



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Guidance Documents noted at this meeting:** Offsite Activity Organisation Guidance

**Policies noted at this meeting:** Exam Contingency Policy, Provider Access Policy, Capability Policy, Conduct Policy, LGPS Pensions Policy, Acceptable Behaviour Policy

**Policies approved at this meeting:** Draft Admissions Policies 2021-22, SEND Policy, Child Protection and Safeguarding Policy

Meeting 1 – Part 1 Minutes			
<b>Date/Time</b>	Wednesday 16 <sup>th</sup> October 2019 at 5.04 p.m.	<b>Location</b>	Sixth Form Centre, HCC
<b>Attendees</b>	<b>Initials</b>		<b>Attendees</b>
Matt Burrell (Director of Finance & Resources)	MBU		Jenny Rawlins (Governor)
Gill Donne-Davis (Chair of Governors)	GD		Jackie Rock (Governor)
Amy Dytor (Governor)	ADY		Richmal Shorter (Governor)
Mark Gibbs (Governor)	MGi		Glenn Smith (Principal/Governor)
Philippa Gurney (Governor)	PGU		Kate Smith (Governor)
Andy Holt (Senior Vice-Principal)	AHO		Tony Smith (Governor)
Claire Nuttall (Governor)	CN		

Apologies	Initials
Margaret Evans (Governor)	ME
Siobhan Kent (Governor)	SK
Sheran Taylor (Vice-Chair of Governors)	ST

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk

Minutes to
Attendees
Governors
Website

	Agenda	Led by
1	<b>Head of Department Presentations</b> <b>To Cover:</b> performance in the recent examinations, strengths within the department, the strategic plan for the future and areas for improvements.	GSM
2	<b>Apologies and Quorum</b>	Chair
3	<b>Declarations of Interest</b>	Chair
4	<b>Principal's Update</b> <ul style="list-style-type: none"> <li>• Safeguarding Update (including any update from Link Governors)</li> <li>• Vulnerable Groups, Pupil Premium and Children in Care</li> <li>• Mental Health Update</li> <li>• Staffing Update</li> <li>• Feedback on Visit(s) from External Partners</li> <li>• Feedback on any HLC (Honiton Learning Community) Meetings</li> </ul>	GSM
5	<b>Term Dates to ratify 2020-21 and 2021-22</b>	GSM



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6	<b>Governors to reaffirm the aims and vision of the school</b>	GSM
7	<b>Termly review of SEF (HT3/5)</b>	GSM
8	<b>Academy Trust and Governing Body vacancies/appointments:</b> <ul style="list-style-type: none"> <li>• <b>Parent Governors</b> – one current vacancy, one vacancy from 02.11.19</li> <li>• <b>Appointed Governor</b> – 3 vacancies (including GD)</li> <li>• <b>Member (Academy Trust)</b> – 2 vacancies</li> <li>• <b>New members of the Performance &amp; Pay Committee</b></li> <li>• <b>New Teaching and Learning member of the Curriculum Working Party (CWP)</b></li> <li>• <b>Data Specialist</b></li> <li>• <b>New Attendance Governor</b></li> <li>• <b>New Teaching and Learning member of the Strategic Plan Working Party</b> (this maybe the new Chair of Governors)</li> <li>• <b>New Teaching and Learning Committee member to review Surveys</b></li> <li>• <b>New Safer Recruitment Governor (from Teaching and Learning Committee)</b></li> <li>• <b>New member of Teaching and Learning Committee Risk Register Working Party</b></li> </ul>	Chair
9	<b>Director of Finance and Resources Update (to include Management Accounts and Data Dashboard)</b>	MBU
10	<b>Baker Clause</b>	MBU
11	<b>To note Chair has had a copy of the Budget Monitor</b>	Chair
12	<b>Letters and correspondence from ESFA (Education and Skills Funding Agency) to academy trusts</b>	MBU
13	<b>Minutes of the last meeting – 17<sup>th</sup> July 2019</b>	Chair
14	<b>Matters arising</b> <ul style="list-style-type: none"> <li>• <b>Item 14 – Matters Arising</b> – Clerk to provide governors with a copy of the Pay Policy which includes a list of all staff and departments. Note: included in SharePoint.</li> <li>• <b>Item 16 – Resources Committee</b> – MBU to discuss with the Marketing Working Party how to promote and showcase all the really positive and noticeable changes. To note.</li> </ul>	Clerk MBU
15	<b>Policy Review</b> <ul style="list-style-type: none"> <li>• <b>Admissions Policies</b></li> <li>• <b>SEND Policy</b></li> <li>• <b>Child Protection and Safeguarding Policy</b></li> </ul>	GSM
16	<b>Strategic Plan</b>	Chair
17	<b>Teaching &amp; Learning Committee Feedback</b> - including policies	GD
18	<b>Resources Committee Feedback</b> – including policies	TS
19	<b>Link Governors</b> – including CET Update	Chair/KS
20	<b>Department Reviews</b>	GSM
21	<b>Chair’s Business</b> <ul style="list-style-type: none"> <li>• <b>Succession Planning</b></li> <li>• <b>Ofsted Update</b> (plus reminder that governors will receive notification of an Ofsted Inspection from the Clerk)</li> <li>• <b>Principal’s Objectives</b> – progress (standard item)</li> <li>• <b>Update on SIP</b></li> <li>• <b>Confirm all governors have completed an up to date skills audit</b></li> <li>• <b>One-to-One meetings</b></li> <li>• <b>Remind governors of the procedure if they wish to put items on the agenda</b></li> <li>• <b>Remind governors of procedure for dealing with apologies and sanctioning of absence</b></li> <li>• <b>Ensure procedures for dealing with complaints, staff grievances, redundancy and staff appeals are in place and understood by governors</b></li> <li>• <b>Governor interviews for the newsletter</b></li> </ul>	Chair



