



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Feedback and Assessment Policy, Policy for Setting the Standards of Acceptable Behaviour, Accessibility Plan, Asbestos Policy, Balances and Reserves Policy, Conduct Policy, Gifts and Hospitality Policy, Data Protection and GDPR Policy, Grievance Policy, LGPS Pensions Discretion Policy, ICT Policy, Minibus Policy

Policies approved at this meeting: Child Protection and Safeguarding Policy, Complaints Policy (names updated), Equality Policy (objectives updated), Governors Allowances (Expenses) Policy, Health and Safety Policy (names updated), Pay Policy, Staff Leave and Absence Policy

Meeting 2 (Virtual Meeting on MICROSOFT TEAMS) – Part 1 Minutes

Date/Time	Wednesday 18 th November 2020 at 5.05 p.m.	Location	Virtual Meeting (MICROSOFT TEAMS)	
Attendees	Initials	Attendees	Initials	
Alastair Anderson (Governor)	AA	Claire Nuttall (Governor)	CN	
Margaret Evans (Governor)	ME	Jenny Rawlins (Governor)	JRa	
Mark Gibbs (Governor)	MGi	Jackie Rock (Vice Chair of Governors)	JRo	
Philippa Gurney (Ambassador)	PGU	Glenn Smith (Principal/Governor)	GSM	
Jessie Hay (Director of Finance and Resources/Company Secretary)	JHA	Kate Smith (Governor)	KS	
Chris Meek (Governor)	CM	Tony Smith (Chair of Governors)	TS	

Apologies	Initials
Amy Dytor (Ambassador)	ADY
Duncan Sheridan-Shaw (Governor)	DSS
Richmal Shorter (Ambassador)	RSH
Debbie Stuart (Governor)	DSt

Absent without Apology	Initials

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

Minutes to
Attendees
Governors
Website

	Agenda	Led by
1	Welcome and apologies for absence	Chair
2	Declarations of Interest	Chair
3	Minutes of last meeting (21.10.2020)	Chair
4	Matters Arising <u>Previous Items</u> <ul style="list-style-type: none"> • Principal’s Report (Visit(s) from External Partners): Cost and frequency of the visits by the School Improvement Partner to be discussed and agreed by TS, KS and GSM. <u>New Item</u> <ul style="list-style-type: none"> • Item 4 – Matters Arising: Pupil Premium – One governor to hold virtual meeting 	TS/KS and GSM



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	<p>with a member(s) of ELT (Executive Leadership Team) to review report in more detail. Chair to appoint.</p> <ul style="list-style-type: none"> • Item 6 - Head of Department Presentations (Feedback from Principal following questions submitted by governors) – SMN (Sue Manning – Vice-Principal Curriculum and Achievement) to provide CN with the percentage of students who achieved a grade 4 and above in Design and Technology. • Item 9 - Receive annual report for Full Governing Body and website on SEND (Special Educational Needs and Disability) provision in line with statutory duties from Quality of Education Committee – CM to include new level of delegated authority for SEND Information report in Terms of Reference. • Item 11 - Reflect on the impact the Full Governing Body has had on the outcomes for pupils in the College over the academic year - Any further feedback from governors to report. • Item 13 - Full Governing Body Objectives for the Year – Clerk to organise a training session for January at which this will be discussed (along with Basic Finance and Perspective/Staff Training). • Item 19 – Resources Committee – KS/JHA to meet to discuss quotes for Responsible Officer. • Item 21 – Link Governors - Chair to write to Associate Staff on behalf of governors to say thank you. • Item 24 - Leadership Development Programme for School Governors – GovernEd (in partnership with the DfE) – JRo to circulate slides. <i>Note: DfE (Department for Education)</i> • Item 25 – Code of Conduct – all governors must sign when next in College • Item 28 – Chair’s Business – Chair to decide on date for governors to complete an annual self-evaluation of FGB (Full Governing Body). • Item 31 – Special Topic – no requests were received for this meeting. • Item 37 – End of Meeting: <ul style="list-style-type: none"> ➤ Staff Ambassador - Chair to write to Staff regarding decision to move to Staff Ambassador role. ➤ Mental Health and Well-being – Paragraph 114 from KCSIE (regarding Governing Body responsibilities) – CM to discuss with RRO (Rob Robson – Vice-Principal Pastoral) as part of Link Governor Visits and feedback to Full Governing Body. <i>Note: KCSIE (Keeping Children Safe in Education)</i> <p><u>Additional item to note (added 03.11.2020) – RSE (Relationships and Sex Education)</u> – please note email from Clerk, letter from Head of Life Skills and RSE Policy.</p>	<p>Chair</p> <p>Chair</p> <p>CM</p> <p>Chair</p> <p>Clerk</p> <p>KS/JHA</p> <p>Chair</p> <p>JRo</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>
5	<p>Principal’s Report</p> <ol style="list-style-type: none"> 1. Safeguarding Update (Principal and Link Governor) 2. SEND, Vulnerable Groups, Pupil Premium and Children in Care 	GSM



