

HONITON COMMUNITY COLLEGE

Full Governing Body



Policies approved at this meeting:

Student Friendly Attendance Policy; SEN Policy; SRE Policy; Gifted & Talented Policy; Home Learning Policy; Curriculum Policy; Secondment Policy;

Meeting 5 – Part I Minutes

Date/Time	Wednesday 25 th May, 2011 at 6:40pm	Location	Sixth Form Centre, Honiton Community College
Attendees	Initials	Attendees	Initials
Lynda Price (Chair)	LP	Emma Stephenson	ES
Glenn Smith (Principal)	GSM	Christine Marsh	CM
Keith Turner (Vice Chair)	KT	Michael Clements	MC
Vera Howard	VH	Stephanie Johnson	SJ
Cindy Vining	CV	Vicki Wright	VW
Ron Webb	RW	Alison Salter	AS
Janet Boland	JB		

Apologies	Initials
Kate Smith	KS

Absent Without Apology	Initials

In Attendance	Initials	
Andy Holt	AHO	Acting Principal
Marie-Claire Adams	MCA	Assistant Principal
Victoria McIntosh	VM	Solicitor, Foot Anstey
David Foster	DF	Parent/Observer
Suzette Perryman	SP	Clerk

Minutes to
Attendees
Apologies

	Agenda	Led by
1	Welcome	Chair
2	Apologies for Absence	Chair
3	Declarations of Interest (for the meeting)	Chair
4	Presentation: Academy Status for Decision – Working Party paper to follow	AHO/GSM
5	Minutes of Meeting on 30 th March 2011 (previously circulated)	Chair
6	Matters Arising: 30.03.2011 <ul style="list-style-type: none"> Item 8 - Best Value Statement updated Item 9 - Redundancy Process Item 10 – Link Governor required for Technology 	Chair
7	Committee Reports: (including Policy ratification) Finance/Personnel/Curriculum /Campus and H&S/O&S	Chairs of Committees
8	Budget	AHO/RL
9	Principal's Report (previously circulated)	Principal
10	SEF: all governors have received a copy – time will be given for questions	Chair/Principal
11	Chair's Business: Permission for foreign trip	Chair
12	Part 2	Chair
13	Training Feedback - All	Chair
14	Date of Next Meeting: Wednesday 20 th July 2011	Chair



Policies approved at this meeting:

Student Friendly Attendance Policy; SEN Policy; SRE Policy; Gifted & Talented Policy; Home Learning Policy; Curriculum Policy; Secondment Policy;

Ref	Action or Decision	Action	Date Due
1	The Chair opened the meeting and welcomed all present, including Ms V McIntosh from Foot Ansty Solicitors and Mr David Foster, a parent, who was attending the meeting as an observer.		
2	Apologies from the following governor were accepted: Kate Smith.		
3	The following governors declared an interest for the meeting (as they were all employees of the College): GSM, GK, VW, AS.		
4	<p>The Chair gave a précis of the background and lead up to tonight's consideration & vote on Academy status for HCC.</p> <ul style="list-style-type: none"> All governors had been invited to a Special Meeting (15th March) at which the application was discussed & a Working Party with delegated powers was formed. All governors expected to attend the 12th May Training Event of which 50% was dedicated to further discussion on Academies. Three meetings (in excess of 2 hours) of the Working Party had taken place with minutes to all governors & staff. A meeting with staff & unions was held – several governors attended this. Three members of the Working Party attended an open meeting for parents. Three members of the Working Party attended a helpful training session in Plymouth, provided by Foot Anstey. Yesterday, the Chair attended a TUPE consultation with one union followed by another session with approximately 40 staff members & two unions. The Chair has responded personally to two of the three letters received from individual staff members. The Working Party have produced a recommendation & it was the Chair's intention to move to a vote this evening after further discussion & questions. The Chair said that in the last two days she had received: a) a letter from UNISON requesting a ballot of staff, governors & parents; b) a letter from our three union reps in college (sent to all governors) requesting a delay in the process due to members' grave concerns & requesting a ballot of parents. <p>The Chair then handed over to AHO who went through the key points of his consultation paper which had been received by all governors in advance of the meeting. He clarified the situation regarding the College Budget – the current budget is as a Maintained Community School and not as an Academy. If governors vote to convert to Academy status, the college will have to apply to the Department of Education (DfE) to carry forward the projected funds in the Three Year Budget. VM explained how the mechanism for the carry forward of budget monies would work in practice.</p>		



Policies approved at this meeting:

Student Friendly Attendance Policy; SEN Policy; SRE Policy; Gifted & Talented Policy; Home Learning Policy; Curriculum Policy; Secondment Policy;

