



“Success for All”

**POLICIES ADOPTED:** College Lettings Policy Statement, Charging and Remissions Policy, Exit Policy

**POLICIES TO RECOMMEND TO FULL GOVERNING BODY:** Finance Policy

**Meeting 6 – Part 1 Minutes**

<b>Date/Time</b>	Monday 27 <sup>th</sup> June 2016 at 4.30 p.m.	<b>Location</b>	MU2 (HCC)	
<b>Attendees</b>	<b>Initials</b>		<b>Attendees</b>	<b>Initials</b>
Ian Copeman (Chair)	IC		Dave Travers	DT
Lynda Price	LP		Sheran Taylor	ST
Glenn Smith (part)	GSM		Andy Holt	AHO
Tony Smith	TS		Matt Burrell	MBU

<b>Apologies</b>	<b>Initials</b>
Mick Clements	MC
Margaret Evans (Vice-Chair)	ME
Richmal Shorter	RSH

<b>Absent without Apology</b>	<b>Initials</b>

<b>In Attendance</b>	<b>Initials</b>	
Sarah Matthews	SM	Clerk

<b>Minutes to</b>
Attendees and Apologies
Governors
Website

	<b>Agenda</b>	<b>Led by</b>
1	<b>Apologies</b>	Chair
2	<b>Declarations of Interest</b>	Chair
3	<b>Minutes of the last meeting – 9<sup>th</sup> May 2016</b>	Chair
4	<p><b>Matters Arising:</b></p> <p><b>Item 4 - Matters Arising.</b> LP to speak to TS on completion of induction programme – ongoing.</p> <p><b>Item 5 – Staffing Update (Staff Leave Absence Policy)</b> – Proposal from GSM re: amendments to policy. Postponed until HT1 – 2016.</p> <p><b>Item 8 – Policy Review:</b></p> <ul style="list-style-type: none"> <li><b>Assets and Depreciation Policy</b> – Update from MBU re: serial numbers for all items.</li> <li><b>Investment Policy</b> – figures now removed from policy (noted in document history). Action completed.</li> </ul> <p><b>Item 7 – Complaints:</b></p> <ul style="list-style-type: none"> <li><b>Lockers</b> - MBU to include review of issues as part of Finance report – see item 18.</li> <li><b>Lockers</b> – Issues to also be referred to T&amp;L Committee. Action completed. See minutes 11th May 2016.</li> <li><b>Y7 Trips</b> – Issues to be referred to T&amp;L Committee. Action completed. See minutes 11th May.</li> <li><b>Complaints</b> – Annual Cycle to be updated with new standard item ‘Comments and Suggestions’ (see item 9). Annual Review of Complaints will still be completed.</li> </ul> <p><b>Item 10 – Emergency Plan.</b> All actions completed. FGB and annual cycle updated.</p> <p><b>Item 11 - Update on CIF:</b></p> <ul style="list-style-type: none"> <li>MBU/MC to meet outside meeting to discuss possible sponsor.</li> <li>MBU to consider which governors he would like to be involved in review of bid.</li> <li>Tour of Gym – Governors to contact MBU if they would like a tour.</li> </ul> <p><b>Item 14 – Lettings</b> – ST/MBU to discuss possible short term let.</p>	<p>LP</p> <p>Postponed to HT1</p> <p>MBU</p> <p>Action completed</p> <p>See item 18</p> <p>Action completed</p> <p>Action completed</p> <p>Action completed</p> <p>Actions completed</p> <p>MBU/MC</p> <p>MBU</p> <p>All</p> <p>ST/MBU</p>
5	<b>Annual Review of Committee Terms of Reference (inc. Quorum) – committee</b>	Chair