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	3. Mental Health and Well-being (staff and students) 4. Visit(s) from external partners 5. Staffing 6. HLC Meetings (Honiton Learning Community)	
6	COVID19 Update by Principal/COVID19 Link Governor (TS), Risk Assessment	Chair/GSM
7	Strategic Plan	Chair
8	Termly Review of College Development Plan (also HT4/6) <i>Note: HT (Half-term)</i>	GSM
9	Approval of the Accounts	KS
10	Director of Finance and Resources Update	JHA
11	To note Chair has had a copy of Management Accounts	Chair
12	Letters and correspondence from ESFA (Education and Skills Funding Agenda) to academy trusts	JHA
13	Policy Review <ul style="list-style-type: none"> • Behaviour Policy – if any updates approved by Principal since last meeting • Complaints Policy – to note JHA name • Child Protection and Safeguarding Policy • Equality Objectives • Governor Allowances (Expenses) Policy • Health and Safety Policy – to note JHA name • Pay Policy (also reviewed by Performance and Pay Committee) • Staff Leave and Absence Policy 	GSM/JHA
14	Quality of Education Committee Feedback - including policies	CN
15	Resources Committee - including policies	KS
16	Link Governors <ol style="list-style-type: none"> a. Any feedback from contact with Heads of Departments which Link Governors wish to share b. CET (College Executive Team) update from KS 	Link Governors KS
17	Department Reviews – any feedback	GSM
18	Feedback from governors on any training/events attended (and to note attendance record for minutes)	Chair
19	Ratify term dates including non-pupil days and inset days (following recommendation by Quality of Education Committee)	GSM
20	Review of Risk Register (Full Governing Body items) – also HT4/6	JHA
21	Chair’s Business <ol style="list-style-type: none"> 1. Ofsted Update 2. Principal’s Objectives – progress 3. Feedback from Members Meetings 4. One-to-one interviews – on-going 5. Newsletter Interviews 6. Skills Audits 7. Letters and Guides to notes 	Chair
22	Vacancies and Appointments <ol style="list-style-type: none"> 1. To note any new appointments and resignations/end of term of office 2. Update on Governing Body vacancies and future end of terms 3. To approve new appointments re: Full Governing Body roles and responsibilities 	Chair



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23	Special Topic for Full Governing Body	Chair
24	'What impact has this meeting had on the outcomes of pupils in our College?'	Chair
25	Part 2 Minutes and Update	Chair
26	Performance and Pay Committee Feedback	Chair
27	Complaints Update (discussed as part of Chair/Principal meetings)	Chair
28	Date and time of next meeting – Wednesday 10th February 2020	Chair

