



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

### Policies approved at this meeting: Appraisal Policy, Complaints Policy

| Meeting 1 – Part 1 Minutes |                                                        |                 |                 |                   |                 |
|----------------------------|--------------------------------------------------------|-----------------|-----------------|-------------------|-----------------|
| <b>Date/Time</b>           | Wednesday 3 <sup>rd</sup> October 2012<br>at 6.35 p.m. |                 | <b>Location</b> | Sixth Form Centre |                 |
| <b>Attendees</b>           |                                                        | <b>Initials</b> |                 | <b>Attendees</b>  | <b>Initials</b> |
| Lynda Price (Chair)        |                                                        | LP              |                 | Jane McCartney    | JM              |
| Keith Turner               |                                                        | KT              |                 | Janet Boland      | JB              |
| Mick Clements              |                                                        | MC              |                 | Paul Keeling      | PK              |
| Kate Smith                 |                                                        | KS              |                 | Alison Salter     | ASA             |
| Rob Loader                 |                                                        | RL              |                 | Julian Phillips   | JP              |
| Stephanie Johnson          |                                                        | SJ              |                 | Richmal Shorter   | RSH             |
| Glenn Smith                |                                                        | GSM             |                 | Gary Wills        | GWI             |
| Gabrielle Kirby            |                                                        | GKI             |                 | Andy Holt         | AHO             |

| Apologies     | Initials |
|---------------|----------|
| Alan Williams | AW       |
| Cindy Vining  | CV       |

| Absent without Apology | Initials |
|------------------------|----------|
|                        |          |
|                        |          |

| In Attendance  | Initials |       |
|----------------|----------|-------|
| Sarah Matthews | SM       | Clerk |
|                |          |       |
|                |          |       |

| Minutes to     |
|----------------|
| Attendees      |
| Governors      |
| School Website |

|    | Agenda                                                                                                                   | Led by           |
|----|--------------------------------------------------------------------------------------------------------------------------|------------------|
| 1  | Welcome new members                                                                                                      | Chair            |
| 2  | Apologies and quorum                                                                                                     | Chair            |
| 3  | Declarations of interest                                                                                                 | Chair            |
| 4  | Results of parent governor election                                                                                      | Chair            |
| 5  | Election of Chair and Vice Chair                                                                                         | Clerk/Chair      |
| 6  | Agreement of committee members                                                                                           | Chair            |
| 7  | Standing Orders                                                                                                          | Chair            |
| 8  | Finance Director's report                                                                                                | GWI              |
| 9  | Special Topic – Questions regarding exam results                                                                         | GSM and AHO      |
| 10 | Minutes of previous meeting: 11 <sup>th</sup> July 2012                                                                  | Chair            |
| 11 | Matters arising                                                                                                          | Chair            |
| 12 | Feedback from committees – Finance/Personnel/Campus/Curriculum/O&S                                                       | Committee Chairs |
| 13 | ELT report - No report scheduled for this meeting                                                                        | GSM              |
| 14 | Policies - Committee chairs                                                                                              | Committee Chairs |
| 15 | Part 2                                                                                                                   | Chair            |
| 16 | Chair's business                                                                                                         | Chair            |
| 17 | Training/visits to note – All                                                                                            | LP               |
| 18 | Date of next meeting <ul style="list-style-type: none"> <li>Full Governing Body - Wednesday 5th December 2012</li> </ul> | Chair            |



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|  |                                                                                                                                     |       |
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|  | <ul style="list-style-type: none"> <li>AGM – Wednesday 5th December 2012 (prior to start of Full Governing Body Meeting)</li> </ul> | Chair |
|--|-------------------------------------------------------------------------------------------------------------------------------------|-------|

