HONITON COMMUNITY COLLEGE ACADEMY TRUST
Full Governing Body Meeting

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Meeting 5 (Virtual Meeting on MICROSOFT TEAMS) – Part 1 Minutes

Date/Time	Wednesday 26th May 2021 at 5.00 p.m.	Location	Virtual Meeting (MICROSOFT TEAMS)	

Attendees	Initials		Attendees	Initials
Richard Cregan (Governor)	RC		Jackie Rock (Vice Chair of Governors)	JRo
Philippa Gurney (Ambassador)	PGU		Rob Robson (Vice-Principal) - part	RRO
Jessie Hay (Director of Finance and Resources/Company Secretary)	JHA		Glenn Smith (Principal/Governor)	GSM
Chris Meek (Governor)	CM		Kate Smith (Governor)	KS
Claire Nuttall (Governor)	CN		Tony Smith (Chair of Governors)	TS
Jenny Rawlins (Governor)	JRa		Debbie Stuart (Governor)	DSt

Apologies	Initials
Margaret Evans (Governor)	ME
Mark Gibbs (Governor)	MGi
Amy Dytor (Ambassador)	ADY

Absent without Apology	Initials

In Attendance	Initials
Sarah Matthews (Clerk)	SM
Emily Burroughs (Sixth Form Representative)	EB
Kai Waldron-Key (Sixth Form Representative)	KW

Minutes to
Attendees
Governors
Website

	Agenda	Led by
1	**Welcome and apologies for absence**	Chair
2	**Declarations of Interest**	Chair
3	**Minutes of last meeting (31.03.2021)**	Chair
4	**Matters Arising** • All covered within main agenda items.	Chair
5	**Ofsted Update**	GSM
6	**Principal's Report** a. **Safeguarding Update (Principal and Link Governor)** b. **Ofsted – covered by item 5** c. **SEND, Vulnerable Groups, Pupil Premium and Children in Care**	GSM

Signature of Chair

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

	d. **Mental Health and Well-Being (staff and students)** e. **Visit(s) from external partners and actions** f. **Staffing** g. **HLC Meetings** *Note:* *HLC (Honiton Learning Community)* *SEND (Special Educational Needs and Disabilities)*	
7	**COVID19 Update by Principal/COVID19 Link Governor (TS), Risk Assessment**	Chair/GSM
8	**Strategic Plan and Statement**	Chair
9	**Termly Review of SEF (School Development Form) – HT1/3/5** *Note: HT (Half-term)*	GSM
10	**Director of Finance and Resources Update**	JHA
11	**To note Chair has had a copy of Management Accounts**	Chair
12	**Letters and correspondence from ESFA (Education and Skills Funding Agenda) to academy trusts**	JHA
13	**Policy Review** a. **Child Protection and Safeguarding Policy** b. **Supporting Pupils at School with Medical Conditions Policy** c. **Redundancy Policy** d. **Summer 2021 Malpractice Policy** e. **HCC Version of JCQ Centre Policy**	GSM
14	**Quality of Education Committee Feedback - including policies**	CN
15	**Resources Committee - including policies**	KS
16	**Link Governors** a. **Any feedback from contact with HoDs (Heads of Departments) which Link Governors wish to share** b. **CET (College Executive Team) update from KS**	JRo KS
17	**Department Reviews – any feedback**	GSM
18	**Feedback from governors on any training/events attended (and to note attendance record for minutes)**	JRo
19	**Ratify term dates including non-pupil days and inset days (following recommendation by Quality of Education Committee)**	GSM
20	**Chair's Business** a. **Full return to College for Governors** b. **Pay and Performance Committee/Vice-Chair of Committee – update** c. **Cancellation of Annual Training this year – recommendation training is September each year** d. **Chair's Action Reminder** e. **Ofsted** f. **Principal's Objectives** g. **SIP - update** h. **Feedback from Members' Meetings** i. **One-to-one interviews** j. **To note items (note 3 on agenda)** k. **Confirmation Chair has received Fixed Term Exclusion Data** *Note: SIP (School Improvement Partner)*	Chair
21	**Vacancies and Appointments** 1. **To note any new appointments and resignations/end of term of office** 2. **Update on Governing Body vacancies and future end of terms** 3. **To approve new appointments re: Full Governing Body roles and responsibilities**	Chair

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

22	**Agree dates for the meetings of the Full Governing Body and Committees next year**	Chair
23	**Special Topic for Full Governing Body**	JRo
24	**'What impact has this meeting had on the outcomes of pupils in our College?'**	Chair
25	**Part 2 Minutes and Update**	Chair
26	**Performance and Pay Committee Feedback – no meeting**	Chair
27	**Complaints Update (discussed as part of Chair/Principal meetings)**	Chair
28	**Date and time of next meeting – Wednesday 14th July 2021**	Chair

