



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Teaching & Learning Committee

“Success for All”

POLICIES ADOPTED: SRE Policy

Meeting 2 – Part 1 Minutes					
Date/Time	Wednesday 25 th November 2015 at 4.35 p.m.		Location	C19 (HCC)	
Attendees		Initials	Attendees		Initials
Janet Boland (Chair)		JB	Glenn Smith		GSM
Charlotte Bowles		CB	Keith Turner		KT
Gill Donne-Davis		GD	Marie-Claire Adams		MCA
Mireille Gaches		MG	Andy Holt		AHO
Stephanie Johnson (Vice-Chair)		SJ	Nick Millward		NMI
Simon Maplesden		SMA	Rob Robson		RRO
Lynda Price		LP			

Apologies	Initials

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk

Minutes to
Attendees and Apologies
Governors
Website

	Agenda	Led by
1	Apologies	Chair
2	Declaration of Interest	Chair
3	Minutes of the last meeting – 16th September 2015	Chair
4	Matters Arising <ul style="list-style-type: none"> • Item 7 – Matters Arising – Bicton • Item 10 - Review School Performance Data 	AHO AHO
5	Policy Review <ul style="list-style-type: none"> • Assessment Policy • SRE Policy 	ALL
6	Part 2 minutes	Chair
7	Monitoring and Evaluation of the Appraisal Policy	Chair/GSM/LP
8	Agree term dates 2017/18 to recommend to Full GB including non-pupil days and inset days	GSM
9	Termly review of Risk Register (also HT4/6)	ALL
10	Monitor and Evaluate progress of School Evaluation Form – feedback to Full Governing Body (also HT3/5)	ELT/Chair
11	Interventions	AHO
12	Pupil Premium (also HT4/6)	LP
13	PASS/Consultation Week - Feedback	RRO
14	Assistant Principal Safeguarding and SENCO Update	NMI
15	Progress Data Update – Targets, Pixl and Y11 Results Summary	AHO
16	Sixth Form Update	AHO
17	New proposals for Category B and C trips	GSM
18	Review of Parents Evenings <ul style="list-style-type: none"> • Year 10 • Year 5/6 	AHO RRO



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19	Low uptake of music/arts (discussion re: support by Governing Body)	MCA
20	Literacy Update	MCA
21	Link Governor Review of register of pupil’s admission to school and pupils’ attendance register (statutory)	JB
22	Any funding issues for Resources Committee	Chair
23	Review of Exit Interviews	LP
24	Identify and Celebrate Pupil Achievements	Chair
25	Date and time of next meeting – Wednesday 20th January 2016 at 4.30 p.m.	Chair

Ref	Action or Decision	Action	Date Due
1	Apologies There were no apologies. It was noted there was a quorum present. LP welcomed MG to her first committee meeting.		
2	Declaration of Interest None		
3	Minutes of last meeting (16th September 2015) The minutes of the meeting held on the 16th September 2015 had been circulated to all committee members in advance of the meeting. <u>The minutes were agreed, (proposed JB, seconded LP) as a true and accurate record of that meeting and signed accordingly by the Chair.</u>	Clerk - Minutes to File and Website	
4	Matters Arising <ul style="list-style-type: none"> • Item 7 – Matters Arising – Bicton – AHO reported that the Bicton Awards’ Ceremony would be on Tuesday 17th May 2016 and this was already in his calendar so that he could ensure that there was not a clash with the Y11 Leavers’ Assembly. KT thanked AHO for the reassurance. • Item 10 - Review School Performance Data – results (including headline figures) GCSE – Levels of Progress (4 Matrix) – AHO reported that current advice is that this is not available until December. The item will then be placed on the most relevant agenda. AHO stated that there was an issue nationally with the ECDL (European Computerised Driving Licence) as it only counted as a pass even if a merit or better was achieved. Additionally, some of the remarks will not be included in the unvalidated data as RAISE considers what was known in August. The Childcare results will also not be included in this data. The validated data is expected in February. 	Future agenda item	
5	Policy Review <ul style="list-style-type: none"> • Assessment Policy – Governors noted that the review of this policy had been postponed due to the merging of the Feedback and Assessment Policies. • SRE Policy – Governors noted the policy. JB asked if there were any comments. CB stated that the PSHE Co-ordinator needed to be amended to reflect HBO (Hannah Bown’s) correct job title. JB asked if all were in agreement with the policy, subject to this amendment. All were. <p><u>It was therefore agreed that the SRE Policy had been approved by the Personnel Committee, subject to the amendment above. Proposed LP, Seconded by GD.</u></p> <p><i>Clerk’s Note: job title amended to CEIAG (Careers Education Information Advice and Guidance) Co-ordinator</i></p> <p>JB reminded committee members to please remember to read documents in advance and email any queries to the Clerk in advance.</p>	Agenda item for January 2016 To FGB to note All – to note	
6	Part 2 Minutes		



