
Kai Waldron-Key	KW	6 th Form Rep

Minutes to
Attendees and Apologies
Governors
Website

	Agenda	Led by
1	Welcome and apologies for absence	Chair
2	Declarations of Interest	Chair
3	Minutes of last meeting (1st July 2020)	Chair
4	Matters arising (not covered elsewhere on the agenda) For JHI (when College re-opens): <ul style="list-style-type: none"> Item 14: Report from the SEND, CiC* and Safeguarding Officer following meetings – JHI to provide Clerk with a copy of the templates from her meetings with CM when College re-opens. For RRO/JRa and Clerk (when College re-opens): <ul style="list-style-type: none"> Items 19 and 20: Review of Register of pupil's admission to school and pupils' attendance register (by Link Governor). This will now form part of the termly meeting by the Link Governor with the Attendance Officer. Terms of Reference will be drafted. * SEND: Special Educational Needs, CiC: Children in Care	JHI RRO/JRa/Clerk
5	Policy Review <ul style="list-style-type: none"> Exam Contingency Policy - postponed Behaviour Policy (RRO to confirm if any updates) - none 	SMN RRO
6	Safeguarding Update from Vice-Principal	RRO
7	Pastoral Update from Vice-Principal	RRO
8	Positive Behaviour Management	RRO
9	SEND and CiC Update	JHI
10	Prepare annual report for Full Governing Body and website on SEND provision in line with statutory duties	JHI
11	Whole School SEND Review Trial Update	JHI
12	Literacy and Numeracy Update	JHI



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Quality of Education Committee

Virtual Meeting

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

13	Review school performance data – results (headline figures) AND Student Progress	SMN
14	Curriculum Working Party (CWP) – to include: SEND, Pupil Premium and More and Most Able	SMN
15	Pupil Premium Annual Report – on website	SMN
16	Annual update on pupil record keeping and pupil reports (Data Protection)	SMN
17	Careers - to include: Update on activities that have taken place this year	SMN
18	Update on Progress and Information Evenings	SMN
19	Sixth Form Representatives	EB/KW
20	Director of Post-16 Update	SBU
21	Report from Vice Principal Quality of Education on development of teaching and impact	MJE
22	Staffing Update	GSM
23	Trips/Activities: to include: new proposals for Category B and C trips (standard item)	GSM
24	Monitor impact of educational visits and residential (annual)	GSM
25	Review College prospectus and website, including information on curriculum, sports funding, pupil premium and SEND as well as key performance data, SEF, CIP, IDSR and feedback to Full Governing Body	GSM/SBU
26	College Image and P.R. – annual update	Chair
27	Identify and Celebrate Pupil and Staff Achievements	Chair
28	Any funding issues for Resources Committee	Chair
29	What impact has <i>this meeting</i> had on the outcomes of pupils in our College?	Chair
30	Part 2 Minutes and Update	Clerk
31	Election of Chair of Quality of Education Committee 2020-21	Chair
32	Election of Vice-Chair of Quality of Education Committee 2020-21	Chair
33	Date of next meeting - Wednesday 4th November 2020 at 4.30 p.m.	Chair

Ref	Action or Decision	Action	Date Due
1	<p><u>Welcome and apologies for absence</u></p> <p>It was noted CN (Chair) had sent apologies so JRa (Vice-Chair) had kindly agreed to chair the meeting. It was also noted that, due to technical issues, DS would be delayed in joining the meeting.</p> <p>JRa welcomed everyone to the meeting. She thanked staff members, from a parent's perspective, for a fabulous start to term. In her discussions with CM, prior to this meeting, he has also stated the same. Apologies were accepted from CN. It was noted that there was a quorum present. (note: the meeting was not recorded on Microsoft Teams).</p>		
2	<p><u>Declaration of Interest</u></p> <p>All staff declared an interest in any staff related items.</p> <p><u>Noted from agenda:</u> Director of Post 16 related to one of the Sixth Form Representatives.</p>		
3	<p><u>Minutes of last meeting (1st July 2020)</u></p> <p>It was noted that the minutes of the meeting held on the 1st July 2020 had been circulated to all committee members in advance of the meeting.</p>	Clerk - Minutes to File and	Action Completed



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Quality of Education Committee

