



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted/approved at this meeting: Outdoor Education, Visits and Off-Site Activities Health and Safety Policy, Behaviour Policy, Intimate Care Policy, College Lettings Policy Statement (including Terms and Conditions, Charges), Charging and Remissions Policy, Finance Policy, Admissions Arrangement Policy 2016-17**  
**Guidance/Plans noted at this meeting: Off-Site Activity Organisation Guidance, Premises Fire Emergency Plan**

### Meeting 6 – Part 1 Minutes

Date/Time	Wednesday 15 <sup>th</sup> July 2015 at 6.30 p.m.	Location	Sixth Form Centre, HCC
Attendees	Initials	Attendees	Initials
Lynda Price (Chair)	LP	Marianne Harman	MH
Charlotte Bowles	CB	Stephanie Johnson	SJ
Mick Clements	MC	Simon Maplesden	SMA
Ian Copeman	IC	Richmal Shorter	RSH
Gillian Donne-Davis	GD	Glenn Smith (Principal/Governor)	GSM
Margaret Evans	ME		

Apologies	Initials
Janet Boland	JB
Paul Keeling	PK
Kate Smith	KS
Keith Turner (Vice-Chair)	KT
Cindy Vining	CV

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk
Andy Holt	AHO	Vice-Principal
Gary Wills	GWI	Director of Finance and Resources

Minutes to
Attendees
Governors
School Website

	Agenda	Led by
1	<b>Apologies and Quorum</b>	Chair
2	<b>Declarations of Interest</b>	Chair
3	<b>ELT Report including approval of budget, Finance Director’s Report</b>	GSM/ME/GWI
4	<b>Minutes of the previous meeting: 20<sup>th</sup> May 2015</b>	Chair
5	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• <b>Item 8 (Page 8) – Comparison Language take-up</b></li> <li>• <b>Item 8 (Page 9) – Insurance Outcome</b></li> <li>• <b>Item 10 – Annual Training - feedback</b></li> </ul>	GSM GWI Chair
6	<b>Finance Report and Approval of Budget</b>	GWI/ME
7	<b>Annual report on disadvantaged groups</b>	Chair
8	<b>Pupil Premium annual report</b>	LP
9	<b>Chair’s Business</b> <ul style="list-style-type: none"> <li>• Governing Body Terms of Reference – resolution</li> <li>• Terms of Reference for new committees for approval</li> <li>• Chair/Vice-Chair Election process</li> <li>• Dates for Committee meetings</li> </ul>	Chair



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	<ul style="list-style-type: none"> <li>New Link Governor posts for Health &amp; Safety and Careers – Link Governors to be agreed by end of term</li> </ul>	
10	<b>Feedback from committees - to include:</b> Personnel, Finance (including report on instances of fraud within past 12 months), Campus/H&S, Curriculum and O&S	Committee Chairs
11	<b>Part 2</b>	Chair
12	<b>Updated SEF</b> – to note	Chair
13	<b>Policies</b> <ul style="list-style-type: none"> <li>Finance Policy</li> <li>Admissions Policy</li> </ul>	Chair
14	<b>Note annual report completed for Companies House</b>	Chair
15	<b>Note KS reappointment</b>	Chair
16	<b>Governor Training</b> – to note governor activities	Chair
17	<b>Governor Involvement</b> – to note governor activities	Chair
18	<b>Date of next meeting</b> – Wednesday 7 <sup>th</sup> October 2015 at <b>5.00 p.m.</b>	Chair

Ref	Action or Decision	Action	Date Due
1	<p><b><u>Apologies and Quorum</u></b>            Apologies were accepted from KT, KS, PK, JB and CV. It was noted that there was a quorum present.</p> <p>LP welcomed SMA to his first Full Governing Body meeting. She reminded governors that AHO was no longer a governor and that this post was now filled by SMA. GSM reported that both he and AHO were involved in the Y10 'Results Evening' and the 'Y9 Parent Workshops' so would not be present for the whole meeting.</p> <p><b><u>The Full Governing Body requested that the minutes note their thanks to AHO for his hard-work and commitment as a governor since April 2014.</u></b></p> <p><b><u>The Full Governing Body noted that SMA had been elected as a staff governor (non-teaching) from 15<sup>th</sup> July 2015 to 14<sup>th</sup> July 2019 (four year term).</u></b></p>	AHO – to note	
2	<p><b><u>Declarations of Interest</u></b>            None</p>		
3	<p><b><u>ELT Report</u></b>            Governors noted the report for July which had been circulated prior to the meeting.</p> <p><b>Attainment – questions/comments:</b></p> <ul style="list-style-type: none"> <li><b>Y11 Mocks</b> - RSH noted that the current Y11 underwent a further round of mocks and asked if this would continue. GSM confirmed it would and Y11 students would undertake mocks in November and February. He explained that this was a Pixl (Partners in Excellence Club) concept and that he wants to give students the best opportunity to refine their subjects. It is also an additional opportunity for staff to obtain data. GSM considers the support through Pixl to be very good. He said that mocks were the best form of</li> </ul>		