| Ref | Action or Decision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action | Date Due |
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| 1   | <p><b><u>Welcome new members</u></b></p> <p>LP welcomed RSH to her first Full Governing Body meeting. It was noted that RSH is the new staff governor (non-teaching). There was a brief discussion regarding committee membership for staff governors and it was agreed that RSH would join the Curriculum Committee (which currently, along with the Finance Committee, has a vacancy for a staff governor). All staff governors agreed that they were happy with the committees they were on (i.e. GKI - Personnel, ASA – Campus and Health &amp; Safety, RSH – Curriculum, Vacancy – Finance).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |          |
| 2   | <p><b><u>Apologies and quorum</u></b></p> <p>Apologies from AW and CV were accepted. The meeting was quorate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |          |
| 3   | <p><b><u>Declarations of interest</u></b></p> <p>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |          |
| 4   | <p><b><u>Results of parent governor election</u></b></p> <ul style="list-style-type: none"> <li><b>Parent Governor</b> - LP reported that the count for the parent governor election had taken place today. MC received the most votes and therefore was re-elected. It was noted that LP had contacted both candidates regarding the outcome. LP updated the Full Governing Body on the other applicant, who it is hoped would become involved in the PSFA. It was noted that the next parent elections would be in 2013.</li> </ul> <p><b><u>It was therefore noted that Mr Mick Clements had been re-appointed as a parent governor for a further four year term (20<sup>th</sup> October 2012 to 19<sup>th</sup> October 2016).</u></b></p> <ul style="list-style-type: none"> <li><b>Appointed Governor</b> – KT reported that a members’ meeting had taken place on the 26<sup>th</sup> September 2012 to discuss the re-appointment of LP as a governor. Those present had unanimously agreed that LP would be re-appointed.</li> </ul> <p><b><u>It was therefore noted that Mrs Lynda Price had been re-appointed as an appointed governor for a further four year term (9<sup>th</sup> November 2012 to 8<sup>th</sup> November 2016).</u></b></p> |        |          |
| 5   | <p><b><u>Election of Chair and Vice Chair</u></b></p> <ul style="list-style-type: none"> <li><b>Chair</b> - The Clerk/Company Secretary invited nominations from those present for the post of Chair of the Board. KT proposed that LP be nominated for the post of Chair and this was seconded by MC. LP accepted this nomination and then left the room at 6.40 p.m. <b><u>Subsequently, the meeting voted unanimously in favour and resolved that Lynda Price be appointed as Chair of the Board in accordance with Article 83 until the start of the first board meeting in the 2013 school year.</u></b> LP re-joined the meeting at 6.41 p.m.</li> <li><b>Vice-Chair</b> - LP resumed the Chair and invited nominations for the post of Vice Chair of the Board. LP proposed that KT be nominated for the post of Vice Chair and this was seconded by MC. KT accepted this nomination and then left the room at 6.43 p.m. <b><u>Subsequently, the meeting voted unanimously in favour and resolved that Keith Turner be appointed as Vice Chair of the Board in accordance with Article 83 until the start of the first board meeting in the 2013 school year.</u></b> KT re-joined the meeting at 6.44 p.m.</li> </ul>                               |        |          |
| 6   | <p><b><u>Agreement of committee members</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |          |



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|     | The Governing Body briefly discussed the committee membership, all present were happy with the current structure. <b><u>It was therefore unanimously agreed that there would be no changes to the committee membership for the academic year 2012-13, other than RSH joining the Curriculum Committee (as agreed under item 1).</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                         |          |
| 7   | <p><b><u>Standing Orders</u></b></p> <ul style="list-style-type: none"> <li><b>Standing Orders</b> – it was noted that the draft Standing Orders for 2012-13 had been circulated prior to the meeting. The Governing Body noted that the only recommended change would be the inclusion of RSH on the Curriculum Committee. <b><u>It was therefore unanimously agreed that the Standing Orders for 2012-13 would be agreed and signed off by the Chair once this amendment had been made.</u></b> Proposed by LP, Seconded by KT.</li> <li><b>Terms of Reference (Full Governing Body)</b> – it was noted that the draft Terms of Reference for 2012-13 had been circulated prior to the meeting. The Governing Body noted that there were no recommended changes. <b><u>It was therefore unanimously agreed that the Terms of Reference (Full Governing Body) for 2012-13 would be agreed.</u></b> Proposed by LP, Seconded by KT.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>SM/LP – Copy to files and website</p> <p>SM – Copy to file and website</p>           |          |
| 8   | <p><b><u>Finance Director’s report</u></b></p> <p>It was noted that due to the audit, the Finance Director’s report had not been issued until the start of the meeting. The following was noted:</p> <ul style="list-style-type: none"> <li><b>External Audit</b> – GWI reported that the audit to complete the end of year accounts had been carried out last week. This had involved a lot of preparation by the Finance Department over the summer holidays. GWI felt that the audit had gone well and he was pleased with the draft report. He felt that the knowledge gained from this audit will help with next year’s audit (as will the additional member of staff who will be joining the department). It was noted that MLO had worked extremely hard during this period. LP asked GWI, on behalf of the Full Governing Body, to thank MLO. GWI gave an update on the next stages (i.e. draft report to be presented to the ELT, the Finance Committee and then finally the AGM and the Full Governing Body in December).</li> <li><b>Whole Government Accounts</b> – GWI reported that this two-day audit had taken place the week before the external audit. He explained that the college had not been required to take part in the previous year, as HCC was under the £5M agreed level, however the restrictions had now been changed and HCC was required to submit a return. It was noted that the extra costs for this audit would be covered by funding from the EFA.</li> <li><b>Responsible Officer Visit</b> – it was noted that this had been postponed due to personal circumstances; however a visit had now been arranged for 11<sup>th</sup> October. GWI said he would then arrange the next cycle of visits.</li> <li><b>Academies Financial Handbook</b> – it was noted that this has now been issued. GWI said he would report back to the Finance Committee and then the Full Governing Body regarding this. GWI said he was aware of one small change. There was also a brief discussion regarding a fall in student numbers and how this could affect staff levels.</li> <li><b>Budget Monitor</b> – GWI referred to the statement which he had issued and explained it was for the last financial year. It was noted that this had been seen by both the ELT and the Finance Committee. GWI suggested that if governors had</li> </ul> | <p>GWI</p> <p>GWI – to report to Finance Committee and Full GB</p> <p>All Governors</p> |          |