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Resources Committee

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	<b>to be clear about delegated responsibility</b>	
6	<b>Annual Review of Governing Body Annual Cycle (Resources items only)</b>	Chair
7	<b>Termly review of the Risk Register (also HT2/4)</b>	Chair
8	<b>Policy Review</b> <ul style="list-style-type: none"> <li>• Finance Policy (including levels of delegation) – recommend to FGB</li> <li>• College Lettings Policy Statement</li> <li>• Charging and Remissions Policy</li> <li>• Exit Policy</li> </ul>	MBU MBU MBU GSM
9	<b>Comments and Suggestions</b>	GSM
10	<b>Review Asset Management Plan</b>	MBU
11	<b>Strategic Plan for Campus – annual review</b>	MBU
12	<b>Ensure Risk Assessments are carried out annually</b>	MBU
13	<b>Termly report from H&amp;S Link Governor (also HT2/4). To include accident report and comparisons and check of book.</b>	IC/MBU
14	<b>Approval – Category B and C Trips</b>	GSM
15	<b>Staffing Update (to include any changes to the Performance Management Tree)</b>	GSM
16	<b>Review and recommend budget for approval to Full Governing Body</b>	IC/MBU
17	<b>Five Year Budget and Staffing Structure for next year</b>	MBU/AHO
18	<b>Draft Marketing Plan</b>	MBU
19	<b>Director of Finance and Resources Report to include:</b> <ul style="list-style-type: none"> <li>• Aged Debtor Report</li> <li>• Visit 3 - Responsible Officer</li> <li>• Annual report containing evidence of 'records of debts written off' with supporting evidence (signatures/companies)</li> <li>• Number of instances of fraud within previous 12 months</li> <li>• Site Manager's Report</li> </ul>	MBU
20	<b>Appointment of Auditors (2016) AND Appointment of Responsible Officer (2016)</b>	MBU
21	<b>Receive notification of any funding issues from Teaching and Learning Committee</b>	IC
22	<b>Gifts and Hospitality</b>	IC
23	<b>Chair's Business</b> <ul style="list-style-type: none"> <li>• PSC Register</li> </ul>	IC
24	<b>Part 2 Minutes</b>	Chair
25	<b>Date and time of next meeting – Monday 19<sup>th</sup> September 2016 at 4.30 p.m.</b>	Chair

Ref	Action or Decision	Action	Date Due
1	<b>Apologies</b> Apologies were accepted from RSH, ME and MC. It was noted that this would have been the last meeting for RSH as her term of office ends on the 17 <sup>th</sup> September 2016. The committee appreciated her commitment as a governor over the past 4 years. It was noted there was a quorum present.		
2	<b>Declarations of Interest</b> ST declared an interest in item 19 (re: securing a letting for the CUB (Community Use Building)).		
3	<b>Minutes of the last meeting (9<sup>th</sup> May 2016)</b> The minutes of the meeting held on 9th May 2016 had been circulated to all committee members in advance of the meeting. <b><u>The minutes were then agreed (proposed ST, seconded DT) as a true and accurate record of that meeting and signed accordingly by the Chair</u></b>	<b>To file and website</b>	



