



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Teaching & Learning Committee

“Success for All”

**POLICIES ADOPTED:** None

**POLICIES TO RECOMMEND TO FULL GOVERNING BODY:** None

Meeting 2 – Part 1 Minutes			
<b>Date/Time</b>	Wednesday 15 <sup>th</sup> November 2017 at 4.30 p.m.	<b>Location</b>	H8 (HCC)
<b>Attendees</b>	<b>Initials</b>		<b>Attendees</b>
Janet Boland (Chair)	JB		Simon Maplesden
Charlotte Bowles	CBO		Glenn Smith
Gill Donne-Davis	GD		Marie-Claire Adams
Mireille Gaches	MGa		Rob Robson
Siobhan Kent	SK		

Apologies	Initials
Stephanie Johnson (Vice-Chair)	SJ
Andy Holt	AHO

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk

Minutes to
Attendees and Apologies
Governors
Website

	Agenda	Led by
1	<b>Apologies</b>	Chair
2	<b>Declaration of Interest</b>	Chair
3	<b>The Skinny SEF</b>	GSM
4	<b>Year 7 Literacy and Numeracy – how does HCC spend this?</b>	GSM for AHO
5	<b>Minutes of the last meeting – 13<sup>th</sup> September 2017</b>	Chair
6	<b>Matters Arising</b> <ul style="list-style-type: none"> <li><b>Item 5 - Review school performance data – results headline figures -</b> a small thank you to be organised for staff following the excellent results. Action completed: thank you breakfast 29.09.17</li> <li><b>Item 8 – Matters Arising - Specialist Literacy Group</b> – a data sheet has been put together for Y8 students for 2016-17. This covers 2 terms and comes from the reading tests at HCC. MCA to bring the results from the final test to meeting. There is a new cohort of 10 students from Y7 who will now be in this group.</li> <li><b>Item 20 - Trips/Activities</b> - RRO to consider squeezing Activities Week feedback into Consultation Week.</li> </ul>	Chair  MCA  RRO
7	<b>Policy Review</b> - none	Chair
8	<b>Review of Equality Objectives</b>	GSM
9	<b>Discuss LLC or partnership/collaborative activities planned for the year</b>	GSM
10	<b>Ensure all pupil targets are agreed</b>	GSM for AHO
11	<b>Consider benchmarking statistics and report to FGB (standards and attainment)</b>	GSM for AHO
12	<b>Student Progress</b> <ul style="list-style-type: none"> <li>Student Achievement versus national trends (RAISEonline)</li> <li>Interventions</li> <li>Progress on Vulnerable Groups</li> </ul>	GSM for AHO
13	<b>Surveys – update on meeting between MCA/SJ to discuss surveys. To include: Progress Day, PASS/Consultation Week - Feedback</b>	MCA
14	<b>Report from AP T&amp;L on development of teaching and impact.</b> <i>To include:</i>	MCA



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	<ul style="list-style-type: none"> <li>• Literacy</li> <li>• Annual check on PPA (Planning, Preparation and Assessment) – time for teachers and NQT (Newly Qualified Teachers)</li> <li>• CPD Update – reference to coverage of appraisal needs (all staff)</li> </ul>	
15	<b>Sixth Form Update</b>	GSM
16	<b>Department Reviews – Programme for 2017-18 and involvement of governors.</b>	GSM
17	<b>Link Governor Process - review</b>	Chair
18	<b>Review of Progress and Information Evenings</b> <ul style="list-style-type: none"> <li>• Y6 Open Evening 28.09.17</li> <li>• KS3 Information Evening 03.10.17</li> <li>• Lower College Awards 05.10.17</li> <li>• Y10 Progress Evening 12.10.17</li> <li>• Y7 Meet the Teachers 02.11.17</li> <li>• Sixth Form Open Evening 09.11.17</li> </ul>	ELT
19	<b>Careers Fair 09.11.17 - Feedback</b>	GSM for AHO
20	<b>Identify and Celebrate Pupil and Staff Achievements AND CET/Eco Warriors</b>	Chair/CBO
21	<b>Trips/Activities – to include new proposals for Category B and C trips AND Monitor impact of educational visits and residential (annual) – GSM to share EVOLVE printout with governors (governors to give further thought as to how they could monitor impact) AND Brief presentation by GSM on the ‘EVOLVE’ trips/activities for 2016-17</b>	GSM
22	<b>Feedback on Safeguarding Audit AND Monitor safeguarding procedures and report to FGB</b>	RRO
23	<b>Termly report from SENCO – also HT4/6</b>	GSM
24	<b>Pupil Premium Report (Link Governor) – also HT4/6</b>	MGa/GSM for AHO
25	<b>Review of Absence Management – then HT4/6</b>	Chair
26	<b>Monitor and Evaluate progress of Detailed Development Plan (DDP) – feedback to FGB (also HT2/4)</b>	GSM
27	<b>Excellence for All Programme</b>	GSM
28	<b>Agree term dates to recommend to FGB including non-pupil days and inset days</b>	MCA/Chair
29	<b>Working Party Update – Termly review of Risk Register – also HT4/6</b>	Chair
30	<b>Link Governor – Review of Register of Pupil’s Admission to School (Link Governor)</b>	Chair
31	<b>Link Governor – Review of Register of Pupil’s Attendance Register (Link Governor)</b>	Chair
32	<b>Any funding issues for Resources Committee</b>	Chair
33	<b>Part 2 minutes</b>	Chair
34	<b>Date and time of next meeting – Wednesday 17<sup>th</sup> January 2018 at 4.30 p.m.</b>	Chair

