



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Adoption Policy, Flexible Working Requests Policy, Health and Safety Policy, Maternity Policy, Maximising Attendance and Managing Absence Policy, Paternity Policy, Shared Parental Leave (Adoption), Shared Parental Leave (Birth) and Time off for Adoption Appointments Policy

Policies approved at this meeting: None

Meeting 4 – Part 1 Minutes			
Date/Time	Wednesday 21 st March 2018 at 5.00 p.m.	Location	PE3, HCC
Attendees	Initials	Attendees	Initials
Janet Boland (Governor)	JB	Richmal Shorter (Governor)	RSH
Charlotte Bowles (Governor)	CBO	Tony Smith (Governor)	TS
Gill Donne-Davis (Chair of Governors)	GD	Glenn Smith (Principal/Governor)	GSM
Mireille Gaches (Governor)	MGa	Kate Smith (Governor)	KS
Mark Gibbs (Governor)	MGi	Sheran Taylor (Vice-Chair – Governors)	ST
Margaret Evans (Governor)	ME	Andy Holt (Senior Vice-Principal)	AHO
Siobhan Kent (Governor)	SK	Matt Burrell (Director of Finance)	MBU
Simon Maplesden (Governor)	SMA		

Apologies	Initials
Stephanie Johnson (Governor)	SJ
Dave Travers (Governor)	DT

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk
Lee Mann	LM	Sixth Form
Jack Young	JY	Sixth Form

Minutes to
Attendees
Governors
School Website

	Agenda	Led by
1	Apologies and Quorum	Chair
2	Declarations of Interest	Chair
3	Special Topic (1): Young Enterprise Presentation	Sixth Form
4	Principal’s Update <ul style="list-style-type: none"> • New Assistant Principal (Maternity Cover) and Staffing Update • Safeguarding Update • Mental Health Update • Feedback on Visit(s) from External Partners • Feedback on any HLC Meetings 	GSM
5	Academy Trust and Governing Body vacancies/appointments: <ul style="list-style-type: none"> • Parent Governors – 2 vacancies (update) • Member (Academy Trust) vacancy • New Term – ME (until 25.03.2022) 	Chair
6	ELT Report	AHO
7	Director of Finance and Resources Update	MBU
8	Letters and correspondence from ESFA (Education and Skills Funding Agency) to academy trusts	MBU
9	Working Party Update – Termly review of Risk Register – also HT2/6	MBU
10	Minutes of the last meeting – 31st January 2018	Chair
11	Matters arising <ul style="list-style-type: none"> • Item 3 - Special Topic (1): Presentation by RRO on Ready to Learn – To note updates will now be provided through the Teaching & Learning Committee meetings. • Item 6 - Special Topic (2): Presentation by AHO on the new Analyse School 	Chair



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	<p>Performance System (ASP) - see item 20.</p> <ul style="list-style-type: none"> Item 12 – Policy Review - Children in Care (SMART Objectives) – update will be through Teaching and Learning Committee feedback - see item 14. 	
12	<p>Policy Review</p> <ul style="list-style-type: none"> Appraisal for Teachers Policy Associate Staff Appraisal Scheme 	GSM/MBU
13	Feedback regarding benchmarking statistics from both committees - agree action points, timescales and success criteria	TS/MBU
14	Teaching & Learning Committee Feedback - including policies and DDP	JB
15	Resources Committee – including policies	TS
16	Supporting Transgender and Gender Diverse Pupils – Working Party Feedback	SMA
17	<p>Chair’s Business</p> <ul style="list-style-type: none"> Principal’s Targets – SMART Objectives Strategic Plan Working Party – to approve plan Chairs’ Meeting – now cancelled One-to-one meetings – those outstanding New Website (Governance Page) – including reminder to check profiles Skills Audits – all returned, matrix completed 	Chair
18	<p>Clerk’s Business</p> <ul style="list-style-type: none"> Admin Email (to note) Governance Alert 21.17.18 – DfE Guidance Notes 	Clerk/RSH
19	<p>Feedback from governors on any training/events attended</p> <ul style="list-style-type: none"> Chairs’ Update (GD) Managing Formal Proceedings (Clerk) Introduction to Health and Safety (ST) Bishop Fleming Seminar (MBU) Removing Unnecessary Workload (JB) 	All
20	Analysing School Performance	AHO
21	Special Topic (2): Fundraising – Ideas for an event that can be repeated annually	TS
22	Ski Trip	GSM
23	Special Topic for next Full Governing Body Meeting	Chair
24	Part 2 – Performance and Pay Committee Feedback - meeting cancelled	Chair
25	What impact has this meeting had on the outcomes of pupils in our College?	Chair
26	Part 2 – minutes from previous meeting and any new business	Chair
27	Date of next meeting – Wednesday 23 rd May 2018 at 5.00 p.m.	Chair