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4	<p><b><u>Matters Arising</u></b>  <b>The following actions were noted as completed:</b></p> <ul style="list-style-type: none"> <li>• <b>Item 4 - Matters Arising - LP to speak to TS on completion of induction programme.</b> TS felt that the programme had been fine to date. There was a lot of information, however he appreciated this may be necessary for a governor from a different background to himself. He will be attending the New Governors Course (for Academies) on Thursday. A 'shadow the teacher' day will be booked for the autumn term.</li> <li>• <b>Item 8 – Policy Review:</b> <ul style="list-style-type: none"> <li>➤ <b>Investment Policy</b> – figures now removed from policy (noted in document history).</li> <li>➤ <b>Assets and Depreciation Policy</b> – MBU reported that the fixed asset register does not contain serial numbers but the inventories do.</li> </ul> </li> <li>• <b>Item 7 – Complaints:</b> <ul style="list-style-type: none"> <li>➤ <b>Y7 Trips</b> – Issue referred to T&amp;L Committee. See minutes 11th May 2016.</li> <li>➤ <b>Lockers</b> – Issue referred to T&amp;L Committee. See minutes 11th May 2016. GSM reported that he had met with a parent to discuss lockers and, after a tour of the college, they could appreciate this was not an option (due to space). It was noted that as this had been thoroughly reviewed by the Teaching &amp; Learning Committee it had not been necessary to include it in MBU's report.</li> <li>➤ <b>Complaints</b> – Annual Cycle updated with new standard item 'Comments and Suggestions'. It was noted that the Annual Review of Complaints will still be completed.</li> </ul> </li> <li>• <b>Item 10 – Emergency Plan</b> - The Full Governing Body and the annual cycle have been updated. MBU will be condensing down the plan.</li> <li>• <b>Item 14 – Lettings</b> – ST/MBU have met to discuss a possible short term let. An update is included within MBU's report (item 19).</li> </ul> <p><b>The following items have been postponed:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Item 5 – Staffing Update (Staff Leave Absence Policy)</b> – Amendments will be made to the policy for governors to consider at the HT1 – 2016 meeting.</li> <li>➤ <b>Item 11 - Update on CIF</b> - MBU/MC to meet outside meeting to discuss possible sponsor. In the absence of MC an update has been postponed until HT1-2016.</li> </ul> <p><b>The following was noted:</b></p> <ul style="list-style-type: none"> <li>• <b>Item 11 - Update on CIF:</b> <ul style="list-style-type: none"> <li>➤ <b>Governor involvement</b> – MBU will contact governors individually.</li> <li>➤ <b>Tour of Gym</b> – Governors were reminded to contact MBU if they would like a tour.</li> </ul> </li> </ul>	<p>HT1-2016</p> <p>HT1-2016</p> <p>MBU – to note All – to note</p>	
5	<p><b><u>Annual Review of Committee Terms of Reference (inc. Quorum) – committee to be clear about delegated responsibility</u></b>  The committee noted the annual cycle (resources items only) which was circulated prior to the meeting. All were in agreement with the cycle. The following was noted:</p> <ul style="list-style-type: none"> <li>• <b>To receive recommendation from the Teaching and Learning Committee following a review of staffing structures directly linked to the delivery of the curriculum</b> - MBU said he felt that HT6 was too late for the Teaching and Learning Committee to be recommending this to the Resources Committee as this was the same meeting at which the budget would be discussed. However, GSM felt it was fine and that if the ELT updated the Teaching and Learning Committee at HT4/5/6 with regards to the staffing structure they would then be able to recommend the structure to Resources at HT6. GSM reported that he thought the ELT had staffing covered for next year, however the part-time NQT recently</li> </ul>		