Ref	Action or Decision	Action	Date Due
1	<p><b>Apologies</b></p> <p>JB welcomed everyone to the meeting. Apologies were accepted from SJ and AHO. It was noted that there was a quorum present.</p> <p>JB reported that there would be 2 Sixth Form Representatives to the Governing Body joining the committee from the next meeting. They would also be at the next Full Governing Body meeting.</p> <p><i>MGa joined the meeting at 4.32 p.m.</i></p>		
2	<p><b>Declaration of Interest</b></p> <p>It was noted that JB continues to work on a casual basis at the College (e.g.</p>		



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	invigilator and mini-bus driver). All staff declared an interest in any staff related items.		
3	<p><b><u>The Skinny SEF (School Evaluation Form)</u></b></p> <p>Governors noted the Skinny SEF document, which was circulated prior to the meeting. GSM reported that it focused on the overall effectiveness section of the full SEF (which was on the College website). He reminded governors that not all schools share their SEF on their websites, however he felt it was important to do so in order to be open and transparent. Any significant items from the SEF are then included within the DDP (Detailed Development Plan). He pointed out that the SEF scores have been tweaked since the committee last reviewed the SEF (and have increased slightly). The ELT have reviewed the score for the Sixth Form but decided not to change as their view is that the College would need another set of good results before doing so.</p> <p>GSM reported that he had spoken to GD and JB about a proposal to use the Skinny SEF as the basis for the ELT reports in future. They were both supportive of this. The new format will be taken to the next Governing Body meeting for their views. The RSC (Regional Schools Commissioner), during their visit, recommended that the ELT Report should be more focused and this new format would ensure this was the case. Further information (not included within the Skinny SEF) will also be provided to governors such as staff leaving/joining and a CPD update. <i>RRO left the meeting at 4.37 p.m.</i></p> <p><b><u>Governor discussion regarding the new format of ELT Report</u></b></p> <p>GD asked how often the Skinny SEF would be updated. It was noted this would be termly. GD said that her understanding was that the additional information to the Governing Body would be a verbal report rather than a written one. GSM said that it could be. He added that the sections of the full SEF would be updated when required (e.g. after each data trawl) and this may then affect the overall effectiveness section (i.e. the Skinny SEF). GD felt that using the Skinny SEF as the basis for the ELT Report was good as it would ensure that the Resources Governors also saw the SEF on the regular basis. This may reassure them as they will have the opportunity to discuss and understand it. JB stated that the Skinny SEF was an easy read which was a positive way forward. <i>RRO re-joined the meeting at 4.38 p.m.</i></p> <p>JB stated that she has also reviewed the DDP and could clearly see the links between both documents. This she felt was beneficial, as she did not feel the need to ask as many questions. MGa was also impressed with the document, which in her view read like an executive summary.</p> <p>SMA asked, as the Skinny SEF was being updated 3 times per year, whether the one on the website would also be updated. GSM confirmed that the full SEF (which is on the website) would be. MCA pointed out to governors that the context in the SEF does include details on staffing; however, GSM felt that more detail would be required for governors. JB agreed and felt it was important to include staff changes so that they had a clear picture e.g. which staff will be replaced, which staff will not be replaced and which departments were having to manage with less staff.</p> <p>JB said to summarise, she felt it was very pleasing to see the scores on the SEF and that she felt by using the Skinny SEF as the basis for the ELT Report with an additional verbal update at the meeting was a very good idea. MGa agreed and said '<i>well done</i>' for the work that had gone into this.</p>		
4	<p><b><u>Year 7 Literacy and Numeracy– how does HCC spend this?</u></b></p> <p>It was reported that the funding would be spent on employing an extra LSA</p>		