Ref	Action or Decision	Action	Date Due
1	**Welcome and apologies for absence** TS welcomed everyone to the meeting. Apologies were accepted from ME, MGi and ADY. It was noted that DSs (Duncan Sheridan-Shaw) had stepped down as a governor but would be involved in *'The Friends of Honiton'* set up by JHA and JRo. There was a quorum present.		
2	**Declarations of Interest** All staff declared an interest in any staff related items. It was noted that CM is related to a member of staff.		
3	**Minutes of last meeting (31st March 2021)** It was noted that the minutes of the meeting held on the 31st March 2021 had been circulated to the Governing Body in advance of the meeting. **The minutes were then agreed (proposed TS, seconded JRo) as a true and accurate record of that meeting and will be signed accordingly by the Chair at the next face-to-face opportunity.**	Clerk to file and website Chair	Action Completed At next available opportunity
4	**Matters Arising** It was noted any matters arising would be covered within the main agenda.		
5	**Ofsted Update** GSM reported that: • Ofsted will be starting inspections after half-term. Their priority will be schools who have been graded 'requires improvement' or 'special measures' and those who have not been inspected for over 5 years. HCC. has not had an inspection in over 5 years. • The ELT has been working on a number of documents, one covering the preparation required from the day before the inspection when the call is received, the other is the SEF. • The SEF is a 'live' document so it continually being updated. For example, the Vice-Principal Pastoral has very recently added information on attendance and behaviour. More work is required to tweak the SEF so that it can support the preparation and planning for the CDP (College Development Plan) in a more structured way. • There are not many allowances in the Inspection Handbook for the recent pandemic. **Governor Comment: Preparation** - TS stated that prior to COVID-19 a lot of preparation work had been done. During the pandemic the Governance Officer had kept records of the involvement of the Governing Body. TS stated that he felt governors were as prepared as they could be. He added that one governor would not be expected to meet with the inspectors on their own and the intention was that there would be 2-3 at this meeting. GSM will share the necessary documents with the Governing Body ahead of the inspection.		

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
6	**Principal's Report** The following document in SharePoint was noted: • **Safeguarding Update 30.04.2021 – PowerPoint (from Designated Officer for Child Protection)** **a. Safeguarding Update (Principal and Link Governor)** GSM reported that the College will be appointing a part-time Deputy Designated Officer for Child Protection. This is in addition to the current full-time position. Interviews are on-going. The reason for the additional post is to support the increase in disclosures since the pandemic. It was noted that governors/ambassadors have viewed the PowerPoint Presentation from the Vice-Principal Pastoral emailed out on 06.05.2021 as part of the Governing Body Weekly Update. **b. Ofsted** It was noted that this was covered under item 5 'Ofsted Update'. **c. SEND, Vulnerable Groups, Pupil Premium and Children in Care** GSM reported that the Director of Additional Needs (SENDCo/Designated Teacher for Looked After Children) had been successful at interview and would be leaving at the end of the academic year. Plans are in place for recruiting a replacement. *Note: SENDCo – Special Educational Needs and Disabilities Co-ordinator.* **d. Mental Health and Well-Being (staff and students)** GSM stated that he had nothing further to add to what he had reported at the recent Quality of Education Committee meeting (12.05.2021). **e. Visit(s) from external partners and actions** GSM reported that there were no visits to update the Governing Body on. **f. Staffing** GSM reported that: 1. The College were recruiting for a new SENDCo (as outlined under c.) 2. A new Design and Technology teacher had been recruited. 3. The Head of MFL (Modern Foreign Languages) would be leaving to take up a new post. Plans were in place to cover this role. **g. HLC Meetings** GSM advised those present that he had not been able to attend the last meeting due to interviews at the College, however he was working with the other members of the HLC on the future partnership (in particular funding to facilitate the meetings).		
7	**COVID19 Update by Principal/COVID19 Link Governor (TS), Risk Assessment** The following documents in SharePoint were noted: • **Risk Assessment RA100 V2.5 (Covid-19 Guidance for Full Opening April 2021) - copy also shared as part of the Governing Body Weekly Email dated 21.05.2021** • **Principal's Letter to Parents/Carers/Students dated 14.05.2021** GSM reported that: • Meetings between himself and the Chair of Governors take place frequently (every		

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	fortnight). These are either on TEAMS or in College and, in addition to other College business, they also focus on the response to COVID19. • The College is awaiting guidance from the government on the last step out of the restrictions (scheduled for June 21st). • Any changes made at HCC will be in-line with Step 3. • Although the College has been following the guidance, they have not done so with regards to the wearing of face coverings. The guidance is that students do not have to wear them in school, however at HCC students do have to do so in the corridors. This is because they have to pass other students face to face and, in some areas, the space is not sufficient for there to be the necessary gap (e.g., queue in the canteen). • The College is now using the sixth version of the Risk Assessment. • GSM is really pleased with the response of students/parents/carers. They have generally been very supportive. <u>GSM asked for the minutes to record a 'well done' to them all.</u> **Governor Comment: Governor Reassurance** – TS stated that, through his meetings with GSM, he is very satisfied with what is being done following the return to College.		
8	**Strategic Plan and Statement** It was noted that the next review will be at the AGM (Annual General Meeting).		
9	**Termly review of SEF – also HT2/4/6** It was noted that Governors/Ambassadors have access to the 'live' document. GSM reported that: • The SEF is currently being updated by the ELT. • The ELT felt strongly that in the context section there must be reference to COVID19 to cover progress and remote learning. • With regards to remote learning there has been very positive feedback from parents/carers. This is something the College are very proud of. • Positive feedback has also been received regarding well-being. • Transition from primary to secondary school is going well. • There have been very few cases of students in isolation. • Finances have had an impact on remote learning (e.g., students without laptops for home schooling). • Overall GSM felt there were a lot of positives achieved by the College during the pandemic. • The Vice-Principal Quality of Education has done a lot of work on remote learning and how the College had recovered. Data for HT4 will be added. • The work of the Vice-Principal Pastoral with regards to Positive Behaviour Management should be celebrated. This has improved the culture at the College. • In 2017/2018 there were an unusually high number of exclusions. This has not been the case since. • The ELT have self-assessed the College as a 'good' school and given a score of '2' across the board. GSM would welcome questions from the Governing Board regarding these scores. **Governor Comment: Feedback from Quality of Education** – CN reported that the Vice-Principal Quality of Education has updated the Committee on the recent parent/carer/student surveys which focused on the impact of COVID19 and were very positive. Students had felt the communication regarding remote learning had been positive and this is something she felt the College should be proud of. The Vice-Principal Pastoral had updated the Committee on behaviour, and it had been noted that attendance was		