Virtual Meeting

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<u>The minutes were agreed (proposed JRa, seconded CM) as a true and accurate record of that meeting and will be signed accordingly by the Chair at the next face-to-face opportunity.</u>	Website	
4	<p><u>Matters arising (not covered elsewhere on the agenda)</u></p> <p><u>For JHI (when College re-opens):</u></p> <ul style="list-style-type: none"> Item 14: Report from the SEND, CiC* and Safeguarding Officer following meetings – JHI to provide Clerk with a copy of the templates from her meetings with CM when College re-opens. <p>It was noted that the Chair of Governors, CM (Safeguarding, SEND and Link Governor) and the Clerk had met prior to this meeting and had agreed (subject to agreement by RRO (Safeguarding) and JHI (SEND/CiC) that the records of CM's meeting with them would be stored by RRO/JHI in a secure location. The Clerk would be able to request copies should she need them. This would enable records to be easily accessible for each meeting and would prevent duplication. RRO and JHI were in support of this.</p> <p>Both RRO and JHI said they had not yet had the opportunity to meet with CM this term but would be arranging meetings. CM confirmed this.</p> <p><u>For RRO/JRa and Clerk (when College re-opens):</u></p> <ul style="list-style-type: none"> Items 19 and 20: Review of Register of pupil's admission to school and pupils' attendance register (by Link Governor). This will now form part of the termly meeting by the Link Governor with the Attendance Officer. Terms of Reference will be drafted. <p>It was noted that the Clerk will be meeting with RRO, on behalf of JRa (the Link Governor for Attendance), on the 8th October 2020 to discuss this further. The Clerk will report back to JRa who is the Link Governor for Attendance after the meeting.</p> <p><u>Note</u> <u>SEND: Special Educational Needs</u> <u>CiC: Children in Care</u></p>		
5	<p><u>Policy Review</u></p> <p><i>DS joined the meeting at 4.31 p.m. (Delay due to technical issues).</i></p> <ul style="list-style-type: none"> Exam Contingency Policy – postponed <p>The Committee noted that the review of this policy had been postponed. They had been notified of this earlier today by the Clerk by email. SMN explained that this was because there had been new information issued this morning regarding COVID19 and contingency plans. She will be working on this over the weekend and will circulate early next week. All agreed it would be appropriate to ask the <u>Full Governing Body to review this policy (under the Quality of Education agenda item) as it was essential that this policy is reviewed and approved by the Governing Body and placed on the website as a matter of urgency.</u> SMN reminded governors that the Exam Inspectors do check the College website prior to and during inspections and that the College must ensure that they are able to see the policy.</p> <ul style="list-style-type: none"> Behaviour Policy (RRO to confirm if any updates) – none <p>RRO reported that there were no updates for this meeting, however GSM and himself had been discussing the policy and would also be attending training provided by Babcock (6th November 2020) after which time they would re-write the policy.</p>	<p>JRa</p> <p>RRO</p>	<p>To FGB 21.10.20</p> <p>Update at HT2 04.11.20</p>



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Quality of Education Committee