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22	<b>Vice-Chair’s Business</b> • <b>Induction/Mentor</b>	Chair
23	<b>Clerk’s Business</b> • <b>Admin Email (to note)</b> • <b>Outstanding Paperwork</b> • <b>Academy Checklist</b> • <b>Profiles on the website</b> <b>Reminders:</b> • the need to be quorate to make decisions - reaffirm what the quorum is for the governing body • dates for meetings of Full Governing Body and committees (re-attached) • the need to inform the Clerk of any changes to contact details and car permit details	Clerk
24	<b>Feedback from governors on any training/events attended (and to note attendance record of minutes)</b>	Chair
25	<b>Special Topic for next Full Governing Body Meeting</b>	Chair
26	<b>What impact has this meeting had on the outcomes of pupils in our College?</b>	Chair
27	<b>Part 2 – minutes from previous meeting and any new business</b>	Chair
28	<b>Part 2 - Complaints Update (discussed as part of Chair/Principal meetings)</b>	Chair
29	<b>Part 2 - Performance and Pay Committee – no meeting</b>	Chair
30	<b>Confirmation that:</b> • all Governors/ELT/Clerk have checked and signed the Register of Business Interests (Statutory Requirement) • all Governors have read <u>all</u> of Keeping Children Safe in Education (KCSIE) and all staff have read KCSIE (Part 1) • Governors attendance at meetings for previous year is on the website	Chair
31	<b>Election of Chair of Governors 2019-20 AND Election of Vice-Chair of Governors 2019-20</b>	Chair/Clerk
32	<b>Election of Chair of Teaching &amp; Learning 2019-20 AND Election of Vice-Chair of Teaching &amp; Learning 2019-20</b>	Chair/Clerk
33	<b>Election of Chair of Resources 2019-20 AND Election of Vice-Chair of Resources 2019-20</b>	Chair/Clerk
34	<b>Review and sign Governors Code of Conduct for 2019-20</b>	Chair
35	<b>Agree Committee Membership for 2019-20</b>	Chair
36	<b>Date of next meeting</b> – Wednesday 20 <sup>th</sup> November 2019 <b>at 5.00 p.m. (HCC)</b> – PE2. To note AGM will be prior to the Full Governing Body Meeting.	Chair

Ref	Action or Decision	Action	Date Due
1	<p><b>Head of Department Presentations</b></p> <p><i>Prior to the commencement of the presentations, GSM thanked GD (who was stepping down as a governor) for her commitment and support during her 5 years as a governor and 3 as Chair of Governors. This had been very much appreciated. All present were in agreement. It was noted that GD had agreed to continue as a Member of Honiton Community College Academy Trust.</i></p> <p>Presentations were provided by the Head of Departments (HoDs) for Maths, CreATE, Humanities, English, Sport and Physical Education, MFL, ICT and Science on performance in the recent examinations, strengths within the department, the strategic plan for the future and areas for improvements. The Head of Sixth also attended and presented on Post 16 Level 2 Qualification, the Extended Project Qualification and Destinations.</p> <p>In addition to the HoDs and the Head of Sixth, RRO (Rob Robson – Vice-Principal</p>		



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	<p>Pastoral), SMN (Sue Manning – Vice Principal Curriculum and Achievement) and JHI were present (Assistant Principal - Director of Additional Needs - SENDCo/Designated Safeguarding Lead).</p> <p>Slides of each of the presentations were shared with governors in SharePoint. Notes were taken by the Clerk of any questions raised and these will also be shared with governors.</p> <p><i>Note: HoDs, Head of Sixth, RRO, SMN and JHI were not present for item 2 onwards.</i></p>		
2	<p><b><u>Apologies and Quorum</u></b> GD welcomed everyone to the meeting. Apologies were accepted from ME, SK and ST. It was noted that there was a quorum present.</p> <p>The following was also noted:</p> <ul style="list-style-type: none"> <li>• <b><u>Mrs Gill Donne-Davis had resigned as a Member of Honiton Community College Academy Trust and as an Appointed Governor from the Governing Body on the 16<sup>th</sup> October 2019. She would be continuing to support the College as a Member and had been re-appointed (in accordance with the Articles of Association) with effect from 17<sup>th</sup> October 2019.</u></b></li> <li>• <b><u>Ms Mireille Gaches had resigned as a Parent Governor from the Governing Body on the 20<sup>th</sup> September 2019.</u></b> Ms Gaches has been thanked at the previous meeting.</li> </ul>		
3	<p><b><u>Declarations of Interest</u></b> The following declarations of interest were noted:</p> <ul style="list-style-type: none"> <li>• <b>Staff</b> – all staff related items.</li> </ul>		
4	<p><b><u>Principal’s Report</u></b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding Update (to include any update from Link Governors following termly meeting)</b> – GSM reported he had nothing to report to Governors. It was noted, at the Teaching and Learning Committee meeting, an update was provided by SK regarding her termly meetings with the Designated Officer for Child Protection. Meetings for this academic year have already been scheduled in and, as always, will cover a check of the Single Central Register.</li> <li>• <b>Vulnerable Groups, Pupil Premium and Children in Care</b> – GSM stated that any updates had been provided through the HoD Presentations.</li> <li>• <b>Mental Health</b> – GSM reported that support for mental health at the College is very positive. Recently the Sixth Form held an event ‘Hello Yellow’ which was aimed at raising the profile of mental health and looking out for one another. The Early Help for Mental Health Team continue to provide support and guidance at the College. This team is driven by NTH (Nikki Thomas - Student Support). GSM asked for the minutes to note a ‘thank you’ to NTH for all her hard work and commitment in ensuring that the right support is in place. A new part-time counsellor has been appointed.</li> <li>• <b>Staffing update</b> – GSM updated governors on: vacancies that had been filled, vacancies that have been advertised and staff currently on/due to go and returning from maternity leave. This update covered: Food Technology, ICT, Reception, Student Support, CreATE (Technician) and the</li> </ul>	<b>To note</b>	<b>GSM</b>



