



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies approved at this meeting:** Finance Policy, Governor Allowances (Expenses) Policy, Child Protection and Safeguarding Policy

**Polices noted at this meeting:** SRE Policy, Capability Policy, Policy for Setting the Standards of Acceptable Behaviour, Conduct Policy, Pay Policy

**Plans noted at the meeting:** Premises Fire Emergency Plan

Meeting 2 – Part 1 Minutes					
Date/Time	Wednesday 9 <sup>th</sup> December 2015 at 6.25 p.m.	Location	Sixth Form Centre, HCC		
Attendees		Initials	Attendees		Initials
Janet Boland		JB	Richmal Shorter		RSH
Ian Copeman (Vice-Chair)		IC	Glenn Smith (Principal)		GSM
Gillian Donne-Davis		GD	Sheran Taylor		ST
Margaret Evans		ME	Dave Travers		DT
Mireille Gaches		MG	Keith Turner		KT
Simon Maplesden		SMA	Matt Burrell (Director of Finance)		MBU
Stephanie Johnson		SJ	Andy Holt (Vice-Principal)		AHO
Lynda Price (Chair)		LP			

Apologies	Initials
Charlotte Bowles	CB
Mick Clements	MC
Paul Keeling	PK
Kate Smith	KS

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk

Minutes to
Attendees
Governors
School Website

	Agenda	Led by
1	<b>Apologies and Quorum</b>	Chair
2	<b>Declarations of Interest</b>	Chair
3	<b>Minutes of the previous meeting: 07/10/2015</b>	Chair
4	<b>Presentation by Gold Duke of Edinburgh Students</b>	Chair
5	<b>Matters Arising</b>	Chair
6	<b>ELT Report</b>	GSM
7	<b>Approval of Accounts and Finance Report</b>	Chair/MBU
8	<b>Risk Register – GB items only</b>	Chair
9	<b>Updated SEF</b>	GSM
10	<b>Chair’s Business</b> <ul style="list-style-type: none"> <li>• Performance and Pay Committee</li> <li>• Special Committees ToR for approval</li> <li>• Governor Skills Audit refreshed and Appraisal meetings</li> <li>• Code of Conduct – approval of use of NGA model code</li> <li>• Feedback Members’ meeting 18/11/15</li> </ul>	Chair



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	<ul style="list-style-type: none"> <li>HLC Update</li> </ul>	
11	<b>Feedback from committees - to include:</b> <ul style="list-style-type: none"> <li>Teaching and Learning</li> <li>Resources (including updated Finance Policy)</li> </ul>	Committee Chair Committee Chair
12	<b>Part 2</b> – minutes from previous meeting and any new business	Chair
13	<b>Pupil Premium Annual Report</b>	LP
14	<b>3-5 Year Strategy – update on progress</b>	IC
15	<b>Policies</b> <ul style="list-style-type: none"> <li>Governor Allowances (Expenses) Policy</li> <li>Child Protection and Safeguarding Policy (to note amendment of names)</li> </ul>	Chair Chair
16	<b>Governor Training</b> – to note training	Clerk
17	<b>Governor Involvement</b> – to note governor activities	Clerk
18	<b>Date of next meeting</b> – Wednesday 3 <sup>rd</sup> February 2016 at 6.30 p.m.	Chair

Ref	Action or Decision	Action	Date Due
1	<p><b>Apologies and Quorum</b>  <i>KT left the meeting at 6.25 p.m.</i>            Apologies were accepted from PK, KS, MC and CB. Apologies were also received from GD who due to work commitments would be joining the meeting later. It was noted that there was a quorum present.</p> <p>LP welcomed MG and ST to their first meeting of the Governing Body. <b>Governors noted that MG and ST had been elected by parents to serve a four year term which commenced on the 2<sup>nd</sup> November 2015</b> (MG has joined the Teaching and Learning Committee, ST has joined the Resources Committee).</p>		
2	<p><b>Declarations of Interest</b>            The following declarations of interest were made:</p> <ul style="list-style-type: none"> <li>Staff members declared and interest in the Performance and Pay Committee (item 10).</li> <li>Teaching staff declared an interest in the Pay Policy (item 11).</li> <li>Governors declared an interest in the Governors’ Allowances (Expenses) Policy (item 15).</li> <li>ST declared an interest in the item on Childcare (item 12).</li> </ul>		
3	<p><b>Minutes of previous meeting</b>            The minutes of the meeting held on the 7<sup>th</sup> October 2015 had been circulated to all governors in advance of the meeting.  <b>The minutes were then agreed (proposed LP, seconded JB) as a true and accurate record of that meeting and signed accordingly by the Chair.</b></p>	<b>SM - Minutes to file and website</b>	
4	<p><b>Matters Arising</b>            It was noted that there were no matters arising. LP asked governors if there were any additional items they wished to raise from the minutes. There were none.</p>		
5	<p><b>Presentation by Gold Duke of Edinburgh Students</b>            LP welcomed the Gold Duke of Edinburgh (Sixth Form) students to the meeting. The</p>		