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	<p>practice for the students so this was why an additional set were included.            Through Pixl the college have access to additional exam papers.  <i>MH joined the meeting at 6.35 p.m. Apologies were accepted for her late arrival as she had been attending the Y10 Results Evening.</i></p> <ul style="list-style-type: none"> <li>• <b>Mocks (all years)</b> - SMA noted that there were a lot of mock exams throughout the college (but especially for Y11) and felt this was good. GSM reminded governors that Y9 also underwent mock exams this year. This was an additional cost to the college (i.e. invigilators), however it was felt it was important to be proactive in helping students with exams.</li> <li>• <b>Linear Exams</b> - IC asked if the current Y11 were taking linear exams or subjects with a high proportion of coursework. GSM explained that the coursework element of subjects is being phased out (with the exception of the Creative Arts subjects) and there was now very little coursework left in any subjects.</li> <li>• <b>Y12 Science</b> - SMA reported that the Y12 students studying Science next year will take a practical qualification, there will be no coursework. It was noted that for the GCSE there would be no controlled exam. GSM considers this to be a shame for the Science subjects.</li> <li>• <b>Predicted Grade refused</b> - GSM reported that this year the college had not been able to submit a predicted grade for a student who had been unable to sit an exam (the JCQ would not allow this even though the predicted grade was based on the mock exams and not teacher assessments).</li> <li>• <b>Use of time in exams</b> – Governors briefly discussed how students should best use their time in exams (i.e. checking through the paper when they have finished).</li> <li>• <b>Pupil Premium</b> – LP pointed out that the size of the gap between PP and non-PP students was disappointing; however her report (circulated prior to the meeting) explained that this depended on the circumstances of individual students and case studies had been prepared for Ofsted.</li> <li>• <b>Excellence for All</b> – LP reminded governors about the programme which is a DCC (Devon County Council) campaign.</li> <li>• <b>Attendance</b> – GSM reported that HCC is above average but as the level has been raised again HCC is not expected to be in the top 10% in the country. He pointed out that Y11 students are counted in the figures even though</li> </ul>		



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	<p>they have finished their exams and are not in college.</p> <ul style="list-style-type: none"> <li>• <b>4 Matrix Package</b> – GSM reported that staff like this and that it would be set up for the Sixth Form this summer.</li> </ul> <p><b>Teaching – questions/comments:</b></p> <ul style="list-style-type: none"> <li>• <b>Qualifications (Staff)</b> – Congratulations were noted for Hannah Bown and Pippa Wyatt (both from the P.E. Department) who have gained their National Professional Qualification in Middle Leadership (NPQML). Governors noted that Joshua Wright (Director of ICT) has received his training for the Specialist Leader of Education (SLE ICT). Governors were reminded that Dave Dagger (Head of Humanities) has passed the NPQSL (National Professional Qualification for Senior Leadership).</li> </ul> <p>Governors noted that the report also covered the following areas:</p> <ul style="list-style-type: none"> <li>• SMSC (Spiritual, Moral, Social and Cultural Development)</li> <li>• Leadership</li> <li>• Behaviour and Safety</li> </ul> <p>There were no questions/comments from governors.</p> <p><b>Leadership – questions/comments:</b></p> <ul style="list-style-type: none"> <li>• <b>SEF</b> - It was noted that governors had been emailed (8<sup>th</sup> July 2015): the HCC Department Summary SEF, the HCC Detailed Learning Action Plan and the HCC Development Plan Summary. The SEF had been discussed by the Overview &amp; Scrutiny Committee. A new one will be ready for next term. GSM reminded governors that this will be in a new format as the Inspection Framework has changed. GSM has presented his analysis to Middle Leaders. Governors should contact the Clerk should they wish to see a copy.</li> <li>• <b>Data</b> – GSM reported that there will be a greater focus on school in year data rather than 3 year historical data which is better for HCC. GSM said that the average student achieves 1-2 grades higher in the actual exam than in their mock. HCC data for the Y11 mocks is very promising. RSH noted that HCC was praised for their data during the Ofsted Inspection which she felt was good. GSM pointed out that the last Ofsted Report found HCC to be rigorous in their use of data. This was backed up by the HMI. He pointed out that issues with results have been caused by changes in the goal posts for grades, however accepted there was still work to be done.</li> <li>• <b>Parent Forums</b> – LP thanked IC (lead for KS3) and CV (lead for KS4).</li> <li>• <b>Staff leaving</b> – Governors noted that there were quite a few staff leaving but vacancies had been filled.</li> </ul>	<p><b>All – to note</b></p>	