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	<p>recruited for Business Studies had pulled out at short notice. A replacement was being sought.</p> <p><b><u>It was therefore agreed that the Annual Cycle (Resources) items would be recommended to the Full Governing Body for agreement. Proposed: IC Seconded: ST.</u></b></p>	To FGB	
6	<p><b><u>Annual Review of Committee Terms of Reference (inc. Quorum)</u></b></p> <p>The committee noted the document which was circulated prior to the meeting. IC asked if there were any comments. The following was noted:</p> <ul style="list-style-type: none"> <li>• <b>Teaching and Learning items</b> - LP said she felt there may be a number of items which should be moved to the Teaching and Learning Committee and asked MBU/the Clerk to check these. The committee then discussed the new committees, the role of governors.</li> <li>• <b>Volume of paperwork/minute detail</b> - TS raised a concern about the volume of paperwork/minute detail he had seen to date, however LP explained that the committees had been streamlined and the detail included was what was required. GSM pointed out that 2 working parties (i.e. Risk Register) had been set up to alleviate some of this.</li> </ul> <p>There were no further comments. <b><u>It was therefore agreed that the Terms of Reference for the Resources Committee for 2016-17 would be recommended to the Full Governing Body for agreement, subject to the above checks. Proposed: IC, Seconded: DT</u></b></p>	<p>MBU/Clerk</p> <p>To FGB</p>	
7	<p><b><u>Termly review of Risk Register (also HT2/4)</u></b></p> <p>It was noted that IC, MBU and LP (Working Party) had met prior to the meeting to review the Risk Register. The committee were updated on the recommended changes which were:</p> <ul style="list-style-type: none"> <li>• <b>1c – Quality of provision falls below acceptable levels (Lack of specialist staff affects delivery of the curriculum)</b> – amend likelihood from 2 to 3.</li> <li>• <b>2c – Management of property and facilities is ineffective (Loss of teaching facilities as building(s) become unusable resulting in loss of classes and potential impact upon exam results together with bad publicity)</b> – amend likelihood from 2 to 3.</li> <li>• <b>2f – Management of property and facilities is ineffective (Lack of funding to undertake maintenance at the required level)</b> – amend likelihood from 3 to 4.</li> <li>• <b>9b – Unacceptable numbers of students fail to progress into Post 16 / FE / Training / Employment (Poor results lead to drop in applications). Responsibility for Action</b> – amend Vice Principal to Principal</li> </ul> <p><b><u>Governor question/comment:</u></b></p> <p>TS asked who decides if a change to the Risk Register is required. MBU explained that the Working Party reviews the register but any changes must be brought to the Resources Committee. TS asked if in future it would be possible to just review those at a certain level. MBU confirmed it would be.</p>	<p>MBU to note – for HT2</p>	
8	<p><b><u>Policy Review</u></b></p> <ul style="list-style-type: none"> <li>• <b>Finance Policy</b> - MBU reported that the roles and responsibilities in the policy had been updated to reflect current practice. There were no changes to the value of delegated limits. IC asked if the delegated limits worked. MBU confirmed they did. As there were no other comments, IC asked if all were in agreement, all were.</li> </ul> <p><b><u>It was therefore agreed that the Finance Policy would be recommended to the Full Governing Body for approval. Proposed LP, Seconded IC.</u></b></p>	To recommend to FGB	



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	<ul style="list-style-type: none"> <li><b>College Lettings Policy Statement</b> – MBU reported that apart from updating the job titles there had been no changes to the policy. The costs will remain the same as last year. IC asked if there were any comments. There were none. All were content with the policy. <b><u>It was therefore agreed that the College Lettings Policy Statement had been approved by the Resources Committee. Proposed ST, Seconded DT.</u></b></li> <li><b>Charging and Remissions Policy</b> – MBU briefly explained the purpose of the policy. IC asked if it worked operationally. MBU confirmed it did. ST asked about the information regarding working tax credit and universal credits. MBU stated that he had included the most up to date information from the government website. LP said that information, such as this, should be updated by MBU as soon as changes were made and should not wait until the next governors’ meeting. IC asked if there were any comments. There were none. All were content with the policy. <b><u>It was therefore agreed that the Charging and Remissions Policy had been approved by the Resources Committee. Proposed LP, Seconded DT.</u></b></li> <li><b>Exit Policy</b> – GSM reported that there were no changes. IC asked if there were any comments. There were none. All were content with the policy. <b><u>It was therefore agreed that the Charging and Remissions Policy had been approved by the Resources Committee. Proposed GSM, Seconded ST.</u></b></li> </ul>	<p><b>To FGB to note/Policy to web and file</b></p> <p><b>To FGB to note/Policy to web and file</b></p> <p><b>To FGB to note/Policy to web and file</b></p>	
9	<p><b><u>Comments and Suggestions</u></b> GSM reported that there were no comments or suggestions to report to the committee.</p>		
10	<p><b><u>Review Asset Management Plan</u></b> MBU explained that this was an item on the Babcock Governor Support annual cycle. IC asked if it was necessary to have this plan. MBU said he would look into this further and update the committee at the next meeting.</p>	<b>MBU</b>	
11	<p><b><u>Termly Review of Premises Improvement Plan (and Decoration Programme)</u></b></p> <ul style="list-style-type: none"> <li><b>Plans</b> - MBU reported that he is now working through both 3 year plans.</li> <li><b>Update on bid</b> - MBU reminded governors that the most recent bid had only been 1% short of the pass mark. He is now looking at the bid to be submitted in December. The intention is for the bid to be for the gym and not to include the 4 classrooms at the top of the site. He added that the condition of the 4 classrooms is nowhere near as bad as that of the gym. LP reminded governors that the panel considering the recent bid had failed to take into account the planning permission which had been granted and was clearly documented in the bid. MBU stated the outcome of the appeal will be mid-July. However, MBU will continue to concentrate on a new bid for December. MBU will be authoring a second bid for the old science block (either a refurbishment or a rebuild).</li> </ul> <p><b><u>Governors comments/questions:</u></b></p> <ul style="list-style-type: none"> <li><b>Governors to see bid</b> - IC asked when this committee could expect to see the next bid. MBU said he would be working on this over the summer with TFQ and would update the committee in September (once the ELT have been through it). He would be working on both the bids for the gym and the old science block at the same time.</li> <li><b>Old Science Block</b> - IC asked if the old science block was the most likely to need the work next in the programme. MBU confirmed it was because of the condition of the building.</li> </ul>		