Ref	Action or Decision	Action	Date Due
1	<p>Apologies and Quorum</p> <p>GD welcomed everyone to the meeting. Apologies were accepted from SJ and DT. It was noted that there was a quorum present.</p>		
2	<p>Declarations of Interest</p> <p>The following declarations of interest were noted:</p> <ul style="list-style-type: none"> ST – is an employee of RoC (Robert Owen Communities). The college let the Community Use Building to RoC on a regular basis. JB - casual work at the college (invigilator, mini-bus driver, learning support). Staff – all staff related items. 		
3	<p>Special Topic (1): Young Enterprise</p> <p>GD welcomed the Sixth Form Young Enterprise Team 'Novel Ideas' to the meeting. The team presented to governors on their journey from starting the scheme through to their current success in competitions. Governors viewed the folder they had</p>		



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	<p>produced documenting this. Governors were shown photographs of the Christmas Trees/Hedgehogs they made from used library books to raise the initial money for their final project the 'Devon Cookbook'. The team updated governors on their roles within 'Novel Ideas', the support they had been given internally/externally, the commitment involved (particularly time), the fairs they had been involved in and their plans for the future. Governors were given the opportunity to view and purchase the cookbook. All were very impressed with the quality and content of the book. All agreed that there was potential for the team to do very well in the future if they continued to market the book. Governors discussed with the team the ideas they had including copyright and an ISBN number.</p> <p>GD thanked the team for their presentation. <i>Novel Ideas left the meeting at 5.20 p.m.</i></p>		
4	<p><u>Thank You – Snow Day</u></p> <p>GD stated that, before the next agenda item, she would like to take the opportunity to thank the staff at the College for all their work in managing the recent College closures due to the snow. As a parent she felt that the communication out to all parents was excellent as it was very prompt and clear. All Parent Governors agreed. She also asked for the Premises Team to be thanked on behalf of the Governors for <u>their hard work and commitment</u> in ensuring the campus was opened as soon as it was considered safe to do so. GSM said that much of this work has been done by Mick Robson and Roy Huxley who were in on the days prior to the College re-opening clearing snow. SMA said that, as a member of staff he appreciated, the early notice. All staff governors agreed. GD added that she also felt GSM's quick decision making led the way for the feeder primary schools as they were able to follow suit. TS stated that it was important to remember that the processes and systems in place at HCC, which made the management of this situation very effective, could be used in future for any event which involved the College closing (not just snow). All agreed. GSM stated that with every situation a full review is carried out by the ELT.</p> <p><u>Principal's Update</u></p> <ul style="list-style-type: none"> • <u>New Assistant Principal (Maternity Cover – Teaching and Learning) and Staffing Update</u> <ul style="list-style-type: none"> ➤ GSM reported that PWY (Pippa Wyatt – PE Teacher and Head of Learning (HoL) for Years 8 and 9) had been successful in her application for the temporary post which would commence on the 25.04.2018. There were 3 candidates, all very good. All candidates had felt that the opportunity to go through a comprehensive selection process was very beneficial to them even if they weren't successful on this occasion. PWY's Year 8 role will be covered by the HoL for Transition/Year7 and her Year 9 role by the HoL Year 10/11. Both are very experienced in their roles which is why the decision was made to ask them to take on additional years. The ELT recognised that they could have made the decision to provide a development opportunity for other staff but having taken into account the best interests of the students they decided this was the best way forward. Both HoLs will require additional non-teaching time to fulfil these roles. Additionally PWY will need to reduce her teaching commitments to fulfil her temporary role. Work is now in progress to cover the teaching commitments. Now that governors have been informed staff will be emailed. ➤ GSM reported that the member of the English Department who was absent for some time is now back in College. All is fine. AHO stated that governors could be reassured that the process in College for staff who are absent is very supportive. 	MBU	To note