Ref	Action or Decision	Action	Date Due
	<p>AHO said that if governors voted for Academy status, it was planned to maintain all the Devon County Council (DCC) services currently bought in e.g. Human Resources, and maintain staff terms & conditions via the TUPE mechanism. Regarding TUPE, the Principal & Governors have already stated that <i>"No member of staff would be worse off when compared to their colleagues in a maintained school"</i>. Whilst this statement cannot be legally binding, in order to make it as secure as possible, AHO suggested that it was written in to the full Governing Body's Terms of Reference – similar to a local schools' model. Consequently, Staff Governors would be entitled to vote & make representations; the quorum of such a body must include all types of governors & a full governing body meeting would be required to meet in order to alter staff terms & conditions.</p> <p>AHO then gave an overview of his consultation activities which are detailed in his <i>Academy Trust Consultation Paper</i>. He said that he believed that the College should convert to Academy status because everyone was here for one reason – the students and the need to provide the best possible education for them. AHO added that overall student opinion re. Academy status was positive.</p> <p>The Chair then read out the letters received from Ms M Dickson of UNISON and the College Union Representatives. She made the following points:</p> <ul style="list-style-type: none"> • A ballot had been requested at the first staff/union meeting & had been refused. There was no obligation on governors to do this. • If a ballot did take place it would need to include: staff, present students, present & future parents. Such a ballot would be difficult & expensive to administer. • The Governing Body (GB) was complying with all consultation time scales; the process has been thorough & gone above & beyond all obligations. • Any delay to converting to Academy status would lose the College around £250k, due to changes to the rules by the DfE. <p>Following this VM gave her view regarding ballots within the consultation period.</p> <p>MC asked how it would be possible for parents to be fully informed of all the issues, prior to any ballot involving them.</p>		
Page 3 of 8			Signature of Chair



Policies approved at this meeting:

Student Friendly Attendance Policy; SEN Policy; SRE Policy; Gifted & Talented Policy; Home Learning Policy; Curriculum Policy; Secondment Policy;

Ref	Action or Decision	Action	Date Due
	<p>AH explained the details of funding based on a month by month conversion date – starting with 1st July 2011, which has the most favourable funding available. CM said that there might be an argument for a parent ballot; however, only 11 parents turned up to an Open Evening to discuss academy status, so there was clearly no groundswell of interest. GK said that there had been scaremongering within various staff groups which had created an atmosphere of fear. If staff were balloted, what would the GB do with the outcome? There was a need to take the staff with the GB in this decision & governors needed to make a confident decision. GK suggested that the wording of the <i>Terms of Reference</i> previously mentioned (concerning staff terms & conditions) could be agreed with the various unions. There was a perception amongst staff that this proposed change was a political decision, which was intended to break up the unions & move away from collective bargaining.</p> <p>The Principal explained that there was a need to return to the over-riding purpose of this proposed change – which is to do the best for HCC students. He said that he had heard nothing from the unions to suggest that we shouldn't go ahead with the conversion. GK further explained the staff view & reasons for apprehension. AHO responded and said that the model that is proposed – the same model as The King's School - is carefully worded & everything within the ELT's power will be done to reassure staff.</p> <p>JMc said that she had concerns regarding the timing of converting to academy status – is there reasonably enough time to put all necessary mechanisms in place for a 1st July conversion date? The Principal confirmed that the solicitors had told him that the 1st July was do-able & will bring an additional £37k into the College – reward for all the hard work undertaken thus far. AHO said that he had had to put various related measures in place as a contingency should governors support conversion tonight and he was confident that all financial aspects could be managed.</p> <p>Regarding TUPE, VM explained the rules concerning this to governors. There were protected terms & conditions & a requirement to maintain relationships with staff & unions. Any changes made for an 'Economic, technical or organisational' (ETO) reason must be fully and properly consulted and must be proportionate over time.</p> <p>MC said that <i>Innovate</i> Staff had been TUPE'd across from DCC. The staff had been nervous, but all went well & there have been no issues. He also made the point that conversion would be to the union representatives' advantage as they would be representing within a smaller unit; this would give them added strength. AHO pointed out that the unions are keeping the issue of academies at regional level & therefore the matter had not become a national one.</p>		



Policies approved at this meeting:

Student Friendly Attendance Policy; SEN Policy; SRE Policy; Gifted & Talented Policy; Home Learning Policy; Curriculum Policy; Secondment Policy;