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	<ul style="list-style-type: none"> <li><b>Refurbishment/New Build</b> - GSM said that he appreciated refurbishment may be the best option for securing funding at the moment, however he was concerned that this would reduce the need when bidding for a new build in the long term.</li> </ul> <p>MBU informed governors that the ROSLA building may need new windows.</p>		
12	<p><b>Ensure Risk Assessments are carried out annually</b></p> <p>MBU reported that an annual check has been carried out for technology, science, sports/P.E. and legionella. Documents are stored on site in various locations. GSM suggested that the committee may wish to ask MC (as Health &amp; Safety Link Governor) to scrutinise these.</p>	IC/MC	
13	<p><b>Termly report from H&amp;S Link Governor (also HT2/4). To include accident report and comparisons and check of book.</b></p> <p>It was noted that in the absence of MC this would be postponed until the next meeting.</p>	MC- Agenda item HT1	
14	<p><b>Approval – Category B and C Trips</b></p> <p>GSM provided the following update:</p> <ul style="list-style-type: none"> <li><b>Tuscany Trip (Gold Duke of Edinburgh)</b> – for the second year students have opted to organise a trip to Tuscany. This is also open to students from other schools. HCC students are planning the trip. As part of this they have to produce a route for 5 days and budget for this. Parents have to sign a consent form and GSM will meet with the parents.</li> <li><b>Spain Trip (current Y10 for when they are in Y11)</b> – this trip will take place in July. The idea is that students will be able to celebrate their 5 years at the school. In the past uptake has been very good. An update will be provided to this committee when more is known.</li> </ul>		
15	<p><b>Staffing Update (to include any changes to the Performance Management Tree)</b></p> <p>GSM provided the following update:</p> <ul style="list-style-type: none"> <li><b>Business Studies/Product Design</b> - the college is currently looking for teachers in Business Studies and Product Design. A teacher for Business Studies was appointed but has since pulled out. The closing date for both posts has not yet passed.</li> <li><b>Redundancy</b> – the college has invoked the Redundancy Policy. Some posts are at risk but this has been necessary to attempt to balance the budget. GSM informed governors that the policy has been followed and legal advice sought at every stage.</li> </ul> <p><b>Student Support</b> - LP reported on a letter which she had received from a member of staff in Student Support regarding changes to the department. The Principal took the committee through the process for finding spending reductions and the subsequent consultation with those affected by the changes. After a lengthy debate the committee agreed that the plan should go ahead.</p>		
16	<p><b>Review and recommend budget for approval to Full Governing Body</b></p> <p>Governors noted the Five Year Budget Forecast and the accompanying report 'Budget Approval Report to Governors' which had been circulated prior to the meeting. MBU reported that the budget includes known pressures. There had been a drop in income (by £180,000) from last year which has led to huge challenges in trying to set a balanced budget. The points he would wish to highlight are:</p> <ul style="list-style-type: none"> <li><b>Element 2/3 Funding</b> – He has tried to make this as accurate as possible. At the moment he knows that the college has been given £137,000, however this will fluctuate through the year. The Assistant Principal for SEND and Safeguarding has submitted a number of applications and there may be an additional £40,000.</li> </ul>		