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	below the national average (however it was recognised that the only national figure available were for 2018/19). It was felt that the College had made great progress with regards to behaviour with the use of the Reflection Room and the reduction in Fixed Term Exclusions. To support the increase in safeguarding disclosures, which had arisen during the pandemic, the College were recruiting at part-time (0.6) Deputy Designated Safeguarding Officer to work with the full-time officer. GSM requested that governors/ambassadors review the 'live' SEF and in particular focus on the curriculum. GSM stated that: • Lock-down had given staff more time to work on developing the whole school curriculum. • The Curriculum Working Party will now focus on the curriculum to ensure that what is being said is being done. • Ofsted do not use internal data, but they do expect schools to have their own data to aid what they do. The focus for Ofsted is on what is happening in lessons. **Governor Question: EBacc (English Baccalaureate)** – CM asked if it was worth including the College's aim for EBacc participation as this would show breadth of curriculum. He noted that in the review of the data for 2019 only 8.6% of students did the EBACC (i.e., an MFL) so the College was in the bottom 25% of schools. GSM said that other schools may have more students who studied a language so their Ebacc score would be higher, however the students did not necessarily pass the exams. With HCC the number of students taking a language may be smaller, but the College ensures they only put the right students on the MFL courses. Currently, more are doing languages than before. This has proved more successful as only students who want to study a language are doing so, whereas in the past the College did make studying a language compulsory. French is now being offered at A Level.	All	After Meeting
10	**Director of Finance and Resources Update** Governors noted the following documents in SharePoint: • **Director of Finance and Resources - Report to Full Governing Body – May 2021** • **Management Accounts – March 2021** • **Data Dashboard – May 2021** The report covered: • Management Accounts and Data Dashboard • Internal Audit Visit • ESFA (Education and Skills Funding Agency) Financial Returns • Approval of ESFA Budget Forecast Return Outturn (BFRO) • Government Funding for Buildings • Teachers' Pay Grant and Teachers' Pension Employer Contribution Grant (TPECG) 2020 to 2021 • NJC Pay Increase with effect from 1 April 2021 • Review of Annual Leave for Support Staff • Insurance Renewal • COVID-19 • Accident Statistics (as per Data Dashboard) • General Data Protection Regulation (GDPR) • 2020/2021 Condition Improvement Fund Bid (CIF)		

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	• Health and Safety Audits • Community Use Building (CUB) and Honiton Community Spaces • Collapse of Boundary Wall • ATP Project Plan JHA highlighted the following: • There is deficit budget in year. • Funding has been received for COVID19 testing. JHA is currently chasing up more. • It is hoped that the cost for the exam boards this year will be reduced. • The internal audit went very well. Thompson Jenner LLP provide very useful feedback. At the moment JHA and her team are automating as much as possible. • DCC (Devon County Council) has announced that support staff will be given 2 more days annual leave. This will involve costs for HCC. • There is going to be a pay increase for associate staff. • The Health and Safety audit went very well with a score of 99%. Food Technology and Design and Technology staff worked very hard on this audit. • COVID19 expenditure continues to be monitored. • Marketing has been discussed by TS, JRo and JHA in relation to retaining pupils. JHA has met with a marketing company. Each student on roll on Census Day in October secures approximately £4.5k for the College. The view is that it is better to look at marketing now and the retention of pupils, rather than waiting until the reserves run out. • For GSM the focus is on getting a good Ofsted, but JHA will be focusing on the finances, improving facilities and Public Relations. • Two Town Councillors will be meeting with JHA tomorrow to discuss the progress of the astro turf.		
11	**To note Chair has had a copy of the Management Accounts** It was noted that the Chair had received a copy of the Management Accounts for March 2021.		
12	**Letters and correspondence from ESFA to academy trusts** It was noted there were none to note, however JHA stated that the deadline for the BRF3Y (Budget Forecast Return Three Year) had been moved (details are in JHA's report to governors for item 10).		
13	**Policy Review** The following documents in SharePoint were noted: • **Child Protection and Safeguarding Policy** • **Redundancy Policy** • **Supporting Pupils with Medical Conditions Policy** • **Summer 2021 – Malpractice Policy** • **Documents Used in Generating Exam Grades 2021 (inc. JCQ Centre Policy)** **Child Protection and Safeguarding Policy** GSM reported that: • This was also reviewed by the Quality of Education Committee at which the Vice-Principal Pastoral (Designated Officer for Child Protection) was present. • This policy must be approved by the Full Governing Body. • No changes were being recommended this time.		