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	As there were no further questions, LP thanked GSM and AHO for the ELT Report.		
7	<p><b><u>Approval of Accounts and Finance Report</u></b></p> <p><b><u>Approval of the accounts</u></b>            IC presented the accounts. He advised governors that the Resources Committee had been through the accounts thoroughly at their last meeting (30th November 2015). An in year deficit of £175,000 was noted. £120,000 was in FMS and the remaining was due to the correction of opening balances from the 2014 accounts, some additional accruals (advised by the accountants) and how the 16-19 Bursary balance was categorised.</p> <p>It was noted that Bishop Fleming (the Accountants) attended the Resources Committee meeting to present the accounts and answer questions. The committee had agreed the accounts should be taken to the AGM for acceptance and to the Full Governing Body for approval.</p> <p>LP asked it to be noted that the accounts had been presented to the AGM prior to this meeting and had been accepted subject to approval by the Full Governing Body.</p> <p>IC asked if there were any questions. There were none.  <b><u>It was therefore agreed that the accounts for the year end 31<sup>st</sup> August 2015 would be approved by the Full Governing Body. It was noted all were in favour. Proposed by LP, Seconded by JB.</u></b></p> <p><b><u>Finance Report</u></b>            Governors noted the report which had been circulated prior to the meeting. MBU stated that the items he wished to highlight were:</p> <ul style="list-style-type: none"> <li>• <b>CIF (Condition Improvement Fund)</b> – a bid for the English Roof and a re-submitted Phase 2 (Gym) are being made. Some governors were asked to review the bids and provide feedback. LP asked, if HCC was successful with one bid, would this mean they could still be successful with the other. MBU said the bids should be independent of each other.</li> <li>• <b>Sport England Improvement Fund (Sports Pitch)</b> – MBU has submitted a bid. However, this is a highly competitive process. IC asked if other parties would be asked to provide funds for this. MBU reported that the District Council have been very supportive and if the bid was successful, alongside the Town Council, would secure some funding. On the 8<sup>th</sup> January 2016 the college would find out if they had been successful at the first stage and whether they would progress to the next stage. <i>KT re-joined the meeting at 7.00 p.m.</i></li> <li>• MBU explained to governors that the East Devon Playing Pitch Strategy had not been in place when his predecessor submitted a bit. This was now in</li> </ul>	<p><b>MBU – Signed Accounts to Bishop Fleming</b></p>	



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	<p>place. The bid is for a sand based pitch rather than a 3G pitch which was the preference before.</p> <ul style="list-style-type: none"> <li>• <b>Appeal Successes</b> – ME asked MBU if he was aware of any appeals that had been successful. MBU, LP and GSM all said they were not. MBU added that appeals could only be made on the grounds that the bid had been incorrectly looked at.</li> </ul> <p>As there were no further questions LP thanked MBU for his report.</p>		
8	<p><b>Risk Register</b></p> <p>Governors noted the document which had been circulated prior to the meeting. LP reported that both committees had reviewed their items on the register. Governors noted that the items for review by the Full Governing Body were:</p> <p><b>3 The Governing Body does not comply with the requirements of an academy</b></p> <ul style="list-style-type: none"> <li>• 3a - Trustee Body Lack relevant skills or commitment.</li> <li>• 3b - Board of trustees dominated by one or two individuals OR Passive trustee.</li> <li>• 3c - Lack of understanding of Companies Act and legal reporting requirements of the Companies House.</li> <li>• 3d - Governors not aware of or act outside of their responsibilities.</li> <li>• 3g - Issues addressed piecemeal with no strategic reference.</li> </ul> <p>LP asked if there were any amendments to the above governors wished the Governing Body to consider. There were none.</p> <p><b>5 Reputation of the College is damaged within the community / nationally</b></p> <ul style="list-style-type: none"> <li>• 5a - Article in national/local/social media that portrays college, staff or students in a poor way.</li> <li>• 5b - Student or staff involved in serious incident.</li> <li>• 5c - Reputation of College diminished because of poor Ofsted report.</li> </ul> <p>LP asked if there were any amendments to the above governors wished the Governing Body to consider. There were none.</p> <p><b>12 Senior leadership fails to have clear strategic plans for the future</b></p> <ul style="list-style-type: none"> <li>• 12c - Lack of expertise in running a limited company and registered charity leads to over-reliance on individuals.</li> </ul> <p>LP reported that this was initially an item for the Teaching and Learning Committee, however the committee felt it would be more appropriate for the Full Governing Body to consider this. She added that it was also felt that under 'Responsibility for Action',</p>	<p><b>MBU – to amend register</b></p>	