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	The Governing Body accepted the ELT Report for July 2015.		
4	<p><b><u>Minutes of previous meeting</u></b>            The minutes of the meeting held on the 20<sup>th</sup> May 2015 had been circulated to all governors in advance of the meeting.  <b><u>The minutes were then agreed (proposed LP, seconded CB) as a true and accurate record of that meeting and signed accordingly by the Chair.</u></b></p>	<p><b>SM - Minutes to file and website</b></p>	
5	<p><b><u>Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>• <b>Item 8 (Page 8) – Comparison Language take-up (GSM)</b> - GSM reported that 36.64% of the current Y9 had opted for a language (48 out of 131 students). The last free choice year for a language was the current Y11. 5.14% of students had opted for a language (9 out of 175 students). Both GSM and governors felt the increase was very positive. GSM stated that with the support in place the staff had done well.</li> <li>• <b>Item 8 (Page 9) – Insurance Outcome (GWI)</b> - It was noted that this will be covered as part of the Finance Report (see item 3).</li> <li>• <b>Item 10 – Annual Training (feedback)</b> - Governors briefly discussed the format and agreed they were all content with it. In particular it was felt that the event was more worthwhile as sessions were more interactive.</li> </ul>		
6	<p><b><u>Finance Report and Approval of Budget</u></b>            Governors noted the report for July 2015 which was circulated prior to the meeting. The report covered the handover to the new Director of Finance and Resources (MBU - Matthew Burrell) which is going well, the Budget for 2015/16, Responsible Officer, External Auditors, Insurance, Contracts, Budget Monitor, Lettings, Investments and Write Offs.</p> <p>The following was noted:</p> <ul style="list-style-type: none"> <li>• <b>Insurance</b> - The college will not be taking out insurance with the RPA (Risk Protection Arrangement for Academy Trusts) as reported at the previous meeting. Instead, due to new rates, a policy will be taken out with Zurich which will cover travel and the mini-bus (these are not included in the RPA package).</li> <li>• <b>Contracts:</b> <ul style="list-style-type: none"> <li>➤ <b>Photocopier</b> – Current contract extended. MBU will review this once he has had time to settle into his new role (he has experience of this at his previous school).</li> <li>➤ <b>Phones</b> – discussions must be had with the primary school before any decision can be made with regards to a new phone system as this may affect access to the filtering system (both schools have different needs).</li> </ul> </li> </ul> <p><i>GSM left the meeting at 7.05 p.m.</i></p>		



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	<p><b><u>Budget for 2015-16</u></b>            ME reported that GWI (Director of Finance and Resources) had produced a 5 year budget which was reviewed thoroughly by the Finance Committee at their last meeting held on 29<sup>th</sup> June. The Finance Committee had agreed the 2015/16 budget but felt further work was needed on the remaining 4 budget years. <u>The Finance Committee were therefore content to recommend the budget for 2015/16 to the Full Governing Body for approval.</u></p> <p>ME said she would add that this has been an extremely difficult year financially. GWI has had to make lots of cost savings and has been quite creative in offsetting the reduction in income. These savings have not been easy to achieve but they have managed to significantly reduce the deficit down to £27,000. The £27,000 shortfall will have to be taken from the reserves. This is the second year ME has sat on the Finance Committee where a deficit has had to be covered from reserves. She considers this to be a worrying prospect for the future; however personnel changes are likely to take place over the next few years which may assist in meeting future budgets restraints (staff costs form 80% of the budget). It will be for the new Director of Finance and Resources to review future years and look for further savings or ‘new ways of working’ in order to avoid dipping into the reserves pot. Governors can be assured that discussions on the budget deficit will be a priority at future Finance Committee meetings.</p> <p>LP pointed out that the Fairer Funding Campaign was having an impact and changes, meaning Devon schools would gain funding, would be made to feed in slowly over the next few years.</p> <p><u>ME stated that, as Vice-Chair of the Finance Committee, she would now like to present the budget for 2015/16 to the Full Governing Body for approval. ME asked if there were any questions or objections. There were none.</u></p> <p><b><u>The Budget for 2014/15 was unanimously approved by the Full Governing Body. Proposed: ME, Seconded: IC.</u></b>  <i>GSM re-joined the meeting at 7.10 p.m.</i></p> <ul style="list-style-type: none"> <li>• <b>Fraud</b> - ME reported that there had been no incidents of fraud within the previous 12 months.</li> </ul> <p>As there were no further questions LP thanked GWI for his report.</p> <p>GWI was thanked for his 4 years at the College, for his financial and campus work but also his community and wider work within the College and wished him every success in his new job in the UAE.</p>		