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	<p>The meeting went into Part 2 at 4.40 p.m. Proposed: JB Seconded: SJ. The meeting came out of Part 2 at 4.45 p.m. Proposed: JB, Seconded: GD.</p>		
7	<p><u>Monitoring and Evaluation of the Appraisal Policy</u> LP stated that this had previously been done by the Personnel Committee in Part 2. At Personnel, GSM would give an update and governors would then check a random sample of anonymised appraisals. Advice has now been received from Governor Support (Babcock) that there should be a separate Performance and Pay Committee. This will now be looked at following the restructuring of the committees. However, as the monitoring and evaluation of the appraisals needs to be conducted urgently, LP asked governors if they would agree that, for this year, this is first considered by this committee. Any agreement must be given by the Full Governing Body until separate Terms of Reference for a Performance and Pay Committee are agreed.</p> <p>GSM said that he would be in support of this. He pointed out that there were more governors present today which would mean more would be involved in the quality and assurance of his work. He added that, if a decision was made to wait until the new committee was set up, it would mean information could not go to payroll within the necessary timescales. This would be unfair to staff and he felt it necessary to insist that governors go through the process at this meeting. LP was in agreement. All other governors were also in agreement.</p> <p><i>SMA and CB (Staff Governors) left the meeting at 4.50 p.m.</i> The meeting went into Part 2 at 4.50 p.m. Proposed: JB Seconded: GSM. The meeting came out of Part 2 at 5.00 p.m. Proposed: JB, Seconded: LP. <i>SMA and CB (Staff Governors) re-joined the meeting at 5.00 p.m.</i></p> <p><u>It was therefore noted that governors had agreed that the appraisal process for teaching staff for 2014/15 had been rigorous, fair and non-discriminatory.</u></p> <p><u>Pay and Performance Committee</u> Governors noted the draft Terms of Reference for a Performance and Pay Committee circulated prior to the meeting. LP asked if committee members felt that the college should have one. JB felt it would be a positive change as she felt there were currently too many governors on the new Teaching and Learning Committee for this to be effective in future. LP pointed out that a smaller committee could spend more time scrutinising the system. SMA asked if members of the Performance and Pay Committee would be non-staff governors. LP stated that they would and that the Principal would not be a member. LP pointed out that the Terms of Reference circulated includes the Principal’s appraisal which is currently carried out separately so this would need to be considered further.</p> <p>LP suggested that KS (Kate Smith – former Chair of Personnel) should be Chair. This could remain vacant until KS returned from her leave of absence; LP would be willing to stand in for her. LP added that she felt the other members should include the Chair of the Resources Committee and, for this current year, the Vice-Chair of the Teaching and Learning Committee as JB (Chair) currently worked at the college on a casual basis. LP said that she knew that IC (Ian Copeman – Chair of Resources) would be happy to do this and had recently attended the Head Teacher appraisal training. SJ said that as Vice-Chair of Teaching and Learning she would be happy to take on this role. JB said she was in support of SJ taking on this role and agreed it would not be appropriate for her to do this given her casual work at the college. LP asked if it was agreed a committee of 4 would be adequate. SMA said he felt it would be better to have an additional member to provide greater</p>	<p>To FGB</p>	