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	<p>Personal Assistant to Vice-Principal (Teaching and Learning). GSM stated that the ELT continue to work on filling posts. He added that this had been a lot of work for his Personal Assistant who is responsible for the administrative side of recruitment at the College. GSM said that the College continue to do their best with the resources available.</p> <ul style="list-style-type: none"> <li>• <b>Feedback on visit(s) from external partners</b> – GSM reported that there had been no external visits. However, GD and GSM were involved in a telephone conference with a representative from the Regional Schools Commissioner’s (RSC) Office. GSM explained that all SATs (stand-alone academies) were being contacted, as it was felt that there was a lot of support to MATs (Multi-Academy Trusts) but not enough time was spent supporting SATs. Information provided by the College to the RSC Representative included: the College Development Plan and the governance structure. Quite a lot of questions were asked about this structure, including the importance of the majority of Members not being governors. GSM/GD were able to confirm that the College were moving towards a more independent structure. GSM reminded governors that the current recommendation, as stated in the Academies Financial Handbook, is that the <i>‘strong preference is for a majority of members to be independent of the board of trustees’</i>. GSM stated that this will be included within the audit report that has recently been completed by the College’s accountants. GSM explained that the RSC representative had wanted to arrange a visit to HCC but GSM/GD did not feel that the College were in need of this. If they were to insist, GSM would be requesting information on what areas they wanted further details on.</li> <li>• <b>Feedback on any HLC Meetings</b> – GSM reported that he attended a meeting on Monday. This was very positive. There are lots of new Head Teachers in place. GSM stated that the funding for the HLC runs out this year. There used to be £90,000 allocated per year. Once this funding has stopped, governors in all schools will have to agree on what funding they can provide. There is a strong will to keep the HLC going as it provides good links and supports between the schools and is known to help the behaviour of students.</li> </ul>		
5	<p><b><u>Term Dates to ratify 2020-21 and 2021-22</u></b> Governors noted the document in SharePoint (Term Dates for 2020-21 and 2021-22).</p> <p>GSM informed governors that a number of parents had contacted the College wanting to know the Term Dates for 2020-21. These would normally be shared with governors (Teaching and Learning) at HT2 with a request to approve. However, given that parents wished to book holidays etc. he felt it only fair to release these dates on the website and then ask governors to approve retrospectively. The Chair of Governors had been consulted. GSM then shared the calendar for 2020-21 with governors. All were in support of the decision to release the dates for the next academic year and the calendar. GSM also shared the dates for 2021-22. Again, governors were in agreement with the calendar. GSM stated that the dates for both years, mirrored the current year. Going forward, governors would be asked to approve dates 2 years in advance (e.g. at the HT2 meeting in 2020-21 they would be asked to approve the calendar for 2022-23). This would be more beneficial to both parents and staff.</p> <p><b><u>It was therefore agreed that the Full Governing Body had retrospectively</u></b></p>		



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	<b><u>approved the term dates for 2020-21 and approved the term dates for 2021-22. Proposed: GD, Seconded: CN.</u></b>		
6	<p><b><u>Governors to reaffirm the aims and vision of the school</u></b>            Governors noted the current:</p> <ul style="list-style-type: none"> <li>• Vision and Values</li> <li>• Mission Statement</li> <li>• Vision</li> <li>• Values</li> </ul> <p>GSM said he did not propose any changes. All were content with this and there were no questions.  <b><u>It was therefore noted that the Full Governing Body had reaffirmed the aims and vision of the school. Proposed: GD, Seconded: KS.</u></b></p>		
7	<p><b><u>Termly review of SEF (HT3/5)</u></b>            Governors noted the document in SharePoint. GSM reported that the SEF had been completed subject to some minor checking. He advised governors that the SEF now included whole grades and taking into account the English and CreATE exam results, the ELT were confident that overall the SEF grading should be a '2'. GSM asked governors to spend further time after this meeting reviewing the SEF. <b>Any feedback/questions should be emailed to GSM.</b> GSM proposed that the 'skinny SEF' be reviewed by the Governing Body at the next meeting. All were in agreement. Clerk to add to agenda..</p>	<p><b>All – to review</b></p> <p><b>GSM/ Clerk</b></p>	<p><b>After meeting</b></p> <p><b>Agenda item HT2</b></p>
8	<p><b><u>Academy Trust and Governing Body vacancies/appointments:</u></b>            It was noted that:</p> <ul style="list-style-type: none"> <li>• <b>Parent Governors</b> – there is one current vacancy and one vacancy from 02.11.19. It was noted that both had been advertised on the College website, in the newsletter and via a letter emailed to parents. It has also been shared on the College Twitter and Facebook account. The closing date is 28.10.19 (12 noon).</li> <li>• <b>Appointed Governor</b> – one new governor has recently been appointed by the Members (the process included an interview by 2 Members). The successful candidate will be joining the Teaching and Learning Committee with a start date scheduled for 06.11.19. There are still currently 2 vacancies (which includes GD's post). This has been advertised in the newsletter and on the College website. It has also been shared on the College Twitter and Facebook account. The closing date is 28.10.19 (12 noon). A number of applicants have already shown an interest.</li> <li>• <b>Member (Academy Trust)</b> – there are currently 2 vacancies. Members are continuing to recruit for these vacancies. In order to comply with the Academies Financial Handbook and the '<i>strong preference</i>' for '<i>the majority of members to be independent of the board of trustees</i>' these new members will not be governors.</li> <li>• <b>New members of the Performance and Pay Committee</b> – there had been 2 vacancies which has been advertised to all governors. As a result of this, JRo and JRa would be joining the Committee. All were in support of this.</li> </ul> <p><b><u>It was therefore noted that the new members of the Performance and Pay Committee would be JRa and JRo. Proposed: GD, Seconded: CN.</u></b></p> <ul style="list-style-type: none"> <li>• <b>New Teaching and Learning member of the Curriculum Working</b></li> </ul>		