Signature of Chair

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	• Throughout the pandemic the Vice-Principal Pastoral has kept the policy up to date and ensured that governors/ambassadors approved any updates from County. **As there were no questions, it was therefore noted that the Child Protection and Safeguarding Policy had been approved by the Full Governing Body. Proposed: CM, Seconded: TS.** **Supporting Pupils at School with Medical Conditions Policy** GSM reported that: • This was also reviewed by the Quality of Education Committee at which the SENDCo was present. • No changes were being recommended; however, RC did raise a query regarding the capture of medical needs from primary to secondary school. JHA is following this up and an update will be provided at the next round of meetings (with an update added to the policy). **Comment from JHA: Governor Question** – JHA said that the question from RC had been really well timed. An automated system had been put in place for managing the handing out of medicines. This enables staff to check who had provided medicines and when. All forms will be added to the policy as an appendix. • The policy is fine to be approved at the moment. • New guidance from Babcock is that the Full Governing Body can now delegate approval of this policy to the Quality of Education Committee (this is a change to procedure). If the Full Governing Body do decide to do this they must remain informed and accountable for ensuring appropriate provision is in place. They can do through the Quality of Education minutes and feedback to the Full Governing Body. **As there were no questions, it was therefore noted that the Supporting Pupils at School with Medical Conditions Policy had been approved by the Full Governing Body. Proposed: CM, Seconded: CN.** **Redundancy Policy** GSM reported that: • The policy had also been reviewed by the Resources Committee. • This policy must be approved by the Full Governing Body. • No changes were being recommended at this time. **As there were no questions, it was therefore noted that the Redundancy Policy had been approved by the Full Governing Body. Proposed: KS, Seconded: JRo.** **HCC Version of JCQ Centre Policy** GSM reported that: • The Vice-Principal Curriculum and Achievement has updated the Quality of Education Committee on this policy. • The policy is included for information. • It does <u>not</u> need the approval of the Full Governing Body. The Vice-Principal Curriculum and Achievement has followed this up and it is the Principal who needs to approve it. This has been done and the policy has been submitted to the correct authorities within the timescales specified. GSM has not had any comments back.	Governance Officer to file and website Governance Officer to file and website Governance Officer to file and website	Action Completed Action Completed Action Completed

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	As there were no questions, it was therefore agreed that the Full Governing Body noted the above information regarding the HCC Version of the JCQ Centre Policy. Proposed: TS, Seconded: CN. *Note: Policy does not go on website.* **Summer 2021 Malpractice Policy** GSM reported that: • The Vice-Principal Curriculum and Achievement asked the Quality of Education Committee to look at this first. • A standard template was used, and the Vice-Principal Curriculum and Achievement just added the words 'Honiton Community College'. • As it is a new policy it needs to come to the Full Governing Body for formal approval. However, due to the need to ensure that the policy was on the College website as a matter of urgency, GSM, along with TS and JRo had given permission for this to be done ahead of this meeting. • Going forward, if the Full Governing Body are in agreement, approval and review of this policy can be done by the Quality of Education Committee. **Governor Comment: HCC** – CM said he wished to confirm that, although the policy in SharePoint did not include 'Honiton Community College', the policy on the website did so. **As there were no further questions, it was therefore noted that the Summer 2021 Malpractice Policy had been approved by the Full Governing Body and that going forward, delegated authority for this policy would be given to the Quality of Education Committee. Proposed: TS, Seconded: CN.**	Governance Officer to file and website	Action Completed
14	**Quality of Education Committee Feedback - including policies** Governors noted the following document in SharePoint: • **Draft Minutes from the Quality of Education Committee 12.05.2021** • **CN Quality of Education Update – May 2021** • **Terms of Reference – Curriculum Working Party 2020-21 – wording clarified by Vice-Principal Curriculum and Achievement** • **Documents Used in Generating Exam Grades Summer 2021 (also included for item 13) following Curriculum Working Party review** • **Pupil Premium 3 Year Strategy 2021** CN highlighted the following: • **Policies approved by the Committee:** Literacy Policy, Provider Access Policy and RSE (Relationships and Sex Education) Policy. • **Polices recommended to the Full Governing Body:** Child Protection and Safeguarding Policy, Supporting Pupils with Medical Needs Policy. It was noted this had been covered under item 13. • **Policy reviewed but requires approval by the Full Governing Body:** Summer 2021 Malpractice Policy. It was noted this had been covered under item 13. • **Policy to note:** The Committee noted the HCC Version of the JCQ Centre Policy (as detailed in item 13). • **Policy no longer required:** More and Most Able Policy. The Full Governing Body will continue to be updated through the Quality of Education Committee and feedback by the Vice-Principal Quality of Education.		