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7	<p><b>Annual report on disadvantaged groups</b>            Governors noted that there was no report for this item (it is covered within item 8). This will now be removed from the annual cycle (Clerk to update the cycle).</p>	<b>SM</b>	
8	<p><b>Pupil Premium Annual Report</b>            Governors noted the report by LP as Link Governor in this area (circulated prior to the meeting).</p>		
9	<p><b>Chair’s Business</b></p> <ul style="list-style-type: none"> <li> <p><b>Governing Body Terms of Reference</b> – Governors noted the paper circulated prior to the meeting. LP reported that the proposals had been discussed in depth by the Overview and Scrutiny Committee. In summary the number of committees would be reduced from 5 (Campus and Health &amp; Safety, Curriculum, Finance, Personnel and Overview &amp; Scrutiny) to 2 (Teaching &amp; Learning, Resources). Working Parties would be convened as and when required and would report to the Full Governing Body. Any items requiring delegated authority would first be agreed by the Governing Body. The solicitor’s would be asked to check changes to the wording in the document. LP asked if there were any questions. There were none. LP asked if all were in agreement with the resolution. All were.</p> <p><b><u>The Governing Body therefore passed a resolution to confirm that the Terms of Reference for the Full Governing Body would be updated to reflect the reduction in committees from 5 to 2 (Teaching &amp; Learning, Resources). The Terms of Reference would make it clear that Working Parties would be convened as and when required and would report to the Full Governing Body. In addition, any items requiring delegated authority would first be agreed by the Governing Body. This would be subject to confirmation from the solicitors that the wording was appropriate. Proposed: LP, Seconded: MC.</u></b></p> <p><i>Clerk’s note: Advice has been sought from the solicitors. The Governing Body cannot give delegated authority to Working Parties as there is no provision in the Articles of Association. Terms of Reference will therefore be updated just to include the new committees.</i></p> </li> <li> <p><b>Terms of Reference for new committees</b> – Governors noted the draft Terms of Reference for the Teaching &amp; Learning Committee and the Resources Committee. LP explained that these were based on the NGA (National Governors Association) model and had been discussed in detail by the Overview and Scrutiny Committee. LP asked if there were any questions, there were none. LP asked if all were in agreement. All were.</p> <p><b><u>The Full Governing Body therefore approved the Terms of Reference for 2015/16 for the Teaching &amp; Learning Committee and the Resources Committee. Proposed: LP, Seconded: CB</u></b></p> </li> </ul>		



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	<ul style="list-style-type: none"> <li> <b>One Committee per Governor/Skills Set</b> - LP reported that a skills set for each of the committees would be circulated before the end of term (along with a form for each member of the Governing Body to indicate their first choice of committee or whether they were happy to sit on either committee). The Overview and Scrutiny committee had felt strongly that governors should only sit on one of the committees in order to allow governors time to commit to Working Parties, Link Governor responsibilities and other college events. This could be reviewed at a later date. Overlap between the 2 committees would be provided by the Chair of Governors and Principal. Governors noted that AHO had prepared the skills set for the Teaching &amp; Learning Committee and this document had been reviewed by the Overview and Scrutiny Committee. A skills set for the Resources Committee was also discussed at the committee meeting and is now being finalised. Governors were reminded that the skills set would be for the whole committee and not for each governor. LP asked if there were any questions. There were none. <u>LP asked if all were in agreement. All were.</u> </li> </ul> <p><b><u>It was therefore agreed by the Full Governing Body that governors would only be offered the opportunity to sit on one committee; this would be reviewed should it be felt necessary. Proposed: LP, Seconded: CB.</u></b></p> <ul style="list-style-type: none"> <li> <b>Chair/Vice-Chair Election Process</b> – Governors noted the paper circulated prior to the meeting. LP explained that the process was based on the NGA model and had been discussed in detail by the Overview and Scrutiny Committee. She added that governors may also wish to adopt this process for the committees but this could be a discussion for the future. LP asked if there were any questions. There were none. <u>LP asked if all were in agreement. All were.</u> </li> </ul> <p><b><u>It was therefore agreed that the Full Governing Body would adopt the process of electing a Chair and Vice-Chair as set out in the paper by LP (dated 21.06.2015). Proposed: LP, Seconded; SJ.</u></b></p> <ul style="list-style-type: none"> <li> <b>Code of Conduct</b> – LP informed governors that the NGA had a Code of Conduct on their website. She suggested that the Full Governing Body consider this at one of their meetings next term (and compare it to the one currently in place at HCC).         </li> <li> <b>Dates for Committee meetings</b> – Governors noted the proposed dates for the Teaching &amp; Learning Committee and the Resources Committee for 2015/16. It was noted that the Teaching &amp; Learning Committee would be followed by the Resources Committee as requested at the Governing Body         </li> </ul>	<p><b>Agenda item for October 2015</b></p>	