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	<ul style="list-style-type: none"> <li>• <b>Sixth Form</b> – numbers are the biggest issue.</li> <li>• <b>Page 3</b> – sets out the income for the next 5 years.</li> <li>• <b>Budget Deficit</b> – he expects this to be £5,851 (it did start at £170,000). Issues which may affect this are staffing changes which are all set out in his report. His worst case scenario when all these are finalised is a deficit of £21,000.</li> <li>• <b>Capitation</b> – this has been reduced to £10,000.</li> <li>• <b>Repairs and Maintenance Budget</b> – this has also been reduced.</li> </ul> <p>The following comments were also made:</p> <p><b>DAF</b></p> <ul style="list-style-type: none"> <li>• <b>Not in budget</b> – AHO pointed out that the budget did not allow for this funding, so in time it will look a lot more positive.</li> <li>• <b>Problems</b> - GSM said that he has met with the 0-25 manager for East Devon to discuss problems with delays in DAFs being signed off. He explained the delays are being caused because, once the information is submitted, the 0-25 team are taking some time before they then ask for additional information (e.g. speech language/educational psychologist advice). The manager is due back in college on the 4th July to sign off the DAFs and it is hoped that the £40,000 may be available then. It was noted that the 0-25 manager will give 1-2 months temporary funding. Staff have been working weekends to do other DAFs. DAFs will eventually be going as it has been found that the system is not fit for purpose.</li> <li>• <b>Small Surplus</b> – MBU said that if all of the DAF funding is secured the intention is to balance the budget.</li> <li>• <b>Staffing</b> – IC asked if the college already had staff in place for students even though the funding had not yet been secured. GSM said in some instances this was the case. ST reminded governors that not all students in Student Support require a DAF.</li> </ul> <p><b>Pupil Premium</b></p> <ul style="list-style-type: none"> <li>• ST requested an update. GSM confirmed it had all been allocated.</li> </ul> <p><b>Capitation</b></p> <ul style="list-style-type: none"> <li>• <b>Concerns</b> - It was noted that the Teaching and Learning Committee had been very concerned about the limited money for capitation and had already raised this with the Resources Committee. LP said that more money will be needed for Science in the future for experiments due to changes in the curriculum. This had been raised at the recent NGA (National Governors Association) conference she attended. She also pointed out with all the changes due over the next few years (including grades to numbers) other subjects may need additional resources. Therefore the capitation figure may need to be reviewed in the future. MBU stated that Head of Departments have been told that the way in which capitation is allocated would be looked at.</li> </ul> <p><b>Sixth Form</b></p> <ul style="list-style-type: none"> <li>• <b>Numbers</b> - IC noted that for 2016 the predicted figure is 86. He asked if the college already had this number signed up. AHO explained this was the worst case scenario. IC asked when the actual figure would be known. AHO said, unfortunately, this would be September on the first day of term. The only data the college could work with now was the number of single/dual applications in order to estimate how many would join. AHO expects numbers in the Sixth Form to increase, however he pointed out that the current Y8 were a very small year group so this would cause difficulties for the college when they reach the Sixth Form.</li> </ul>		