Ref	Action or Decision	Action	Date Due
1	<p><u>Welcome and apologies for absence</u> TS welcomed everyone to the meeting. Apologies were accepted from ADY, RSH, DSt and DSs. It was noted that:</p> <ul style="list-style-type: none"> • DSs may join the meeting later. • This was the first meeting with Staff Ambassadors (formerly Staff Governors). • Mr Richard Cregan (Parent Governor) would be starting at the end of November and would be attending the next round of governor meetings. • This would be the last meeting for AA and RSH (who would both be stepping down from the Governing Body). 'Thanks' were noted for both AA and RSH. 		
2	<p><u>Declarations of Interest</u> All staff declared an interest in any staff related items.</p>		
3	<p><u>Minutes of last meeting (21st October 2020)</u> It was noted that the minutes of the meeting held on the 21st October 2020 had been circulated to all committee members in advance of the meeting. <u>The minutes were then agreed (proposed TS, seconded CM) as a true and accurate record of that meeting and will be signed accordingly by the Chair at the next face-to-face opportunity.</u></p>	Clerk to file and website	Action Completed
4	<p><u>Matters Arising</u> <u>Previous Items</u></p> <ul style="list-style-type: none"> • Principal's Report (Visit(s) from External Partners): Cost and frequency of the visits by the School Improvement Partner to be discussed and agreed by TS, KS and GSM. <u>Update:</u> It was noted that this was still on-going. <p><u>New Items</u></p> <ul style="list-style-type: none"> • Item 4 – Matters Arising: Pupil Premium – One governor to hold virtual meeting with a member(s) of ELT (Executive Leadership Team) to review report in more detail. Chair to appoint. <u>Update:</u> It was noted that this action had been completed and the report had been reviewed by the Curriculum Working Party at their meeting on the 11.11.2020. Feedback will be provided to the Full Governing Body through the Quality of Education minutes from the next meeting (27.01.2021). • Item 6 - Head of Department Presentations (Feedback from Principal following questions submitted by governors) – SMN to provide CN with the percentage of students who achieved a grade 4 and above in Design and Technology. <u>Update:</u> Information provided. Also included was the information SMN added to the College Website regarding KS4 Performance (statutory requirement). • Item 9 - Receive annual report for Full Governing Body and website on SEND provision in line with statutory duties from Quality of Education 	TS/KS/GSM	At next available opportunity
		CM	Before next



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	<p>Committee) – CM to include new level of delegated authority for SEND Information report in Terms of Reference. <u>Update:</u> Terms of Reference in progress (which will include new level of delegated authority).</p> <ul style="list-style-type: none"> • Item 11 - Reflect on the impact the Full Governing Body has had on the outcomes for pupils in the College over the academic year - Any further feedback from governors to report. <u>Update:</u> None received. Governors content with document. • Item 13 - Full Governing Body Objectives for the Year – Clerk to organise a training session for January at which this will be discussed (along with Basic Finance and Perspective/Staff Training). <u>Update:</u> Clerk has contacted GSM for date. Governors to be notified. • Item 19 – Resources Committee – KS/JHA to meet to discuss quotes for Responsible Officer. <u>Update:</u> Action completed. Responsible Officer agreed ad Previous Resources Committee meeting. Governing Body content with this. • Item 21 – Link Governors - Chair to write to Associate Staff on behalf of governors to say thank you. <u>Update:</u> Action Completed – copy of email included in SharePoint under item 4. • Item 24 - Leadership Development Programme for School Governors – GovernEd (in partnership with the DfE) - JRo to circulate slides. • Item 25 – Code of Conduct – all governors must sign when next in College. • Item 28 – Chair’s Business – Chair to decide on date for governors to complete an annual self-evaluation of Full Governing Body. <u>Update:</u> It was noted that with so much uncertainty at the moment a decision was still to be made regarding an appropriate time for this. • Item 31 – Special Topic – no requests were received for this meeting. <u>Update:</u> GSM will now be giving an update on how the College is managing during the latest lock-down as part of his COVID-19 update. All were content with this. • Item 37 – End of Meeting: <ul style="list-style-type: none"> ➤ Staff Ambassador - Chair to write to Staff regarding decision to move to Staff Ambassador role. <u>Update:</u> Action completed – copy of email included in SharePoint under item 4. <p>Mental Health and Well-being – Paragraph 114 from KCSIE (regarding Governing Body responsibilities) – CM to discuss with RRO as part of Link Governor Visits and feedback to Full Governing Body. <u>Update:</u> Terms of Reference in progress (which will include requirement regarding paragraph 114).</p> <p>Additional item to note (added 03.11.2020) – RSE (Relationships and Sex Education) – Governors noted the email from Clerk, the letter from Head of Life Skills and the RSE Policy (in the reminders section of the folder on SharePoint).</p>	<p>GSM/Clerk</p> <p>JRo</p> <p>All</p> <p>Chair</p> <p>CM</p>	<p>meeting</p> <p>Before end of term</p> <p>After Meeting</p> <p>When in College</p> <p>After Meeting</p> <p>Before next meeting</p>
5	<p>Principal’s Report</p> <p>1. Safeguarding Update – GSM stated that there was nothing in addition to what</p>		