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	CN asked for approval from the Full Governing Body for the removal of this policy from the annual and policy review cycle. All were in support of this. It was therefore noted that the More and Most Able Policy would be removed from the annual and policy review cycle. Proposed: CN, Seconded: JRa. • **Pupil Premium 3 Year Strategy**: The Curriculum Working Party had not yet had the chance to scrutinise the document but would be doing so. **The Full Governing Body noted this document.** • **Curriculum Working Party** – the Committee were content with the minor amendments to the Terms of Reference. CN requested that these were approved. **As all present were content with the amendments, it was therefore noted that the amendments to the Terms of Reference of the Curriculum Working Party 2021-22 were approved by the Full Governing Body. Proposed: CM, Seconded: TS.** Governance Officer to update all records. • **College Day** - There have been a few changes to the school day from September 2021 which we would like the Full Governing Body to approve. ➤ Year 10 – an extra block to allow for more choice for the triple scientists with Beliefs and Values as a GCSE option. ➤ PE to reduce by an hour Year 11. ➤ Extra group for Maths and English. This will only be for one year and is because of the COVID19 impact and the uniqueness of our current Year 10's. ➤ Tutor time will be for 20 minutes, and lunch is reduced to 45 minutes. It is still within the 1265 hours for teachers each year. **Comment from GSM: Tutor Time** – GSM stated that the principal objective for the changes was to get an extra 5 minutes in tutor time. This would be used to get messages to students, and to focus on mental health and well-being. It is also possible that this time would be used for extraction work. He added that 30 minutes at lunchtime would not be enough to do enrichment activities or to get through the lunchtime queue. *JHA left the meeting at 5.38 p.m.* GSM added that currently the lunchtime was 30 minutes, pre-COVID it was 50 minutes. The new lunchtime would be 45 minutes. **As there were no questions and all present were content with the recommended changes to the College Day, it was therefore agreed that the changes set out in the Quality of Education Minutes (12.05.2021) would be approved. Proposed: CN, Seconded: JRa.**	Governance Officer Governance Officer	Action Completed Action Completed
15	**Resources Committee - including policies** Governors noted the following document in SharePoint: • **Draft Minutes from the Resources Committee 17.05.2021** KS highlighted the following: • **Internal Audit** – Thompson Jenner LLP are always very positive about what they find in their audits. This time they recommended tightening up procedures around 'cut and paste' signatures and part of the payroll system. • **Guidance noted:** Offsite Activity Organisation Guide • **Policy approved:** TOIL (Time Off In Lieu) Policy for Associate Staff.		

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	• **Policy recommended to the Full Governing Body:** Redundancy Policy • **Debtor and Debt Recovery Policy –** this had only been uploaded to SharePoint just prior to the meeting so the Committee had been asked to review ahead of this meeting so that approval could be given. All Resources governors were content with the policy. **As there were no questions, it was therefore noted that the Debtor and Debt Policy had been approved by the Resources Committee. Proposed: KS, Seconded: JRo.**	Governance Officer to file and website	Action Completed
	• **Pupil Numbers** – KS said there were a high number of students leaving to go to other secondary schools. She found this disturbing. Others were leaving to be home schooled. KS had asked GSM if there was a history of this and he did not believe so. KS highlighted the need to encourage students to remain at HCC and added that JHA has been working on a good marketing idea. *JHA re-joined the meeting at 5.41 p.m.* **Governor Question: Reflection** – CM asked, if when students leave the College, the exit interviews are used to reflect on why they left and what can be done to prevent this happening again. GSM advised that the Pastoral Officers speak with the students, this includes those who leave to be home-schooled. GSM said he would arrange for the data to be presented to the Quality of Education Committee at their next meeting. GSM stated that there was <u>not</u> a history of students leaving the College but in the last 14/15 months there has been moves both with students leaving and joining. GSM reported that he did not have comparisons with other schools but at his next face-to-face with the other head teachers in the area (HT6) he would discuss this them. He would also contact County. <u>KS requested that the information be brought to the Full Governing Body</u> instead as she felt it was important for the Resources Committee to also hear the feedback. All were in support of this. KS added that she would like the feedback to include: why students leave and what the situation is like at other schools. **Governor Comment: Home-Schooling** - it was noted that TS and GSM had discussed home-schooling as part of their regular meetings. GSM had felt that some of the students who were currently home-schooled would return to College when they needed to do their exams. TS said that this ties in with the work of JHA. There has been a lot put into the quality of education, but the College needs to be smarter as to how it presents itself. TS added that the college had a great story to tell. **Governor Question: Home-Schooling** – DSt asked if it was mainly students from younger years who were home-schooled. GSM advised that it was across the years. Although, he did not have the numbers in 'normal' times there would only be 1-2 students who were home-schooled. GSM stated that the students tend to come back in Year 10, sometimes Year 11. The College are then expected to get them a full suite of exams based on their primary school data. He added that he does not encourage home-schooling as it is very rarely better. Students have more success through remaining at school. JHA was able to provide governors/ambassadors with the number of students in each year group who had left recently to be home-schooled. **Governor Question: A Levels** – RC said, in his opinion and through speaking to others, he felt the majority of students left HCC because the subjects they wanted to study at A Level were not offered at HCC. He asked GSM if he could find out the percentage of	GSM	Agenda item 14.07.21