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	<p>(Learning Support Assistant) to support least able in English and delivering programmes such as:-</p> <ul style="list-style-type: none"> <li>• Read Write inc.</li> <li>• Step up</li> <li>• Functional Skills</li> </ul> <p>MCA stated that, because of staffing changes, extraction courses initially could not be delivered in Year 7 but this is no longer the case. The English Department are pleased about this.</p> <p>SMA referred committee members to a link to a report on literacy and numeracy (Governance Alert dated 20/10/17). There was a discussion about the findings in the report and the effectiveness of some of the programmes, however it was recognised that that this was not the case for all schools. MCA stated that the impact of paired reading at HCC was positive. SMA asked if there was any evidence to support this. MCA said in her view it was more about the impact of students having a role model so it was hard to measure, however she would not look to remove this intervention. SMA said he could see that for the minimal cost of this intervention it would be good to continue with it.</p> <p>CBO asked when the new LSA would start. MCA stated that this would be as soon as they could appoint someone. GSM stated that an LSA to provide 'high care needs' had just been appointed and AHO was finalising the advertisement for the other LSA.</p>		
5	<p><b><u>Minutes of last meeting (13<sup>th</sup> September 2017)</u></b> It was noted that the minutes of the meeting held on the 13<sup>th</sup> September 2017 had been circulated to all committee members in advance of the meeting. <b><u>The minutes were agreed (proposed JB, seconded SMA) as a true and accurate record of that meeting and signed accordingly by the Chair.</u></b></p>	<b>Clerk - Minutes to File and Website</b>	Action Completed
6	<p><b><u>Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>• <b>Item 5 - Review school performance data – results headline figures</b> – it was noted that a small thank had been organised for staff following the excellent results (29.09.17).</li> <li>• <b>Item 8 – Matters Arising - Specialist Literacy Group (a data sheet has been put together for Y8 students for 2016-17. This covers 2 terms and comes from the reading tests at HCC. MCA to bring the results from the final test to meeting. There is a new cohort of 10 students from Y7 who will now be in this group).</b> MCA reported that there is no update on this at present and she would be discussing this further with the Acting Director of SEND. She will include this information in the next literacy update.</li> <li>• <b>Item 20 - Trips/Activities</b> - RRO to consider squeezing Activities Week feedback into Consultation Week. Noted by RRO.</li> </ul>	MCA	17.01.18
7	<p><b><u>Policy Review</u></b> It was noted there were no policies to review.</p>		
8	<p><b><u>Review of Equality Objectives</u></b> GSM reported that KS (Kate Smith – Link Governor for Equality Objectives) had reviewed the existing policy and met with GSM to discuss and evaluate this. She had then updated/amended the existing policy and sent to GSM for his comments. KS and GSM will now meet to finalise the new policy.</p> <p>MGa asked if there been many changes. GSM said that it was mainly the order of the sections in the policy that had been changed along with specifying how the College would measure the impact of the objectives.</p>	<b>Agenda item for HT3</b>	<b>GSM</b>