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	<ul style="list-style-type: none"> • Safeguarding Update – GSM updated governors on the number of Child Protection Orders and Children in Care. • Mental Health Update – GSM reported that the Head of Sixth and 2 other members of staff have set up a team looking at mental health in the Sixth Form. The Early Help 4 Mental Health team continue to meet. • Feedback on Visit(s) from External Partners – GSM reported that there have been no visits since the last Full Governing Body meeting. • Feedback on any HLC Meetings – GSM reported that a meeting had been scheduled for the Monday just gone, however due to the snow and schools being closed this had been postponed. RRO (Rob Robson – Vice-Principal Pastoral) will be attending the next meeting to represent the College instead of GSM (as the HLC schools want to hear about the Ready to Learn scheme at HCC). 		
5	<p>Academy Trust and Governing Body vacancies/appointments:</p> <ul style="list-style-type: none"> • Parent Governors – 2 vacancies (update) – GD reported that the 2 vacancies would be advertised after the College holidays. MBU had been asked for his comments on the current advert and he had made some suggestions as to how to make potential candidates aware of the time commitment. These had been incorporated into the advert. GD stated that it would be beneficial if Parent Governors could make themselves available to speak with parents who are interested. Parent Governors agreed this would be a good idea. • Member (Academy Trust) vacancy – GD stated that further work is required before a decision is made regarding who will fulfil this role. Governors suggested that Members may wish to consider ex-governors or governors from other schools. Members noted this. KS asked if the Members would now be looking to recruit non-governors as Members as was the current recommendation. GD confirmed this would be the case. • Re-appointment – ME (25.03.2022) – GD reported that ME had been reappointed for a further 4 year period. GD thanked ME for her continued commitment to the College. All were pleased to hear that ME would be remaining as a governor. <p><u>It was therefore noted that ME (Margaret Evans) had been re-appointed by Members as an ‘Appointed Governor’ for a further 4 year term (to end 25.03.2022). All of the necessary paperwork has been completed.</u></p>	<p>Clerk</p> <p>Parent Governors</p> <p>GD</p>	<p>To note</p> <p>To note</p> <p>To note</p>
6	<p>ELT Report</p> <p>Governors noted the ‘Skinny SEF’ which was circulated prior to the meeting. In addition GSM stated that he wished to make governors aware of the following:</p> <ul style="list-style-type: none"> • Ready to Learn – this is going well and has made a significant impact on decorum on site particularly with regards to low level disruption. GSM did not consider behaviour at HCC to be an issue. He knows from feedback from supply teachers that they are always keen to return to HCC as the behaviour is good. However, the ELT just wanted to make behaviour even better. GSM said that it was the very good organisation by RRO combined with the support from ELT and staff that had made this scheme successful. He added that given current data at the College regarding behaviour this was the right time to introduce ‘Ready to Learn’. 		



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	than the current one year budget. This will not be an issue for HCC as MBU currently prepares a 5 year internal budget. There were no comments.																																				
9	<p><u>Working Party Update – Termly Review of Risk Register – also HT2/6</u> MBU reported that all 3 Working Parties had now met (Teaching and Learning, Resources and Full Governing Body) and the following was being recommended:</p> <p>RISK REGISTER VERSION: 4.17 to 4.18</p> <p>Amendments:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Section</th> <th style="text-align: center;">Risk</th> <th style="text-align: center;">Amendment</th> <th style="text-align: center;">Previous Risk Score</th> <th style="text-align: center;">New Risk Score</th> <th style="text-align: center;">Responsible Committee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2k</td> <td style="text-align: center;">Failure to maximise income</td> <td style="text-align: center;">Change in risk title from “Failure to maximise income” to “Failure to maximise additional income/funding”</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">Resources</td> </tr> <tr> <td style="text-align: center;">4h</td> <td style="text-align: center;">Low morale</td> <td style="text-align: center;">Change in responsible committee from “Resources” to “Full GB”</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">Resources</td> </tr> </tbody> </table> <p>Additions:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Section</th> <th style="text-align: center;">Addition</th> <th style="text-align: center;">Risk Score</th> <th style="text-align: center;">Responsible Committee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">None.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Removals:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Section</th> <th style="text-align: center;">Removal</th> <th style="text-align: center;">Risk Score</th> <th style="text-align: center;">Responsible Committee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">None.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><u>All were in agreement. MBU was asked to update the register. The summary will be circulated with the draft minutes. Proposed: MGa, Seconded: KS.</u></p>	Section	Risk	Amendment	Previous Risk Score	New Risk Score	Responsible Committee	2k	Failure to maximise income	Change in risk title from “Failure to maximise income” to “Failure to maximise additional income/funding”	-	-	Resources	4h	Low morale	Change in responsible committee from “Resources” to “Full GB”	-	-	Resources	Section	Addition	Risk Score	Responsible Committee	None.				Section	Removal	Risk Score	Responsible Committee	None.				Clerk	Action Completed
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10	<p><u>Minutes of previous meeting</u> It was noted the minutes of the meeting held on the 31st January 2018 had been circulated to all governors in advance of the meeting.</p> <p><u>The minutes were then agreed (proposed ST, seconded JB) as a true and accurate record of that meeting and signed accordingly by the Chair.</u></p>	Clerk - To file and website	Action Completed																																		
11	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • Item 3 - Special Topic (1): Presentation by RRO on Ready to Learn – The Governing Body noted that updates will now be provided through the Teaching & Learning Committee meetings. • Item 6 - Special Topic (2): Presentation by AHO on the new Analyse School Performance System (ASP) – It was noted that an update will be covered by item 20. • Item 12 – Policy Review - Children in Care (SMART Objectives) – It was noted that an update will be provided through the Teaching and 																																				