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	<p>scrutiny. GD was asked if she would take on this role due to her experience on the Personnel Committee, GD said she would be happy to do this. All were in agreement.</p> <p><u>It was therefore agreed that the Teaching and Learning Committee, having reviewed the draft Terms of Reference, would propose to the Full Governing Body that a new committee Performance and Pay Committee should be set up. Members should include KS (former Chair of Personnel), IC (Chair of Resources), SJ (Vice-Chair of Teaching and Learning) and GD (former member of the Personnel Committee). Proposed: SJ, Seconded: GD</u></p> <p><u>Principal’s Appraisal</u> LP reported that she had met with RF (Roger Fetherston – School Improvement Partner) and IC on the 17th November 2015 to do GSM’s appraisal. LP is currently preparing a report for the Principal’s Pay Panel. She will send this to IC for his views. A meeting will be held to discuss this at 4.00 p.m. on the 30th November 2015.</p>	To FGB for decision	
8	<p><u>Agree term dates 2017/18 to recommend to Full Governing Body including non-pupil days and inset days.</u></p> <p>GSM reported that there had been a few amendments to the document which was circulated prior to the meeting. As a result a new draft copy was circulated. GSM said that the term dates were based on a template from Devon County Council (DCC). However, he would like to recommend a change to the Easter and Christmas holidays following consultation with the JCC (Joint Consultative Committee) at HCC. Instead of finishing early for Christmas, as recommended by DCC, the JCC have suggested that college continues until the 20th December. This would allow additional days to be added to the Easter Break as well as benefit staff training and the activities week. GSM advised governors that staff are not normally consulted on this as the college normally follows the County model; however they have been consulted with this year due to the changes to the Easter break.</p> <p>JB asked if there were any comments. There were none. JB asked if all were in agreement. All were.</p> <p><u>It was therefore agreed that the Teaching & Learning Committee would be proposing to the Full Governing Body that the term dates for 2017/18 should be agreed.</u></p>	To FGB for decision	
9	<p><u>Termly review of Risk Register (also HT4/6).</u></p> <p>Governors noted the Risk Register circulated prior to the meeting.</p> <p>JB stated that she had met with AHO prior to the meeting and they would like to suggest that a small group of committee members meet prior to HT2/4/6 to review the Risk Register so that they can then bring their recommendations to this meeting. This would streamline the meetings (as it was recognised agendas were lengthy) and allow more time for review. Following a discussion as to who should be in this small group it was agreed that LP, JB and AHO/GSM would meet in advance of the meetings. It was noted that SJ is risk assessed trained and would be willing to stand in for anyone who was unable to attend the meetings.</p> <p><u>It was therefore agreed that LP, JB and AHO/GSM would meet prior to HT2/4/6 to review the Teaching & Learning items on the register in detail. Recommendations would then be brought to the committee for consideration. Proposed: JB, Seconded: CB.</u></p>		