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9	<p><b><u>Discuss LLC or partnership/collaborative activities planned for the year</u></b> GSM/MCA shared details of :</p> <ul style="list-style-type: none"> <li>All planned sports events for 2017-18 (e.g. handball, cross country, athletics and dance).</li> <li>Enrichments opportunities offered to the feeder schools by HCC (e.g. Science and Maths).</li> <li>Heads and SENCO meetings.</li> </ul> <p>Governors noted that there was a lot going on and agreed it was great PR for the College. The Clerk was asked to circulate this information. It was noted that SMA, through his work as a Science Teacher, had been involved in work with the primary schools. JB said it was good to see evidence of so much going on, some of which she was aware of through the College newsletters.</p>	Clerk	Following Meeting
10	<p><b><u>Ensure all pupil targets are agreed</u></b> GSM, on behalf of AHO, reported that:</p> <ul style="list-style-type: none"> <li>Pupil targets are set centrally by using aspirational CATS (Cognitive Ability Tests) targets,</li> <li>Targets are then sent to teachers,</li> <li>Targets amended if AHO agrees,</li> <li>There is a target P8 score of 0 and then 0.2 in the next 2 years,</li> <li>The disadvantaged target -0.4 then -0.2 in the next 2 years.</li> </ul> <p>SMA asked if the targets were set by the SATS (Standard Assessment Tests). MCA stated that CreATE used CATs but English and Maths still use KS2 data. SMA said for Science it is internal teachers' assessment.</p> <p>JB asked if all present were in agreement with the targets. All were. <b><u>It was therefore noted that the targets for 2017-18 had been agreed as follows:</u></b></p> <ul style="list-style-type: none"> <li>There is a target P8 score of 0 and then 0.2 in the next 2 years.</li> <li>The disadvantaged target -0.4 then -0.2 in the next 2 years.</li> </ul> <p><b><u>Proposed: JB, Seconded: SMA</u></b></p>	To FGB	29.11.17
11	<p><b><u>Consider benchmarking statistics and report to FGB (standards and attainment)</u></b> Governors noted the handout 'Analysing School Performance' which was circulated at the meeting. A full report will be given at the Full Governing Body meeting on the 29<sup>th</sup> November 2017.</p> <p><b><u>Governor Comments/Questions:</u></b></p> <ul style="list-style-type: none"> <li><b>Ebacc (English Baccalaureate)</b> - MGa asked if this was affected by the change with MFL at HCC (i.e. less students taking the subject). MCA confirmed it was.</li> <li><b>P8 Score</b> - SMA felt that the P8 score was good overall, even though it was negative.</li> </ul>		
12	<p><b><u>Student Progress</u></b> <i>To cover:</i></p> <ul style="list-style-type: none"> <li>Student Achievement versus national trends (RAISEonline)</li> <li>Interventions</li> <li>Progress on Vulnerable Groups</li> </ul> <p>GSM shared a number of slides with governors which included information on:</p> <ul style="list-style-type: none"> <li>Key Performance Indicators (KPI) Summary for Disadvantaged Groups.</li> <li>Progress 8 and Attainment 8 figures for all students, by gender, for Pupil</li> </ul>		



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	<p>Premium Students and for Free School Meals students.</p> <ul style="list-style-type: none"> <li>The number of entries and the baskets for English, Maths, Ebacc and Other for both Progress 8 and Attainment 8.</li> </ul> <p>It was noted that the RSC wanted to know that governors were being provided with this information. MCA said that the ELT have been looking at the gender gap and pupil premium students. GSM confirmed that all of those listed were classed as vulnerable groups.</p> <p><b>Governor Comments/Questions:</b></p> <ul style="list-style-type: none"> <li><b>Situation at HCC</b> - SMA said he felt that the gender gap at HCC was pretty good. Lots of schools struggle.</li> <li><b>English (Gender Gap)</b> - GD said that she has met with SFL (Head of English) and discussed how to close the gap. SFL has informed her that the gender gap had not widened and that all the interventions had worked but there was still a gap. GSM stated that that gap will depend on the cohort and changes year on year.</li> <li><b>Less Support Staff</b> – JB asked if the reduction in support staff would affect the gap. GSM said that the College was aiming to positively discriminate towards this group. Universal provision should focus planning and delivery. This would enable teachers to maximise progress so any reduction in staff minimised effect on gaps.</li> </ul>		
13	<p><b><u>Surveys – update on HT6 meeting between MCA/SJ to discuss surveys</u></b> MCA reported that Consultation Week had been moved back a week and therefore a new meeting date had been arranged. MCA/SJ will provide an update at the next meeting.</p>	MCA/SJ	Agenda item HT3
14	<p><b><u>Report from Assistant Principal Learning &amp; Teaching on development of teaching and impact.</u></b> <i>To include:</i></p> <ul style="list-style-type: none"> <li>CPD Update – reference to coverage of appraisal needs (all staff)</li> <li>Annual check on PPA (Planning, Preparation and Assessment) – time for teachers and NQT (Newly Qualified Teachers)</li> <li>Literacy</li> </ul> <p><b>CPD Update</b> – MCA reported that she receives a report (from Perspective) after GSM has completed the appraisal round. She was pleased to see that there was more in the report for this year. Staff have been more specific about what they wanted and this has been more clearly categorised. There are still external CPD opportunities provided but the report includes internal opportunities such as department meetings, peer learning and peer work. The College still access opportunities through the ‘Jurassic Coast’ services. This is a very good source of CPD for the College and, as HCC are a partner with the Jurassic Coast Teaching School Alliance, it is much cheaper than other external CPD options. MCA has already spent a good part of the budget but it was important to do this early. Other CPD opportunities that the College makes use of are Inset Days, PPA (Planning, Preparation and Assessment) time for teachers in the timetable. SMA confirmed, as a teacher, that he makes use of this time.</p> <p><b>NQT</b> – MCA reported that there are 2 NQT’s at the College. Both have extra time included in their timetable as is the requirement.</p> <p><b>Literacy</b> – MCA updated governors on a Learning Community Event delivered by an</p>		