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	<p>'Chair of Resources' should be amended to 'Chair of Governors'. All were in agreement.</p> <p><b><u>It was therefore noted that the items on the Risk Register for the Governing Body had been reviewed and the above change agreed.</u></b></p>		
9	<p><b><u>Updated SEF</u></b></p> <p>Governors note the SEF (School Evaluation Form) which had been circulated prior to the meeting. LP asked if there were any comments/questions. There were none. LP asked governors to email GSM if they had any queries following this meeting. GSM advised governors that the ELT sections in the ELT report mimic the SEF.</p> <p>As there were no questions LP thanked GSM/AHO for their work on the SEF.</p>	<b>Governors</b>	
10	<p><b><u>Chair's business</u></b></p> <p><b>Performance and Pay Committee</b> – Governors noted the document which had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>• LP stated that the heading 'Pay and Performance' should read 'Performance and Pay'.</li> <li>• JB reported that the Terms of Reference (ToR) had been reviewed by the Teaching and Learning Committee. Prior to the restructuring of the committees, the responsibility for this was with the Personnel Committee. This was now with the Teaching and Learning Committee, however as this committee was now bigger in numbers it was felt a new committee (based on the Terms of Reference specified by Governor Support (Babcock)) should be created. The new committee would have 4 members, KS (as former Chair of Personnel), IC (as Chair of Resources), SJ (as Vice-Chair of Teaching and Learning instead of JB, Chair of Teaching and Learning, who worked at the college on a casual basis and was therefore not eligible) and GD (a former member of the Personnel Committee). KS would be Chair, however as she was currently on leave of absence, LP had volunteered to cover this role for the Principal's pay review. JB said that the Teaching and Learning Committee were content with the ToR and had agreed to take them to the Full Governing Body for approval. She asked if there were any questions. There were none. JB asked if all were in agreement with the ToR for a Performance and Pay Committee. All were.</li> <li>• LP reported that the ToR included the Pay Panel for the Principal's Salary Review. She explained that there is currently a policy in place which covers the Principal's appraisal and pay review (there is a slightly different panel for the latter). LP's proposal is that this policy is removed from the policy review cycle as the new Performance and Pay Committee covers the Principal's appraisal. The Principal's Appraisal could then be dealt with by a separate panel using the standard ToR from Governor Support. LP then shared these with the Governing Body</li> </ul> <p>LP stated that IC had recently attended the Headteacher Appraisal (for Governors)</p>	<b>Clerk</b>	