Virtual Meeting

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	DS brought to the attention of those present the latest news update which had been released immediately prior to her joining the meeting. This was that Scottish students would be going through assessments rather than exams. GSM thanked DS for this update and said that he was aware that the unions were supporting some minor changes, but he could see Scotland had gone a lot further. He felt this was the right way to go. GSM said he has corresponded with the local Member of Parliament regarding Centre Assessed Grades and other issues (this had been shared with the Chair and Clerk). AA clarified that it was only the Scottish equivalent to GCSEs that would be by assessment (not the Scottish equivalent to A Levels). All appreciated this very current update being shared with the Committee.		
6	<p><u>Safeguarding Update from Vice-Principal</u></p> <p>RRO reported that he and CM will be meeting later this term. At the moment his team are continuing the work done in lock-down. Staff are now seeing some of the effects of lockdown on some of the students. The Deputy Designated Officer for Child Protection has been working incredibly hard and he would like the minutes to record this. More work is being done with regards to Children in Need and Child Protection Reviews.</p> <p>Governors were informed of the number of safeguarding incidents (no detail discussed). Governors were updated on how staff deal with the very small number of incidents where racist language is used. This is on an individual basis and would involve consequences, educating the student, and involving the parents/carers. In addition to this, College wide education will take place and will include assemblies.</p> <p>RRO updated governors on the current concern about drugs in the local area. He reassured all present that there was no issue in College. Staff are currently working with the police and information will be sent out to parents. Assemblies will take place to ensure that students are aware of this issue.</p>		
7	<p><u>Pastoral Update from Vice-Principal</u></p> <p>RRO reported that the majority of students returned to College and have done well. This has been communicated by GSM in a letter home to parents/carers. The College have a well meaning and compliant student body. They have adapted to the new routine which includes split breaks. Year bubbles are not mixed. <u>RRO said that students have been superb, and he would like the minutes to record this.</u></p> <p>RRO stated that staff have identified individuals/small groups that have a high level of challenge and need. The Pastoral Team have been working hard to support these individual students. There has been no knock-on effect on the learning of others.</p>		
8	<p><u>Positive Behaviour Management</u></p> <p>RRO said that the ELT are looking at the approach of staff to Positive Behaviour Management. This is an established programme, further training is currently being rolled out. This will be based on 2 books. The benefit of this should be seen in 6-9 months.</p> <ul style="list-style-type: none"> <u>Governor Question: Overall how have the students settled?</u> JRa asked RRO how students had settled. RRO said they have generally done well. He informed governors that there was one small pocket of students who were finding this difficult, but staff were helping these individuals with the habits they need to learn (and which they may have lost during lockdown). There needs to be routine in the 		



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Quality of Education Committee

Virtual Meeting

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	classrooms and students need to learn new processes and routines re: COVID19. RRO stated that any issues that they were seeing were nothing worse than they predicted and this was really reassuring.		
9	<p><u>SEND and CiC Update</u></p> <p>JHI reported that the SEND and the Pastoral Teams have been working together to support students. Routine and structure have helped those students who have found the return to College more difficult. Specialist teachers (from Babcock), the Educational Psychologist, the College nurse and parents/carers have been working together to support these students. Lots of meetings have taken place to make sure everything was/is in place for a very small but very important group of students.</p> <p>JHI explained that due to some postponements by the Department for Education (re: Educational Health Care Plans and SEND) there has been a back log of reviews to get through. Although the SEND Team are allowed to do telephone calls and Microsoft Teams meetings, some parents/carers want face-to-face meetings, so this is why the team are still catching up.</p> <p>JHI stated that information sharing is in place through the use of Class Charts. This has been welcomed by teachers. All information will be on the Class Charts before the 2nd November 2020.</p>		
10	<p><u>Prepare annual report for Full Governing Body and website on SEND provision in line with statutory duties</u></p> <p>JHI reported that the annual report has been completed and is on the website (this is in line with statutory requirements). Note: Governors will be asked to approve this at the Full Governing Body on the 21st October 2020.</p>	Item on FGB Agenda	21.10.20
11	<p><u>Whole School SEND Review Trial Update</u></p> <p>JHI stated that this is a very exciting trial but unfortunately it is currently on hold. JHI hopes that the College will receive some interventions and training or money through the Education Endowment Fund. JHI would prefer intervention and training.</p>		
12	<p><u>Literacy and Numeracy Update</u></p> <p>JHI stated that this has involved a lot of number crunching of data. She has now met with GSM. SMN and MJE are also involved. Next steps involve Quality First Teaching and linking in with policies which MJE is responsible for.</p>		
13	<p><u>Review school performance data – results (headline figures) AND Student Progress</u></p> <p>To include:</p> <ul style="list-style-type: none"> • Student Achievement versus national trends • Interventions • Progress on Vulnerable Groups <p>SMN reported that she has already shared a PowerPoint with governors regarding the result (note: email dated 07.09.20 from Clerk). SMN stated that Progress 8 is positive, as expected. SMN does not think this would be any different if students had sat the exams but feels that it is sad that the College cannot celebrate this. Governors will receive copies of the 8 Head of Department PowerPoints/Presentations ahead of the Full Governing Body meeting.</p>		
14	<p><u>Curriculum Working Party (CWP) –to include: SEND, Pupil Premium and More and Most Able</u></p> <p>SMN said that she will need to organise a date. The curriculum has not taken a back seat but at the moment the ELT are focussing on the Quality of Education.</p>		