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	<p><b>Party (CWP)</b> – CN has been asked to join the CWP. This post needed to be filled by a Teaching and Learning Governor to ensure feedback could be provided as set out in the annual cycle. Current commitments, roles and responsibilities of all Teaching and Learning Governors were taken into account. All were in support of this.</p> <p><b><u>It was therefore noted that the new member of the Curriculum Working Party would be CN. Proposed: GD, Seconded: JRa.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Data Specialist</b> – prior to the CWP being set up, this role was undertaken by ST. However, given the remit of the CWP (and the fact that ST is a member), it would make sense for there to no longer be a nominated Data Specialist. ST had been consulted. Instead the work would be covered by the CWP and reported back through the Teaching and Learning Committee.</li> </ul> <p><b><u>It was therefore noted that there would no longer be a named Data Specialist as governors were satisfied that this work would be undertaken by the CWP. Proposed: GD, Seconded: TS.</u></b></p> <ul style="list-style-type: none"> <li>• <b>New Attendance Governor</b> – JRa has been asked to take on the role of Attendance Governor. This will involve attending termly meetings with the Attendance Officer (already scheduled) and the annual check on the Admissions and Attendance Registers (to be booked once the new Exams Manager is in post). Current commitments, roles and responsibilities of all Teaching and Learning Governors were taken into account. All were in support of this.</li> </ul> <p><b><u>It was therefore noted that the new Attendance Governor would be JRa. Proposed: GD, Seconded: CN.</u></b></p> <ul style="list-style-type: none"> <li>• <b>New Teaching and Learning member of the Strategic Plan Working Party (this may be the Chair of Governors)</b> – it was noted that a decision on this could not be reached until after the election for Chair of Governors (item 31).</li> <li>• <b>New Teaching and Learning Governor to review surveys</b> – it was noted that the Teaching and Learning Committee had agreed that a more appropriate way forward would be for AHO to add the survey results, when available, to SharePoint so that all governors could view these and provide feedback (through the Teaching and Learning Committee). This would mean there would no longer be a need for a nominated governor to take on this role. All were in support of this.</li> </ul> <p><b><u>It was therefore noted that there would no longer be a named governor to review the surveys, as governors were satisfied that this work would be undertaken through feedback from all governors to the Teaching and Learning Committee. Proposed: GD, Seconded: JRa.</u></b></p> <ul style="list-style-type: none"> <li>• <b>New Safer Recruitment Governor (from the Teaching and Learning Committee)</b> – it was noted that the 2 Safer Recruitment trained governors were KS (Resources) and GD (Teaching and Learning). As GD was stepping down as a governor today, a new governor would need to be trained from the Teaching and Learning Committee. Governors discussed this and felt that given the number of changes to the Governing Body recently and over the next few months (including changing roles and responsibilities) it would be more appropriate to wait until the next Full Governing Body meeting to make this decision.</li> </ul>	<p><b>New Chair of Governors</b></p>	<p><b>Agenda item HT3</b></p>



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	<ul style="list-style-type: none"> <li><b>New member of Teaching and Learning Risk Register Working Party</b> - Governors also discussed this and agreed that given the number of recent changes to the Governing Body and the current vacancies it would be more appropriate for this appointment to be discussed by the Teaching and Learning Committee at their next meeting (06.11.19) before being brought back to the Governing Body for agreement.</li> </ul>	<b>New Chair Teaching and Learning Committee</b>	<b>Teaching and Learning Agenda Item HT3</b>
9	<p><b><u>Director of Finance and Resources Update</u></b> The following documents were provided in SharePoint:</p> <ul style="list-style-type: none"> <li>the Director of Finance and Resources Report – October 2019</li> <li>Budget Monitor August 2019 (end of year outturn)</li> <li>Management Accounts – September 2019</li> <li>Data Dashboards – August and September 2019</li> <li>Budget vs actuals variance report – outturn 18-19</li> <li>Audit Planning Letter Year Ended 31.09.19</li> <li>Submitted School Resources Management Self-Assessment Tool Checklist</li> </ul> <p>MBU highlighted the following:</p> <ul style="list-style-type: none"> <li>The end of the financial year visit by the accountants was completed in early September. The clearing meeting was on 15.10.19 and MBU is very pleased with the report. There are no adjustments.</li> <li>Reserves are £121,000. With the 16-19 Bursary Fund creditor, this figure will be £156,000. The in-year surplus is very good (£63,000) and the actual surplus is £98,000. This means £219,500 in reserves. MBU is very pleased with this but still considers this needs to be higher.</li> <li>The accounts will be presented to the Resources Committee for consideration (11.11.19) before being brought to the Governing Body for approval (20.11.19). There is one item on the management letter which is to do with the appointment of Members who are not also Governors (issue also raised earlier in this meeting).</li> <li>It is very early on in the new financial year. The forecast surplus is £1,500 but this will change due to the funding etc.</li> </ul>		
10	<p><b><u>Baker Clause</u></b> It was noted that this agenda item has since been dealt with by the Teaching and Learning Committee so there is no need for the Full Governing Body to discuss it. A Provider Access Policy was already in place but was updated at the most recent Teaching and Learning meeting (this will be noted under item 17).</p>		
11	<p><b><u>To note Chair has had a copy of the Budget Monitor</u></b> GD confirmed she had received a copy.</p>		
12	<p><b><u>Letters and correspondence from ESFA to academy trusts</u></b> <i>ESFA: Education and Skills Funding Agency</i></p> <p>Governors noted the letter in SharePoint dated 19 July 2019. This was addressed to Accounting Officers of Academy Trusts and copied to Chairs of Trustees. It was circulated by the Clerk to all HCC governors on 22.07.19.</p> <p>MBU reminded governors of the increased robustness for all financial matters and the importance of reading the Academies Financial Handbook.</p>		
13	<p><b><u>Minutes of previous meeting</u></b> It was noted the minutes of the meeting held on the 17<sup>th</sup> July 2019 had been circulated to all governors in advance of the meeting.</p> <p><b><u>The minutes were then agreed (proposed GD, seconded KS) as a true and</u></b></p>	<b>Clerk - to file and</b>	<b>Action Completed</b>





