



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Meeting 6 – Part 1 Minutes

Date/Time	Wednesday 11 th July 2018 at 4.30 p.m.	Location	PE3, HCC	
Attendees	Initials	Attendees	Initials	
Janet Boland (Governor)	JB	Simon Maplesden (Governor)	SMA	
Gill Donne-Davis (Chair of Governors)	GD	Tony Smith (Governor)	TS	
Margaret Evans (Governor)	ME	Glenn Smith (Principal/Governor)	GSM	
Stephanie Johnson (Governor)	SJ	Sheran Taylor (Vice-Chair – Governors)	ST	
Mark Gibbs (Governor)	MGi	Dave Travers (Governor)	DT	
Siobhan Kent (Governor)	SK	Andy Holt (Senior Vice-Principal)	AHO	
Richmal Shorter (Governor)	RSH	Matt Burrell (Director of Finance & Resources)	MBU	

Apologies	Initials
Charlotte Bowles (Governor)	CBO
Mireille Gaches (Governor)	MGa
Kate Smith (Governor)	KS

Absent without Apology	Initials

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

Minutes to
Attendees
Governors
School Website

	Agenda	Led by
1	Apologies and Quorum	Chair
2	Declarations of Interest AND Related Parties Forms	Chair/MBU
3	Approve Budget for next year	TS/MBU
4	Cleaning Contract	MBU
5	Supporting Transgender and Gender Diverse Pupils – Working Party Feedback	SMA
6	Principal’s Update <ul style="list-style-type: none"> • Staffing Update • Safeguarding Update including Safeguarding Audit (04.06.18) • Mental Health Update • Feedback on Visit(s) from External Partners • Feedback on any HLC Meetings • HCC Code of Conduct 	GSM
7	Detailed Development Plan (a) Review of 2017-18 Detailed Development Plan (b) Approval of 2018-19 Detailed Development Plan	GSM
8	Skinny SEF for ELT Report	ELT
9	Note annual return completed for Companies House	MBU
10	Academy Trust and Governing Body vacancies/appointments: <ul style="list-style-type: none"> • Parent Governors – 2 vacancies (update) • Member (Academy Trust) - vacancy • Next End of Term – CBO (Staff Governor – Non Teaching) – 23.09.18 • Approval of New Link Governor and Deputy for Safeguarding, SEN and Children in Care 	Chair



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

11	Director of Finance and Resources Update (To include Privacy Notices)	MBU
12	Letters and correspondence from ESFA (Education and Skills Funding Agency) to academy trusts	MBU
13	Review of Risk Register AND Review of current meeting structure for Risk Register Review (plus committee membership)	MBU
14	Report from Chair of Resources regarding number of instances of fraud within the past 12 months	TS
15	Minutes of the last meeting – 23rd May 2018	Chair
16	Matters arising <ul style="list-style-type: none"> • Item 19 – Chair’s Business (Strategic Plan Working Party – 5 Year Strategic Statement 2017/18 – 2021/11) – Clerk and AHO to liaise regarding at which meeting the annual review should be conducted. Annual Cycle to be updated by Clerk. 	AHO/Clerk
17	Policy Review <ul style="list-style-type: none"> • Finance Policy • Child Protection and Safeguarding Policy 	MBI GSM
18	Teaching & Learning Committee Feedback - including policies	JB
19	Link Governor Visit 2	JB
20	Pupil Premium Feedback	AHO
21	Resources Committee – including policies	TS
22	Approval of External Advisor AND Note report from Advisor	Chair
23	Chair’s Business <ul style="list-style-type: none"> • Annual Training – feedback • Succession Planning (raised at Annual Training) – to include Committee Chairs for next year (concern of TS) • New member of the Principal’s Appraisal Panel • New member of the Performance & Pay Committee 	Chair
24	Vice-Chair’s Business <ul style="list-style-type: none"> • Skills Audits – no update for this meeting • Mentor – no update for this meeting 	Vice-Chair
25	Clerk’s Business <ul style="list-style-type: none"> • Admin Email (to note) • Reminder ASP Passwords 	Clerk
26	Review process for appointing Chair and Vice-Chair next year, including term of office (and committees)	Chair
27	Review Full Governing Body Terms of Reference for approval	Chair
28	Review the membership and the Terms of Reference of committees	Chair
29	Agreement of Governing Body Annual Cycle	Chair
30	Agreement of Policy Review Cycle	Chair
31	Review delegation of functions to the Principal and committees, ensure all are clear on their delegated limits and responsibilities	Chair
32	Review the procedure for dealing with apologies and sanctioning of absence	Chair
33	Decide whether meetings of the Full Governing Body will be open to the public	Chair
34	Review practice and timescales for dealing with circulation of minutes and papers	Chair
35	Reaffirm the procedure for dealing with correspondence to the Governing Body and how it gets seen	Chair
36	Feedback from governors on any training/events attended (and to note attendance record of minutes)	Vice-Chair
37	Special Topic for next Full Governing Body Meeting – Head of Department Presentations	Chair
38	What impact has this meeting had on the outcomes of pupils in our College?	Chair