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Quality of Education Committee

Virtual Meeting

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	One of the gains from lockdown was that staff had more time to focus on their Schemes of Work. Governors will see this through the impact statements from the Head of Department Presentations/PowerPoints. The next steps will be more explicit about the links between subjects.	SMN	Before HT2 Meeting
15	<p><u>Pupil Premium Annual Report – on website</u> <u>Question: Should a request be made to the FGB to adjust the timing on the annual cycle in future – i.e. HT6?</u> SMN advised governors that HT1 is the correct time for the report to be brought to Governors as HT6 is too early to evaluate (as the GCSE results have not been released). Once the College have the information, they can work out what they have to spend. SMN considers that the new format of the Pupil Premium Report is much better, this was developed due to a number of changes in April. The difficulty schools face is that the Pupil Premium money is allocated April to April which is different to the academic year. SMN and the new Director of Finance and Resources will be working on the Pupil Premium Report for 2020-21 and will bring the report to this meeting.</p>	SMN	HT2 09.11.20
16	<p><u>Annual update on pupil record keeping and pupil reports (Data protection)</u> SMN confirmed that everything was in place. The Data Support Officer monitors this. All records are stored on SIMS and this is heavily password protected.</p> <p>JRa asked if the College still found the paper copies for Y6 students from the primary schools useful. SMN confirmed they did.</p>		
17	<p><u>Careers - to include: Update on activities that have taken place this year</u> SMN reported that a careers meeting had taken place with Heart of South West Hub. The College are looking at having 5-minute sketches recorded in which individuals detail their career journey to date. Kate Smith (Governor) has already been involved and SMN would like other governors to do the same. The interviews could either take place in College or Governors can record their own sketch and send it in. Staff such as the CreATE Technician have also volunteered. Last year the College were able to provide this input through face to face sessions, but this is obviously not the case this year. This will be done for Year 8 students. Although the well-being of staff and students is the main focus for this year, it is still important that students receive the appropriate careers input. The Lead for Career at HCC will be interviewing Year 11 students. Careers South West have been organising appointments for some Year 10 students. They have a new contract called 'Transition' and SMN is very confident that most of the cost for Year 10 will be free</p>	Governors	To note
18	<p><u>Update on Progress and Information Evenings</u> SMN reported that, as the Year 6 Open Evening could not take place, a film was produced by the IT Manager (Nathan Riggs) and uploaded to the website. GSM/SMN felt this was very good. Governors were encouraged to view this.</p> <p>SMN stated that for the Progress Evenings, the College will be using the current programme that is used to book appointments but with an additional package which allows video calls between teachers/parents/carers to take place. The IT Manager has spent time looking into this. There will be a cost, but this will be worthwhile. Tests will be carried out in advance.</p> <p>SMN informed governors that the Sixth Form Open Evening and the Key Stage 4 Options Evening will have to be done virtually. SBU is currently planning for the</p>	Governors	To note



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Quality of Education Committee

Virtual Meeting

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	Sixth Form event.		
19	<p><u>Sixth Form Representatives Update</u></p> <p>The Sixth Form Representatives updated governors on the following:</p> <ul style="list-style-type: none"> The 'Hello Yellow' event which would be taking part on Friday to raise awareness of and funding for Young Minds. Sixth Form students will be visiting classrooms and awarding Praise Points to students for their efforts. Year 13 mocks have been re-scheduled and will take place next week. Students are apprehensive. UCAS applications are on-going. Students are currently working on their personal statements. Some students are unsure about applying to universities given the current situation. Many are concerned about lectures being virtual, however they are being encouraged to still sign up. Four students have completed the Exeter Scholars Programme. Some of this was on-line due the current situation. Year 12 are currently being encouraged to apply. Five Year 13 students are currently working as lunch-time assistants. They are pleased that they can help out staff who are having to manage the additional duties. The students are aware of the need to social distance and have use of College radios and high visibility jackets. There are currently no COVID19 cases in the Sixth Form. 		
20	<p><u>Director of Post-16 Update</u></p> <p>SBU reported that:</p> <ul style="list-style-type: none"> Students have been very sensible in College. Year 13 have already worked under lock-down conditions and do not want to go back to this situation. The Sixth Form are currently in their own bubble. There was a lot of on-line opportunities for students including the 'The Sutton Trust' Spring Programme. Students are continuing with the UCAS applications despite the uncertainty. The deadline for applications is 15th January 2020. Some of the Year 13 students who left at the end of last year and went on to University have found that they are not having the wonderful experience they were expecting. The College has continued to offer support to these students. Some have decided to reapply next year. Three students have taken their A Level exams this week and 2 will be taking their GCSEs later in the term. The Open Evening will be on-line/virtual. 		