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	students who left HCC because the subjects were not offered. GSM reported that the national figure to make it cost effective for an A Level to be run is 14 students to one teacher. At HCC some subjects are delivered with a much smaller number of students in the class due to the need to offer 'facilitating' subjects. Some years particular subjects do not run, and the College do lose good students because of this. GSM stated that the College only offer the traditional A Levels and on occasions they sometimes cannot run these. GSM added that he is concerned when a student leaves HCC to go to Exeter to take A Levels which could have done at HCC. **Emergency Plan (circulated by JHA to the Committee after the meeting).** It was noted that JHA had been emailed some feedback from KS. These were just tweaks. There were no other comments received.		
16	**Link Governors** • **Any feedback from contact with HoDs which Link Governors wish to share** JRo reminded Link Governors • to contact their Head of Departments (for the Summer Term catch-up). • to send copies of emails or a quick note to the Governance Officer to confirm they have made contact (the log sheet can then be updated). **Governor Question: Timing** – JRo asked GSM when he felt the best time this term would be to contact the HoDS. GSM advised that now the Centre Assessed Grades were complete anytime would be fine. He added that Year 10 have 2 weeks of exams in June, but he did not feel it would be necessary to avoid this time. CN said she had not wanted to email her HoD until after half-term as she recognised what a difficult time it was at the moment. • **CET update from KS** KS reported that she was very impressed with the work of the CET. They had been very active and were raising very sensible issues with the Vice-Principal Pastoral. Issues included uniform, life skills lessons (they would like more focus on finances), activities week, phones, ethnic minorities. KS was pleased to see the way in which the CET had pulled together. Fund-raising has also been undertaken (initiatives include an ice-bucket challenge and a cake sale). In summary, KS said the CET had been very busy, very active and very responsible.		
17	**Department Reviews** GSM stated that there was nothing to report to governors.		
18	**Feedback from governors on any training/events attended (and to note attendance record for minutes)** The following documents in SharePoint were noted: • **Clerk's Briefing Summer 2021** – link to information (as per Governing Body Weekly Update 14.05.2021) • **Clerk's Briefing Summer 2021** – PowerPoint (as per Governing Body Weekly Update 14.05.2021) • **Governors for Schools** – Email feedback from DSt on Well-Being in Schools (as per Governing Body Weekly Update 14.05.2021) • **Governors for Schools** – Health and Well-Being - PowerPoint (as per Governing Body Weekly Update 14.05.2021)		

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	The following training was noted (attended since the previous meeting): • **DAG Clerk's Forum 26.04.21 (SM)** – feedback in Governing Body Weekly Update 14.05.2021 • **Clerk's Briefing 06.05.21 (SM)** – feedback in Governing Body Weekly Update 14.05.2021 • **NGA – 'Why pupil wellbeing should be at the top of your agenda' 07.05.2021 (DSt)** – feedback in Governing Body Weekly Update 14.05.2021 • **Governors for Schools 'Health and Wellbeing Webinar' – 07.05.2021 (DSt)** – feedback in Governing Body Weekly Update 14.05.2021 JRo asked if anyone had anything they wanted to share regarding any training they have undertaken. Details of any training undertaken is included in the weekly email from the Governance Officer (plus documents are circulated). JRo felt there was less training at the moment but that it would pick up after half-term.		
19	**Ratify term dates including non-pupil days and inset days (following recommendation by Quality of Education Committee)** GSM reported that the Vice-Principal Quality of Education, pending consultation with the JCC (Joint Consultative Committee) was looking at 'twilighting' an INSET day for 2021-22 and 2 days in 2022-23. The overall intention is to support keeping CPD (Continuing Professional Development) and targets in the plan 'live; through HT3/4/5.	GSM	Agenda Item HT6
20	**Chair's Business** The following document in SharePoint was noted: • **Chair's Action (Reminder)** The following was also noted: **a. Full return to College for Governors** TS said he would like to see meetings back in College but recognised it may not work/be appropriate for all, so he was looking at the possibility of part virtual, part in-College meetings. He hoped that the meeting on the 14th July could be in College with an hour at the start to catch-up, reflect and look forward. **b. Pay and Performance Committee/Vice-Chair of Committee – update** TS said he was recommending that the requirement to chair one meting per year was removed for the Pay and Performance Committee Vice-Chair as there were only 3 meetings. All were in support of this. Governance Officer to update the records. **It was therefore agreed that the requirement for the Vice-Chair of Pay and Performance to chair one meeting per year would be removed from the role description for Vice-Chairs of Committee due to the small number of meetings. Proposed: JRo, Seconded: JRa.** **c. Cancellation of Annual Training this year – recommendation training is September each year** TS said he felt it would be sensible to cancel the annual training for this academic year as the Full Governing Body would be meeting on 14.07.2021 (as outlined at a.). Going forward he felt it would be more appropriate to have the annual training at the start of each academic year. **It was therefore agreed that the annual training for this year would be cancelled**	Governance Officer	Action Completed