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

39	Reflect the impact the Full Governing Body has had on the outcomes for pupils in the college over the academic year. Consider any changes needed.	Chair
40	Attendance Sheet Reminder	Chair
41	Declaration of Interest Forms – has anything changed?	Chair
42	Part 2 – minutes from previous meeting and any new business	Chair
43	Complaints Update (discussed as part of Chair/Principal meetings)	Chair
44	Part 2 – Performance and Pay Committee Feedback - meeting 25th June 2018	DT
45	Date of next meeting – Wednesday 17 th October 2018 at 5.00 p.m. Please note the Head of Department Presentations will be from 5.00-7.00 p.m. with the Full Governing Body meeting following.	Chair

Ref	Action or Decision	Action	Date Due
1	<p><u>Apologies and Quorum</u> GD welcomed everyone to the meeting. Apologies were accepted from KS, CBO and MGa. Apologies were also accepted from SK and MGi who would be arriving later due to work commitments. It was noted that there was a quorum present. It was also noted the meeting was commencing earlier than originally scheduled. All governors had been consulted with prior to the meeting and agreed this.</p>		
2	<p><u>Declarations of Interest AND Related Parties Forms</u></p> <p>Declaration of Interest - 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 and SJ - invigilators at the College. • Staff – all staff related items. <p>Related Parties Forms – MBU advised that the Clerk will circulate these in September for governors to complete.</p>	<p>Clerk</p> <p>Governors</p>	<p>September 2018</p> <p>To note</p>
3	<p><u>Approve budget for next year</u> Governors noted the paper MBU had circulated prior to the meeting. TS reported that the Resources Committee had reviewed the budget in detail. The budget is tight but the Resources Committee would be recommending it to the Governing Body for approval. He added that credit should be given to MBU and his team for all the work they have put into this, given all the budget pressures. He reminded governors there is still a concern about the reserves and MBU’s prudent approach will assist this, however it is becoming more and more important to raise finances from other sources.</p> <p>MBU stated that the College has made £118,000 saving with no redundancies which he considers to be very good.</p> <p>As there were no further questions, TS stated that, as Chair of the Resources Committee, he would now like to present the budget for 2018/19 to the Full Governing Body for approval. There were no objections.</p> <p><u>It was therefore noted that the Budget for 2018/19 was unanimously approved by the Full Governing Body. Proposed: JB, Seconded: SJ.</u></p> <p>On behalf of the Governing Body GD thanked both MBU for his excellent work on the</p>		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Ref	Action or Decision	Action	Date Due
	budget and the Resources Committee on their work reviewing it.		
4	<p>Cleaning Contract</p> <p>MBU reported that at the last meeting he had presented a number of options to the Governing Body. They agreed MBU should go out to tender. The tenders have now been returned and a panel met yesterday (10.07.18). On the panel were MBU, MRO (Mick Robson – Premises Manager), TS (Chair of Resources), ME (Vice-Chair of Resources) and DT (Resources Committee Member). Tenders were opened at 12.01 p.m. (the deadline for receipt was 12.00 p.m.). MBU updated the Governing Body on the tenders received. He explained that a matrix was used to score the tenders and the company that was successful was Churchill Service Solutions. MBU shared his report with Governors and said that he would arrange for the Clerk to circulate this after the meeting (Tender Panel Evaluation Report - Cleaning Services). He advised the Governing Body that there was a small financial saving due to the outsourcing and that an on-site supervisor will be included in the package.</p> <p>TS stated that the panel had not simply gone for the cheapest quote because that quote did not offer the quality the panel wished to see. Therefore in making their decision the panel had considered quality as much as cost. The panel were very reassured by the way in which Churchill’s will transfer the cleaning staff over. They could see that the company were very experienced in this field. <i>GSM joined the meeting at 4.33 p.m.</i></p> <p>MBU said he would like the contract to be in place by September.</p> <p>Questions:</p> <ul style="list-style-type: none"> • Churchill currently on-site – SJ asked if the company were currently working on-site. MBU confirmed that they were so they know the site well. • Cover – RSH said at present Churchill do not provide cover if a cleaner is absent and asked, once the contract is in place, if they would. MBU confirmed they would and that there will be an on-site supervisor who will be told of any absences. <i>AHO joined the meeting at 4.35 p.m.</i> • Quality – SMA said presumably MBU would want to know if an area had not been cleaned. MBU confirmed he would still expect to see quality and will monitor this. • Staff notified – RSH asked when staff would be told. MBU stated that the cleaning staff and the unsuccessful companies will be told on Friday so until then the decision must remain confidential. He added that throughout the process cleaning staff have been kept up to date. <p>MBU stated that the evaluation panel were recommending that the Full Governing Body approve option 3 and award the contract to Churchill Service Solutions for a period of three-years (with an extension to five). This is based on delivering the best overall option for the College as determined by the evaluation criteria. TS asked if there were any further questions, there were none. <u>It was therefore noted that the Governing Body had approved the award of the Cleaning Contract to</u></p>	Clerk	Action Completed