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	<p>was reported at Quality of Education (note: governors have a copy of the draft minutes).</p> <p>2. SEND, Vulnerable Groups, Pupil Premium and Children in Care - GSM advised that the Vice Principal Curriculum and Achievement had updated the Pupil Premium report using the new template and this as on the website (note: this has been discussed by the Curriculum Working Party). For any other update governors should refer to the draft minutes from the Full Governing Body meeting.</p> <p>3. Mental Health and Well-being (staff and students) – GSM reported there is general COVID fatigue due to the increased demand on staff. There have been a number of positive cases which have resulted in teachers and students having to isolate. Normal work has been set for these students in line with what is going on in the classroom. This is adding to the workload of staff. COVID-19 is having an impact on the mental health of staff, but this is being carefully monitored by the ELT. The increase in work for ELT has been exponential and he is so appreciative of their professionalism.</p> <p>4. Visit(s) from external partners and actions – GSM updated governors on the recent visit from the Health and Safety Executive (regarding COVID-19) which was very positive. Governors noted the email in SharePoint regarding this.</p> <p>5. Staffing – GSM reported that 2 Intervention Tutors would be recruited in English and Maths. It was noted that the Vice Principal Quality of Education, the Head of English and the Head of Maths would be taking part in the process. Maternity cover is being organised for the Art Department.</p> <p>6. HLC (Honiton Learning Community) Meetings – GSM stated that meetings have been bi-weekly. Year 7 data (for students who were in Year 6) last year has been chased up.</p> <p>Governor Comment: Well-being - MGi raised the well-being of the Principal. GSM appreciated this. TS said, to reassure governors, when he meets with GSM, they do discuss the well-being of the Principal. TS encourages him to take time-out.</p> <p>GSM stated that staff have been split up for the usual briefings. Training has been organised using break-out rooms, however it has been generally found that staff want to use this opportunity to just talk. PGU said as a member of staff she found this made a huge difference as it provided staff with the opportunity to speak to others (and quite often with staff they would not normally speak to, due the current bubbles).</p>		
6	<p><u>COVID19 Update by Principal/ COVID19 Link Governor (TS), Risk Assessment</u></p> <p>Governors noted the following:</p> <ul style="list-style-type: none"> • GSM has responded to the Midweek Herald 04.11.2020 regarding positive COVID case. • GSM has written to the Member of Parliament, 07.11.2020, (email shared with Chair of Governors) regarding concerns (Summer Exams 2020/1. Funding including salary increases, Ofsted). He is still awaiting a response. • GSM has emailed the Member of Parliament, 10.11.2010, (email shared with Chair of Governors) regarding recent decision in Wales to cancel GCSE and A Level 2021 		