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	<p>external speaker. Students from a local primary school had been involved and, after they had returned to school, MCA has asked the school for some feedback which was all very positive. MCA also updated governors on an enrichment activity involving the Second in English. This was an 'Invigorwrite' workshop for creative writing which was all very positive. GSM updated governors on Arts Council/Thelma Hulbert Gallery project which students had been involved in. Students had been asked to record an auditory commentary to go with some pictures at the gallery. Six/Seven of the College's most able students were involved.</p> <p><b><u>Governor Questions/Comments:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Newspaper</b> – MGA asked if the event involving a local primary school had been in the newspaper. MCA said that she was not aware that it had been but would arrange for it to be in the College newsletter and also ask if it could be forwarded to the local press.</li> </ul>	MCA	To note
15	<p><b><u>Sixth Form Update</u></b> GSM reported that:</p> <ul style="list-style-type: none"> <li>• <b>Sixth Form Open evening</b> - approximately 50% attended. Marketing recruitment continues and approximately 6 external students have shown an interest.</li> <li>• <b>Year 13 University applications</b> – these are going well. Offers now coming in (2 unconditional). One entered for Oxford.</li> <li>• <b>Exeter Progression</b> – Twenty Year 12 students awaiting confirmation for Exeter progression programme.</li> <li>• <b>Year 12/13 Geographers</b> - off to Plymouth to attend a 'Geography and Earth Science' day.</li> <li>• <b>Step One of The Step Programme</b> – 3 students are on this Year 12 initiative.</li> <li>• <b>Friday INSET Day</b> – this will be another session on the Sixth Form Teaching and Learning (delivered by MCA and the Head of Sixth).</li> <li>• <b>Christmas Shoebox Appeal</b> – 40+ have been filled.</li> <li>• <b>Volunteering programme</b> – this is better than ever. Students have had training from MCA and the Head of Sixth. They have been involved in the work in the classroom, staff duties, Inter-Tutor, clubs and the library. All Year 12 and 50% of Year 13 involved.</li> <li>• <b>APAUSE</b> - Year 12 IT students working with Exeter University on APAUSE and will be in on the second INSET Day to develop a safe use of internet package to roll out to other schools.</li> <li>• <b>Head of Sixth</b> - busily spending bursary (this is good news).</li> </ul> <p><b><u>Governor comments/questions:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Sixth Form Open Evening</b> – GD reported that she had attended as a parent. <u>The event was excellent and she had emailed a 'thank you' to those involved.</u> It was noted that AHO and the Head of Sixth will be attending an event at Uffculme to promote the Sixth Form.</li> <li>• <b>Volunteering Programme</b> – <u>JB asked for the minutes to record 'congratulations' to the Head of Sixth and her team for supporting the students with all of the volunteering opportunities.</u></li> </ul>		
16	<p><b><u>Department Reviews – Programme for 2017-18 and involvement of governors</u></b> Governors noted the following dates:</p> <ul style="list-style-type: none"> <li>• MFL Dept Review - Monday 06/11/2017</li> <li>• PE Dept Review - Monday 20/11/2017</li> </ul>		