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	<p><b>Y7 in September</b></p> <ul style="list-style-type: none"> <li><b>Numbers</b> - IC noted the number expected was 138. MBU confirmed that this was correct but explained that because funding is lagged this money would not be received until next year.</li> </ul> <p><b>Marketing</b></p> <ul style="list-style-type: none"> <li><b>Recruiting students</b> - TS asked if someone at the college was focussing on recruiting those students who would not necessarily choose to come to the college. GSM said that the Head of Sixth Form has been very proactive and has a 7 year plan in place which looks at marketing and recruitment. She will be attending the Y6 Transition Evening to promote the Sixth Form. TS asked if this plan included a strategy, resources and public relations. GSM confirmed it did and asked whether TS would be willing to meet with him and the Head of Sixth Form to look at the plan. TS confirmed he would. <i>Clerk’s Note: MBU will be presenting/reporting back at the next meeting on the marketing plan for the whole college.</i> The committee then discussed what was being done to promote the college and the following was noted:           <ul style="list-style-type: none"> <li>➤ <b>Staff visit students in Y5/6</b> - to help them prepare for their move to secondary school.</li> <li>➤ <b>There are tours of the college by the ELT</b> - for Y5/6 parents/students.</li> <li>➤ <b>Links are in place with the local primary schools</b> - for Science, P.E, CreATE, Languages and Music (for both KS1/2 students).</li> <li>➤ <b>Maths master classes are held</b> – for local primary school children.</li> <li>➤ <b>Recent Ofsted report</b> – GSM felt this would have a positive effect.</li> <li>➤ <b>Visits to other colleges</b> - the Assistant Principal (Learning and Teaching) and the Head of Sixth Form will be visiting Exeter College to share ideas.</li> <li>➤ <b>‘Invigorwrite’</b> - funding was secured through the Honiton Learning Community for this programme. A number of the most able Y7 students were offered the opportunity to participate. Parents were invited to attend a recent presentation.</li> </ul> </li> </ul> <p><u>As there were no further questions, IC summarised by stating that the budget was as close as possible as it could be to being balanced. However, this committee would continue to monitor it carefully. AHO reminded all present that additional funding may be secured through SEN and also that the figures for the Sixth Form in 2016 were very conservative. MBU said he was confident the budget was realistic and achievable. LP felt there were enough funds to set a deficit budget. The budget was then agreed unanimously.</u></p> <p><b><u>It was therefore agreed that the Resources Committee would recommend the 2016/17 budget to the Full Governing Body for their acceptance. Proposed: IC, Seconded: LP.</u></b></p>	<p><b>MBU/GSM/TS</b></p> <p><b>IC to recommend to FGB</b></p>	
17	<p><b>Five Year Budget and Staffing Structure for next year</b></p> <p><b>Five Year Budget</b> MBU reported that the 5 year budget is a forecast which takes into account known staff changes, however for 2017-18 there is no reflection of the national funding formula. MBU will update this when he receives the information (this has been delayed). MBU is happy with the model used. Governors will continue to see the 5 year budget at their meetings but it will change as more is known.</p> <p><b>Staffing Structure for next year</b> AHO reminded governors that the college is still to recruit a teacher for Business Studies and Product Design. Product Design is a very specialist role. There is only a surplus of 1 lesson per fortnight at the moment and without the above appointments the college would not be able to deliver the current timetable. There</p>		





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	<p>will be some additional slack once these appointments have been made but plans are in place for this. GSM reminded governors that classes for subjects are stacked so that you can move students between sets (this gives teacher's flexibility). MBU said that the EFA advises that 55% of the budget should be spent on teachers and this is the case at HCC.</p> <p><b>Student numbers</b> IC referred to the 'student number' table and asked if it could also include potential numbers. MBU agreed to do this. IC asked, if the college were able to attract another Y7 class, how this would work and whether this would be good for the college. GSM explained that the college works in factors of 30. AHO added that the college would make a profit but another member of staff would be needed as it would be unlikely that any surplus would be in the right places (further tweaking would be needed to the timetable). The current PAN is 150. The college recruits 85% of the students in the area. A brief discussion followed regarding which schools the other 15% go to. GSM felt that if HCC could expand to 900-1,000 students this would be good, anything over 1,000 would have an impact on behaviour. College trips, Ten Tors and the Duke of Edinburgh scheme were all felt to be good ways to attract new students.</p>	<b>MBU</b>	
18	<p><b>Draft Marketing Plan</b> MBU reported that he had started the plan but further work is needed in co-ordinating it. He recommended that this was a topic for the September meeting. All were in agreement.</p>	<b>Agenda item for 2016</b>	
19	<p><b>Director of Finance and Resources Report</b> Governors noted the Budget Monitor and Director of Finance and Resources Report which had been circulated with the agenda.</p> <p><b>Budget Monitor</b> – the following was noted:</p> <ul style="list-style-type: none"> <li>• <b>An overspend of £88,000 is forecast</b> – there will be fine tuning which will take into account the work to the English Block and redundancies.</li> <li>• <b>The expected reserves for the end of the year</b> – this is £160,000.</li> <li>• <b>Catering Contract</b> – HCC is working with one of the local primary schools to try and join the contract together.</li> </ul> <p><b>Director of Finance and Resources Report</b> – the following was noted:</p> <ul style="list-style-type: none"> <li>• <b>Aged Debtor Report</b> – the committee checked the report and agreed there was nothing of concern.</li> <li>• <b>Responsible Officer (Visit 3)</b> – the committee noted this is still to take place.</li> <li>• <b>Annual report containing evidence of 'records of debts written off with supporting evidence (signatures/companies)</b> – there has been nothing written off.</li> <li>• <b>Number of instances of fraud within previous 12 months</b> – the committee noted there were no instances (as detailed in the report).</li> <li>• <b>Site Manager's Report</b> – it was noted there was no report for this meeting.</li> <li>• <b>CUB</b> – it was noted that ST had assisted in securing a letting for the CUB. MBU thanked ST for her assistance with this.</li> </ul> <p>As there were no further questions IC thanked MBU for the report.</p>	<b>IC to report to FGB</b>	
20	<p><b>Appointment of Auditors (2016) AND Appointment of Responsible Officer (2016)</b></p> <ul style="list-style-type: none"> <li>• <b>External Auditors</b> - Governors noted that a decision needed to be reached today regarding the appointment of the External Auditor (Bishop Fleming). MBU said he would recommend an appointment for a further</li> </ul>		