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	<p>exams. He is still awaiting a response.</p> <ul style="list-style-type: none"> The 'COVID-19 series: briefing on schools, October 2020' document had been shared with them (copy in SharePoint) – quote from GSM <i>"I believe it is very reassuring in terms of where we are and how we feel"</i>. <p>GSM reported that:</p> <ul style="list-style-type: none"> School transport – GSM, the Vice-Principal Curriculum and Achievement and a number of staff had been corresponding with Devon County Council and the transport companies regarding school transport's interpretation of the DfE/PHE guidance. This has taken up a considerable amount of time for the staff concerned. The Chair has been copied into any correspondence and had been kept fully briefed on any issues that have arisen. GSM continues to correspond with Devon County Council to ensure that students are provided with the transport they are entitled to. GSM is aware that other schools have experienced similar problems. <p><i>Note: PHE (Public Health England)</i></p> <ul style="list-style-type: none"> Contingency plans – these are in place for positive cases. Copies of the following documents will be shared with governors after the meeting: <ul style="list-style-type: none"> ➤ 1. COVID-19 – List of possible contacts ➤ 2. Positive COVID-19 procedure <p><i>Clerk's Note: copies shared with governors 19.11.2020 and added to the Full Governing Body Meeting folder (for the 10.02.2020).</i></p> <p>Governor Comment: Public Health – AA asked what the advice of Public Health England was when the College notified them of cases in College. In particular, he wanted to know about any advice to close a whole year group. GSM stated that they had been kept Public Health England up to date regarding any positive cases, including how many were related. They had not required the College to close a whole year group. He had received some concerns from parents and had referred them to the documents on the College website. The College is following policy (Department for Education and Public Health England).</p> <p>Governor Question: Seating Plans – AA asked if there were seating plans for the classrooms. GSM confirmed there were, and these had been in place since students returned in September. As soon as the College is notified of a case, staff check the class charts, speak to the parents and also to the student to identify 'close contacts'. This check includes how the student travelled to College and who they mixed with in the evenings. Staff are notified confidentially by email and are asked to say if they think they may have been in 'close contact'. The College does not share the student's name with any students and only those staff who need to know are notified.</p> <p>Governor Question: Free School Meals – CM asked what is being done for those students who are in receipt of free school meals if they are sent home to isolate. GSM stated that this has already been addressed by the Director of Finance and Resources and the Director of Additional Needs - SENDCo/Designated Teacher for Looked After Children. The Catering Manager was spoken to at 8.45 a.m. in the morning of the first occurrence and by 9.30 a.m. she had boxes ready for students to take home (these were similar to the boxes provided in lock-down which included food and recipe cards). The College has been in touch with all parents/carers of students who are entitled to free school meals in order to ensure that dietary requirements are up to date.</p>	GSM	Action Completed