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	<ul style="list-style-type: none"> <li>Science Department Review - Monday 04/12/2017</li> <li>CreATE Department Review (Wk1) - Monday 15/01/2018</li> <li>English Dept Review - Monday 22/01/2018</li> <li>ICT Dept Review - Monday 05/02/2018</li> <li>CreATE Department Review (Wk2) - Monday 19/02/2018</li> <li>Humanities KS3 &amp; 4 Dept Review - Monday 19/02/2018</li> <li>Maths Department Review - Monday 05/03/2018</li> <li>Humanities Post 16 Dept Review - Monday 16/04/2018</li> </ul> <p>MCA reported that some governors have already been involved in the reviews (this year) in a variety of ways.</p> <p>MCA stated that each department has been paired with another department and were discussing issues such as how best to share resources. The Head of English has recently been involved in learning walks during the MFL review and had found this very useful for her department as she was able to take back ideas as well as provide feedback to MFL.</p> <p><b><u>Governor Questions/Comments:</u></b></p> <ul style="list-style-type: none"> <li><b>Pairings</b> – MGa asked about the pairings and it was noted Maths was paired with Science, IT with CreATE and Humanities with PE. It was noted in CLC (College Leadership Committee) meetings time is given to focus on this. JB felt this was useful to know as it would enable Link Governors to pick up on this in their meetings or if involved in a Department Review.</li> </ul>		
17	<p><b><u>Link Governor Process – review</u></b></p> <p>JB reported that she has reviewed all of the reports that had been returned and it was very interesting and impressive to read all of the involvement. GD added that she felt the visits would show a good picture of the professional relationships developing between Link Governors and staff. They would also enable governor’s knowledge of their departments to grow. JB stated that she would still be contacting HoDs but felt that it would be better to do this in the new year given the recent changes in Link Governors.</p>		
18	<p><b><u>Review of Progress and Information Evenings</u></b></p> <ul style="list-style-type: none"> <li><b>Y6 Open Evening 28.09.17</b> - RRO stated that attendance was lower than last year. It was not obvious why. The primary schools had circulated the information and the event did not clash with any other events. Following the evening, a number of tours were organised.</li> <li><b>Y7 Meet the Teachers 02.11.17</b> – RRO stated that this was the second year this was run. Attendance was really good as was the feedback. SMA reported that he had been in attendance as a teacher and it had been really good to meet parents. JB also attended and she felt the atmosphere was very good. SK, who had attended the previous event as a parent, said it was nice to be able to meet the different teachers and see the students’ books. MGa felt it was a great opportunity for students to demonstrate their pride in their work. It was also noted that parents had started in different classrooms dependent on which tutor group their son/daughter was in, this had meant it was much easier to move around and speak to the different teachers.</li> </ul> <p><u>RRO asked of the minutes to include a ‘thank you’ to MCL (Michelle Clements – PA to RRO) for all of her hard work in the lead up to the evenings.</u></p> <ul style="list-style-type: none"> <li><b>KS3 Information Evening 03.10.17</b> – MCA reported that the evening went well. SK said she felt it was a shame to see that many parents who</li> </ul>		



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	<p>had attended when their son/daughter was in Year 7 did not attend when they were in Year 8. She attended as a governor/parent and felt that Year 8 parents would have definitely learnt from it. MCA reported that the evaluation from the event was all very positive and suggestions were made for topics at the next evening which she is looking to include.</p> <ul style="list-style-type: none"> <li>• <b>Lower College Awards 05.10.17</b> – GSM reported that this was very well attended. More staff will be attending this year and there will be an extra event as the Sixth Form will have a separate evening.</li> <li>• <b>Y10 Progress Evening 12.10.17</b> – MGa reported that she has attended as a parent and AHO had done a brilliant job with the time-keeping.</li> <li>• <b>Sixth Form Open Evening 09.11.17</b> – It was noted that, as with the previous event, this was very positive.</li> </ul> <p>JB thanked the ELT for their update.</p>		
19	<p><b>Careers Fair 09.11.17 – Feedback</b></p> <p>GSM reported that this had gone really well. There was a good range of careers represented. HCC is the only school that puts on the event annually. He feels that the students got a lot out of it. All the presenters were very positive about the students and commented on the maturity of the questions asked.</p> <p>SK said that, as a parent, she felt this event was very positive. SMA agreed and felt it was good to provide students with options early. GSM said he was pleased to see that a lot of staff had the opportunity to attend.</p> <p>Governors noted the positive report from HBO (Hannah Bown – PSHE Co-ordinator) <i>'Next Steps South West Higher Education Roadshow Honiton Community College Report'</i>.</p>		
20	<p><b>Identify and Celebrate Pupil and Staff Achievements AND CET/Eco Warriors</b></p> <ul style="list-style-type: none"> <li>• <b>CET</b> – CBO reported that there is now one Chair of the CET (and not joint Chairs) due to study commitments. A lot of preparation has gone into the Children in Need Event. Year 7 students have been interviewed and 3 have been chosen to join the CET. MCA has helped with the interviews. It has been a busy couple of weeks for the students.</li> <li>• <b>Identify and Celebrate Pupil and Staff Achievements</b> - Governors noted the report circulated with the agenda.</li> </ul>		
21	<p><b><u>Trips/Activities – to include new proposal for Category B and C trips and progress on activities week AND Monitor impact of educational visits and residential (annual)</u></b></p> <p>It was noted that the presentation by the County Advisor, on Standard Operating Procedures, had been well attended by staff. GSM stated that the document will be split into 3 parts to make it easier to follow.</p> <p><b><u>GSM to share EVOLVE printout with governors (governors to give further thought as to how they could monitor impact) AND Brief presentation by GSM on the 'EVOLVE' trips/activities for 2016-17</u></b></p> <p>GSM shared the report with Governors from EVOLVE. He reported that not all trips etc. were evaluated as it is not a requirement. A lot of work goes into the preparations of trips and he did therefore not want to add additional work to this process by asking staff to complete the evaluation section. JB said she could not</p>		