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	<ul style="list-style-type: none"> • 12b (lack of awareness of national and local policy changes or initiatives leads to missed opportunities). Under 'required management action' the wording 'Governor information and challenge to be added'. • 12c (Lack of expertise in running a limited company and registered charity leads to over-reliance on individuals). LP said she felt that this should be reviewed by the Full Governing Body rather than the Teaching and Learning Committee and that responsibility for this should be changed from Chair of Resources to Chair of Governors. All were in agreement. This would be mentioned at the Resources meeting as well. 	<p>Clerk to notify MBU</p> <p>To Resources Committee and FGB</p>	
10	<p><u>Monitor and Evaluate progress of School Evaluation Form – feedback to Full Governing Body (also HT3/5)</u></p> <p>GSM reported that a lot of work had gone into the School Evaluation Form (SEF). The draft SEF had been reviewed by the College Leadership Committee (CLC) who had been asked if they felt it reflected the college and whether they considered it to be a fair report. GSM said there had been some debate as to whether the college should be shown as a 2 or a 3 and after some discussion it was felt a 2- was an accurate reflection. GSM said that in light of the new framework the college could be a 2 and that the ELT would put up a good argument for this. GSM said that the latest data released yesterday on the current cohort strengthens the college's position. He said he felt the section on governorship was reasonable. It was noted that the document had been reviewed by LP, RF and 3 external advisors.</p> <p>JB said that with her knowledge of schools (retired teacher) she felt that the SEF was very full and honest. She asked if there were any further comments. There were none. JB thanked GSM and the ELT for their efforts.</p> <p>GSM said that the new format was done to bring the SEF in line with the new inspection framework. He thanked the ELT for all their efforts for this.</p> <p>SMA asked what the review team thought about the SEF. GSM said that they did not disagree with it. GSM said that he had now received the final report back from the lead reviewer and that the summary section had been emailed out to the CLC. This will be reviewed on Monday. Most sections include an EBI (Even Better If).</p>		
11	<p><u>Interventions</u></p> <p>Governors were shown a Pixl Video which explained the concept. Governors found this very found informative.</p> <p>AHO said that the college would need to collect data and work out where it needed to go. A 'C+' is the attainment 8 grade the college will be aiming for. RaiseONLINE 2016 should be white with a few green.</p> <p>LP asked if AHO could clarify whether there would be one average grade. AHO confirmed this was correct.</p> <p>AHO said that the ELT Links would meet with the Heads of Departments (HoDs) in order to raise standards and challenge each HoD. The ELT Links/HoDS will then discuss the intervention strategies.</p> <p>SMA asked if the data would identify a group of students. AHO stated that it could. For example; in Science if the HoD was told he needed to ensure that 25 students increase by 1 grade but these students were also identified by English and Maths, AHO would then say to Science that he could not offer interventions to these students as this would mean too much intervention for these particular students. AHO said he would be producing a spreadsheet which he would send out to all staff;</p>		



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	this would be replicated on class profiles.		
12	<p><u>Pupil Premium Report</u> Governors noted the report by LP which had been circulated prior to the meeting. LP stated that she would be happy to answer any questions the committee had. She reminded Link Governors of the need to ask HoDs if they have identified Pupil Premium students and what interventions are in place. She added that it was important to find out what interventions are working and the results it was agreed that Pupil Premium students should attain. LP reminded governors that they have all received her report following her attendance at a conference at which Sir David Carter spoke.</p> <p>SMA referred to the second paragraph of LP's report and asked how governors would know if the Wave 1 interventions in particular were working. LP said this will be shown by data which is generally for all schools. SMA asked if Wave 1 was happening in the classrooms. MCA confirmed it was. SMA noted that there is a mix of interventions taking place (which is what is recommended). GSM said that there were a number of ways in which the college were intervening (one example was to buy watches to help students).</p>		
13	<p><u>PASS Consultation Week – Feedback</u> RRO reported that he had carried out the consultation with both staff and students before half-term. Governors noted the report which had been circulated prior to the meeting.</p> <p>RRO stated that the survey is a national survey and anything shown in green means high satisfaction in a particular area. RRO said that there were high areas of satisfaction shown for all year groups except Y11 which he felt overall was very reassuring. Areas shown in yellow indicated less satisfaction. There appeared to be a particular issue with a group of Y11 girls but RRO said this maybe predictable as they were now looking for the next challenge in life. The biggest attendance issue was for the Y11 girls and this was reflected in the survey. RRO has been working with TSK (Tom Skelding – Head of Year 11) on this issue and the results will be fed back through assembly. RRO said that the ELT are aware which students are dissatisfied and will look into any issues with the Student Well-being Co-ordinators (SWCs) and tutors as well as speak to parents.</p> <p>LP said she thought the survey was anonymous. RRO stated that the PASS Survey was not. Overall he felt it was a very positive survey.</p> <p>RRO stated that in addition to this, the college had conducted its own pastoral survey. From this there were varied responses to some of the questions (e.g. rules should be applied fairly). Some students said they did not know who to speak to if they had a problem, however RRO said he felt the college had a fantastic team of SWCs. RRO gave the example of one SWC who had an email one evening and had dealt with the issue before morning.</p> <p>RRO said that the survey included feedback on the Celebration Assembly. This was very positive overall, although the feedback was less positive as students moved up through the years. He added that he felt that some tweaks were needed; however MCA had done an excellent work on the assemblies to date. RRO will now take this forward.</p> <p>MG asked if previous surveys had shown the same for Y11. RRO said that the college had taken a break with the survey over the last 3 years so he was unable to comment on this.</p>		