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Policies approved at this meeting: None

Ref	Action or Decision	Action	Date Due
	Learning Committee feedback - see item 14.		
12	<p>Policy Review</p> <ul style="list-style-type: none"> • Appraisal for Teachers Policy – it was noted that no changes were being recommended. • Associate Staff Appraisal Scheme – MBU stated that he has updated this policy to bring it into line with the appraisal system for teachers and to ensure it reflected that Associate Staff are now appraised through the Perspective System. <p>Questions/Comments: Interim Review at 6 Months KS said she felt very strongly that the process should include an interim review at 6 months which is documented. She felt the current appraisal process (as set out in the policy) did not provide a member of staff with the opportunity to be told how they are doing throughout the year (although she understood that in practice line managers are encouraged to give feedback and meet with appraisees). GSM asked for clarification as to whether KS would like this included for Teaching or for Associate Staff. KS stated that it was both.</p> <p>GSM explained that teachers have formal observations each term which is an opportunity for line managers to provide feedback. He believed this kept the appraisal process on the boil. He added that in education there is not the time to have lunch breaks etc, so it would be very difficult to find time to schedule in extra meetings at a time that suits both the appraisee/appraiser.</p> <p>GSM questioned when these reviews would take place and asked why an additional one would make any difference. He explained that if a teacher is not performing in any of the teacher standards it would not be possible to wait a month until the interim review to bring this to their attention. He reminded all present that there must be no any surprises at an appraisal meeting.</p> <p>MGi pointed out that if all was fine at the 6 month review the appraisee would just carry on as normal. However, GSM said that if an issue then arose at 7 months you could not wait until the annual appraisal to address this. MGi did not think this would make any difference to the appraisal process and it was no different than if an issue arose in the first month. GSM agreed that any issues must be acted on at the time they are identified (i.e. by keeping the appraisal process on the boil).</p> <p>ME said that there must be a formal record at an interim point in the year when both the appraiser/appraisee could feed back. GSM questioned what the point of this would be. ME explained it was an opportunity to formally record and update objectives and to include anything that was omitted or a change in work. GSM stated that if the appraisee had a change in work it was unlikely to change the objectives/targets. He re-iterated that you would not wait until a 6 month review to tell someone that they are not meeting their targets so he could not see the point of this meeting. He pointed out that there are internal processes in place at the College to manage underperformance.</p> <p>JB stated that from an educational background she felt the appraisal process should be a continual process and did not think a review at 6 months would work. She added that learning walks and lesson observations are the processes in place to identify issues.</p> <p><i>AHO left the meeting at 5.58 p.m.</i></p>		



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	<p>GSM stated that he did not want a mid-year review which meant feedback was put on the 'back burner' until the review. Feedback must be through weekly meetings, HoD (Head of Department) meetings, learning walks, lesson observations and department reviews. The ELT Link would then facilitate any department feedback. <i>AHO re-joined the meeting at 6.01 p.m.</i></p> <p>GSM stated that there was no spare time in the teaching timetable (i.e. non-contact time) for an appraiser to sit down with an appraisee. MGi explained that the point that he/KS and ME were making is that you already have in place opportunities for feedback but they are not documented within the policy. It would be good practice to do so.</p> <p>TS stated that it was particularly important for a new appraisee to have time to sit down and be given feedback. SMA explained that there is a scheme in place for NQT (Newly Qualified Teachers). He also pointed out that time within the 1265 (how many hours a teacher has to work with each year) is very tight. TS stated that his point was more about teachers who have completed their NQT but were still new in post. GSM explained that MCA is already working on an idea for an RQT (Recently Qualified Teacher) bespoke programme.</p> <p>KS said that she understood that GSM was stating that there are systems in place, such as learning walks, which provide an opportunity for feedback. She asked if these were documented. GSM stated that this would only be the case if the monitoring column was updated. KS stated that, if the policy included a statement about the role of the appraiser/appraisee, this would clarify the issue raised. All agreed.</p> <p>JY asked how student satisfaction was measured teacher to teacher. GSM explained this was through Student Voice. JY asked if feedback was random. JB confirmed it was and she could speak from experience having been involved in a number of different Student Voice sessions covering all age groups and abilities.</p> <p><u>As there were no further questions/points to raise it was agreed that both policies would be reviewed by the ELT and a statement included clearly setting out the role of the appraiser/appraiser. These would be brought back to the next Full Governing Body meeting as the Performance and Pay Committee would not meet until after this date.</u></p>	ELT	23.05.18 (Agenda item HT5)
13	<p><u>Feedback regarding benchmarking statistics from both committees -agree action points, timescales and success criteria</u></p> <p>TS stated that the Resources Committee had reviewed Benchmarking Data for 2018 produced by Bishop Fleming. This had identified nothing of concern and was useful information for the College. The report was included within the cost of the package for Bishop Fleming.</p>		
14	<p><u>Teaching & Learning Committee Feedback (including policies & DDP Feedback)</u></p> <p>JB reported that she wished to highlight the following items:</p> <ul style="list-style-type: none"> • CPD – MCA had updated the committee on the budget and the coverage across departments. • More and Most Able – the committee had the opportunity to look at the policy as part of the update. • Children in Care – the committee still need to look at the objectives and a request to make then SMART (including the suggestions from SMA). 		