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|     | <p>any further questions they should email them to him.</p> <ul style="list-style-type: none"> <li>• <b>Departmental Capitation</b> – it was noted that the number of students and scheduled lessons were taken into account when calculating the budgets. A couple of departments had expressed concern over the amount received; however this had now been rectified.</li> <li>• <b>Budget Holders</b> – it was noted that GWI has notified all budget holders of the level of budget they are responsible for. Budget holder instructions have also been issued as have specimen signatures for each budget holder. RSH said that as a budget holder she had found the information sent out very useful.</li> <li>• <b>New Finance Assistant</b> – it was noted that SBO (Sally Boland) had been successful in her application and would join the finance team as soon as a new receptionist had been recruited. GWI has created a set of staff procedures which will be used by any new members of staff.</li> <li>• <b>Strategic Financial Planning Model</b> – GWI reported that student numbers need to be programmed into the ASCL model so that the amount of future resources required can be calculated. It was noted that there is a reduction in student numbers. GWI said that this model will be checked and updated.</li> <li>• <b>Student Numbers</b> – it was noted that GWI had included information regarding estimated student numbers in his report. A general discussion regarding the fall in the number of students in the Sixth Form then followed. AHO explained that the fall was for a number of reasons; some students wanted to study in a city, some wanted to go to a new location and some wished to take subjects not offered by the College. MC suggested working with another college so that a student could study at both and therefore choose a wider range of options. KT said that this had been tried before and had not really worked (due to travel time between locations). SJ suggested the college should re-look at the marketing as she felt colleges such as Richard Huish attracted students through their glossy marketing. AHO said the use of a professional company was currently being considered (previously it had all been done in-house). SJ felt the college should market the fact that there is no need to travel, to attract students. AHO reported that HCC were also looking at how to increase sport in the Sixth Form in order to attract more students. It was noted that the number of students in the Sixth Form was also down due to the tougher selection criteria. JP asked which of the year groups would be required to stay in full-time education until the age of 18. It was noted that this would be the current Year 10, however AHO explained that government guidelines had changed so that both full-time education and a workplace with training would count. AHO said that HCC was currently in line with local authority statistics but more would need to be done to attract students. SJ suggested promoting the fact that it is a small Sixth Form.</li> <li>• <b>ACMF (Academies Capital Maintenance Fund) Round 2 bid</b> - GWI explained that the ACMF had released details of the second round of funding available for this year and that it was a smaller pot (£250M). GWI gave an update on what the bids would be limited too (e.g. fire alarms, heating). He explained that HCC had submitted a bid for works to the HUMS block and updated governors on why work to the windows had already been carried out in this block prior to the bid being submitted. It was noted that the bid was submitted on Friday and the results will be announced in mid December. Works would need to be completed</li> </ul> |        |          |