Ref	Action or Decision	Action	Date Due
	<p>JB said that timings, deadlines & the speed of conversion had been a concern for the Working Party. VW assured governors that the Working Party had discussed all of the issues – nothing had been left unquestioned. CV added that the Working Party had continually asked for the facts and these had been forthcoming. AHO noted that the union representatives at the recent staff meeting were ‘Lay’ Representatives – consequently, opinions could be ‘one sided’ due to vested interests – the Reps were employed by the LA and so in theory their jobs were in jeopardy. The Principal explained the benefits of the greater freedoms that academy status would bring. The Principal said that staff at newly converted academies had not noticed any change.</p> <p>RL told governors about his recent work with AHO regarding the finances (a proper financial audit was not carried out). He fully believed that one of the key benefits of academy status would be the increased rigour of the new financial model, which will give governors more effective control over college finances. AHO said that if governors voted for conversion tonight, then he will seek to employ accountants as soon as possible. RL asked what would happen regarding the terms & conditions of staff pay awards. AHO said that governors would have the power to make their own pay structure, but in practice the college would keep its current model.</p> <p>CM recounted her previous experience at Uffculme School – and as a governor since 1982 – she believed that anxieties were natural, but was sure that these would be allayed, once the decision was taken and the academy was up and running. GK said that she felt that if a staff ballot wasn’t going to take place, the GB needed to send the staff a message. AHO said that from what he knew, things had been said and matters portrayed by certain individuals, that were simply not true. The Principal said that he didn’t believe that there was a groundswell of discontent within the staff. JB concluded that there were some areas where misinformation had been put out. She believed that the GB should put out a statement to all staff in order to address the key issues that had been raised. The Principal said he agreed, the time was right to put out the Honiton version of the King’s School document to all staff.</p> <p>DP said that he was hearing fear, unease & uncertainty and made the point that we were no longer in an [academic] world without these things – at least not until the next General Election. Consequently, the status quo was neither safe nor attractive. DP said that he did not personally agree with the Government’s policy regarding academies, but the current government will get their way & as a result the GB had no choice but to go forward with conversion to academy status. It would be much more dangerous to maintain the status quo.</p> <p>KT gave his view on the issues of finding and said he was in favour of conversion. The college and staff would be better served by becoming an academy.</p>		
Page 5 of 8			Signature of Chair



Policies approved at this meeting:

Student Friendly Attendance Policy; SEN Policy; SRE Policy; Gifted & Talented Policy; Home Learning Policy; Curriculum Policy; Secondment Policy;

Ref	Action or Decision	Action	Date Due
	<p>VW said she felt that how the GB managed things & dealt with being an Academy was very important. If the college converts to an academy & then manages it badly, the staff will simply say 'I told you so'. The Chair said that if the GB voted in favour of conversion tonight, a letter/statement will be drafted & sent to all staff. It will be signed by the Acting Principal & the Chair of Governors and will be overseen by VM.</p> <p><u>Working Party Recommendation to the Full Governing Body:</u> <u>The Chair reported that on the 17th May the Working Party unanimously supported a recommendation that the College should convert to Academy status as soon as possible.</u></p> <p>The Chair went on to explain the rules around Governor and Member appointments in the new structure.</p> <p><u>The Chair then asked for a proposal that Honiton Community College convert to an Academy with effect from 1st July 2011. This was proposed by JP and seconded by CM. Subsequently, the GB unanimously voted in favour of the College converting to Academy status on 1st July 2011.</u></p> <p>The Chair thanked governors and said that the new Academy Trust will hold its first meeting on Wednesday 20th July 2011.</p> <p>At 7.48pm the following left the meeting: GSM, AH, VM, Mr D Foster.</p>		
5	<p>The minutes of the meeting held on 30th March, 2011 had been circulated to all governors in advance of the meeting.</p> <p>Following this, the minutes were agreed (proposed RL, seconded VH) as a true and accurate record of that meeting and signed accordingly by the Chair.</p>	Mins to HCC website	Completed 29.05.2011
6	<p><u>Matters Arising 30.03.2011:</u></p> <p><u>Re. Item 8</u> – It was noted that the updated <i>Best Value Statement</i> is now on the College website.</p> <p><u>Re. Item 9</u> – AHO reported that the recent redundancy process had been completed. No compulsory redundancies were required.</p> <p><u>Re. Item 10</u> – A Link Governor is needed for <i>Technology</i> - the Chair asked governors to consider whether they could fill this vacancy.</p>		



Policies approved at this meeting:

Student Friendly Attendance Policy; SEN Policy; SRE Policy; Gifted & Talented Policy; Home Learning Policy; Curriculum Policy; Secondment Policy;