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15	<p><u>Resources Committee (including policies)</u></p> <p>TS reported that MBU had covered most of the issues within his updates, however he felt it was important for the Governing Body to remain aware of the main issue (i.e. the concern over finances). The committee continue to thoroughly monitor the finances including the level of the reserves. There is no spare money and the College cannot let the reserves fall further.</p> <p>The Governing Body noted the following policies which the committee had approved:</p> <ul style="list-style-type: none"> • Adoption Policy, • Flexible Working Requests Policy (one small amendment to wording) , • Health and Safety Policy (the committee adopted the Devon County Council Model Policy), • Maternity Policy, • Maximising Attendance and Managing Absence Policy, • Paternity Policy, • Shared Parental Leave (Adoption), • Shared Parental Leave (Birth) and • Time off for Adoption Appointments Policy 	Clerk- to file and website	Action Completed
16	<p><u>Supporting Transgender and Gender Diverse Pupils – Working Party Feedback</u></p> <p>SMA reported that he had met with JB and JY (apologies were sent by LM who was in a lesson). Governors noted the minutes from the meeting which were circulated prior to this meeting. SMA stated that there had been a lot of discussion and questions raised, which then led onto further questions, so there was clearly a lot more</p>		



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	work/discussion needed. SMA reported that the main action from the meeting was to look at setting up at LGBT (Lesbian, Gay, Bisexual and Transgender) Group at School. A second meeting will be organised and SMA will feedback to this meeting.	SMA/KS/JY/LM	23.05.18
17	<p><u>Chair’s Business</u></p> <ul style="list-style-type: none"> • Principal’s Targets – GD reported that she has met with KS and GSM and reviewed the targets. These were re-ordered and tidied up by KS and forwarded to GSM for his comments. He is content. These will be shared with governors before the next meeting. • Strategic Plan Working Party (5 Year Strategic Statement 2017/18 – 2021/11) – AHO reported that in future the Governing Body will review the strategic plan annually and it will be discussed at the AGM. A monitoring column will be added and the updated plan added to the website in January of each year. AHO asked if there were any questions. There were none. KS stated that it was good to see how all of the College plans were consistent with each other. <p><u>The Governing Body therefore approved the 5 Year Strategic Statement 2017/18 – 2021/22. Proposed: KS, Seconded: MGa.</u> AHO asked the Clerk to arrange for the document to be added to the website (in ‘About/Key Documents’).</p> <ul style="list-style-type: none"> • Chairs’ Meeting – GD reminded governors that the purpose of these meetings was for the Chair/Vice-Chair and Committee Chairs to provide support to each other in the early stages of their new roles on the Governing Body. The Principal also attended. However, all now felt that there was no further need for formal meetings. Instead, the group would catch-up informally if the need arose. • One-to-one meetings – GD stated that there were a number outstanding and requested that these be completed as soon as possible. The Clerk will re-issue the list. • Skills Audit – It was noted that all of the audits have now been returned and the Clerk has updated the matrix. There a number of very minor queries which the Clerk is following up with individual governors before forwarding the finalised document to the Chair. • New Website (Governance Page) – including reminder to check profiles. AHO showed governors the new website including the governor page and the profiles. <u>Governors requested that the minutes record a ‘thank you’ to NRI (Nathan Riggs – IT Department and Website Manager at HCC).</u> MBU explained that the new website was an action from the Marketing Working Party. The maintenance of the website will be done at HCC. It is hoped that the website will also include a virtual tour of the Campus (again this is an idea which has evolved from the Marketing Working Party). MBU asked governors to take some time after the meeting and feedback any comments to him. ME stated that the website was brilliant. ST added that having ParentPay on the front page was very helpful. Governors also felt it would be good to include the names of the Sixth Form Representatives on the front page. The Clerk was asked to organise this (note: agreement given by Head of Sixth 23.03.18). • Admissions Committee of the Governing Body – GD advised governors 	<p style="text-align: center;">GD/Clerk</p> <p style="text-align: center;">Clerk/MBU</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">MBU</p> <p style="text-align: center;">All</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>	<p style="text-align: center;">23.05.18</p> <p style="text-align: center;">To note</p> <p style="text-align: center;">29.03.18</p> <p style="text-align: center;">Action Completed</p> <p style="text-align: center;">To note</p> <p style="text-align: center;">To note</p> <p style="text-align: center;">23.05.18</p> <p style="text-align: center;">Action Completed</p> <p style="text-align: center;">Agenda</p>