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	<p>training delivered by Governor Support (Babcock). IC stated that the process set out in the ToR for the Principal’s Appraisal as shared by LP with the Governing Body was the format he and LP had taken when recently conducting the Principal’s appraisal. LP recommended that these ToR were agreed for the Principal’s Salary Review.</p> <p><b><u>It was therefore agreed that the Terms of Reference for the Performance and Pay Committee had been agreed. Proposed: JB, Seconded SJ.</u></b></p> <p><b><u>It was also agreed that the Terms of Reference for the Principal’s Appraisal been agreed. Proposed: LP, Seconded: IC</u></b></p> <p>LP stated that the outcome of the Principal’s Appraisal and Salary Review would be covered under Part 2.</p> <p><b>Special Committees ToR for approval</b> – LP reported that it had been the intention to circulate these prior to the meeting, however this had not been done due to the need to clarify a number of points. This had now been done and LP would like approval to explain these to governors tonight at the meeting so that a decision could be reached. All were in agreement this should be done. LP explained that the proposal was that there would be 3 special committees:</p> <ul style="list-style-type: none"> <li>• <b>First (Hearings) Committee</b> – the college already has a First (Hearings) Committee, however the recommendation is that the Governor Support (Babcock) ToR are adopted. LP shared these with governors.</li> <li>• <b>Second (Appeals) Committee</b> – the college already has a Second (Appeals) Committee, however the recommendation is that the Governor Support (Babcock) ToR are adopted. These ToR cover exclusions so there would be no need to have a separate Pupil Discipline Committee. LP shared these with governors.</li> <li>• <b>Complaints Committee</b> – Governor Support (Babcock) include complaints within their Second Committee, however as the College is an Academy and there is a requirement that one of the 3 panel members must be <i>‘independent of the Management and the running of the Academy’</i>, LP recommended the college should adopt ToR suitable for an academy. LP shared these with the Governing Body, they take into consideration the College’s own Complaints Procedure Policy).</li> </ul> <p>LP asked if there were any questions. There were none. LP asked if all were in agreement. All were.</p> <p><b><u>It was therefore agreed that the Terms of Reference for the First (Hearings) Committee, Second (Appeals) Committee and Complaints Committee had been agreed. Proposed: LP, Seconded SJ.</u></b></p> <p><b>Full Governing Body (Terms of Reference)</b> – it was noted that following the agreement to adopt the above Terms of Reference the Terms of Reference for the Full Governing Body would need to be updated.</p>	<p style="text-align: center;">To file</p> <p style="text-align: center;">To file</p> <p style="text-align: center;">To file</p>	





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	<p>discussed whether there was a need to reduce this, however advice sought following the meeting recommends otherwise. <i>Chair’s note: an update will be given at the meeting on 03.02.15.</i></p> <p><b>HLC (Honiton Learning Community) Updated</b> – LP reported that, as Chair of Governors, she receives the minutes of the meeting and would update governors on any key issues. It was noted that LP had seen a copy of the minutes for the 02.12.15. The key issues LP wished to bring to the attention of governors were:</p> <ul style="list-style-type: none"> <li>• <b>Training Event</b> - IC attended a HLC Training Event ‘School Improvement and the Governors’ role in monitoring’ which is mentioned in the HLC minutes. IC reported that the main issues raised were; what difference governors could make to students and how governors should be looking at what they do and the level of challenge they provide? It is essential that governors understand and ask the right level of questions. The Governing Body must be able to show where the evidence is and what impact they make.</li> <li>• <b>Impact Statements</b> – LP reported that some Governing Bodies are looking at the impact they make at the end of each meeting. She informed governors that the Clerk has been noting the impact of governors sourcing information for an annual Impact Statement.</li> <li>• <b>Mental Health</b> – the HLC minutes pick up on the importance of early help for staff Mental Health issues. GSM stated that he had attended the follow up meeting (02.12.15). At HCC support is already offered for staff on a monthly basis regarding mental health issues</li> <li>• <b>Maths</b> – the college is providing maths classes for Year 6 students.</li> </ul>	LP	
11	<p><b><u>Feedback from committees –Teaching and Learning, Resources</u></b></p> <p><b>Teaching and Learning</b> - JB provided the following overview:</p> <ul style="list-style-type: none"> <li>• <b>Policies</b> - the SRE Policy was approved by the committee.</li> <li>• <b>Term Dates</b> – the committee discussed the terms dates. GSM then explained to the Governing Body that the proposal was, rather than to finish early for Christmas, for the college to use these dates at other times during the academic year. Governors were shown a copy of the term dates. All could see the benefit of the proposed changes to the County model. JB asked if there were any questions. There were none. JB asked if there were any objections. There were none. All unanimously agreed with the proposed changes.</li> </ul> <p><b><u>It was therefore agreed that the term dates for 2017-18 had been approved by the Full Governing Body. Proposed: KT, Seconded: JB.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Stream-lining the agenda</b> – the committee agreed that the Risk Register would be reviewed in advance of the meetings by a small group of committee members. This would then be reported back at the meeting for committee approval.</li> </ul>	GSM – to note	