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	<p>year. Governors discussed this and all were in agreement that Bishop Fleming should be appointed for a further year. IC asked if Bishop Fleming would be willing to offer a student placement to the college. MBU agreed to look into this. IC reported that ME has attended a seminar held by Bishop Fleming which she had found very informative. Feedback was provided to him.</p> <p><b><u>It was therefore agreed that the contract with Bishop Fleming to carry out the role of External Auditor would be extended for a further 12 months. Proposed: IC, Seconded: DT.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Responsible Officer (RO)</b> – Governors noted that a decision needed to be reached today regarding the appointment of the Responsible Officer (currently Devon Audit Partnership). MBU said he would recommend an appointment for a further year. He felt the RO offered value for money for the statutory audits. Other areas could be considered if this is what governors wanted but there would be an additional cost. Governors discussed the appointment and all were in agreement that Devon Audit Partnership should be appointed for a further year.</li> </ul> <p><b><u>It was therefore agreed that the contract with Devon Audit Partnership to carry out the role of Responsible Officer would be extended for a further 12 months. Proposed: IC, Seconded: DT.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Solicitors (Foot Anstey) Update</b> – MBU explained that the college currently paid a retainer. Any other costs incurred would depend on the work carried out through the year. MBU continues to look at other possible options for legal advice. GSM is content with the current contract.</li> </ul>	<p><b>MBU</b></p> <p><b>IC – To FGB</b></p> <p><b>IC – To FGB</b></p>	
21	<p><b><u>Receive notification of any funding issues from Teaching and Learning Committee</u></b></p> <p>There were no notifications from the Teaching and Learning Committee, however AHO stated that if the DAF funding was secured, capitation should be a top priority. LP was in agreement.</p>		
22	<p><b><u>Gifts and Hospitality</u></b></p> <p>IC checked the book. It was noted there were no new entries to report.</p>		
23	<p><b><u>Chair’s Business</u></b></p> <ul style="list-style-type: none"> <li>• <b>PSC Register</b> – it was noted that the annual return to Companies House had been completed for this year. From next year this will include additional information regarding PSC (People with Significant Control). Further information will be sought from the RO as to what format the register maintained by the college should take.</li> </ul>	<b>MBU/Clerk</b>	
24	<p><b><u>Part 2 Minutes</u></b></p> <p>It was noted that there were no Part 2 minutes from the previous meeting and no new business.</p>		
25	<p><b><u>Date of next meeting</u></b></p> <p>Monday 19<sup>th</sup> September 2016 at 4.30 p.m. Location to be advised. <i>Meeting ended at 6.55 p.m.</i></p>		