"Success for All"

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	SBU finished by adding that Year 12 and 13 students have been a credit to the College.		
21	<p><u>Report from Vice Principal Quality of Education on development of teaching and impact</u></p> <p>MJE shared her PowerPoint with Governors which covered:</p> <ul style="list-style-type: none"> • What the College needs to consider (including positive discrimination, more and most able, high expectations, recovery curriculum, assessment for learning, home learning and positive behaviour management). The priority for MJE will be Quality First Teaching (QTF) and the intention is to make this the norm. MJE is working with RRO and on this. Presentations (and Literacy) are another priority. • How the College will make this happen - MJE linked this to policies such as Feedback and Assessment, Home Learning, Literacy and SEND as well as a Curriculum Guidance. MER (Monitoring, Evaluation and Review) Review, Positive Behaviour Management Guidance and Teaching and Learning Guidance will also support this. MJE explained that Positive Behaviour Management helps teachers to do what the College needs them to do. It is supportive and prescriptive and helps make life easier. It is important now to support teaching and learning. • Why a Teaching and Learning Guidance is required (i.e. to make the development plans the fabric of how staff teach and learn, to support transition to blended learning if required, to provide clear guidance to teachers, to build on the foundations of Positive Behaviour Management guidance). This will be supported by policies such as Feedback and Assessment and Home Learning. It will provide clear links to 'Support Walks' and will enable there to be scope for adapting to subjects and expertise. • What strategies work? – MJE reported that there was a lot of good practice in teaching at HCC (details of which were on her slide). • What's next? – this included the development of a Teaching and Learning Policy, Support walks, Class Charts and Home Learning, Blended Learning, a Curriculum Guidance and Appraisal. With regards to appraisal this would include an appendix to spell out what will happen so that staff can feel supported and challenged. All of the areas mentioned will be worked on by various members of the ELT. • Blended Learning Guidance – this would assist if: a teacher needed to isolate, a student needed to isolate, or a large group had to be out of College. • Blended Learning Readiness – this identified the Strengths, Weaknesses, Opportunities and Threats should the situation arise where students could not be in College. The analysis was based on student and staff feedback and was particularly useful as it helped the ELT to learn about what had happened previously. MJE said the College would be in a good position if this happened again. • Who's now eligible for IT Support? - MJE slide highlighted the Department for Education guidance. The College will need to make sure there are enough resources should there be a lock-down. • Blended Learning Requirements – for students, staff and parents • Blended Learning Scenarios – this covered student(s) isolating and some of the issues (e.g. and how they would continue to complete work). <p>MJE reported that an advert will be sent out before half-term out to provide</p>		



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Quality of Education Committee