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	<ul style="list-style-type: none"> <li>• <b>Pixl (Partners in Excellence Club) Video</b> – Governors had been shown a very informative video which explained the Pixl concept.</li> <li>• <b>SEF (School Evaluation Form)</b> – this is also a Full Governing Body agenda item.</li> <li>• <b>Pupil Premium Report</b> – this is also a Full Governing Body agenda item.</li> <li>• <b>PASS Consultation Week</b> - feedback was provided in the form of a report to the committee.</li> <li>• <b>Safeguarding and SEN</b> – the committee noted that 2 audits had been undertaken (Safeguarding was awarded ‘outstanding’, SEN was awarded a ‘1’).</li> <li>• <b>Progress 8</b> – this is covered in the ELT Report.</li> <li>• <b>Sixth Form</b> – this is also covered in the ELT Report</li> <li>• <b>Literacy</b> – an update was provided.</li> <li>• <b>Parents’ Evening</b> – feedback on the success of the evenings was provided</li> <li>• <b>DEAR (Drop Everything and Read)</b> – SMA had fed back to the committee that as a teacher he felt this was excellent. JB felt it was good to hear this opinion.</li> <li>• <b>Category B and C trips</b> – the committee had been happy to approve 5 trips from an educational point of view for activities week (Isles of Scilly Camp, London Stage and Screen, Ardeche - France, Mountain Biking and Germany).</li> <li>• <b>Monitoring and Evaluation of the Appraisal Policy</b> - Due to time constraints on the deadline for payroll for December the whole committee, minus staff members, were taken through this year’s outcome of the appraisal process by the Principal - <b><u>the committee agreed that the appraisal process for teaching staff for 2014/15 had been rigorous, fair and non-discriminatory.</u></b></li> </ul> <p><b>Resources</b> – IC provided the following overview:</p> <ul style="list-style-type: none"> <li>• <b>Approval of the accounts</b> – this took approximately one hour of the meeting. IC said he wished to draw governors attention to a number of figures (£175,000 – the deficit for last year). The college now needs again to draw on its reserves. There has been a significant increase in the deficit from the year before. This year the deficit is £170,000 despite looking at ways to make savings. <i>(MBU note: this includes accruals and corrections to opening balances from the 2014 accounts).</i> The level of reserves is about £290,000. When the final bill for the new build is received this should bring this figure down. MBU said some money has flowed into this year (e.g. pre-payment of trips).</li> <li>• <b>Bids</b> – the committee discussed the bid for the new build (gym). IC has been shown the gym by MBU and it is in a shocking state. The committee also discussed a bid for the English Department roof. IC considers both bids to be very thorough and detailed. For both, the college must demonstrate Value for Money. The bids must include local funding (which could mean a</li> </ul>		



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	<p>loan or spending some of the reserve). IC said governors must be aware of the dwindling level of reserves and the fact that the college is being asked to use it to secure funding to repair buildings.</p> <ul style="list-style-type: none"> <li>• <b>Five Year Budget</b> – IC said the committee discussed this and there is a need to balance the books and work out how to do this. MBU is currently setting out the options for this to bring the budget into balance. There is no easy option. Other schools are in the same position, some with no reserves. This is a national issue. The Resources Committee continue to receive regular f40 updates from GSM. IC noted that governors had been emailed further information today (NAHT Breaking Point Report – A report on the school funding crisis – November 2016).</li> <li>• <b>Painting in corridors</b> – IC informed governors that as part of an excellent campus plan prepared by MBU, the caretakers were painting the corridor in the main block. This is making a big impact on the appearance of the main block for very little cost. Governors discussed a fall in funding and the effect of this</li> <li>• <b>Finance Policy</b> – the committee reviewed this policy following advice from the Responsible Officer to update it to reflect the new committee structure. Governors noted the policy which had been circulated prior to the meeting as approval of this policy must be done by the Full Governing Body. IC asked if there were any comments. There were none. IC asked if all were in agreement with the amendments. All were.</li> </ul> <p><b><u>IC therefore proposed that the Finance Policy was approved by the Full Governing Body. This was seconded by LP.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Policies</b> – the committee approved the Capability Policy, Policy for Setting the Standards of Acceptable Behaviour, Conduct Policy and Pay Policy. <i>Note: JCC and the unions have been consulted on the policies.</i> The committee noted the Premises Fire Emergency Plan.</li> </ul> <p>As there were no further questions, LP thanked the Committee Chairs for their updates.</p>	<p><b>Clerk - To file and website</b></p>	
12	<p><b><u>Part 2</u></b>  <b>The meeting went into Part 2 at 7.55 p.m. Proposed LP, Seconded RSH.</b>  <b>The meeting came out of Part 2 at 8.05 p.m. Proposed LP, Seconded GD.</b></p> <p><b>Childcare</b> – GSM stated that he wished to update governors on the outcome of the Childcare exams. He informed governors that a successful appeal had been made and that now, rather than no mark, students would be awarded the same grade for coursework as the exam. AHO said that some students would benefit from this; however some would not if they generally did better on coursework. The old data is reflected in the unvalidated data for RAISEonline. Parents have been fully updated. The issue has been addressed and was an oversight. ST declared an interest in this item as her child had taken this subject.</p>		