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	and in future it would take place in the September of each year. Proposed: CM, Seconded: JRo. Governance Officer to cancel June training and organise new date for September.	Governance Officer	ASAP
	d. Chair's Action Reminder The document in SharePoint was included as a reminder. All were still content with this.		
	e. Ofsted This was covered under item 5.		
	f. Principal's Objectives These continue to be monitored by the Chair as part of the fortnightly meetings with the Principal		
	g. SIP – update The SIP has not been able to visit the College due to the current situation, however GSM remains in contact.		
	h. Feedback from Members' Meetings There has been no further Members' meeting since the last Full Governing Body meeting.		
	i. One-to-one interviews These are continuing.		
	j. To note items (note 3 on agenda) Governors/Ambassadors were reminded to continue to read the weekly updates, complete outstanding paperwork and keep up to date with any safeguarding training (including emails from the Deputy Designated Officer for Child Protection).		
	k. Confirmation Chair has received Fixed Term Exclusion Data TS confirmed he is in receipt of the data.		
	Additional items: • **Safeguarding** Minutes - TS reported that the Governance Officer had undertaken a review of the minutes and what had been recorded regarding safeguarding and scrutiny by the Full Governing Body over the past year. This had been shared with TS and JRo. Both felt it should be included in the weekly update email so that governors/ambassadors can reflect on this. TS asked that feedback is provided as to whether or not this provides reassurance.		
	• **Emergency Plan** Contact Details – TS said he felt, that in addition to the Governance Officer, contact details for governors were also held by the Chair of Governors, the Principal and the Director of Finance and Resources in case of an emergency. <u>All were in support of this, and the Governance Officer was asked to arrange this.</u> *Note: contact details are also provided to the member of staff who updates the Single Central Register.*	Governance Officer	After Meeting
	• **Streamlining** Roles, Responsibilities and Agenda's - TS reported that he had met with JRo and the Governance Officer. Suggestions included:		

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	➤ an audit day once per year - one/two governors rather than lots of individual visits by governors (to carry out sampling), ➤ a more focused agenda with possibly 5 key items, ➤ replacing the Marketing Working Party with a link governor, ➤ incorporating the review of the equality objectives into the Chair/Principal meeting structure ➤ and looking to move the Risk Register meetings back into the main meeting structure. TS asked the Governance Officer to put a list together which the Full Governing Body could consider at their July meeting.	Governance Officer	Before July Meeting
	• **MAT (Multi- Academy Trusts)** <u>Discussion</u> – TS said this had been discussed in detail by the Full Governing Body at previous meetings, however he felt that at the next meeting it would be appropriate to have a further discussion regarding the discussions/decisions previously made along with current views. He recommended that this was added to the agenda. There were no objections. *Note: Newsletter Interviews postponed until College re-opens fully.*	Chair	Agenda Item 14.07.2021

21	**Vacancies and Appointments**
	   1. **To note any new appointments and resignations/end of term of office:**
	   • It was noted that **Mr Duncan Sheridan-Shaw had resigned as a Member Appointed Governor** with effect from 23.05.2021.
	
	Governor Officer to compete administration.
		Governance Officer	Action Completed

	2. **Update on Governing Body vacancies and future end of terms**
	The following end of terms were noted for 2020/2021:
	   • **KS 11.07.2021**
	
	It was noted that there is currently one Parent Governor vacancy, two Member Appointed Vacancies and 2 Staff Ambassador Vacancies. There are also between one and three Member vacancies (which the Members are monitoring). Recruitment continues.
	
	TS reported that:
	   • there had been no applications for the Parent Governor vacancy. The plan was, after half-term, for GSM/the Governance Officer to contact the Heads of Pastoral to see if they knew of any parents who would consider this role.
		GSM/ Governance Officer	After half-term

	• there were now 2 Member Appointed Governor vacancies. Members are working on filling these. • there were no applications for the 2 Staff Ambassador (Associate Staff) vacancies. GSM and the Governance Officer would be discussing this after the half-term.	GSM/ Governance Officer	After half-term

	3. **To approve new appointments regarding Full Governing Body Roles and Responsibilities**
	The following new roles/responsibilities were approved:
	   • **RC to join Principal's Appraisal Panel from September 2021**
	   • **DSt to join Pay and Performance Committee from September 2021**
		Governance	

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	Proposed: JRo, Seconded: JRa. Governance Officer to update records. TS continues to cover the role of Deputy Link Governor for Safeguarding/SEND/Children in Care (due to his regular meetings with the Principal).	Officer	After Meeting
22	**Agree dates for the meetings of the Full Governing Body and Committee meetings next year** The following document in SharePoint was noted: • **Governors Meeting Dates 2021-22 Draft** It was noted that the dates for the AGM and annual training are still to be organised. **All present confirmed they were content to agree the dates for the Full Governing Body, Quality of Education Committee, Resources Committee and the Pay and Performance Committee meetings. Proposed: TS, Seconded: CN.** Governance Officer to update records and send out meeting invites.	Governance Officer	Before end of term
22	**Special Topic for Next Full Governing Body Meeting.** JRo stated that the Vice-Principal Pastoral would like to attend the July meeting to provide an update on behaviour (30 minutes). This would include the policy and principles. All were in support of this.	Governance Officer	Agenda Item HT6 14.07.2021
23	**What impact has this meeting had on the outcomes of pupils in our College?** • Ensuring robust preparation by College and Governors has taken place to ensure a positive outcome from our impending OFSTED visit. • Recognition that one result of Covid and different pressures, is that staff had more time for whole school curriculum development. • Focus on marketing of the College to improve attraction and retention of pupils which in turn improves finance for the College. • Appreciation that Year 10 from September will have an extra English and Maths class to facilitate learning. • Questioning as to why high numbers leave after year 11 and to see if we can reverse the trend. • Ensuring robust policy reviews for the safeguarding and medical policies for the benefit and safety of our students. • Reviewing and restructuring essential dedicated tutor and curriculum time for the benefit of our Year 10 students. • Increased focus on mental health and wellbeing. • MAT's to be looked at again to see if benefit to HCC for future strategic planning. • Appreciation that Health and Safety audit achieved in excess of 99% as a result of the hard work from Food and Design and Technology Departments. • An update on the CET with KS reporting that the CET very active and pulling together. There is a great team putting forward the students' point of view. • A suggestion from the Chair that the FGB meetings in future to focus on maybe 5		