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|     | <p>by the 31<sup>st</sup> March 2013. GWI informed governors that there was no cost for this bid as it had all been covered by Mercury/TFQ.</p> <ul style="list-style-type: none"> <li>• <b>ACMF Main Bid</b> – GWI reported that valuable feedback had been obtained from Paul Adams from ACMF regarding why the bid had failed. It was noted that HCC will only be able to bid for one project during the next main round of bids (which will open in October). There is a larger pot of money available but more academies will be bidding. GWI updated governors on the timescales (i.e. the outcome of the bid would be known by the end of March and the period for the build would be 1<sup>st</sup> April to 31<sup>st</sup> March). GWI said that HCC was in a stronger position for this bid as they were in a more advanced stage. It was noted that the current plans would be re-submitted but that the actual bid would be changed. GWI reported that HCC had scored less in the previous bid as the work was not scheduled to finish before Christmas. AHO said those considering the bid were looking at ‘condition, condition, condition’ in the 15 minutes allocated to them to consider each bid.</li> <li>• <b>Bank Account Balance</b> – Noted</li> <li>• <b>Astro-turf</b> – RL asked about a report in the Midweek Herald. GWI said he had initially been approached by the hockey team (the ‘Honiton Hornets’). He has since had a meeting with representatives from hockey, rugby, running and Active-Honiton who have all given positive feedback regarding the plans. A second meeting is planned for this week which will also include representatives from the football club. GWI confirmed that the intention would be for the facility to be available for hire to the community and would be fenced and flood-lit. The college would use it during the day and then clubs would hire it out mainly for training purposes in the evenings/weekends (as generally the clubs had other venues for matches). The astro-turf would take up most of the current school field. It was noted that Allhallows would still be available for school use as per the current agreement. GSM said the P.E. department were very excited about the plans particularly as in winter the school field is quite often out of use. He said that that the students are not allowed to use the field in the day but may be able to if it was not grass. RL said the college must ensure that they have a guarantee that they can use Allhallows in the future before they make any decision to proceed with the astro-turf. GSM said that as HCC has use of Allhallows during the school day it was the intention to use this facility for summer sports and sports day. SJ said that the college needs to be aware that there may be complaints from surrounding properties regarding floodlights. GWI said he recognised that this could be an issue and would ensure that the college came to some agreement with the local people. GWI said that consideration would be given to what the community could afford when setting the charges for hiring the facility, however the college would have to ensure that it covered any costs it incurred. LP asked GWI to provide an update as and when more is known. <p><i>GWI left the meeting at 7.15 p.m.</i></p> </li></ul> | <p><b>GW</b></p> |          |
| 9   | <p><b><u>Special Topic – Questions regarding exam results</u></b></p> <p>It was noted that the exam results had been discussed in detail at the joint O&amp;S/Curriculum meeting. AHO circulated 3 documents to those who had not attended this meeting:</p> <ul style="list-style-type: none"> <li>• 2012 GCSE Results Early Analysis - draft</li> <li>• Post 16 Results Analysis (August 2012) – draft</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |          |



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|     | <ul style="list-style-type: none"> <li>• Year 11 Vulnerable Students Report</li> </ul> <p>AHO pointed out that the documents provided a snapshot but until the results were finalised they would remain draft. The following was noted:</p> <p><b><u>GCSE</u></b></p> <ul style="list-style-type: none"> <li>• The 5+ A*-C result (including English and Maths) had gone up to 53% due to three successful maths re-marks.</li> <li>• The college were very disappointed with the English results. AHO said even without the reported national issue, HCC would still have been disappointed with the results.</li> <li>• AHO is pleased with the 5+ A*-C (80%) which is 16% up on last year.</li> <li>• There were 29 A*'s awarded which does include the OCR national (double the figure for the previous year).</li> <li>• The APS (461 points) is up 35 points on last year.</li> <li>• Six points are awarded for each GCSE grade.</li> <li>• RL asked how HCC compared to the national picture. AHO said this would not be known until RAISEonline is issued.</li> <li>• There is still a gap between boys and girls.</li> <li>• The 5+ A*-G was down slightly, however this was a year that included a lot of children with statements. There were 2 students who did not gain one or more GCSE's at grade A*-G which would have affected the results. Governors were updated on the reasons why.</li> <li>• Science did really well (the 2 subjects or more figure is up to 70.45%).</li> <li>• The number of students taking Modern Foreign Languages was low, however this would change as this Y11 have been told they must take a language.</li> <li>• LP said it would be useful for the results to be compared to the local data set that had been sent out by JBI.</li> <li>• Cohort sizes have been large but this is now changing and lower numbers are now coming through the college.</li> <li>• Some of the Y11 results have been complicated by early entry. In Biology the figure overall is 93.2% (which is 24 out of 26 students), however AHO pointed out that some students took the exam early in Y10.</li> </ul> <p><b><u>Post-16</u></b></p> <ul style="list-style-type: none"> <li>• Results have remained steady for Y13.</li> <li>• Points per entry have risen and points per student have risen.</li> <li>• The A*-E figure is slightly down.</li> <li>• There were 9 A*'s awarded – the college are really pleased with this. One student gained 3A* and a B. HCC students are now achieving the higher grades. Students cannot gain an A* at AS level.</li> <li>• There were still too many U grades, however overall the results were an improvement on last years' results. The CIP is focussing on how to reduce the number of U grades. AHO said he felt students should not be allowed to remain on a course if there is a chance they would achieve a U grade. RL referred to page 11 and the number of U grades shown in subjects such as Environmental Science and Computer Studies and asked if this was due to the quality of the students or a teaching issue. AHO said it was both. The U grades (Y13) in Environmental</li> </ul> | AHO    |          |