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Adoption Policy, Flexible Working Requests Policy, Health and Safety Policy, Maternity Policy, Maximising Attendance and Managing Absence Policy, Paternity Policy, Shared Parental Leave (Adoption), Shared Parental Leave (Birth) and Time off for Adoption Appointments Policy

Policies approved at this meeting: None

Ref	Action or Decision	Action	Date Due																																																			
	that the Clerk would be circulating draft Terms of Reference prior to the next Full Governing Body meeting. Governors would be asked to adopt these at the next meeting.		item HT5																																																			
18	<p><u>Clerk’s Business</u></p> <ul style="list-style-type: none"> • Admin Email – Governors noted the email circulated 20.03.18 which was just a reminder of any newsletters etc. circulated and dates to note. • Governance Alert 21.17.18 – Department for Education Guidance Notes – RSH referred the Governance Alert previously circulated to all governors and said she wished to highlight the link to 2 factsheets regarding the new GCSEs. She felt these were very useful. A number of other governors agreed. AHO stated that last year he had provided parents/carers with a thorough update on the new system through the College newsletter. JB agreed but suggested it may be good to repeat this. 	AHO	To note																																																			
19	<p><u>Governor Training/Events and Involvement (since the previous meeting)</u> Governors noted the email circulated 20.03.18 which included details of governor attendance at training/events (as well as future dates and a reminder about newsletters from various sources).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Date</th> <th style="text-align: center;">Event</th> <th style="text-align: center;">Who</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Various</td> <td style="text-align: center;">CET (Governor Rep)</td> <td style="text-align: center;">CBO</td> </tr> <tr> <td style="text-align: center;">1st February 2018</td> <td style="text-align: center;">Link Governor process (meeting)</td> <td style="text-align: center;">JB And GSM</td> </tr> <tr> <td style="text-align: center;">5th February 2018</td> <td style="text-align: center;">Strategic Plan Working Party</td> <td style="text-align: center;">GD, MGi, KS and AHO</td> </tr> <tr> <td style="text-align: center;">5th February 2018</td> <td style="text-align: center;">Safeguarding Training (Mandatory)</td> <td style="text-align: center;">SJ</td> </tr> <tr> <td style="text-align: center;">7th February 2018</td> <td style="text-align: center;">Introduction to Health & Safety Course</td> <td style="text-align: center;">ST</td> </tr> <tr> <td style="text-align: center;">7th February 2018</td> <td style="text-align: center;">Associate Staff Meeting</td> <td style="text-align: center;">KS</td> </tr> <tr> <td style="text-align: center;">19th February 2018</td> <td style="text-align: center;">Data Working Party</td> <td style="text-align: center;">MGa, SJ, ST and AHO</td> </tr> <tr> <td style="text-align: center;">21st February 2018</td> <td style="text-align: center;">Marketing Working Party</td> <td style="text-align: center;">KS, TS and MBU</td> </tr> <tr> <td style="text-align: center;">22nd February 2018</td> <td style="text-align: center;">Managing Formal Proceedings – the Role of the Clerk (Course)</td> <td style="text-align: center;">SM</td> </tr> <tr> <td style="text-align: center;">22nd February 2018</td> <td style="text-align: center;">Progress Evening - Y11</td> <td style="text-align: center;">JB and KS</td> </tr> <tr> <td style="text-align: center;">26th February 2018</td> <td style="text-align: center;">Assistant Principal Appointment (Temporary)</td> <td style="text-align: center;">CBO, SMA, RSH, SM and GD</td> </tr> <tr> <td style="text-align: center;">28th February 2018</td> <td style="text-align: center;">Chair & Principal Meeting</td> <td style="text-align: center;">GD, KS and GSM</td> </tr> <tr> <td style="text-align: center;">5th March 2018</td> <td style="text-align: center;">Resources Pre-Agenda Setting</td> <td style="text-align: center;">ME, TS and MBU</td> </tr> <tr> <td style="text-align: center;">5th March 2018</td> <td style="text-align: center;">Governor Audit Check</td> <td style="text-align: center;">ME</td> </tr> <tr> <td style="text-align: center;">6th March 2018</td> <td style="text-align: center;">Young Enterprise Presentations</td> <td style="text-align: center;">KS, JB, SJ and RSH</td> </tr> <tr> <td style="text-align: center;">7th March 2018</td> <td style="text-align: center;">LGBT Governor Working Group</td> <td style="text-align: center;">SMA, KS and JY</td> </tr> </tbody> </table>	Date	Event	Who	Various	CET (Governor Rep)	CBO	1 st February 2018	Link Governor process (meeting)	JB And GSM	5 th February 2018	Strategic Plan Working Party	GD, MGi, KS and AHO	5 th February 2018	Safeguarding Training (Mandatory)	SJ	7 th February 2018	Introduction to Health & Safety Course	ST	7 th February 2018	Associate Staff Meeting	KS	19 th February 2018	Data Working Party	MGa, SJ, ST and AHO	21 st February 2018	Marketing Working Party	KS, TS and MBU	22 nd February 2018	Managing Formal Proceedings – the Role of the Clerk (Course)	SM	22 nd February 2018	Progress Evening - Y11	JB and KS	26 th February 2018	Assistant Principal Appointment (Temporary)	CBO, SMA, RSH, SM and GD	28 th February 2018	Chair & Principal Meeting	GD, KS and GSM	5 th March 2018	Resources Pre-Agenda Setting	ME, TS and MBU	5 th March 2018	Governor Audit Check	ME	6 th March 2018	Young Enterprise Presentations	KS, JB, SJ and RSH	7 th March 2018	LGBT Governor Working Group	SMA, KS and JY		
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HONITON COMMUNITY COLLEGE ACADEMY TRUST