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13	<p><b><u>Pupil Premium Annual Report</u></b> Governors noted the report circulated prior to the meeting and prepared by LP. There were no questions.</p>		
14	<p><b><u>3-5 Year Strategy – Update on Progress</u></b> IC reported that a working party was set up following the annual training which included IC, GD, KS and CV (who has since resigned as a governor). MCA represented the ELT. As a result of this a strategic statement is almost complete. This will focus on what the Governing Body has to do. The impact will focus on students. The strategy has taken into account the college plans such as the SEF. IC thanked GSM, AHO and MCA for their input. He added he would circulate for comments.  GSM thanked those who had been involved. He felt the strategy was a very succinct and precise document which ran alongside what the college is doing.</p>	IC	
15	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• <b>Governor Allowances (Expenses) Policy</b> - Governors noted the document which had been circulated prior to the meeting. LP asked if there were any comments. There were none. LP asked if all were in agreement that the policy should be adopted. All were.</li> </ul> <p><b><u>LP therefore proposed that the Governor Allowances (Expenses) Policy was approved by the Full Governing Body. This was seconded by RSH.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Child Protection and Safeguarding Policy</b> – LP reported that the policy had been updated to reflect that GD was now one of the Link Governors for Safeguarding/ECM/SEN. LP asked if all were in agreement with the amendment. All were.</li> </ul> <p><b><u>LP therefore proposed that the amendment to the Child Protection and Safeguarding Policy was approved. This was seconded by JB.</u></b></p>	To file and website	
16	<p><b><u>Governor Training</u></b> The following training was noted for the period 8<sup>th</sup> October 2015 until 9<sup>th</sup> December 2015:</p> <ul style="list-style-type: none"> <li>• <b>South West Academies Summit:</b> LP (8<sup>th</sup> October 2015)</li> <li>• <b>HLC Training Event- School Improvement and the Governors’ role in monitoring:</b> IC (14<sup>th</sup> October 2015)</li> <li>• <b>Refresher for Clerks:</b> SM (21<sup>st</sup> October 2015)</li> <li>• <b>New Governors - for Academies:</b> SMA, DT, MG and ST (12<sup>th</sup> November 2015)</li> <li>• <b>Safeguarding Training (Mandatory):</b> ST (13<sup>th</sup> November 2015), MG (1<sup>st</sup> December 2015)</li> <li>• <b>Gel On-line (Key Functions of the Governing Body (2015) – RSH</b> (16<sup>th</sup> November 2015)</li> <li>• <b>College of Policing - Channel General Awareness Module (on-line):</b> MC and RSH (20<sup>th</sup> November 2015), GD (24<sup>th</sup> November 2015), MG (27<sup>th</sup> November 2015)</li> <li>• <b>Head teacher Appraisal (for Governors):</b> IC (22<sup>nd</sup> November 2015)</li> <li>• <b>Finance for Academy Governors:</b> ME (26<sup>th</sup> November 2015)</li> <li>• <b>Data Training with Vice-Principal:</b> MG and DT (26<sup>th</sup> November 2015), ST</li> </ul>		



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies approved at this meeting:** Finance Policy, Governor Allowances (Expenses) Policy, Child Protection and Safeguarding Policy

**Polices noted at this meeting:** SRE Policy, Capability Policy, Policy for Setting the Standards of Acceptable Behaviour, Conduct Policy, Pay Policy