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|     | <p>Science were due to weak students, however the entry requirements for the Sixth Form have now been increased so this should improve the grades gained. Computer Studies will not run as this subject did not work.</p> <ul style="list-style-type: none"> <li>• AHO referred to the results on page 3 (A-B%: 19, A-C%: 40, A-E%: 72) and said that the college is moving in the right direction.</li> <li>• Page 5 – AHO explained that any PI (Performance Indicator) results included results banked in Y12.</li> <li>• Girls had done better than boys (although last year this was the other way around).</li> <li>• The CIP target is 200 points per entry – AHO said that if the college could eradicate the U grades this would enable this to happen (150 points is awarded for an E grade but 0 for a U grade).</li> <li>• AHO said he would email out the result for early entry AS Environmental Science, however added that it was not a terrific result.</li> <li>• Those present discussed which subject was felt to be the most highly prized by universities. Some felt it was Physics, however GSM said Chemistry was judged to be the hardest, followed by Maths and then Physics. A brief discussion then took place regarding the importance of encouraging girls to take Physics. It was noted that girls at HCC do take this subject and there are currently three Y12 Physics students all of whom are girls. There are more girls in the Sixth Form this year than boys.</li> <li>• AHO provided an update on the OCR National and BTEC and explained that a merit at A level was a C grade and a distinction an A grade.</li> <li>• Page 12 – the Y13 ‘AS results by subjects’ include any re-takes. Students can re-take the AS level as well as doing the A2 level at the same time. The ‘X’ column is for students who fail to turn up. At HCC there were no students who failed to turn up.</li> <li>• The college were aware in January that there would be a problem with Psychology when the module results came back. All efforts were made to address this.</li> <li>• The college were also aware that there were issues with Maths prior to the exams being taken. This was due to staffing issues and the wrong students on the course, again all efforts were made to address this.</li> <li>• Governors noted that there were support programmes available to encourage girls to take particular subjects (e.g. Women into Maths and Women into Construction) which are run in the school as a partnership (ages 14-19).</li> <li>• GKI felt that Science is promoted well at HCC. RL asked about the U grades in a number of subjects including Human Biology. AHO said that the exam board for Human Biology will change this year and that RRO would be responsible for looking at why there were U grades in Biology, Chemistry and Physics as the college did not want this to happen again.</li> <li>• AHO said that it was recognised that in some subjects students struggled with the higher level questions so this will be looked into.</li> <li>• GSM said that all Heads of Departments had carried out a full review of the results at the end of the first week of September. As a result Geography would be re-writing one of the coursework modules.</li> </ul> | <p><b>AHO</b></p> |          |



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|     | <ul style="list-style-type: none"> <li>• AHO referred to pages 14-16 and explained that the residuals are how a student did in comparison to another subject. He said that the OCR Nationals did have an impact on the GCSE results and that is why staff will be given two sets of data (one with and one without the OCR National results).</li> <li>• Page 18 – AHO explained that this graph is used by GSM and himself to decide which subjects to stop.</li> <li>• KT felt the same subjects seemed to crop up again and again with issues (e.g. Psychology, Human Biology and Biology). It was noted that a new member of staff has been employed to address the issues with Psychology, a new exam board will be used for Human Biology and RRO/MPA are looking into the issues with Biology.</li> <li>• JM said she would expect to see more students taking Maths. AHO said that CBR (Charles Braven) is looking into this. GSM gave an update on fast track maths students and said there were some who did not want to do AS level in Maths. It was noted that some had completed this on GCSE contact time, however this had now been stopped. GSM said that the GCSE and A2 results for Maths were good so this subject has not been identified as an issue.</li> <li>• Students need to gain a B at GCSE level if they wish to take a subject at A level. GSM said there has been an ethos and culture change and staff now realise any U grades will be carefully looked at.</li> <li>• MC asked about predicted grades and whether these were decided by staff. AHO said the he goes to all departments and questions staff on all predicted grades and how they have come to this decision (i.e. what mechanisms they have used such as mocks, past exam questions and controlled assessments). AHO said he was confident quality control is good at this school.</li> <li>• GKI said that if a class has a lot of U grade students in it, this will affect the quality of discussion in class lessons. She felt that the college must select students carefully to ensure this does not happen.</li> </ul> <p><b>Vulnerable Students</b> – AHO gave a brief overview of the information contained within the document. It was noted that if there was only one student in a particular group it would affect the data. It was also noted that there was no national data available for Gifted and Talented. AHO explained there is money available to assist those students who are considered vulnerable. LP asked for a report on how the money is spent to be taken back to the Curriculum Committee. There were no further questions from governors.</p> | <p><b>AHO – report to Curriculum Committee</b></p> |          |
| 10  | <p><b><u>Minutes of previous meeting: 11<sup>th</sup> July 2012</u></b></p> <p>The minutes of the meeting held on 11<sup>th</sup> July had been circulated to all governors in advance of the meeting.</p> <p><b><u>The minutes were agreed (proposed LP, seconded KT) 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>     |          |
| 11  | <p><b><u>Matters arising</u></b></p> <p><b><u>E-Learning</u></b> – LP reported that she had not yet had time to complete the module however would do so and report back as soon as she could. A list was circulated so that governors could sign up to modules. It was noted that this training was free to governors as part of the Babcock LDP package (usual cost was £150 per module).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                    |          |