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	<p>Annual Training event. LP asked if there were any questions/concerns. There were none. <u>LP asked if all were in agreement with the dates. All were.</u></p> <p><b><u>It was therefore noted that the dates for the committee meetings for 2015/16 had been accepted by the Full Governing Body. Proposed: LP, Seconded: MC.</u></b></p> <ul style="list-style-type: none"> <li>• <b>First Full Governing Body Meeting of 2015/16 (Wednesday 7<sup>th</sup> October 2015)</b> – LP reminded governors that this would start at the earlier time of 5.00 p.m. to allow sufficient time for the Head of Department (HoDs) Presentations.</li> <li>• <b>New Link Governor posts for Health and Safety and Careers:</b> <ul style="list-style-type: none"> <li>➤ <b>First Meetings</b> - LP reported that Link Governors will have their first meeting with HoDs following the presentations on the 7<sup>th</sup> October. At this first meeting Link Governors will ask HoDs in more depth about their presentations. Their report to the Teaching and Learning Committee will be based on this. GSM said that all departments have a different set of foci so the questions would need to be specific to these.</li> <li>➤ <b>Health and Safety</b> – LP reported that following the annual training it had been agreed that there should be a Link Governor for Health &amp; Safety (due to the restructuring of the committees). <b><u>LP asked MC if he would be willing to take on this role. MC agreed he would be. Governors accepted this.</u></b></li> <li>➤ <b>Modern Foreign Languages</b> – LP reported that this role was currently undertaken by MC, however as he would now be the Link Governor for Health &amp; Safety she suggested that MH (who has experience with languages) may wish to take on this role. <b><u>Both MC and MH were in agreement that MH should be the new Link Governor for MFL. Governors accepted this.</u></b></li> <li>➤ <b>Careers</b> – LP reported that KS had suggested that there should be a Link Governor for Careers. Governors were asked to consider this. <b><u>All present were in agreement that there should be a Link Governor for Careers.</u></b> LP suggested that when the updated list of Link Governors is circulated Governors should contact the Clerk if they are interested in taking on this role. Names will be collated and should there be more than one governor interested a decision will be made by the Full Governing Body. <b><u>Governors were in agreement with the process.</u></b></li> <li>➤ <b>Staff Governors</b> – CB asked if staff governors could be considered for Link Governor roles. GSM felt that in general this could prove awkward for both the staff governors and the HoDs. SJ felt that the Link Governor role was an opportunity for non-staff governors to visit the college and this was</li> </ul> </li> </ul>	<p><b>All – to note</b></p>	



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	<p>important. After further discussion it was agreed that for the time being staff governors would not be Link Governors, however this could be reviewed in the future for some Link posts.</p> <p><b><u>The Full Governing Body therefore agreed that MC would be the Link Governor for Health and Safety, MH would be the Link Governor for MFL and the Link Governor for Careers would be decided in September 2015. Proposed: LP, Seconded: SJ.</u></b></p> <p><b><u>Condition Improvement Fund (CIF)</u></b>            LP reported that GSM had asked for this item to be added to the agenda under ‘Chair’s Business’. GSM explained that he had received an email from the Director of Capital stating that, due to the volume of appeals, they were unable to offer specific feedback as to why the bid for Phase 2 had been unsuccessful. GSM said he would like to have seen the proforma completed at the appeal stage so that HCC could use this to improve future bids.</p> <p>Governors discussed the outcome of the bid, the appeals system and also whether the Governing Body should write to the Director of Capital requesting a copy of the proforma. There were mixed views as to whether a letter would be beneficial or not. However, all felt that feedback was important.</p> <p>MC asked if HCC would be able to have access to the successful bids. GSM said that the bids were not released, only a list of the successful bids. ME suggested contacting colleagues who were successful and requesting copies of their bids. However, GSM felt this had been done during the previous round and had only proved that those bids were not of a higher quality than HCC’s.</p> <p><b><u>After a further discussion it was agreed that LP would write to the Director of Capital on behalf of the College/Governing Body. GSM would assist with the drafting of the letter.</u></b></p>	LP/GSM	
10	<p><b><u>Feedback from committees</u></b>            The following committee reports were given:</p> <p><b><u>Personnel</u></b> – CB (in the absence of KS) reported that the main items discussed were:</p> <ul style="list-style-type: none"> <li>• <b>Staffing</b> – this has been sorted for next year with the exception of 8 hours of Health and Social Care (expected to be sorted internally). Committee members had acknowledged that the college would be able to manage the timetable but it would be tight. <i>GSM stated that the 8 hours of Health and Social Care had now been sourced and this would be delivered by Carol Bennett.</i></li> <li>• <b>Biton Courses</b> – negotiations are currently taking place to see if the courses will run in the future (the current Y10 will be catered for in Y11).</li> </ul>		