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	areas but in more depth rather than lots of areas briefly. *EB and KW left the meeting at 6.11 p.m.*		
26	**Part 2 Minutes and Update** **The meeting went into Part 2 at 6.11 p.m. Proposed: TS, Seconded: CN.**		
27	**Performance and Pay Committee Feedback**		
28	**Complaints Update (discussed as part of Chair/Principal meetings)** **The meeting came out of Part 2 at 6.21 p.m. Proposed: TS, Seconded: RC.**		
29	**The following documents were also noted in SharePoint:** • Governing Body Weekly Updates: 01.04.20021, 23.04.2021, 30.04.2021, 07.05.2021, 14.05.2021, 21.05.2021 • College Newsletters dated 26.03.2021, 30.04.2021, 14.05.2021 (shared as part of the Governing Body Weekly Updates): • DAG E-Newsletters 215-220 (shared as part of the Governing Body Weekly Updates) • F40 emails (from the Principal) dated: 04.04.2021, 10.05.2021 and 14.05.2021 (shared as part of the Governing Body Weekly Updates) • Babcock – Academy Checklist Summer 2021 – as per Governing Body Weekly Update 30.04.2021 and 04.05.2021 • Babcock Help – Get Information About Schools Feb 2021 – as per Governing Body Weekly Update 07.05.2021 • Babcock Help – Web Page Access April 2021 – as per Governing Body Weekly Update 07.05.2021 • Babcock – Summer Courses – as per Governing Body Weekly Update 07.05.2021 • Governance Alerts Summer 1-4 (shared as part of the Governing Body Weekly Updates) • NGA – A Guide to Co-chairing – May 221 – as per GB Weekly Update 21.05.2021 • NGA – A Guide to Virtual Governance – May 2021 – as per GB Weekly Update 21.05.2021 • NGA Information Sheet – Awarding GCSE, AS and A level grades – as per GB Weekly Update 23.04.2021 • NGA Member Newsletters dated 16.04.2021, 23.04.2021, 30.04.2021, 07.05.2021, 14.05.2021 • NGA – PHSE – A Guide for Governing Bodies – as per Governing Body Weekly Update 23.04.2021 • NGA – Pupil Mental Health and Well-Being – as per Governing Body Weekly Update 30.04.2021 • NGA – Pupil Premium Guide – as per Governing Body Weekly Update 23.04.2021 • NGA – The Role of Members – November 2019 – as per Governing Body Weekly Update 23.04.2021 • NGA – The Role of Members – May 2021 – as per Governing Body Weekly Update 21.05.2021 • Safeguarding – One Minute Guide – County Lines – as per Governing Body Weekly Update 23.04.2021 • Safeguarding – One Minute Guide – Child Protection Pathway – as per Governing Body Weekly Update 21.05.2021 • Safeguarding – One Minute Guide – Peer on Peer Abuse – as per Governing Body Weekly Update 30.04.2021 • Sixth Form Event (24-hour challenge) – as per Governing Body Weekly Update 21.05.2021		

Signature of Chair

"Success for All"

Guidance noted at this meeting: Offsite Activity Organisation Guide
Policies noted at this meeting: HCC Version of JCQ Centre Policy, Literacy Policy, Provider Access Policy, RSE (Relationships and Sex Education) Policy, TOIL (Time of In Lieu) Policy for Associate Staff
Policies approved at this meeting: Child Protection and Safeguarding Policy, Supporting Pupil at School with Medical Conditions Pupil, Redundancy Policy, Summer 2021 Malpractice Policy, Debtor and Debt Recovery Policy

Ref	Action or Decision	Action	Date Due
	• Uniform Letter – dated 25.03.2021 – as per Governing Body Weekly Update 01.04.2021 • Advert for Design and Technology Teacher – as per Governing Body Weekly Update 23.04.2021 • **Date and Time of Next Meeting** The Chair of Governors thanked everyone for attending. **Next Meeting - Wednesday 14th July at 5.00 p.m. (in College). Governors/Ambassadors to arrive at 4.00 p.m. for a one-hour session to cover: paperwork, the year to date and the way forward.** *Meeting ended at 6.21p.m.*		

Signature of Chair