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies approved at this meeting: Appraisal Policy, Complaints Policy**

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| 12  | <p><b><u>Feedback from committees – Finance/Personnel/Campus/Curriculum/O&amp;S</u></b></p> <p><b>Finance</b> – RL reported all the items discussed by the committee had been covered by GWI in his report (item 8). It was noted that there had been <b>no policies</b> for this committee to review.</p> <p><b>Personnel</b> – KS reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> <li>• <b>Lesson observation</b> (which was good to outstanding).</li> <li>• <b>Performance Management</b> and how this would change (i.e. there are two systems for this year, however from next year there would only be the one). It was noted that PMA had put together a manual to assist staff and that a matrix will be used to judge where staff are. GSM gave an update on self-appraisal and how the forms will feedback into the appraisal process. KS explained this would also feedback into the CPD (managed by PMA).</li> <li>• <b>Excellent Teachers</b> – KS explained that HCC does not have ‘Excellent Teachers’, instead the college has ‘Lead Learners’ who are considered to be more effective for the college.</li> <li>• <b>Appraisal Policy</b> – which is to be brought to the Full GB for ratification</li> <li>• <b>Policy for Setting the Standards of Acceptable Behaviour</b> – this would need updating further as a number of the links were now out of date. This would be done by GSM and SM.</li> <li>• <b>Data Protection Policy</b> – this would be brought to the Full GB for ratification if the definition of the role of ‘Senior Information Risk Officer’ had been included. AHO reported that this is still ongoing.</li> <li>• <b>Data Protection Training</b> – it was noted that PMA will be looking into this.</li> <li>• <b>Complaints</b> – it was noted that there had been no complaints to the college in the last year.</li> <li>• <b>Complaints Policy</b> – it was noted that this policy had been updated as further guidance had been received regarding the ‘independent member’ (for HCC this is Caroline Bond). This policy has therefore been brought back to the Full GB for ratification again.</li> </ul> <p><b>LP therefore proposed that the Appraisal and Complaints Policies were ratified by the Full Governing Body. This was seconded by KT</b></p> <p><b><u>Campus and Health and Safety</u></b> - MC reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> <li>• <b>The ACMF bids.</b></li> <li>• <b>Cashless Catering</b> and how this was working.</li> <li>• <b>Nutritional Standards</b> and how they will be developed.</li> <li>• <b>Recycling/Composting</b> and how this can be improved.</li> <li>• <b>The termly reporting of faults</b> and how maintenance is recorded.</li> <li>• <b>Routine maintenance</b> – how this is planned and recorded.</li> <li>• <b>Long-term planning and the 10-year plan.</b> RL and MC gave an update on the discussions regarding the need to set up a working party to look at the 10-year plan. LP said that GWI would need to come up with a proposal for the next round of meetings.</li> <li>• <b>Astro-turf</b> - The possibility of a pitch at HCC.</li> <li>• <b>Inspections</b> – MC explained that there had been a very lengthy discussion regarding inspections and how much of the detail the committee should be asking to see. It has been agreed that the Responsible Officer would be asked to carry out checks on the inspections so that the committee could be reassured that they</li> </ul> | GWI    |          |