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	<b><u>accurate record of that meeting and signed accordingly by the Chair.</u></b>	<b>website</b>	
14	<p><b><u>Matters arising</u></b></p> <ul style="list-style-type: none"> <li><b>Item 14 – Matters Arising</b> – Clerk to provide governors with a copy of the Pay Policy which includes a list of all staff and departments. <u>Note:</u> Action Completed - included in SharePoint.</li> <li><b>Item 16 – Resources Committee</b> – MBU to discuss with the Marketing Working Party how to promote and showcase all the really positive and noticeable changes. MBU to note. <u>Update:</u> MBU stated he had noted this and he will shortly be organising the meetings for 2019-20.</li> </ul>		
16	<p><b><u>Policy Review</u></b></p> <ul style="list-style-type: none"> <li><b>Draft Admissions Policy 2021-22</b> – Governors noted the draft policies in SharePoint. They also noted that the front sheet required minor amendments. This was to ensure it corresponded with the information on the College website regarding the ethos. One other amendment was required to final page of the main school policy, this was to update the address to show that forms must be returned to 'The Schools Admissions Team' at County Hall. There were no questions and all agreed they were content to approve the draft policies which will be placed on the College website during the consultation period. This will be done as soon as the Schools Admissions Team have updated the changes requested. The policy will be reviewed again after the consultation period (HT3).</li> </ul> <p><b><u>It was therefore agreed that the Draft Admissions Policies (Main School and Sixth Form) 2020-21 had been approved by the Full Governing Body. Proposed: JRa, Seconded: CN.</u></b></p> <ul style="list-style-type: none"> <li><b>SEND Policy</b> – Governors noted the policy in SharePoint. They also noted that, due to statutory requirements there has been a need to update this for the website ahead of the meeting (this had been done by the Designated Officer for Child Protection and GSM). The policy placed on the website had clearly stated it was due to go to governors on the 16.10.19 for approval. Governors were notified on 19.09.19 by email and asked to respond with any questions. There were none. Governors were content with the course of action taken.</li> </ul> <p><b><u>As there were no questions, it was therefore agreed that the SEND Policy had been approved by the Full Governing Body. Proposed: GD, Seconded: CN.</u></b></p> <ul style="list-style-type: none"> <li><b>Child Protection and Safeguarding Policy</b> – Governors noted the policy in SharePoint. They also noted that the Designated Officer for Child Protection has spent a considerable amount of time reviewing this policy to ensure that it met statutory requirements.</li> </ul> <p><b><u>As there were no questions, it was therefore agreed that the Child Protection and Safeguarding Policy had been approved by the Full Governing Body. Proposed: GD, Seconded: CN.</u></b></p>	<p><b>Clerk to note - Agenda item HT3</b></p> <p><b>Clerk - to file and website</b></p> <p><b>Clerk - to file and website</b></p> <p><b>Clerk - to file and website</b></p>	<p><b>Action Completed</b></p> <p><b>Action Completed</b></p> <p><b>Action Completed</b></p> <p><b>Action Completed</b></p>
17	<p><b><u>Strategic Plan</u></b></p> <p>It was noted that no further meetings had taken place. The next review date will be at the AGM. MGI and KS from the Strategic Plan Working Party (SPWP) asked the Clerk to schedule a meeting of the SPWP for February/March when a more detailed review will take place.</p>	<b>Clerk</b>	<b>Before the end of term</b>
18	<p><b><u>Teaching &amp; Learning Committee Feedback - including policies</u></b></p> <p>GD stated that a full summary of the meeting could be found in the minutes but she wished to highlight the following:</p>		



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

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	<ul style="list-style-type: none"> <li>SMN had provided governors with a summary of the results ahead of the presentations by the HoDs at tonight’s meeting.</li> <li>RRO had reported on Ready to Learn and how this had developed into Positive Behaviour Management.</li> <li>GSM had updated governors on staffing changes (including appointments still to be made).</li> <li>Governors had noted the SEN Information Report 2019 and agreed they were content for this to go to the Full Governing Board.</li> </ul> <p><b><u>As there were no questions regarding this, it was therefore agreed that the SEN Information Report 2019 had been received by the Full Governing Body and they were content with the information included Proposed: GD, Seconded: CN.</u></b> Clerk to update the front page for the website.</p> <ul style="list-style-type: none"> <li>The Committee had welcomed the 2 new Sixth Form Representatives: Kai Waldron-Key and Emily Burroughs. It was noted that they will be attending all Teaching and Learning Committee meetings for the next 2 years to provide the Sixth Form update, In addition, they will be attending future Full Governing Body Meetings.</li> <li>The Committee had discussed whether there was still a need for a named Pupil Premium Link Governor, as the Curriculum Working Party (CWP) also covered the review of Pupil Premium. The Committee felt this was not longer required and were satisfied that a full review would be carried out by the CWP at their termly meetings (with feedback to Teaching and Learning). In addition, feedback to the Resources Committee would be provided on: <i>Is the College making effective and efficient use of the Pupil Premium for its Children in Care?</i> and <i>How are we measuring the impact of Pupil Premium Plus funding?</i></li> </ul> <p><b><u>It was therefore noted that there would no longer be a named Pupil Premium Link Governor as governors were satisfied that this work would be undertaken by the CWP. Proposed: GD, Seconded: TS.</u></b> Clerk to update records.</p> <p>The Committee discussed whether there was a need for them to carry out ‘<i>the annual review of pupil record keeping and pupil reports (Data Protection)</i>’ given that MBU reports on this to the Resources Committee on a regular basis. They had felt it would be appropriate to remove this from the annual cycle. Resources Governors were in agreement. MBU confirmed he was in support of this. The Clerk was asked to update the annual cycle,</p> <p><b><u>It was therefore agreed that the ‘annual update on pupil record keeping and pupil reports (Data Protection)’ would no longer be an annual review by the Teaching and Learning Committee, instead it would continue to be monitored on a more regular basis by the Resources Committee (through the Director of Finance and Resources report to them).</u></b></p> <p>The Governing Body noted the following policies which the committee had approved:</p> <ul style="list-style-type: none"> <li>Exam Contingency Policy</li> <li>Provider Access Policy</li> </ul>	Clerk	Action Completed
	<p><b><u>It was therefore noted that there would no longer be a named Pupil Premium Link Governor as governors were satisfied that this work would be undertaken by the CWP. Proposed: GD, Seconded: TS.</u></b> Clerk to update records.</p> <p>The Committee discussed whether there was a need for them to carry out ‘<i>the annual review of pupil record keeping and pupil reports (Data Protection)</i>’ given that MBU reports on this to the Resources Committee on a regular basis. They had felt it would be appropriate to remove this from the annual cycle. Resources Governors were in agreement. MBU confirmed he was in support of this. The Clerk was asked to update the annual cycle,</p> <p><b><u>It was therefore agreed that the ‘annual update on pupil record keeping and pupil reports (Data Protection)’ would no longer be an annual review by the Teaching and Learning Committee, instead it would continue to be monitored on a more regular basis by the Resources Committee (through the Director of Finance and Resources report to them).</u></b></p> <p>The Governing Body noted the following policies which the committee had approved:</p> <ul style="list-style-type: none"> <li>Exam Contingency Policy</li> <li>Provider Access Policy</li> </ul>	Clerk	Action Completed
19	<p><b><u>Resources Committee (including policies)</u></b></p> <p>Governors noted that most of the feedback had been provided under item 9 ‘Director of Finance and Resources Update’. However, TS said he wished to highlight the</p>		