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	<p>GSM reported that there is talk locally and nationally that schools may be required to close on the 10th December. GSM hopes this is not the case and he does not think the College should close early unless all schools close nationally. Year 11 students have only been given an extension of 3 weeks before they sit their exams to rectify any issues. Some Year 11 students have already lost this time due to having to isolate. This is a massive public relations issue.</p> <p>GSM informed governors that ASCL (Association of School and College Leaders) were currently in discussion with the Department for Education regarding the expectation that teachers should be in contact with students who are isolating on a daily basis.</p> <ul style="list-style-type: none"> • Intervention – the ELT are currently in their second week of discussions with HODS (Heads of Departments) regarding interventions 		
7	<p>Strategic Plan It was noted that the Clerk will be booking a meeting of the working party before the end of term. TS stated that the Members raised a number of interesting points at the AGM. TS will raise these with GSM at the next Chair/Principal meeting.</p>	Clerk TS	Before the end of term 07.12.2020
8	<p>Termly review of College Development Plan (HT2/4/6) GSM reported that there was no update for this meeting. Due to other pressures, there has not been the time to update the monitoring section. GSM reassured governors that the ELT were not getting behind with this but just had to prioritise. This was also the case for the SEF (School Evaluation Form). For the SEF data is required for a couple more year groups. GSM stated that the ELT were still being strategic. <i>Clerk's Note: SEF 2020-21 was shared with governors after previous meeting.</i></p>		
9	<p>Approval of Accounts Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> • Annual Report and Financial Statements for the Year Ended 31 August 2020 • Management Letter – dated 2 November 2020 <p>KS reported that the external auditors had attended the recent Resource Committee meeting. Details of the discussion are in the minutes. A representative from Griffin Chartered Accountants attended the meeting. They were very pleased with the figures and praised the previous Director of Finance and Resources. It was noted that this would assist JHA.</p> <p>KS asked if there were any questions. There were none. <u>It was therefore agreed that the accounts for the year end 31st August 2020 would be approved by the Full Governing Body. It was noted all were in favour. Proposed by KS, Seconded by ME.</u></p>		
10	<p>Director of Finance and Resources Update Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> • Director of Finance and Resources - Report to Resources Committee November 2020 • Data Dashboard - October 2020 • Management Accounts – October 2020 <p>JHA highlighted the following:</p> <ul style="list-style-type: none"> • Responsible Officer – Thompson Jenner will carry out the internal audits this 		



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	<p>year.</p> <ul style="list-style-type: none"> • ESFA Financial Returns – Some of the deadlines have been extended, however JHA’s intention it to aim for the initial deadline. • Health and Safety – There are no concerns. • CIF (Condition Improvement Fund) Bids – Work is on track however there have been delays due to the weather. This has been rectified through the contractor working weekends. • Cleaning – JHA is dealing with any issues as they arise. <p>The meeting went into Part 2 at 5.40 p.m. Proposed: TS, Seconded: ME. The meeting came out of Part 2 at 5.42 p.m. Proposed TS, Seconded: MGj.</p> <ul style="list-style-type: none"> • COVID-19 Spending – This is ongoing. There are extra costs due to COVID-19. Up until the costs have been mainly due to buying equipment, as detailed in the report, but going forward costs will include supply teachers and occupational health. COVID-19 has had an impact on the wider school and staff have had to pick up extra work. <p>JHA said she would like to second what KS had stated about the previous Director of Finance and Resources (under item 9). His attention to detail had made it much easier for her. In addition, she felt it was important to highlight the work of the Finance Officer which has also been mentioned by the accountants. JHA felt that the support she had been given by the Finance Team has been brilliant (both members of staff were an asset to the College).</p> <p>Governor Comment: Purifiers - CN said she may be able to offer some advice regarding purifiers. JHA noted this.</p>	JHA	To note
11	<p><u>To note Chair has had a copy of the Management Accounts</u> It was noted that the Chair had received a copy of the Management Accounts for October 2020.</p>		
12	<p><u>Letters and correspondence from ESFA to academy trusts</u> Governors noted the letter from the ESFA to Accounting Officers dated 26.08.2020.</p>		
13	<p><u>Policy Review</u> Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Complaints Policy – to note JHA name • Equality Objectives • Governor Allowances (Expenses) Policy • Health and Safety Policy – to note JHA name • Pay Policy (also reviewed by Performance and Pay Committee) • Staff Leave and Absence Policy <p>Governors noted that the Complaints Policy and the Health and Safety Policy had been updated with JHA’s name. Both policies were on the website.</p> <p>Governors were content with the changes to the Child Protection and Safeguarding Policy and the Pay Policy (shown using track changes). <u>As there were no questions.</u></p>	Clerk – to	Action