Virtual Meeting

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<p>additional support and tuition. An appointment will be made after half-term. This is to support a key group of students. Priority will be Year 10/11/12 students but not Year 13 as they will need to focus on their exams (which will provide a snapshot of where they currently are).</p> <ul style="list-style-type: none"> Question: Strategies to combat lack of engagement – AA praised MJE's presentation. He asked about strategies, such as virtual lessons, that may be in place to deal with the danger that there may be a lack of pupil engagement. MJE said it is about perception. A survey of students had been completed focusing on what devices they had access to. Most have smart phones so there would be an expectation that they could access virtual lessons. However, the College were very aware that if there were siblings in the house or others working from home it may prevent this. Heads of Learning, Assemblies, training, and newsletters will support this. Question: Remote Learning – JRa asked if this would be similar to before. MJE said that probably the whole College would not close but there may be the need to have a whole year group closed. Therefore, staff would be working on site and would be able to access the College IT and have the support of the IT Team. Staff would not be expected to fill a one-hour lesson on-line. They may do a pre-recorded PowerPoint at the start of the week, then leave the student to complete the work and then maybe include a seminar for questions and answers. The idea is that this would be short but personalised. This would be much more manageable but there would need to be follow ups. Question: Visualisers – ADY asked about these. MJE explained they could connect to USBs, videos, photography, audio and project to laptops. If a student puts their exercise book under the visualiser the teacher can correct the work. This is particularly important in lessons where books are required. This means that the feedback is still personal and can be shared with the whole class (although staff would understand some students may not be comfortable with this). MJE pointed out that this would be very good for practicals as the teacher would be able to do a demo. <p>GSM stated that the College were not yet at Tier 1, however they were operating as if they were (e.g. the use of face masks and visors). SMN said she would circulate, via the Clerk, information setting out what Tier 1 to Tier 4 was. GSM explained that, if there were further restrictions on numbers in College, they would be able to operate on a 2-week timetable (i.e. Key Stage 3 in for 2 weeks followed by Key Stage 4). It was felt that the 2-week timetable would further incentivise students as they would be back in front of teachers after 2 weeks.</p> <p><i>KW left the meeting at 5.25 p.m.</i></p>	SMN	Action Completed
22	<p>Staffing Update (including Staff Wellbeing)</p> <p>GSM reported that due to the current circumstances the meeting between the Link Governor and a member of the ELT was still to take place. However, at this meeting he was able to share an overview with governors for 2019-20 which covered MAMSAs (Maximising Attendance and Managing Sickness Absence), Return to Work Meetings and Risk Assessments. Governors could see the overviews for the previous years (back to 2013-14) should they wish to make comparisons. All were</p>		



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Quality of Education Committee

Virtual Meeting

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	content with the information they saw. There was nothing of concern and a more detailed discussion would take place between the Link Governor and MJE. GSM was pleased with the current situation. All staff in school were fairing well. He was aware that some other schools were not in this position and were struggling.		
23	<p><u>Trips/Activities - to include: new proposals for Category B and C trips (standard item)</u></p> <p>GSM reported that:</p> <ul style="list-style-type: none"> • Ski trip – this has had to be cancelled. • Activities Week - will be scaled down given the current situation. • Year 11 Prom – Staff have done their best to try and reschedule but this has not been possible so far (and if the situation does not change it may not be possible to hold it). • Year 7 Residential – it will not be possible for this to go ahead given the current situations. 		
24	<p><u>Monitor impact of educational visits and residential (annual)</u></p> <p>Governors noted the information that GSM had included on the agenda (which included a comparison to the previous year). The College were down proportionally on last year, but this was expected given the circumstances.</p>		
25	<p><u>Review college prospectus and website, including statutory information on curriculum, sports funding, pupil premium and SEND as well as key performance data, SEF, CIP and IDSR and feedback to Full Governing Body</u></p> <p>GSM reported that the Year 5/6 Open Evening was virtual and reminded governors to view the presentation on the website. The main school prospectus is electronic and was ready for the Year 6 launch on the 1st October.</p> <p>SBU reported that the Sixth Form prospectus will be available late to mid-November. This is later than normal, but this is fairly similar to the situation other Sixth Forms are in. SBU still needs to speak to the Year 11 students about their options.</p> <p>GSM said that during lockdown the annual review of the website was done. GSM is confident it is up to date. He asked Governors to contact him if they had any questions.</p>		
26	<p><u>College Image and P.R. – annual update</u></p> <p>Governors noted this was discussed last year and it was felt this was covered by the Marketing Working Party (and their feedback to Resources) as well as through this committee by reviewing the Progress and Information Evenings. A request will be made to the Full Governing Body to remove this from annual cycle.</p>	Chair – To FGB	21.10.20
27	<p><u>Identify and Celebrate Pupil Staff Achievements</u></p> <p>Governor and ELT agreed that the minutes should record a 'thank you' to all staff for their work during this time.</p> <p>GSM reported that NRI will be compiling the 'thank you' emails etc. received from parents etc. for the book on the website. This will mean there is no longer a need for the Clerk to do this and Governors will simply be referred to the book (by a note on the agenda).</p> <p>Governors noted the following in SharePoint:</p> <ul style="list-style-type: none"> • Year 6 Transition Email • Newsletter Thank You's • School Games Mark Award 		



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Quality of Education Committee