“Success for All”

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	<p>In summary, RRO said that surveys were generally very positive about the college; however there was still work to be done. JB felt it was good to do the survey to confirm all the positives.</p> <p>LP asked NMI about training for staff as she felt there was a lot about the scale of abuse at the moment and staff did not seem to know what questions to ask. She felt this was asking a lot of staff. NMI said that staff must not ask any questions but just note down what a student tells them so that they can pass this on to NMI or JRE (Jackie Rees – Safeguarding Officer). NMI and JRE will then ask the questions. GSM reminded governors that this advice is on the back of staff lanyards. RRO said he felt that the summit meetings which involved SWCs, Learning Support Assistants, and the Exclusion Officer etc. worked well and that staff were very good at picking up issues. NMI said he received 3-4 pieces of information from staff each day.</p> <p><i>RRO left the meeting at 5.43 p.m.</i></p>		
14	<p><u>Assistant Principal Safeguarding and SENCO Update</u></p> <p>NMI reported that he brought in 2 external auditors, one to look at safeguarding and one to look at SEN provision. NMI said that the safeguarding audit was graded as outstanding, however he feels there is always room for improvement. One area that will be improved on is the system for student files; however this was only a minor issue. The SEN audit was more complex and the college were awarded a '1'. There are a few pieces of information needed. NMI said that all interventions are in place and all students can be identified. Statements for KS4 are at a better level than for KS3, which could be due to the way in which progress and attainment are measured. NMI explained to governors about K Codes (this is if a student is struggling). He said that the number of student with K Codes has gone down dramatically and that 3 years of data have shown an improving trend. JB and GD have seen the reports.</p> <p>NMI reported that JWR (Jessica Williams - Student Mentor for Accessing the Curriculum KS3) will be doing a Pupil Premium audit in the next few weeks. She will look at where the money is going, what the outcome is and how they link to the Ofsted targets.</p> <p>GD asked if NMI knew how many Children in Care there were at the college. NMI confirmed he did and that there is separate data for them. It was noted that a huge support system was in place for Children in Care.</p> <p>Governors noted that AND (Additional Needs Department) Review circulated prior to the meeting. There were no questions.</p>		
15	<p><u>Progress Data Update</u></p> <p>AHO showed governors the press release for Y11 2014/15 GCSE (as at 20/08/2015). He said that the Progress 8 score was now -0.18 due to the ECDL, re-marks and the outcome of the Childcare exam. He pointed out the RAISEonline still includes all the old figures. AHO informed governors that the value added score was 988.37. He said it will be touch and go for HCC with regards to the validated data as to whether HCC are not significant for that measure.</p> <p>AHO updated governors on the outcomes for 4 levels of progress in English and said that HCC was working with Sidmouth College on this.</p> <p>It was noted that 4/5 students did not sit the summer exams so AHO has not included them in the data.</p> <p>AHO also showed governors the data for the Current Y11 Mocks. In particular he</p>		



“Success for All”