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	<p>following:</p> <ul style="list-style-type: none"> <li>• <b>Reserves</b> – the Committee were pleased with the level of reserves and the work done to secure these.</li> <li>• <b>Staff Governors</b> – the Committee had discussed a number of points raised in the Academies Financial Handbook regarding the Governance Structure including Staff Governors. Section 1.15 states <i>"Whilst the members can decide whether to appoint the trust's senior executive leader as a trustee, the Department's strong preference is for no other employees to serve as trustees in order to retain clear lines of accountability"</i>.</li> </ul> <p><u>The following was noted:</u></p> <ul style="list-style-type: none"> <li>• MBU and the Clerk had spoken to the Staff Governors ahead of the issue being raised at the Resources Committee meeting. MBU had made it clear to the Staff Governors that they were a really valued part of the Governing Body, however, given the guidance in the Academies Financial Handbook, this issue had to be discussed further by the Governing Body.</li> <li>• MBU's view is that eventually the Academies Financial Handbook will be updated to state that this is a <i>'must'</i> and not a <i>'strong preference'</i>.</li> <li>• Griffin Chartered Accountants had completed their audit of the previous year's accounts (up until 31.08.19) in September and had raised this as an issue for the future with MBU. This is likely to remain on the audit feedback.</li> <li>• The Resources Committee had agreed this should be raised at the Full Governing Body Meeting.</li> <li>• If there are no Staff Governors, the Articles of Association will need to be updated. This is a costly and lengthy process. There may be newer Articles of Association that can be reviewed to see if they are more suited to what the ESFA is asking academies to do.</li> <li>• Advice had been sought from the Babcock Governance Consultancy Team and they were surprised the College still have 3 Staff Governors as many, including maintained schools, only have one. However, they recognised that HCC have the older Articles of Association.</li> <li>• MBU and the Clerk have looked at 2 other Devon schools who became academies at the same time as HCC so have the same articles. They all still have 3 Staff Governors.</li> </ul> <p><b>Governor Questions:</b></p> <ul style="list-style-type: none"> <li>• <b>Alternatives</b> – GD asked if Staff Governors would be replaced with an alternative Staff Representative. MBU stated that the ESFA want to establish clear lines of accountability so it is unlikely they would recommend any staff on the Governing Body. GSM said if there were to be no Staff Governors he would like the Governing Body to consider other conduits for staff to interact with the Governing Body.</li> <li>• <b>Delay</b> – CN asked if the Governing Body could delay this until it became a <i>'must'</i>. MBU advised that, if the College continues to have Staff Governors, it will continue to remain on the audit report. TS said that the Governing Body must deal with the inevitable and in doing so must be well prepared so that they can give it their full consideration.</li> </ul> <p>Governors wished the minutes to record how much they appreciated the valuable work of the staff governors. They felt that Staff Governors brought a great deal of knowledge to the Governing Body, however they recognised the need for there to be further discussion around this issue. Staff Governors were in agreement with this. All noted the wording <i>'strong preference'</i>. All agreed that time must be set aside at the</p>	<p><b>Special Topic HT2 &amp; Position Paper</b></p>	<p><b>MBU</b></p>



