"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST
Annual General Meeting

ANNUAL GENERAL MEETING			
Date/Time	Wednesday 20th November 2019 at 4.45 p.m.	**Location**	PE2, Honiton Community College

Attendees	Initials		Attendees	Initials
Gill Donne-Davis (Vice-Chair of Members and Independent Member)	GD		Glenn Smith (Member and Principal)	GSM
Lynda Price (Chair of Members and Independent Member)	LP		Tony Smith (Member and Chair of Governors)	TS

Apologies - Members	Initials
Matthew Burrell (Company Secretary and Director of Finance and Resources)	MBU

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk
Mark Gibbs	MGi	Governor
Kate Smith	KS	Governor

Minutes to
Attendees
File
Website

	Agenda	Led by
1	**Apologies and quorum**	Chair
2	**Declarations of Interest**	Chair
3	**Minutes of the last meeting – 21st November 2018**	Chair
4	**Academy Accounts**	Chair
5	**HCC Strategic Statement**	Chair
6	**Date of next meeting – To be advised**	Chair

Ref	Action or Decision	Action	Date Due
1	**Apologies and quorum** LP welcomed everyone to the meeting. There were no apologies. It was noted the meeting was quorate. It was noted that only Members would be able to vote and that the necessary documentation had been circulated prior to the meeting. ***Clerk's Note:*** *The accountants will not be attending as they have attended the Resources Committee meeting on the 11th November 2019.*		
2	**Declarations of interest** There were no declarations of interest.		
3	**Minutes of the last meeting – 21st November 2018** It was noted that the minutes of the meeting held on 21st November 2018 had been circulated to all Members/Governors/Directors/Trustees in advance of the meeting. **The minutes were agreed (proposed GD, seconded TS) as a true and accurate record of that meeting and signed accordingly by the GD (Chair of Governors/Members 2018-19).**	**Clerk – to file and website**	**Action Completed**

Signature of Chair

Ref	Action or Decision	Action	Date Due
4	**Academy Accounts** It was noted that prior to the meeting the following documents had been circulated: • the draft accounts as at 31st August 2019 and • the management letter dated 4th November 2019. TS advised Members that a representative from Griffin Chartered Accountants had given a very thorough presentation of the accounts to the Resources Committee at their last meeting (11th November 2019). TS (as Chair of Governors) and GSM (as Principal) were both satisfied with the accounts. LP asked for confirmation that there had been a full discussion at the Resources Committee meeting. TS confirmed there had been. LP said that her only comment was regarding page 5 where it would have been helpful if the committees (i.e. Resources, Performance and Pay, Teaching and Learning) were numbered 1, 2 and 3. In future, this would make it clearer for individuals who were not Governors to follow. All agreed with this and the Clerk was asked to notify the Company Secretary. LP asked if there were any questions. There were none. Members were then asked if they accepted the accounts subject to them going to the Full Governing Body for final agreement (at the meeting which was due to follow this one). All did. **It was therefore noted that the Members had accepted the accounts subject to the Full Governing Body agreeing them at the following meeting. Proposed by LP, Seconded by GD.**	**Clerk** **TS – to FGB for approval**	**Action Completed** **Action Completed**
4	**HCC Strategic Statement** Members noted and accepted the document available in SharePoint. The Strategic Plan was also shared. LP noted that this was a 'living document'. GSM said that they College Development Plan is shared with Governors and they have made sure the Strategic Plan feeds into this document. KS and MGi (members of the Strategic Plan Working Party) confirmed this.		
5	**Date of Next Meeting** To be confirmed LP closed the meeting at 4.50 p.m. and thanked everyone for attending.		

Signature of Chair