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Ref	Action or Decision	Action	Date Due
	<u>Churchill Service Solutions for the period specified above. Proposed: TS, Seconded: GD.</u>		
5	<p><u>Supporting Transgender and Gender Diverse Pupils – Working Party Feedback</u></p> <p>Governors noted the document circulated with the agenda which set out the Working Party recommendations. SMA said that the Working Party had met with a representative from the Intercom Trust prior to completing the document. SMA said he would like to thank KS and the Sixth Form Representatives for their support.</p> <p>RSH asked what the next step would be. SMA said that if the Governing Body were in agreement with the recommendations he would like to take these to the ELT.</p> <p>Questions:</p> <ul style="list-style-type: none"> • Financial Implications – GD asked if there were any financial implications that MBU would need to be aware of. SMA said the recommendations are more to do with wording in documents and the uniform (but this would be more a consideration for the ELT). • Memorandum of Understanding – GD asked if any of the recommendations had been completed. SMA said a ‘memorandum of understanding’ is available (staff should encourage students who associate themselves with a gender which is not the birth gender to complete a form called a “Memorandum of Understanding” which would allow those students to make staff aware of where they are in their journey and how best the College can support them). <p>AHO stated that the ELT would discuss this. GD added that the Deputy Mayor had attended the Sixth Form Awards and during the evening had expressed an interest in getting involved in the Working Party. MGj pointed out that the Governing Body and ELT must consider how they will communicate any contentious decisions.</p>	ELT	Update at next FGB
6	<p><u>Principal’s Update</u></p> <ul style="list-style-type: none"> • Staffing Update – GSM reported that staffing is up to date with the exception of employing a new receptionist. An advert is now out. GSM informed governors that he was pleased that due to short-term changes at the College a receptionist could be employed for a year as otherwise it would have had a major impact on the work of the current Associate Staff. GSM also reported that AHO will be going on secondment for a term to a school in Bristol. The new school will pay his salary. This is a good opportunity for AHO. Prior to GSM agreeing to this he consulted with both GD (as Chair of Governors) and TS (as Chair of Resources). There will be a financial saving for the College. AHO’s post will be temporarily covered by a retired teacher who is an experienced senior manager and maths teacher (Mrs Sue Manning). She has experience of carrying out the types of roles AHO has been doing and will step easily into the temporary post. • Safeguarding Update – GSM reported that the external audit was completed and the College are now working on the recommendations from the audit. One of the recommendations was to have a Code of Conduct for 		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Ref	Action or Decision	Action	Date Due
	<p>staff.</p> <ul style="list-style-type: none"> HCC Code of Conduct (Staff) – Governors noted the updated code which was circulated (an earlier document had been circulated to governors but this later version incorporated feedback from staff). GSM reported that the document had been reviewed by the JCC (Joint Consultative Committee) and recommendations included. Staff have also been consulted. GSM asked if there were any questions. There were none. All were content with the document. <p><u>It was therefore noted that the Full Governing Body had retrospectively approved the Staff Code of Conduct. Proposed: GD, Seconded DT.</u></p> <ul style="list-style-type: none"> Mental Health Update – GSM reported that there is Early Help 4 Mental Health support in the Sixth Form. Next year this will be included in all Information Evenings and will be led by HBO (Hannah Bown – PE Teacher and Head of Life Skills) and NTH (Nikki Thomas – Student Support). Feedback on Visit(s) from External Partners – GSM stated that the only visit which has taken place since the last meeting is the visit by the SIP (School Improvement Partner). The SIP has reviewed GSM’s targets and sent a report to GD (note: this will be covered under item 22). Feedback on any HLC Meetings – GSM reported that a meeting took place on Monday (09.07.2018). HCC will continue to support the primary schools’ sports package. GSM considers this to be a good deal for the primary schools. <p>Question:</p> <ul style="list-style-type: none"> Receptionist – ME said that GSM had stated a receptionist could be funded for one year. She asked what would happen after this. MBU stated that the contract would be fixed term. ME said this would leave the College in the same position next year as it found itself in this year. GSM confirmed it would but the ELT would have to review this then, as currently there was no other option due to finances. GSM re-iterated that if the College could not have employed a receptionist for a year there would have been a big impact on the work-load of the Associate Staff. MBU advised governors that the budget will evolve over the course of the year so he would hope that this situation would not arise next year. 	<p>Clerk – to file and staff site</p>	<p>Action Completed</p>
7	<p><u>Detailed Development Plan</u></p> <p>(a) Review of 2017-18 Detailed Development Plan</p> <p>GSM reported that he had included dates on the document as requested by governors. Governors noted the document. There were no questions.</p> <p>(b) Approval of 2018-19 Detailed Development Plan</p> <p>GSM reported that he had taken on board the feedback from Governors and where possible had incorporated this into the plan. At the first meeting of the new academic year he would be able to update governors on how each member of staff had tailored</p>	<p>GSM</p>	<p>HT1 Meeting</p>