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	<p><u>it was therefore agreed that the Child Protection and Safeguarding Policy and the Pay Policy had been approved by the Full Governing Body. Proposed: CM, Seconded: TS.</u></p> <p>Governors noted that there were no changes being recommended to the Governor Allowances (Expenses) Policy and the Staff Leave and Absence Policy. <u>As there were no questions, it was therefore agreed that the Governor Allowances (Expenses Policy) Staff Leave and Absence Policy had been approved by the Full Governing Body. Proposed: KS, Seconded: JRo.</u></p> <p>Governors noted that there were no changes being recommended to the Equality Objectives within the Equality Policy. The year will need to be updated within the policy. <u>As there were no questions, it was therefore agreed that the Equality Objectives had been approved by the Full Governing Body. Proposed: KS, Seconded: CM.</u></p> <p>Governors noted that there was no update to the Behaviour Policy for this meeting.</p>	<p>file and website</p> <p>Clerk – to file and website</p> <p>Clerk – to file and website</p>	<p>Completed</p> <p>Action Completed</p> <p>Action Completed</p>
14	<p><u>Quality of Education Committee Feedback - including policies</u></p> <p>Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> • Draft Minutes from the Quality of Education Committee 04.11.2020 <p>It was noted that the Committee had approved the Feedback and Assessment Policy. CN stated there was nothing further to report. Governors were referred to the minutes for a record of what was discussed at the meeting.</p>		
15	<p><u>Resources Committee - including policies</u></p> <p>Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> • Draft Minutes from the Resources Committee 09.11.2020 <p>It was noted that the Committee had approved the following policies:</p> <ul style="list-style-type: none"> • Policy for Setting the Standards of Acceptable Behaviour • Accessibility Plan • Asbestos Policy • Balances and Reserves Policy • Conduct Policy • Gifts and Hospitality Policy • Data Protection and GDPR Policy • Grievance Policy • LGPS Pensions Discretions Policy • ICT Policy • Minibus Policy <p>KS reported that at the Resources Committee meeting, under the staffing update (item 15), GSM had stated <i>'his pride in how staff are working as a team and supporting the education of young adults despite it being counter-intuitive'</i>. KS also wished to highlight the very good Health and Safety Executive COVID-19 visit which found no fault in the College's COVID-19 processes.</p>		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

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Ref	Action or Decision	Action	Date Due
	It was noted that any other items that needed to be brought to the attention of the Governing Body had been done so through the other agenda items. Governors were referred to the minutes for a record of what was discussed at the meeting.		
16	<p>Link Governors</p> <ul style="list-style-type: none"> • Any feedback from contact HODS which Link Governors wish to share -It was noted there was nothing to report at this meeting. • CET (College Executive Team) update from KS – KS highlighted the fundraising video by the CET (shared with all governors in the weekly update 13.11.2020). JHA reported that they raised about £800. 		
17	<p>Department Reviews</p> <p>It was noted that dates have been shared with governors. Two reviews will take place this term, PE and English. Both Link Governors have been in touch with their HOD and will be meeting with them during the Department Reviews.</p>		
18	<p>Feedback from governors on any training/events attended (and to note attendance record for minutes)</p> <p>Governors noted the reminder on the agenda to complete their feedback sheets for any courses/training completed. JRo will be reviewing these as Vice-Chair. KS stated that she had completed the Prevent Training and she expected that others may also have done so.</p> <p><i>Noted: slides from Autumn Clerks Webinar – shared 06.11.2020.</i></p> <p><i>Noted: slides from Governance Update Autumn 2020 – shared 26.10.2020</i></p>		
19	<p>Ratify term dates including non-pupil days and inset days (following recommendation by Quality of Education Committee)</p> <p>GSM reported that the dates have not yet been released by Devon County Council.</p>	GSM	Agenda item HT3
20	<p>Review of Risk Register (Full Governing Body items) – also HT4/6</p> <p>JHA reported that the Risk Register had been updated. There were not too many changes. Details can be found on SharePoint.</p> <p>Governors noted this. All were content.</p> <p>TS stated that the Risk Register had been referred to at the AGM.</p>		
21	<p>Chair’s Business</p> <p>The following was noted:</p> <ol style="list-style-type: none"> 1. Ofsted Update – Ofsted plan to start full inspections in January. 2. Principal’s Objectives (progress) – the Principal’s appraisal has been completed and new objectives set. 3. Feedback from Members Meetings – the AGM took place prior to this meeting. 4. One-to-one interviews - these are on-going. 5. Newsletter Interviews – on-hold. 6. Letters and Guides to note – the documents in SharePoint were noted (for a full list see end of minutes). 		