**Plans noted at the meeting:** Premises Fire Emergency Plan

Ref	Action or Decision	Action	Date Due
	(27 <sup>th</sup> November 2015)		
17	<p><b><u>Governor Involvement</u></b></p> <p>The following events were attended/visits undertaken by governors for the period 8<sup>th</sup> October 2015 until 9<sup>th</sup> December 2015:</p> <p><b><u>Additional Meetings</u></b></p> <ul style="list-style-type: none"> <li>• <b>Link Governor Meeting:</b> KT (9<sup>th</sup> November 2015 - Humanities), LP (11<sup>th</sup> November 2015 - Maths and English), KT (12<sup>th</sup> November 2015 Sixth Form), JB and GD (23<sup>rd</sup> November 2015 - Safeguarding/ECM/SEN), DT (23<sup>rd</sup> November 2015 - CreATE), SJ (24<sup>th</sup> November 2015 - Science)</li> <li>• <b>Members’ Meeting:</b> LP, KT, SJ and GSM (18<sup>th</sup> November 2015)</li> <li>• <b>Principal’s Appraisal:</b> LP and IC (17<sup>th</sup> November 2015)</li> <li>• <b>Pupil Premium Meeting:</b> LP (12<sup>th</sup> November 2015)</li> <li>• <b>Parent Governor/Principal:</b> GD and SJ (14<sup>th</sup> October 2015), IC and GD (25<sup>th</sup> November 2015)</li> <li>• <b>Associate Staff Meeting:</b> LP (24<sup>th</sup> November 2015)</li> <li>• <b>CET Meeting:</b> GD (11<sup>th</sup> November 2015), MC (25<sup>th</sup> November 2015), SMA (9<sup>th</sup> December 2015)</li> <li>• <b>Governor/Clerk:</b> SJ (various dates 8<sup>th</sup> October to 9<sup>th</sup> December 2015)</li> <li>• <b>Principal/Chair Meeting:</b> LP (20<sup>th</sup> October 2015)</li> <li>• <b>Chair of Governors/Vice-Principal:</b> LP (17<sup>th</sup> November 2015)</li> <li>• <b>Chair of Governors/Director of Finance &amp; Resources:</b> LP (30<sup>th</sup> November 2015)</li> <li>• <b>Chair of Governors/Governor Meeting:</b> LP, JB and ME (6<sup>th</sup> November 2015), LP, ST and IC (30<sup>th</sup> November 2015)</li> <li>• <b>Chair of Governors/Clerk Meeting:</b> LP(24<sup>th</sup> November 2015)</li> <li>• <b>Chair of Teaching &amp; Learning/Vice-Principal:</b> JB (17<sup>th</sup> November 2015)</li> <li>• <b>New Governor Meeting:</b> LP, JB and MG (25<sup>th</sup> November 2015)</li> <li>• <b>Link meeting with J Wright (not available):</b> ME (27<sup>th</sup> November 2015)</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• <b>Governor Interview for the Autumn Newsletter:</b> CB</li> <li>• <b>Sixth Form Trip (Exeter):</b> MC and RSH (13<sup>th</sup> October 2015)</li> <li>• <b>Parents Evening (Year 10):</b> GD (15<sup>th</sup> October 2015)</li> <li>• <b>Mock Interview Day:</b> LP, DT, MC (16<sup>th</sup> October 2015)</li> <li>• <b>Department Reviews:</b> KT (6<sup>th</sup> November 2015 - Humanities), SJ (1<sup>st</sup> December 2015 – Science)</li> <li>• <b>Sixth Form ‘Bush tucker Trial’ (for Children in Need):</b> RSH (13<sup>th</sup> November 2015)</li> <li>• <b>The Big Sleep Out (Sixth Form):</b> ST (12<sup>th</sup> November 2015)</li> <li>• <b>College Production (Shakespeare):</b> JB (20<sup>th</sup> November 2015), LP (21<sup>st</sup> November 2015)</li> <li>• <b>Interviews:</b> LP (Student Well-being Co-ordinator – 7<sup>th</sup> December 2015)</li> <li>• <b>CET Interviews for Student Well-being Co-ordinator):</b> CB (7<sup>th</sup> December 2015).</li> </ul>		
18	<p><b><u>Date of next meeting</u></b></p> <p><b>Wednesday 3rd February 2016 at 6.30 p.m. – Sixth Form Centre.</b></p> <p><i>The meeting ended at 8.17 p.m.</i></p>		