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|     | <p>were being carried out when scheduled and any actions were being dealt with.</p> <p><b>Risk Register</b> – LP asked for it to be noted that the Risk Register from GWI is still awaited.</p> <p>It was noted that there had been <b>no policies</b> for this committee to review.</p> <p><b>Overview and Scrutiny/Curriculum</b> – This was a joint meeting due to the fact that the exam results had been scheduled to be discussed at both meetings. LP and KT reported that the following was discussed:</p> <ul style="list-style-type: none"> <li>• <b>Exam results.</b></li> <li>• <b>SEF</b> – it was noted that this was an internal tool that was useful (although the college no longer had to have one). There were no surprises in the self assessments and they were a fair view of where we are.</li> <li>• <b>Students Attendance</b> which had increased.</li> <li>• <b>The Link Governor Report</b> which will be discussed at the next Curriculum Committee meeting.</li> <li>• <b>Departmental Visits</b> – SCL will be emailing out dates for November visits.</li> </ul> <p><b>Departmental Reviews</b> – LP asked GSM if the dates were out for these. GSM said he would check with JBI and SCL.</p> <p>There were <b>no policies</b> to discuss.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>GSM</b> |          |
| 13  | <p><b>ELT report</b></p> <p>It was noted that there was no ELT report for this meeting (reports would only be prepared for meetings 2, 4 and 6). GSM updated the governors on a number of items:</p> <ul style="list-style-type: none"> <li>• <b>Classic Car Club</b> – GSM had attended their monthly meeting and was very pleased to be handed a cheque for £1,500 to support the Classic Car Club at HCC.</li> <li>• <b>English</b> – GSM said that the national issue with regards to the exam results was still ongoing. He said Heads were looking at what options were available to them. A petition has been started which is hoped will lead to a judicial review. There will be an event in London at which this will be discussed further.</li> <li>• <b>French Exchange</b> – GSM said that this had almost been a disaster for HCC. The exchange had only been going for two years and was in danger of ending. It was noted that a member of staff had been absent in the French department and unfortunately responsibility for the exchange had not passed to another member of staff. GSM said two weeks ago there were only three homes signed up to take students (thirteen students were expected in total). Staff have been asked if they could provide accommodation for the other students. All efforts are being made to ensure that this visit is successful and GSM has spoken with the Head of the other school who is very reassured with the efforts being made. The students are due to arrive on the 13<sup>th</sup> October. GSM said the situation is disappointing but realises it has been caused by extenuating circumstances.</li> <li>• <b>Spanish Exchange</b> – this is scheduled for next year.</li> <li>• <b>International Schools Award</b> – HCC is still aiming for this.</li> <li>• <b>Psychology</b> – there is a new member of staff.</li> <li>• <b>P.E. Department</b> – there is a new Head.</li> <li>• <b>ELT</b> – RRO has joined the ELT (replacing ISL) as Acting Assistant Principal.</li> <li>• <b>Exclusions</b> – There have been no exclusions to date this term.</li> </ul> |            |          |



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|     | <ul style="list-style-type: none"> <li>• <b>KS4/5 Awards Evening</b> – this had been a superb evening. It was noted that Mary King had attended (organised by JBI).</li> <li>• <b>KS3 Awards Evening</b> – this will take place tomorrow (4th October). A press release regarding both events has been prepared.</li> <li>• <b>Press Team</b> – there is a new experienced press team.</li> <li>• <b>Years 5/6 Open Evening</b> – the college has received very positive feedback regarding this event. It was noted that some parents who are considering dual applications for their child prefer HCC.</li> <li>• <b>Departmental Meetings (Exams)</b> – this year each Head of Department has had an additional meeting with GSM and AHO to discuss the exam results. The purpose of this meeting was to look at the exam results and to see how they have been linked into the department’s improvement plan.</li> <li>• <b>Business Enterprise Team</b> – this is a new team with two members of staff.</li> <li>• <b>Fire Drill</b> – a no notice drill took place on Monday. This went very well and everyone was out in four minutes. DPI (Doug Piper) the Fire Officer was very positive about the fire drill and the only improvement noted was that a couple of the registers needed to be given to DKN (Dee Knill) quicker. A number of individuals not linked with the school were on the premises at the time which meant they were able to see how well the drill went.</li> <li>• <b>Challenge Partners</b> – this involves sharing best practice between schools and has been very effective. SFL (Sarah Flynn) has met with the Head of English at another school to look at how to improve the subject results. Other Heads of English will also join this group.</li> <li>• <b>Performance Management Appraisal</b> – this will be carried out in two parts this year (with the old part being completed first). GSM said that PMA and the ELT have been very supportive in helping to produce this.</li> <li>• <b>Union Action</b> – GSM updated governors on the issues which were involved and how this could affect the college. GSM said he has met with union representatives from HCC to discuss the outcome of the staff meeting. He felt that the relationship with the unions was very positive. GSM spoke with staff on Monday during the briefing and unions were very supportive of what he had said. GSM reported that some schools were telling teachers not to participate in learning walks etc however this was not the case at HCC. GSM said he would like to reduce the formal observations from 3 hours to 2 hours but still continue with learning walks. This would not affect the departmental reviews.</li> <li>• <b>School Reviewer Programme</b> – AHO and PMA have both completed this. PMA has recently carried out a mini-Ofsted at another school in Devon (which she was asked to do at short notice). GSM said she felt this was a very positive visit He said he would like AHO to visit a school out of the county to gain a broader view of what other schools are doing.</li> <li>• <b>Phase 3 of Ofsted Training</b> – once GSM has completed this he will be an Ofsted qualified Inspector. This will mean he has to carry out one week of inspections per term. LP said she had discussed this with GSM and felt that it would be worthwhile both for him and the College.</li> <li>• <b>SEF/CIP Weekend</b> – this event went very well. Both documents have been issued to all governors.</li> </ul> |        |          |