Ref	Action or Decision	Action	Date Due
7	<ul style="list-style-type: none"> <u>Personnel:</u> - It was reported that the Secondment Policy had been approved at committee – this was subsequently ratified by the GB. <u>Curriculum:</u> – KT reported that the following policies had been approved in committee: SEN; SRE; Home Learning Policy; Student Friendly Attendance Policy; Gifted & Talented Policy; Curriculum Policy – these policies were subsequently ratified by the GB. The committee had examined the projected outcomes at GCSE level and all departmental visits had been completed. Members had also been involved in Departmental Reviews. <u>H&S/Campus:</u> – MC reported on the recent consultations regarding the Student Refectory. The cleaning standards were satisfactory & are being maintained at an acceptable level. The college minibus, carrying advertising, is almost ready to come on stream – the issues regarding cleaning the minibus had now been resolved. A Health & Safety visit to the campus had been conducted, together with the union reps. No major issues reported. <u>Finance:</u> - JMc had chaired the last committee meeting & reported that the budget had been the focus. Detailed discussion regarding the budget had taken place & issues with the presentation of the budget were raised. There was a need to approve the final Three Year Budget tonight – governors should note that the budget is very tight with not much held as contingency. The meeting also discussed the replacement Bursar role in some detail. <u>Overview & Scrutiny:</u> - LP reported that the committee had looked at the Venn Diagram of expected results for GCSE and AS and A levels and the College Improvement Plan. The Plan has been R.A.G. rated and now has only one area rated Red, which Marie Clare has now taken over. <p>At 8.10 – SJ left the meeting.</p>		
8	<p>Governors had been provided with a copy of the Three Year Budget in advance of the meeting. MC asked what the effect of falling student numbers on the budget will be. AHO said that as student numbers decrease, it is expected that inflationary pressures will increase and these will balance each other. JP asked about the Supply Staff Budget being overspent and AHO explained that funds would be vired across from the Teaching Budget to deal with this. <u>RL proposed that the Three Year Budget be approved & this proposal was seconded by CM. Governors voted unanimously to accept the budget.</u></p>		
9	<p>The Principal's Report had been circulated in advance to governors. It was accepted as read and there were no further questions.</p>		



Policies approved at this meeting:

Student Friendly Attendance Policy; SEN Policy; SRE Policy; Gifted & Talented Policy; Home Learning Policy; Curriculum Policy; Secondment Policy;

Ref	Action or Decision	Action	Date Due
10	The School Evaluation Form (SEF) had been copied to all governors in advance of the meeting. The Chair highlighted the importance of the SEF prior to & during an OFSTED Inspection. Governors should familiarise themselves with the Governing Body section at least. RL said he thought that the SEF was no longer a Government requirement. AHO said that this was true, but that it was good practice to retain the SEF for the time being.		
11	<p><u>Chair's Business:</u></p> <ul style="list-style-type: none"> Foreign Trip: Governors are asked to give permission for a trip to Strasbourg between 15th-22nd October 2011, involving students from KS3 & others. RL asked if a <i>Risk Assessment</i> had been completed in respect of this trip. AHO confirmed that a risk assessment would be carried out prior to the trip proceeding. Following discussion, the GB approved this College overseas visit. The Chair thanked all concerned with the College participation in the recent Ten Tors event on Dartmoor. The HCC Financial Controls Assurance Statement 2011/2012 was signed off by AHO, LP and RL. Governors volunteered to attend the various CET dates up to the end of the Summer Term. 	Original to Sarah Matthews	Completed 06.06.11
12	Part 2: The meeting went into Part 2 at 8:20pm. This was proposed by JB and seconded by RW. The meeting came out of Part 2 at 8:22pm.		
13	<ul style="list-style-type: none"> KS had recently attended the Devon Association of Governors Summer Term Meeting. Her feedback & notes had been copied to all governors. The following governors had attended a recent training event run by Foot Anstey Solicitors in connection with Academies – LP, CV & JP. MC asked if Foot Anstey were being retained as legal advisors by the college & this was confirmed. ES asked if there had been a favourable response from the Learning Community re. Academy status. AHO replied that, in the main, the Learning Community was supportive. RL suggested a GB training session during the Autumn Term – all agreed this was a good idea. 		

The Chair thanked governors for their input and their unanimous decision regarding converting to Academy status. MC gave a vote of thanks to LP and AHO for the immense amount of work that they had undertaken leading up to tonight's meeting.

The meeting ended at 8:28pm

14.

Detail of next meeting:			
Date/Time	Wednesday 20th July, 2011 at 6:30pm	Location	Sixth Form Centre, Honiton Community College