“Success for All”

**POLICIES ADOPTED:** None

**POLICIES TO RECOMMEND TO FULL GOVERNING BODY:** None

Ref	Action or Decision	Action	Date Due
	<p>see any benefit from asking staff to complete this section and asked who would read it if they did. GSM said it would be him but staff fed back verbally anyway.</p> <p><u>GSM asked for the minutes to record a 'thank you' to MCL (Educational Visits Co-ordinator) for all her hard work in recording trips.</u></p>		
22	<p><b><u>Feedback on Safeguarding Audit AND Monitor safeguarding procedures and report to FGB</u></b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding Audit</b> - RRO reported that the Safeguarding Audit must be returned by the 31<sup>st</sup> December 2017. This is a standard process. SJ will be asked to complete a section (as Safeguarding Link Governor). An action plan will also be included.</li> <li>• <b>Single Central Register</b> – it was noted that SJ had carried out her termly check with JBI (PA to Principal/Senior Vice-Principal) and RRO.</li> </ul> <p><b>The meeting went into Part 2 at 5.40 p.m. Proposed: JB Seconded: CBO. The meeting came out of Part 2 at 5.44 p.m. Proposed: JB, Seconded: MGa.</b></p>		
23	<p><b><u>Termly Report from SENCO – also HT4/6</u></b></p> <p>GSM reported that:</p> <ul style="list-style-type: none"> <li>• There have been 15 Transfer Reviews (9 from old to EHCP – Educational Health Care Plan).</li> <li>• There have been 5 PEP (Personal Education Plans) for Children in Care.</li> <li>• The Record of Need register for all years has been updated.</li> </ul> <p><b>SEND Link Governor Update</b> - MGa reported that she had met with ASA (Alison Salter – Acting Director of SEND) on the 28th September 2017 for the SEND termly Link Governor meeting. SJ had sent apologies. As this was the first meeting of the year MGa and ASA used the meeting to discuss ASA’s role and how the department was running. Both felt there were nothing at this stage which the committee needed to be updated on. A further meeting will be held next term and an update will be provided to the committee. MGa said that she was very impressed by the passion and enthusiasm of the staff involved and has every confidence in the way in which the work has been divided up.</p>		
24	<p><b><u>Pupil Premium Report (Link Governor)</u></b></p> <p>GSM, on behalf of AHO, shared a number of slides with governors which covered:</p> <ul style="list-style-type: none"> <li>• Disadvantaged students and what does a disadvantaged pupil get.</li> <li>• Eligibility Criteria (Ever 6 - Free School Meals, children adopted from care or who have left care, Ever 6 Service Child).</li> <li>• Current disadvantaged budget (Income £117810, Expenditure spent apart from £3500 in Pupil Premium budget for AHO to spend).</li> <li>• Disadvantaged profile Year 7-11.</li> <li>• The suggested strategy for Pupil Premium - i.e. chart showing strategy detailing support in the classroom (e.g. learning walks and CLC - College Leadership Committee meetings) and interventions (e.g. mentoring, very limited one-to-one, parental communication).</li> <li>• Current Underperforming PP students in Year 11, 10 and 9.</li> </ul> <p>All felt the information provided was very good.</p>		



“Success for All”