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	<p>next meeting to discuss this issue in much more detail. It was agreed this would be the Special Topic. TS asked MBU to prepare a position paper. GD asked for a comparison to be made between the current articles and a newer version. MBU agreed to do this.</p> <ul style="list-style-type: none"> <li><b>Annual Cycle</b> - TS, on behalf of the Resources Committee, requested that the 'Annual approval of the Premises Improvement Plan and Decoration Plan' be removed from the annual cycle. Committee members had agreed this was more of a management document and did not need approval by governors. <i>(Clerk's Note: MBU has stated that governors are welcome to view these documents at any time)</i></li> </ul> <p><b><u>It was therefore agreed that the 'Annual approval of the Premises Improvement Plan and Decoration Plan' would be removed from the annual cycle (Resources Committee). Proposed: TS, Seconded: MGJ.</u></b> Clerk to update records.</p> <p><b>The Governing Body noted the following policies which the committee had approved:</b></p> <ul style="list-style-type: none"> <li>Offsite Activity Organisation Guidance</li> <li>Capability Policy</li> <li>Conduct Policy</li> <li>LGPS Pensions Policy</li> <li>Acceptable Behaviour Policy</li> </ul> <p>The Governing Body also noted the following:</p> <ul style="list-style-type: none"> <li>The Resources Committee were in agreement with the Teacher Pay Award (as detailed on Page 5 of the Resources Committee minutes).</li> <li>The Resources Committee had approved the Internal Audit Programme of Works for the Year 2019-20.</li> </ul>	Clerk	Action Completed
20	<p><b><u>Link Governors – including CET update</u></b></p> <p>Governors recognised that, given the number of changes that have currently occurred on the Governing Body, it would now be a good time to look at the strengths and weaknesses of the current Link Governor system and fill any vacancies. PGU said she had recently been approached by a HoD as they were unsure who their Link Governor was. GSM suggested that he meet with the Clerk outside of the meeting to start a review of the process. Feedback would then be brought to the next meeting. The Clerk advised governors that it was important that any Link Governor system worked well as this was another source of information for governors to review rather than just relying on information from the ELT. GSM said he did not see the Link Governor process as an onerous task and it may be just involvement in the Department Reviews and maybe one other visit per year.</p> <p><b><u>Governor Questions:</u></b></p> <ul style="list-style-type: none"> <li><b>View of HoDs</b> – KS asked if HoDs appreciated having a Link Governor or whether they felt it was a waste of their time. GSM said that when he was a HoD, he very much appreciated governors taking an interest in his department.</li> <li><b>Who drives visits?</b> – RSH asked whose responsibility this was. GSM said his view was that it was down to the HoD to invite the Link Governor in.</li> </ul> <p>As there were no further questions it was agreed that GSM and the Clerk would meet to start a review of the process. Prior to this meeting the Clerk would contact Link Governors to see if they wished to continue with their current role. Other governors</p>		Before next meeting



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	would then be contacted to see if they wished to take on a Link Governor role.	<b>Clerk/GSM</b>	
21	<b>Department Reviews</b> Governors noted the list of Department Reviews in SharePoint. It was noted that the HoD for PE had been in touch with the Clerk to see if a new Link Governor had been appointed and if so to invite them to the Department Review. Unfortunately, at the time of the review a new Link Governor had not yet been appointed.		
22	<b>Chair's Business</b> <ul style="list-style-type: none"> <li>• <b>Succession Planning</b> - GD reminded governors to view the document in SharePoint.</li> <li>• <b>Ofsted Update</b> – GD reminded governors that they will receive notification of an Ofsted Inspection from the Clerk. AHO reminded governors that there was a new Ofsted Framework. Governors noted that this included the 3 I's (intent, implementation and impact).</li> <li>• <b>Principal's Objectives</b> – GD reported that the Principal's Appraisal Panel (GD/KS/TS) had met prior to this a meeting to carry out the Principal's Appraisal. This will now be written up and fed back through the normal process. <i>Clerk's Note: a new member of the Principal's Appraisal Panel will need to be appointed in accordance with the Terms of Reference.</i></li> <li>• <b>Update on SIP (School Improvement Partner)</b> – Governors noted that GSM continues to speak with other Heads). GD reported that there is no update. This will remain an item on the agenda until further notice.</li> <li>• <b>Confirm all governors have completed an up to date skills audit</b> – it was noted that not all governors have completed and returned these. Spare copies were available at the meeting. GD requested that governors do return these as soon as possible so that the Clerk can complete the matrix. A volunteer will then be sought to review the matrix and feedback to the Governing Body.</li> <li>• <b>One-to-One meetings</b> – GD reminded governors that these will take place in HT2. She requested that governors complete their forms and return them to the Clerk as soon as possible.</li> <li>• <b>Remind governors of the procedure if they wish to put items on the agenda</b> – GD reminded governors that if they wished to put an item on the agenda they should contact the Clerk in the first instance.</li> <li>• <b>Remind governors of procedure for dealing with apologies and sanctioning of absence</b> – GD reminded governors that if they were not able to attend a meeting they should send their apologies to the Clerk. Governors recognised the importance of this so that any absences could be accepted at the start of each meeting.</li> <li>• <b>Ensure procedures for dealing with complaints, staff grievances, redundancy and staff appeals are in place and understood by governors</b> – Governors noted that all procedures for dealing with any of these matters were detailed in the relevant policies. Governors involved in panels do receive guidance on this.</li> <li>• <b>Governor interviews for the newsletter</b> – It was noted that, as previously agreed, the College Prefects will conduct the interviews. The Clerk will be contacting Hannah Bown (PE Teacher and Head of Life Skills) to arrange this.</li> </ul>	<p><b>Principals' Appraisal Panel/ Clerk</b></p> <p><b>All</b></p> <p><b>Clerk</b></p> <p><b>All</b></p> <p><b>Clerk</b></p>	<p><b>Before next meeting</b></p> <p><b>ASAP</b></p> <p><b>When audits returned</b></p> <p><b>ASAP</b></p> <p><b>During HT2</b></p>
23	<b>Vice-Chair's Business</b> It was noted there was nothing to report regarding induction/mentors.		
24	<b>Clerk's Business</b> Governors noted the Clerk's Update in SharePoint which covered: <ul style="list-style-type: none"> <li>• Newsletters/Magazines circulated including the Autumn Academy Checklist.</li> <li>• Policies approved by Committees and those to be approved by the Full</li> </ul>		