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Policies approved at this meeting: None

Ref	Action or Decision			Action	Date Due
	7 th March 2018	Fitness Suite Induction – for 6 th Form Triathlon	KS		
	7 th March 2018	T&L Risk Register Working Party HT4	JB, AHO and MBU		
	7 th March 2018	KS4 Information Evening	ST		
	8 th March 2018	DfE Event – Removing Unnecessary Teacher Workload	JB		
	12 th March 2018	Strategic Plan Working Party	GD, MGi, KS and AHO		
	12 th March 2018	Resources Risk Register Working Party HT4	ME, TS, KS and MBU		
	12 th March 2018	EVOLVE – Overview	ST and GSM		
	15 th March 2018	Progress Evening - Y8	JB and KS		
	20 th March 2018	Chairs’ Update	GD		
	21 st March 2018	Shadow A Lesson Observation (Maths)	TS		
	21 st March 2018	Marketing Working Party	KS, MGi and MBU		
	21 st March 2018	Pupil Premium Link Governor Meeting – HT4 (Spring Term)	MGa and AHO		
	21 st March 2018	One-to-One Meeting	RS and GD		
	21 st March 2018	FGB Risk Register Working Party HT4	KS and MBU		
	<p>The following were highlighted:</p> <ul style="list-style-type: none"> • Chairs’ Update – GD reported that this was a good opportunity to network and to be brought up to date on key issues. She said that she was reassured that at HCC the Governing Body is operating effectively. • Managing Formal Proceedings – The Clerk stated that the course was very worthwhile. She also felt having attended the course the systems and processes at HCC were working well and there was nothing of concern. She would be meeting with the Vice-Principal Pastoral in the near future to discuss some administrative points made on the course. • Introduction to Health and Safety – ST stated she had attended the course and would recommend it to other governors. She had 2 queries she wished to raise 1. Whether the College was registering radioactive sources (RSH as Science Technician was able to reassure ST that this was done) and 2. Whether MBU was aware of an issue with Elm trees (MBU confirmed he was and added that at HCC, to the best of his knowledge, there were none). • Bishop Fleming Seminar – MBU attended this seminar and stated that it was a general update about the next set of accounts. • Removing Unnecessary Workload – JB reported that she has attended this event with the Vice Principal Teaching and Learning. She added that some of the material presented was as a result of a project that SMA had been involved in. She found the day useful but was not sure that some of the suggestions for removing teacher workload were practical. SMA agreed. <p><i>ST left the meeting at 6.34 p.m.</i></p>				