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	<p><i>GSM stated that since the meeting AHO has attended an awards event and has been informed that Bicton will consider a package for next year. Governors briefly discussed other options if Bicton College could not offer the courses.</i></p> <p><i>SMA left the meeting at 7.45 p.m.</i></p> <ul style="list-style-type: none"> <li>• <b>Breadth of Curriculum</b> – Governors had raised some concerns that students who opt for triple Science do not have enough options left to take a language, a humanities subject and ICT. However, it was noted that Ofsted had commented that HCC has an excellent curriculum</li> <li>• <b>Philosophy and Ethics</b> – it was noted that this would be part of the curriculum for the current Y8 from September.</li> <li>• <b>Performance Management Tree</b> – this is currently being updated ready for September (to reflect staff leaving and joining). This will be emailed out before the Resources Committee with the agenda.</li> <li>• <b>CPD</b> – the committee reviewed CPD. There was a discussion regarding feedback (and whether it should be compulsory).</li> <li>• <b>Pay Progression</b> – this is currently being trialled in Learning Support as there is a programme available for Learning Support Assistants. CB is based in this department and has received the appropriate training.</li> </ul> <p><i>SMA re-joined the meeting at 7.47 p.m.</i></p> <ul style="list-style-type: none"> <li>• <b>Policies</b> – there were no policies reviewed by the committee.</li> </ul> <p><b>Finance</b> – ME reported that item 5 ‘Finance Report and Approval of Budget’ covered the items discussed by the Finance Committee. The following was also noted:</p> <ul style="list-style-type: none"> <li>• <b>Policies</b> - <u>The Full Governing Body noted that the following policies had been reviewed and approved by the Finance Committee:</u> <ul style="list-style-type: none"> <li>➤ <b>College Lettings Policy Statement (including Terms and Conditions/Charges),</b></li> <li>➤ <b>Charging and Remissions Policy.</b></li> </ul> </li> <li>• <b>Finance Policy</b> - It was noted that the Finance Committee had reviewed the Finance Policy. All were in agreement that the policy should be recommended to the Full Governing Body for approval. ME asked if there were any comments/questions. There were none. ME asked if all were in agreement. All were.</li> </ul> <p><b><u>It was therefore agreed that the Finance Policy had been approved by the Full Governing Body. Proposed: ME, Seconded: SJ.</u></b></p> <p><b>Curriculum</b> – GD (in the absence of JB who chaired the meeting) reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> <li>• <b>The Character Education Grant</b> – King’s School, Ottery St Mary are the lead school. The funding will provide help with mental health issues. NMI</li> </ul>	<p><b>Clerk – to note</b></p>	