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22	<p><u>Vacancies and Appointments</u></p> <p>1. To note any new appointments and resignations/end of term of office <u>Mr Richard Cregan has been elected as a Parent Governor for a 4-year term (30th November 2020 to 29th November 2024).</u></p> <p>2. Update on Governing Body vacancies and future end of terms The following was noted: > <u>Mr Alastair Anderson has resigned as an Appointed Governor with effect from 18th December 2020.</u> AA said he was sorry he had only been on the Governing Body for a short time, but he had enjoyed it. Those present wished him all the best in his new role. > <u>Mrs Richmal Shorter has resigned as a Staff Ambassador (Associate Staff) with effect from 18th December 2020.</u></p> <ul style="list-style-type: none"> • End of Terms 2021: MGi 12.03.2021 and KS 11.07.2021 <p>3. To approve new appointments regarding Full Governing Body Roles and Responsibilities None to approve for this meeting.</p>		
23	<p><u>Special Topic for Next Full Governing Body Meeting.</u> It was noted that TS had suggested 'well-being'. All were content with this.</p>	GSM	Next Meeting 10.02.2021
24	<p><u>What impact has this meeting had on the outcomes of pupils in our College?</u> The following was noted:</p> <ul style="list-style-type: none"> • Through the update provided by GSM, governors were appreciative of the impact that COVID has had on the mental health and well-being of staff and students. • Governors were very pleased to hear the positive outcome of the recent Health and Safety (COVID-19) visit. • Governors were reassured with regards to the measures the ELT have taken and continue to take in order to manage the impact of COVID-19 on the College. • Governors were pleased to approve the accounts and noted the positive comments from the accountants. <p><i>EB, KW and PGU left the meeting at 5.53 p.m.</i></p>		
25	<p><u>Part 2 Minutes and Update</u> The meeting went into back Part 2 at 5.53 p.m. Proposed: TS, Seconded: AA.</p>		
26	<p><u>Performance and Pay Committee Feedback</u></p>		
27	<p><u>Complaints Update (discussed as part of Chair/Principal meetings)</u> The meeting came out of Part 2 at 6.35 p.m. Proposed: TS, Seconded: JRa.</p>		
28	<p><u>The following documents were also noted in SharePoint:</u></p> <ul style="list-style-type: none"> • Principal's letters to parents/carers dated 24.09.2020 and 23.10.2020 • General letter to all college students, parents, carers and staff dated 27.10.2020 regarding single COVID-19 case • Safeguarding Training – One Minute Guide - Sexting • DAG (Devon Association of Governance) Newsletters dated 02.11.2020, 13.11.2020 • Governance Alerts: Alert 6 (including Governance Today Magazine) - 06.11.2020, Autumn 6 - 23.10.2020, Autumn 7 – 06.11.2020, Autumn 8 – 13.11.2020 		



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	<ul style="list-style-type: none">• NGA Guides: COVID-19 – Recovery and Continuity Guidance (Updated Oct 2020), Virtual Governance Guide (Nov 2020)• NGA Information Sheets: Parental Engagement (Oct 2020), Ofsted (Oct 2020)• NGA Newsletters dated 23.10.2020, 06.11.2020• NGA/ASCL/NAHT Guide to Being Strategic• Thank You letter Devon County Council Councillors – dated 13.11.2020• College Newsletter dated 09.11.2020 <p><u>Date and Time of Next Meeting</u> Wednesday 10th February at 5.00 p.m. (via Microsoft Teams). <i>Meeting ended at 6.35 p.m.</i></p>		