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	<p>asked governors to note the figures for Progress 8, the value added score and 3 or more levels of progress. AHO said that basically this means that the college has shifted from below national average to above. He added that Ofsted and the Progress Check would give the interrogation over the data.</p> <p>AHO reminded governors that the current Y11 are the first year to take the 3 year course. The benefit of this is the college can focus on revision. He added that students do better if they work in college than at home.</p> <p>AHO said as a result of students taking additional exams, the college can fine tune where students should be when they take their final exams. It was noted that Y11 students take their final set of mocks in March. AHO said he has been tasked to look at the Y11 Mock data in more detail. GSM said he feels the college is not far off where they want to be with this and next year should be a good year.</p> <p>SJ asked if the Y11 students last year were a high ability cohort. AHO confirmed they were. SJ pointed out that it would be good therefore to get the predicted results considering the current Y11 was a lower ability cohort.</p> <p>Governors noted the Pixl Associate Report which had been circulated prior to the meeting. AHO stated that the report was very positive. There were no questions.</p> <p>It was noted that AHO was the RSL (Raising Standards Leader).</p>		
16	<p>Sixth Form Update</p> <p>AHO reported that this was a busy time for the Sixth Form. The open evening is due to take place tomorrow. Y11 students will receive their mock results as well as have the opportunity to look at options for next year.</p> <p>AHO stated that the college has developed a Level 2 Course. He said most study a level 3 course but if a Level 2 Course had been available this year the 10/15 students he had turned away could have studied this. The course will be a general course (BTEC Public Services) and will include topics such as the army. In addition students will take the EPQ (Extended Project Qualification) which is the Level 2 equivalent of the higher project qualification. Students will also do a certificate in financial skills (e.g. loans, APR etc.) which will involve input from the banks. Where necessary students will resit English and Maths which is a legal requirement.</p> <p>LP asked what qualification the students will achieve at the end. AHO said it would be a Level 2 which would allow those students to progress onto a Level 3. LP asked if this would take one year. AHO confirmed it would and that students could then stay on at HCC to take a Level 3 course. KT asked how many AHO hoped to offer this course too. AHO said 15/16. KT asked if it was economical. AHO confirmed it was. AHO said that the survey carried out by RRO showed that low numbers of Y11 students want to join the Sixth Form; however this was normal at this stage in the year.</p> <p>It was noted that LP would be attending this evening.</p>		
17	<p>New Proposals for Category B and C trips</p> <p>Governors noted the Activities Booklet circulated prior to the meeting. GSM reminded governors of the criteria for Category B and C trips (as set out in the Offsite Activity Organisation Guidance).</p> <p>GSM also updated governors on continuing with the Spanish Exchange. GSM informed governors that the French Exchange (run in partnership with Kings School) due to take place in December had been cancelled due to the events in Paris. GSM</p>		