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	<p>parent had felt NMI had made a huge impact on the SEN Department.</p> <ul style="list-style-type: none"> <li>• <b>Policies</b> - <u>The Full Governing Body noted that the following policies had been reviewed and approved by the Curriculum Committee:</u> <ul style="list-style-type: none"> <li>➤ <b>Behaviour Policy</b></li> <li>➤ <b>Intimate Care Policy</b></li> </ul> </li> </ul> <p><b>Campus/H&amp;S</b> – MC reported that the main items discussed were:</p> <ul style="list-style-type: none"> <li>• <b>Catering</b> – the Innovate Area Manager gave an in-depth presentation to the committee. A rebate will be given to HCC for the gas and electricity used to prepare meals for primary schools.</li> <li>• <b>The Risk Register</b></li> <li>• <b>Bids for building works</b> (i.e. the Phase 2 bid and the bid for the roof/windows in the English Block)</li> <li>• <b>The new build</b> – there are problems with seagulls nesting on the roof. GWI has spoken with the architects and possible solutions are being considered (e.g. netting, spikes). Professional advice will be sought. GSM stated that the architects have said the metal on the windows will corrode if this continues.</li> </ul> <p><i>AHO joined the meeting at 8.07 p.m.</i></p> <ul style="list-style-type: none"> <li>• <b>A temporary caretaker is in post.</b></li> <li>• <b>Trips</b> – the committee discussed activities week.</li> <li>• <b>Policies (Approved)</b> - <u>The Full Governing Body noted the following policy had been reviewed and approved by the Campus and Health &amp; Safety Committee:</u> <ul style="list-style-type: none"> <li>➤ <b>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy</b></li> </ul> </li> <li>• <b>Policies (Noted)</b> – <u>The following policies were noted by the Campus and Health &amp; Safety Committee:</u> <ul style="list-style-type: none"> <li>➤ <b>Offsite Activity Organisation Guidance</b></li> <li>➤ <b>Premises Fire Emergency Plan (June 2015)</b></li> </ul> </li> </ul> <p><b>MC thanked GWI for all his hard work over the past 4 years and wished him well in his new post. He said that GWI had done an excellent job regarding the campus.</b></p> <p><b>Overview &amp; Scrutiny</b> – LP reported that the main items discussed were:</p> <ul style="list-style-type: none"> <li>• <b>The Risk Register</b></li> <li>• <b>Literacy</b> – It was noted that the Literacy Co-ordinator would be leaving. The new co-ordinator would be KLA (Karen Lane – KS3 Literacy Co-ordinator). The committee discussed literacy for Y6 students and noted that they will be measured on reading more than writing (and therefore may need extra lessons at secondary school to bring them up to the required levels). HCC will be looking to introduce the ‘read, write, inc.’ programme. Training for</li> </ul>		



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	<p>secondary school teachers is not available locally and getting a trainer down to deliver training in-house which other schools/colleges could be invited to attend (at a cost) may be a solution.</p> <p>LP thanked committee chairs for their reports.</p>		
11	<p><b>Part 2</b>  <b>The meeting went into Part 2 at 8.15 p.m. Proposed: LP, Seconded: MC.</b>  <b>The meeting came out of Part 2 at 8.20 p.m. Proposed: LP, Seconded: GD.</b></p>		
12	<p><b>Updated SEF</b>  Governors noted the updated SEF which had been circulated with the agenda.</p>		
13	<p><b>Policies</b></p> <p><b>Admissions Policy</b> – Governors noted that following advice from the Local Authority a number of changes has been made to the policy and the form:</p> <ul style="list-style-type: none"> <li>• <u>Changes to the form (for Sixth Form):</u> <ul style="list-style-type: none"> <li>➢ Form to be called ‘KS5 Progression and Guidance Form for Sixth Form’ and not ‘Application Form for Sixth Form’</li> <li>➢ Request for references will not be taken up</li> <li>➢ Forms will need to be returned by Wednesday 13<sup>th</sup> January 2016</li> <li>➢ All meetings for Honiton Community College Sixth Form will run in the week commencing 1<sup>st</sup> February 2016</li> <li>➢ The Personal Statement will be removed from the form</li> </ul> </li> <li>• <u>Changes to Policy (Page 8):</u> <ul style="list-style-type: none"> <li>➢ Form to be called ‘KS5 Progression and Guidance Form for Sixth Form’ and not ‘Application Form for Sixth Form’</li> <li>➢ Closing date to be Wednesday 13<sup>th</sup> January 2016</li> <li>➢ Decisions will be sent out by 30<sup>th</sup> June 2016</li> </ul> </li> </ul> <p>Governors noted the amendments. LP asked if there were any comments or questions. There were none. LP asked if all were in agreement. All were.</p> <p><b><u>It was therefore agreed that the updates to the Admissions Arrangements Policy 2016-17 had been approved by the Full Governing Body. Proposed: LP, Seconded: GD.</u></b></p>		
14	<p><b>Annual Return to Companies House</b>  Governors noted that the Company Secretary had completed the annual return and this had been accepted.</p>		
15	<p><b>Note Kate Smith’s reappointment</b>  LP reported that members had agreed to reappoint KS as a ‘Member Appointed Governor’ for a further 4 year term (4<sup>th</sup> July 2015 to 3<sup>rd</sup> July 2019). KS will also continue as a ‘Member’.</p>		
16	<p><b>Governor Training</b>  It was noted that the following training was undertaken by governors between 21st May 2015 until 15th July 2015:</p> <ul style="list-style-type: none"> <li>• <b>Supporting Pupil Progress in Secondary Schools – Performance</b></li> </ul>		