Virtual Meeting

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<p>GSM stated that these were only a small section of the positive emails/comments received by the College.</p> <p><u>CM said he would like to highlight the work done by JHI for her SEND Portfolio which he had read as Link Governor for SEND. This was a 35,000-word assignment. CM said it was very detailed and well evidenced and he would like to congratulate JHI on this.</u></p>		
28	<p><u>Any funding issues for Resources Committee</u></p> <p>GSM reported that:</p> <ul style="list-style-type: none"> The College are due to get some of the catch-up funding (<i>note from SMN after the meeting: this will be about £55,000, 25% at the beginning of October, some in January and some again in May</i>). The College has £20,000 of commitments due to COVID19 and they have not received funding for this. Additional costs have been incurred for items such as hand sanitisers (funding is not likely to be provided for this). Catch-up funding will be used to purchase visualisers. <p><i>EB left the meeting at 5.40 p.m.</i></p>	To RC (GSM)	
29	<p><u>What impact has this meeting had on the outcomes of pupils in our College?</u></p> <p>Governors felt that the impact of this meeting included:</p> <ul style="list-style-type: none"> Reassurance, through MJE's detailed report, that the College will ensure pupils still receive the best education the College can provide in the event of different situations that might arise from COVID19. The PowerPoint report discussed when things should be done by and was very clear showing how things are being implemented. An understanding that Quality First Teaching is a main priority of MJEs with strategies in place to support staff with this. Reassurance for governors regarding consolidation and recovery plans for this term. Notification that visualisers are in the process of being acquired to enhance teaching and learning. Reassurance that measures are now securely in place to allow blended learning in event of any type of lockdown and expectations of students very different from last time having surveyed access to smart phones etc. (much higher expectations). Confirmation that the Curriculum development plans are progressing well, supported by governors' Curriculum Working Party. Reassurance that teachers are very proficient at doing online classes and staff on site have access to IT support. Confirmation that the College is in a really good place with teaching staff and student attendance. Reassurance that challenges in a particular year group are being targeted to support these students. A briefing on the next steps for Positive Behaviour Management and Teaching and Learning (through the work of RRO and MJE). Notification that changes to the Behaviour Policy are to come. Reassurance that there is close monitoring and support of students possibly involved with drugs /dealers. 		



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Quality of Education Committee

Virtual Meeting

POLICES NOTED: None

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none"> Confirmation that the 'evenings' for progress and open evenings are under development so haven't been lost. Reassurance that the 'Transition' film for new students is well put together for prospective students. An appreciation that careers is still having an impact. Governors felt it was a nice idea of SMN's to include them in the career's videos. Reassurance that there are still opportunities coming in for Sixth Form from universities to keep them looking forward even if students feel uncertain. An appreciation that lots of changes are coming through, and how staff and students are to be supported. 		
30	<u>Part 2 Minutes and Update</u> It was noted that there were no Part 2 minutes.		
31	<u>Election of Chair of Quality of Education 2020-21</u> The Clerk reported that there had been one application for the Chair of Quality of Education 2020-21. A 'surveymonkey' had been used so that Governors could vote virtually in advance of the meeting. As a result of this survey the Clerk was able to inform the Committee that CN would be appointed as Chair of Quality of Education 202-21. All were in support. <u>It was therefore noted that CN had been appointed as Chair of the Quality of Education Committee for 2020-21. Proposed: JRa, Seconded: DS.</u> Note: the decision to use 'surveymonkey' to carry out the elections electronically was made by the Chair of Governors prior to the meeting through 'Chair's Business'. Governors were notified by email.	Chair	To FGB 21.10.20
32	<u>Election of Vice-Chair of Quality of Education 2020-21</u> The Clerk reported that no-one had put themselves forward for this post. JRa said that she would be willing to step forward for a further year if no-one else wanted to do so. No-one else stepped forward. The Clerk explained that any voting would need to be done by 'surveymonkey' and she would arrange this following the meeting.	Clerk	Action Completed
33	<u>Date of next meeting</u> JRa was thanked for stepping in and chairing the meeting at short notice, it was appreciated by all. Wednesday 4th November 2020 at 4.30 p.m. Either in the meeting room or virtually. <i>Meeting ended at 5.44 p.m.</i>		