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	<p>checked the gov.uk website for advice on travelling to Paris and had made the decision based on this (as the tickets had to be returned and to delay this would have meant the college would not be able to claim any money back). The college may still incur the cost for the cancelled Eurostar as GSM does not think the insurance will cover this (this could cost the college £1,200).</p> <p>AHO asked governors in particular to consider item 12 (Isles of Scilly Camp), item 13 (London Stage and Screen), item 13 (Ardeche, France), item 15 (Mountain Biking) and item 16 (Germany).</p> <p>He informed governors that the Isles of Scilly was a new camp. Governors were then updated on the Germany Trip which is run by SMA (this trip has taken place for several years). LP thanked SMA for running this trip. It was noted that items 14, 15 and 16 have all taken place in previous years. AHO asked if governors would approve these trips for the Activities Week 2016. JB asked if there were any comments. GSM reassured governors that all trips are processed through the EVOLVE system even if they have been given governor approval. Category C trips also go to the Local Authority for sign off. There were no other comments. JB asked if all were in agreement. All were.</p> <p><u>It was therefore noted that items 12-15 (Isles of Scilly Camp, London Stage and Screen, Ardeche, Mountain Biking and Germany) had all been approved by the Teaching and Learning Committee. Proposed: JB, Seconded: SJ.</u></p>	To FGB to note	
18	<p><u>Review of Parents Evenings</u></p> <ul style="list-style-type: none"> • Year 10 – AHO stated that attendance had been ok but he would like it to be higher (however, in comparison to other schools it was quite high). He added that timing of meetings was never going to be perfect but it was a lot better than the Y7 Parents’ Evening. SMA said that teachers found that due to the automated system, the booking of appointments had been taken out of their hands. AHO stated that for the Y10 Parents’ Evening teachers had been able to flag up students whose parents they wished to see. These parents were given the option to make a priority booking. Emails were sent out by Shelagh Andrews (SAN). In future a break will be built in for teachers. • Year 5/6 – AHO stated that RRO had informed him that this went well and attendance was good. Tours of the campus had also been well attended. RRO has evaluated the Year 5/6 Parents Evening and he does not consider there are any major changes which need to take place. 		
19	<p><u>Low uptake of music/arts (discussion re: support by Governing Body)</u></p> <p>MCA reported that this item had been put onto the agenda as a result of governor interest. She said a clearer picture of the department would be known when the option choices were made. She reminded governors that the HoD was fairly new and that the CreATE department was an amalgamation of 2 departments (Business Enterprise & Technology and Creative Arts).</p> <p>MCA update governors on the change in the way in which visual arts is delivered to the current Y9 students. At the moment students study a carousel of subjects specialising more in Y10/11. More work currently needs to be done on this area. MCA said that realistically the department would be looking at combining courses and the HoD has been very supportive of 2 new courses for the Sixth Form (even if they are not A levels). She added that students who are not A/A* students may opt for this. Work is currently being done with NMI and AHO so that students studying these courses do not feel as if they are at the bottom.</p> <p>AHO said that he has had an intervention meeting with the HoD to look at moving</p>		



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	<p>away from GCSE to a non vocational qualification for targeted students (NCAFE). The written content will be less.</p> <p>SMA asked how many students this could affect. MCA said she would look at numbers.</p> <p>MCA reported that she is looking at an alternative curriculum and MCU (Marc Culwick – Drama Teacher) is looking in particular at a BTEC in Performing Arts (which would combine music and drama).</p> <p>AHO stated that the CreATE team were very good at combining music and drama and this was important for Y12 as it allowed the college to run classes which would otherwise be too small. JB and LP reported that they had attended the recent Shakespeare production which was excellent.</p> <p>MCA said that the ELT appreciated governor support in this area.</p>		
20	<p><u>Literacy Update</u></p> <p>MCA updated governors on the Star Reading Tests and at what time of year they are conducted for the different year groups. For this academic year students in Y8/9 will be tested in January. Y7 students have been tested. It was noted that pupils at Honiton Primary School are also doing the tests and MCA would like to see if the system at HCC and the primary school can be linked. MCA explained that the test has changed and questions are now much harder (more in line with the new GCSE style of exam question).</p> <p>MCA added that at the moment it is difficult to work out where students are going and that students are joining the secondary school with very low reading ages (governors were updated on the figures). The college are now looking at how they can support these students and some will be withdrawn from French. It was noted that this will impact college results as those who have been withdrawn from French will not be able to start it at a later date. NMI said that he has a provisional list of students who will be affected by this. The HoD of Modern Foreign Languages (MFL) has been kept up to date. AHO said that discussions will need to be had with English as to what sort of package will be offered. NMI will be involved in the package as it needs to be quite specific. The actual training will involve English teachers and Learning Support Assistants. This will commence in January. The programme is already underway at Honiton Primary School.</p> <p>MCA said at the next meeting she would be able to update governors on Y8/9, the Read Write Inc. programme and also provide data for Y7.</p> <p>MCA said she had looked at the CATS (Cognitive Ability Tests) results for other subjects and it is not just reading that will require interventions. GSM reminded governors that the current Y7 took their CATS when they attended the college for their transition week.</p> <p>LP asked if the primary schools provide a list of what issues pupils joining the college have. KT said he would like to know if the college have discussions with the primary schools about the reading ages. NMI said that some primary school pupils receive help at the primary school because their reading age is low but they then have problems when they join the college. It was noted that students do better in the reading paper at KS2 than with the writing paper.</p> <p>NMI stated that extreme interventions for a small group of students across all schools is more common now and that lower ability students can be provided for</p>		