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	<p>Governing Body (for HT1).</p> <ul style="list-style-type: none"> <li>Outstanding Paperwork (Declaration of Interest Forms, Skills Audits, One-to-One Interview Forms).</li> <li>A request to check governor profiles on the website.</li> <li>A request to sign the Code of Conduct (if approved) before leaving the meeting.</li> <li>The need to be quorate to make decisions (details included within the report)</li> <li>Dates for meetings Governing Body/Committee meetings (a copy of which was included in SharePoint).</li> <li>The need to inform the Clerk of any changes to contact details and car permit details.</li> </ul>		
25	<p><b><u>Feedback from governors on any training/events attended (and to note attendance record for minutes)</u></b></p> <p>Governors noted the document in SharePoint 'Governors meeting and training dates' which details all training, meeting and visits to the College by governors.</p>		
26	<p><b><u>Special Topic for next Full Governing Body Meeting</u></b></p> <p>It was noted that this had already been agreed as 'Staff Governors on the Governing Body' (see item 19).</p>		
27	<p><b><u>Impact - What impact has this meeting had on the outcomes of pupils in our College?</u></b></p> <p>Governors agreed this included:</p> <ul style="list-style-type: none"> <li>A detailed review of the recent examinations (through presentations by the HoDs), including areas of strengths and improvements to be made.</li> <li>Reassurance regarding the SEF (School Evaluation Form).</li> <li>Discussions on how to move the Governing Body structure forward, including a future review of the role of Staff Governors and the filling of many other Governing Body vacancies, roles and responsibilities (and where possible stream-lining current roles/responsibilities).</li> <li>Reaffirming the Aims and Vision of the College.</li> <li>Continued feedback from both the Teaching and Learning and the Resources Committees.</li> </ul>		
28	<p><b><u>Part 2</u></b></p> <p><b><u>The meeting went into Part 2 at 7.50 p.m. Proposed: GD, Seconded: MGJ.</u></b></p> <ul style="list-style-type: none"> <li><b><u>Minutes of the previous meeting:</u></b> The minutes of the meeting on the 17<sup>th</sup> July 2019 were agreed (proposed GD, seconded KS) as a true and accurate record of that meeting and were signed accordingly by the Chair.</li> <li><b><u>There was no new business.</u></b></li> </ul>		
29	<p><b><u>Complaints Update (discussed as part of the Chair/Principal meetings)</u></b></p> <p>No feedback to report at this meeting.</p>		
30	<p><b><u>Performance and Pay Committee Feedback</u></b></p> <p>No meeting held.</p> <p><b><u>The meeting came out of Part 2 at 7.52 p.m. Proposed: GD, Seconded: JRo.</u></b></p>		
31	<p><b><u>Confirmation that:</u></b></p> <ul style="list-style-type: none"> <li><b>all Governors/ELT/Clerk have checked and signed the Register of Business Interests (Statutory Requirement)</b> – it was noted that new forms are currently being completed and the website will be updated as soon as this has been done.</li> <li><b>all Governors have read all of KCSIE (attached) and all staff have read KCSIE (Part 1)</b> – it was noted that all governors present confirmed</li> </ul>	<p>Clerk</p> <p>Clerk</p>	<p>Action Completed</p> <p>After Meeting</p>







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	<p><b><u>appointed as Chair of the Teaching &amp; Learning Committee for 2019/20.</u></b></p> <ul style="list-style-type: none"> <li><b><u>Election of Vice-Chair of the Teaching and Learning Committee 2019-20</u></b></li> </ul> <p>The Clerk informed the Governing Body that there had been no applications for the post in advance of the meeting. JRa stated that, as no-one else had stepped forward, she would be willing to stand but reminded governors that she was a new governor and was therefore still developing her knowledge of governance. Proposed by CN, Seconded by GD. All were in support of JRa standing for Vice-Chair of the Teaching and Learning Committee. It was noted there were no questions for JRa. <i>JRa then left the room at 8.08 p.m.</i> A ballot took place and JRa was voted in as the Vice-Chair of the Teaching and Learning Committee for 2019-20. <i>JRa re-joined the meeting at 8.10 p.m.</i></p> <p><b><u>It was noted that governors had voted unanimously in favour of JRa being appointed as Vice-Chair of the Teaching &amp; Learning Committee for 2019/20.</u></b></p>		
34	<p><b><u>Election of Chair of Resources 2019-20 AND Election of Vice-Chair of Resources 2019-20</u></b></p> <ul style="list-style-type: none"> <li><b><u>Election of Chair of the Resources Committee 2019-20</u></b></li> </ul> <p>The Clerk informed the Governing Body that there had been no applications for the post in advance of the meeting. KS stated that, as no-one else had stepped forward, she would be willing to stand. Proposed by TS, Seconded by MGi. All were in support of KS standing for Chair of the Resources Committee. It was noted there were no questions for KS. <i>KS then left the room at 8.10 p.m.</i> A ballot took place and KS was voted in as the Chair of the Resources Committee for 2019-20. <i>KS re-joined the meeting at 8.12 p.m.</i></p> <p><b><u>It was noted that governors had voted unanimously in favour of KS being appointed as Chair of the Resources Committee for 2019/20.</u></b></p> <ul style="list-style-type: none"> <li><b><u>Election of Vice-Chair of the Resources Committee 2019-20</u></b></li> </ul> <p>The Clerk informed the Governing Body that there had been no applications for the post in advance of the meeting. MGi stated that, as no-one else had stepped forward. Proposed by KS, Seconded by TS. All were in support of MGi standing for Vice-Chair of the Resources Committee. It was noted there were no questions for MGi. <i>MGi then left the room at 8.12p.m.</i> A ballot took place and MGi was voted in as the Vice-Chair of the Resources Committee for 2019-20. <i>MGi re-joined the meeting at 8.14 p.m.</i></p> <p><b><u>It was noted that governors had voted unanimously in favour of MGi being appointed as Vice-Chair of the Resources Committee for 2019/20.</u></b></p> <p><i>JRo left the meeting at 8.14 p.m.</i></p>		
35	<p><b><u>Review and sign Governors Code of Conduct for 2019-20</u></b></p> <p>Governors noted the document in SharePoint. <b><u>All were in agreement that this Code of Conduct should be signed by all governors. Proposed: MGi, Seconded: CN.</u></b> Those present signed the document. It was noted that the Clerk will arrange for those who were not present to sign the document when next in College.</p>	Clerk	ASAP



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36	<b>Agree Committee Membership for 2019-20</b> Governors agreed the Committee Membership for 2019-20, subject to the appointment of a Vice-Chair of Governors at the next meeting.		
37	<b>Date of next meeting:</b> <b>Wednesday 20<sup>th</sup> November 2019 at 5.00 p.m.</b> It was noted the AGM will be prior to the Full Governing Body Meeting. <i>The meeting ended at 8.14 p.m.</i>		