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|     | <p><b>College Improvement Plan (CIP)</b> – it was noted that this had been completed earlier than planned and had been circulated to governors. GSM explained the college had set 6 priorities:</p> <ol style="list-style-type: none"> <li><b>1 Achievement</b></li> <li><b>2 Learning and Teaching</b></li> <li><b>3 Behaviour and Safety</b></li> <li><b>4 Leadership and Management</b></li> <li><b>5 SMSC</b></li> <li><b>6 Resource Management (this is an additional priority to those set by Ofsted which HCC felt was very important)</b></li> </ol> <p>GSM gave a brief overview of the document and the following was noted:</p> <ul style="list-style-type: none"> <li>• 1.1– There are four subjects for concern which are all being focussed on.</li> <li>• 2.1 – Building Learning Power is now in its second year and is working well.</li> <li>• 2.2 – Boys are still an issue with literacy. The CIP will look at ways to improve this across the college.</li> <li>• 2.4 – Differentiation is still ongoing.</li> <li>• 3.0 – GSM felt the SEF was really positive with regards to Behaviour and Safety. Prefects have been introduced (Year 11) and the Sixth Form are very keen to be involved.</li> <li>• 3.2 – More work is required to improve parents’ confidence. Parent Mail has been introduced and the first text has been sent out. SJ confirmed she had received it. Parents will be given the opportunity to sign up to this on Progress Days.</li> <li>• 4.1.1 – AHO has carried out a review of data at HCC.</li> <li>• 4.1.4 – Appraisal Handbook – a lot of work had been involved in producing this.</li> <li>• 4.2.1 – Self-Evaluation – an updated model will be available in November.</li> <li>• 4.2.2 – Governors’ effectiveness and the Annual Cycle – LP said she would be reviewing this.</li> <li>• 4.3 – Rationalising of Curriculum and Timetable – it was noted that students who attend Bicton etc do so on a Tuesday and Thursday. This means that all other subjects have to be timetabled for Monday, Wednesday and Friday which affects the overall timetable. AHO and RRO have recently had a meeting with Bicton with the purpose of freeing up some of the timetable. It was noted that Y10 have 7 hours of English over 2 weeks. For this to fit into the timetable they have to have 2 English lessons in one day. GSM gave an update on ICT and LEAP changes which ensure students get 2 option choices rather than one. It was noted that some students at other schools receive more hours of English than students at HCC. AHO and RRO will visit St Lukes where this is the case to find out how this is done.</li> <li>• 4.3.1 – Feasibility Study for a three year KS3 and a three year KS4 – GSM said issues such as contact time and staffing would need to be looked at. At the end of the three year KS4, students would sit an exam. The purpose of this change would be to enable students to do richer activities (as they would have longer to do them). Science, in particular felt that this would be beneficial. The three year</li> </ul> | LP     |          |



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|     | <p>programme would allow time for mocks to be built in. SJ asked what would happen if the government decided to change from the current linear exams. GSM said all staff are aware that the system is continually changing.</p> <ul style="list-style-type: none"> <li>5.0 – SMSC – GSM said RRO will be doing a whole school mapping exercise.</li> </ul>                                                                                                        |                                    |          |
| 14  | <p><b><u>Policies</u></b><br/>For policy ratification see item 12.</p>                                                                                                                                                                                                                                                                                                                                                                                            |                                    |          |
| 15  | <p><b><u>Part 2</u></b><br/>It was noted there were no Part 2 minutes from the previous meeting and no issues to discuss under Part 2.</p>                                                                                                                                                                                                                                                                                                                        |                                    |          |
| 16  | <p><b><u>Chair’s business</u></b><br/><b>Careers Event – 19<sup>th</sup> October.</b> LP asked if any governors could assist with student interviews. It was noted that MC and RL had already volunteered, however due to work commitments RL would no longer be able to assist. JP, JB and KT all volunteered. SM was asked to contact CV to find out if she would be available and then forward all details of volunteers to RRO and SAN (Shelagh Andrews).</p> | <p><b>All Governors<br/>SM</b></p> |          |
| 17  | <p><b><u>Training/visits to note</u></b><br/>There were no visits to note.</p>                                                                                                                                                                                                                                                                                                                                                                                    |                                    |          |
| 18  | <p><b><u>Date of next meeting</u></b></p> <ul style="list-style-type: none"> <li><b>Full Governing Body and AGM – Wednesday 5th December 2012 (prior to start of Full Governing Body Meeting)</b></li> </ul> <p><i>Meeting ended at 9.00 p.m.</i></p>                                                                                                                                                                                                             |                                    |          |