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	<p>within schools.</p> <p>SMA said that as a teacher, DEAR (Drop Everything and Read) was the single best programme that the college has introduced. Having spoken to other teachers he said many wish it could carry on into Year 10. GD asked why this could not happen. SMA said it was his understanding that this was due to curriculum constraints, however with the 3 year curriculum he hoped this could change. AHO said that 12 and a ½ weeks of lessons would be lost if this was delivered across Y9/10 and 11. JB was pleased to hear the very positive comments. CB said, as a member of staff, she had noticed the improvement even with the weaker students (some were attempting to now say the words they had read).</p> <p>It was noted that posters had been put on classroom/office doors so that students could see what staff were reading. All present appreciated the work that NHU (Natalie Hunt – Cover Supervisor) had done with regards to this.</p> <p>GD asked if there was a book club at the college. MCA said that SFL (Sarah Flynn – Head of English) ran a club. GD suggested that maybe this could be offered as part of the twilight enrichment activities.</p>		
21	<p><u>Link Governor Review of register of pupil’s admission to school and pupil’s attendance register (statutory)</u></p> <p>JB reported that she had carried out the check and was satisfied that all was in order. There were no questions.</p>		
22	<p><u>Any funding issues for the Resources Committee</u></p> <p>AHO reported that the issue of departmental capitation was taken to the Resources Committee. It was noted that the committee did not wish to dip into the reserve and that LP had asked MBU to report back on this at the next meeting (Monday 30th November).</p> <p>KT asked about if there was a curriculum development fund. AHO confirmed there was a curriculum reserve.</p> <p>KT said he was concerned about the amount of money used on graphics and asked if the college could look at this. GSM and LP stated that this had been discussed at the recent Associate Staff meeting as a review of the number of printers currently in use and the photocopier contract has been carried out. KT said he had noted that some syllabuses were still in draft which made it difficult for teachers as text books were not available and teachers therefore had to photocopy work. KT said he was also concerned that, as some of the syllabuses were in draft, the government could remove part of the syllabus nearer to the exams. AHO stated the draft syllabuses should not change too much and the college still has the resources available for the old GCSE.</p> <p>KT asked if the 3 year GCSEs were more expensive. AHO confirmed they were.</p>	Resources Committee	
23	<p><u>Review of Exit Interviews (annual)</u></p> <p>LP reported that she has carried out a review of the exit interview. She noted that there were 14 new members of staff at the college since the start of term. LP provided governors with an overview of the exit interviews and said that she had looked at 10 and they raised no major concerns.</p> <p>MCA stated that this year the inset training sessions are designed to be relevant for the department.</p>		
24	<p><u>Identify and Celebrate Pupil and Staff Achievements</u></p> <p>Governors noted the document circulated prior to the meeting which included the</p>		



HONITON COMMUNITY COLLEGE ACADEMY TRUST
Teaching & Learning Committee

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	following: <ul style="list-style-type: none">• Thank you's from parents to particular members of staff following the summer results.• Positive feedback regarding the Y10 Parents' Evening (including the booking system) and the Y5/6 Parents' Evening.• A thank you to staff following the KS3 Awards Evening.• Positive feedback regarding the KS3 Parent Forum.• An update on the success of 'The Big Sleep' (Sixth Form raising money for a homeless charity and awareness of the issue).		
26	<p><u>JB said she would like to thank KT, on behalf of the Curriculum Committee and the Teaching and Learning Committee for all his hard work and the commitment he has shown to both committees. KT said it has been a pleasure. JB wished him all the best for the future.</u></p> <p><u>Date of next meeting</u> Wednesday 20th January 2016 at 4.30 p.m. Location to be advised. <i>Meeting ended at 6.40 p.m.</i></p>		