**POLICIES ADOPTED:** None

**POLICIES TO RECOMMEND TO FULL GOVERNING BODY:** None

Ref	Action or Decision	Action	Date Due
	<b>Pupil Premium Link Governor</b> - MGa reported that she had met with AHO for her termly meeting and he had taken her through the information provided tonight. She felt that it presented a very good picture of the work being carried out by the College and she wished the minutes to record a 'thank you' for this.		
25	<b><u>Review of Absence Management – also HT4/6</u></b> JB reported that she had met with MCA and looked at the MAMSA (Maximising Attendance and Managing Sickness Absence) Policy. They had discussed the records kept and the return to work processes in place, both of which were managed very effectively by JBI. JB and MCA had also discussed CPD and how absence is managed. It was noted that there is now less absence from College for CPD as other opportunities are in place. MCA is looking at the effect of staff absence on the Sixth Form (along with the Head of Sixth). Results show that over the past 3 years, lessons cancelled have reduced from 10% to 5% (however the Head of Sixth is continuing to monitor this with teachers). The Cover Team system continues to work well. The one area of concern at the moment is absence that may be caused by the stretched support staff team. This is less easy to monitor but the impact is great. The next meeting between MCA and JB will be in January.		
26	<b><u>Monitor and Evaluate Progress of Detailed Development Plan (DDP) –also HT4/6</u></b> Governors noted the plan which had been circulated prior to the meeting (also available on the website). The ELT then shared a version with governors that showed their recent updates. JB said it was good to see the whole process and in particular the clear link between the SEF and the DDP. She felt the document was very clear and easy to follow. GSM drew governors' attention to the display on the wall in H8 which clearly showed how the DDP filters down into departments.  <b>Governor Comment/Question:</b> <ul style="list-style-type: none"> <li>• <b>Programme of Oracy in English Lessons</b> – JB asked about this programme. MCA stated that AHO had responsibility for it as ELT Link to English. The aim was to build on the progress of students who need extra support because of their postcode. The programme includes external support. The English Department will feedback through their Department Plan.</li> </ul>		
27	<b><u>Excellence for All Programme</u></b> GSM reported that this was not possible to complete until the ASP (Analysing School Performance) had been released at the end of November.		
28	<b><u>Agree term dates to recommend to Full Governing Body including non-pupil days and inset days</u></b> MCA shared the proposed terms dates for 2019-20 with governors (details of which are on the website as a draft). She reported that they were pretty much the same as for 2018-19 but with inset days 'front-loaded' at the start of the year. There will be a 4 day activity week. The inset day at the end of the year will be used to focus on appraisal targets and the DDP.  <b>Governor Comment/Question:</b> <ul style="list-style-type: none"> <li>• <b>Two-week half-term</b> – SK asked why the College did not have a 2-week half-term like Littletown. GSM stated that the College previously had 2 weeks in October. MCA explained that HCC had changed back to one week because it was difficult to fit in CPD etc. Additionally with the pressures placed on staff with revision programmes it was felt the only way forward was to re-introduce the Inset Days.</li> </ul>		



HONITON COMMUNITY COLLEGE ACADEMY TRUST  
Teaching & Learning Committee

“Success for All”

**POLICIES ADOPTED:** None

**POLICIES TO RECOMMEND TO FULL GOVERNING BODY:** None

Ref	Action or Decision	Action	Date Due
	As there were no further comments, JB asked if all were in agreement. All were. <b><u>It was therefore agreed that the Teaching &amp; Learning Committee would be proposing to the Full Governing Body that the term dates for 2019/20 should be agreed.</u></b>	To FGB	29.11.17
29	<b><u>Working Party Update – Termly review of Risk Register – also HT4/6</u></b> JB reported that she had met with GSM prior to the meeting (apologies had been given by SJ, AHO and MBU) and there were no amendments being proposed. All were content with this.		
30	<b><u>Link Governor – Review of Register of Pupil’s Admission to School (Link Governor)</u></b> JB reported that she will be completing the visit next term.	Agenda item for HT3	17.01.18
31	<b><u>Link Governor – Review of Register of Pupil’s Attendance Register (Link Governor)</u></b> JB reported that she will be completing the visit next term.	Agenda item for HT3	17.01.18
32	<b><u>Any funding issues for the Resources Committee</u></b> None requested.		
33	<b><u>Part 2 minutes</u></b> The meeting went into Part 2 at 6.06 p.m. Proposed: JB Seconded: CBO. The meeting came out of Part 2 at 6.08 p.m. Proposed: JB, Seconded: MGa.	Clerk – to file	Action Completed
34	<b><u>Date of next meeting</u></b> Wednesday 17 <sup>th</sup> January 2018 at 4.30 p.m. H8. <i>Meeting ended at 6.08 p.m.</i>		