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	<p><b>Data (for Governors):</b> IC (10<sup>th</sup> June 2015)</p> <ul style="list-style-type: none"> <li>• <b>DAG Spring Conference:</b> CB (13<sup>th</sup> June 2015)</li> <li>• <b>Annual Training: AHO/GSM/LP/JP/IC/GD/ME/SJ/RSH/SM</b> (16<sup>th</sup> June 2015)</li> <li>• <b>Safeguarding (Mandatory) for Governors:</b> PK (11<sup>th</sup> June 2015)</li> <li>• <b>Clerk’s Refresher:</b> SM (16<sup>th</sup> June 2015)</li> <li>• <b>HR – Personnel Responsibilities for Governors (Introduction):</b> MH (23<sup>rd</sup> June 2015)</li> <li>• <b>HR – Personnel Responsibilities for Governors (Advanced):</b> MH (23<sup>rd</sup> June 2015)</li> </ul>		
17	<p><b><u>Governor Involvement</u></b></p> <p>It was noted that the following events were attended/visits undertaken by governors between 21st May 2015 until 15th July 2015:</p> <p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• <b>Principal Appraisal Meeting:</b> KS/LP (1<sup>st</sup> June 2015)</li> <li>• <b>Governor Meeting (Annual Training):</b> KT/LP (3<sup>rd</sup> June 2015), LP/PK/CB/CV (16<sup>th</sup> June 2015)</li> <li>• <b>Pupil Premium Meeting:</b> LP (10<sup>th</sup> June 2015)</li> <li>• <b>Parent Governor/Principal Meeting:</b> GD/CV/IC (10<sup>th</sup> June 2015)</li> <li>• <b>Meeting Chair/Principal:</b> LP (15<sup>th</sup> June 2015)</li> <li>• <b>SEN Meeting:</b> CV/JP (17<sup>th</sup> June 2015)</li> <li>• <b>Working Party:</b> IC/KS/CV/GD (24<sup>th</sup> June 2015)</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• <b>Sports Day:</b> LP (3<sup>rd</sup> June 2015)</li> <li>• <b>Parents Evening (Y7):</b> KS (11<sup>th</sup> June 2015)</li> <li>• <b>Character Education Grant Launch (The Kings Schools) with GSM:</b> KS (17<sup>th</sup> June 2015)</li> <li>• <b>Business Enterprise Awards:</b> LP/JP (8<sup>th</sup> July 2015)</li> <li>• <b>Opening Ceremony (The Price Building):</b> LP/JP/SJ (10<sup>th</sup> July 2015)</li> <li>• <b>Interviews:</b> Psychology Teacher – MC (20<sup>th</sup> May 2015), English Teacher – LP (22<sup>nd</sup> May 2015), Temporary Caretaker – MC (8<sup>th</sup> June 2015), Sixth Form Administrator - LP (10<sup>th</sup> July 2015)</li> <li>• <b>Interviews with CET:</b> CB (Sixth Form Administrator – 10<sup>th</sup> July) and (Psychology – 20<sup>th</sup> May 2015 – not noted in previous minutes)</li> <li>• <b>Additional interview (not noted in previous minutes):</b> RS Teacher - CV (5<sup>th</sup> May 2015)</li> </ul> <p>LP thanked governors for their commitment to training and events at the college.</p>		
18	<p><b><u>Additional Business</u></b></p> <ul style="list-style-type: none"> <li>• <b>Funding</b> – Governors noted that GSM had received the following replies from Neil Parish MP for Honiton and Tiverton: <ul style="list-style-type: none"> <li>➤ 9<sup>th</sup> July regarding letter to the Parliamentary Under Secretary of State for Childcare and Education.</li> <li>➤ 18<sup>th</sup> June regarding letter to the Education Funding Agency.</li> </ul> </li> <li>• <b>Sports Academy Report</b> – Governors noted the annual report. There were no questions.</li> </ul>		



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	<ul style="list-style-type: none"><li><b>New Governor</b> – It was noted that LP, ME and AHO had interviewed an applicant with financial skills for the post of 'Appointed Governor'. LP updated governors on the process followed and the skills that the applicant would bring to the Governing Body. She stated that the panel were unanimous in their decision to propose to members that the applicant should be appointed as the new governor (subject to personal references) and that members had met prior to this meeting and agreed his appointment on the terms above.</li></ul> <p><b><u>Date of next meeting: Wednesday 7<sup>th</sup> October 2015 at 5.00 p.m. – Sixth Form Centre</u></b> <i>The meeting ended at 8.22 p.m.</i></p>		