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Policies approved at this meeting: None

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20	<p><u>Analysing School Performance</u> AHO reported that logins/passwords had not yet been issued to Governors as he was considering what would be the best way to set these up (e.g. with the Clerk as Administrator). However, he reminded governors that through the regular updates he provides at the various meetings, all governors are up to date with regards to data.</p>	AHO	23.05.18
21	<p><u>“Fundraising” – Ideas for an event that can be repeated annually</u> TS stated that he had requested this special topic. He originally intended this to be done in small groups but given the time his suggestion was that there was an open discussion instead. All agreed.</p> <p>TS said the College need to look at ways to raise money and their profile. He felt that an annual/bi-annual event which sets the College out from others would be good (maybe even by linking in with another event so the facilities can be borrowed). His ideas included a sporting event (to showcase the new building) or an open-air concern (possible using sharing facilities with another event).</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Local events – JB shared a list of events already taking place in Honiton with Governors. TS said he hoped that the College event could be much bigger than this. • Auction - JY suggested an auction which involved local businesses. TS said he felt this could be quite narrow and although it would raise a lot of money it may not raise the profile of the College. • Week of Events – TS suggested a week of events (maybe sporting). JY felt this would be good as the new sports building could be used. • Partnership – GD suggested working in partnership with a local club (e.g. running club). <p><i>ST re-joined the meeting at 6.42 p.m.</i></p> <ul style="list-style-type: none"> • Agricultural Show – TS suggested linking in with this show but JB pointed out this was in the school holidays which would be difficult for staff/students. • Parents – MGa suggested approaching parents who may have a particular skill that could be used to help with an event. • Christmas Fair – TS suggested an event such as this, however JB pointed out that this was already done by a number of local venues/groups. • Duke of Edinburgh – ST suggested seeing if any students could assist with this as part of their award (the volunteering section). <p>TS asked for governors to give further thought to this outside of the meeting and to email the Clerk or himself with any suggestions that could be taken to the Marketing Working Party (note: reminder email sent out by Clerk 23.03.18).</p>	All	24.04.18
22	<p><u>Special Topic for Next Full Governing Body</u> GD informed governors that the Head of Sixth had offered to present to them on the 16-19 Bursary. All agreed that this would be beneficial.</p> <p><u>Clerk’s note:</u></p> <ul style="list-style-type: none"> • Auschwitz – the 2 Sixth Form Students who visited Auschwitz as part of a South West Trip will present to governors on this visit. • Sixth Form – the Head of Sixth will also present on UCAS (current offers) and the Sixth Form Alumni. <p>KS referred to the monitoring column on page 1 of the Detailed Development Plan and asked AHO when he would be presenting to governors on item 1.a.i</p>	Clerk	Agenda item HT5
		AHO	Agenda item



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Policies approved at this meeting: None

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	<p>'Aspiration'. AHO said that this would now be in May. The work of the Change Team is due to be included in the Celebration of Teaching and Learning Event which will take place soon.</p> <p><i>JB left the meeting at 6.52 p.m.</i></p>		HT5
23	<p><u>Ski Trip</u></p> <p>GSM stated that he had wished to share the Ski Trip PowerPoint with governors but given the time he would like to suggest that they access the College website and view this outside of the meeting. All agreed.</p>	All	To note
24	<p><u>Performance and Pay Committee Feedback</u></p> <p>It was noted this meeting was cancelled (as it would not have been quorate). The policies on the agenda have now been discussed at this meeting.</p>		
25	<p><u>Impact - What impact has this meeting had on the outcomes of pupils in our College?'</u></p> <p>The following was noted:</p> <ul style="list-style-type: none"> • A discussion regarding the new temporary Assistant Principal and how to backfill lessons etc. • Young Enterprise – the opportunity for governors to support this. • Policies – the review of both the policies for teachers and associate staff (and the agreement to look at a sixth month review). • LGBT – support for students. • Fundraising – including an annual event. <p><i>LM and JY left the meeting at 6.54 p.m.</i></p>		
26	<p><u>Part 2</u></p> <p>The meeting went into Part 2 at 6.52 p.m. Proposed GD, Seconded SK.</p> <p>The meeting came out of Part 2 at 7.03 p.m. Proposed GD, Seconded: MGa.</p>		
27	<p><u>Date of next meeting:</u> Wednesday 23rd May 2018 at 5.00 p.m. – PE3</p> <p><i>The meeting ended at 7.03 p.m.</i></p>		