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Ref	Action or Decision	Action	Date Due
	<p>the DDP to their needs. He asked if there were any questions, there were none.</p> <p><u>It was therefore noted that the Full Governing Body had approved the 2018-19 Detailed Development Plan. Proposed: JB, Seconded: TS.</u></p>		
8	<p><u>Skinny SEF (Self-Evaluation Form) for ELT Report</u></p> <p>GSM reported that there is a copy of this on the College website although there is no statutory requirement to do so (and many schools do not do this). The top section of the SEF is what the ELT refer to as the 'skinny SEF'. There are a couple of points from the DDP which have come about through conversations with staff/CLC (College Leadership Committee) and were not in the SEF so GSM will arrange for this to be incorporated retrospectively.</p> <p><i>SK joined the meeting at 4.54 p.m.</i></p>	GSM	To note
9	<p><u>Note annual return completed for Companies House</u></p> <p>Governors noted that the annual return had been completed. MBU was thanked for his work on this.</p>		
10	<p><u>Academy Trust and Governing Body vacancies/appointments:</u></p> <ul style="list-style-type: none"> • Parent Governors – 2 vacancies (update) - GD reported that there were no applications for the 2 vacancies. These will be re-advertised by the Clerk in the new academic year. It is hoped that with a new year group joining the College there will be more interest from parents. • Member (Academy Trust) vacancy (update) - GD stated that, on behalf of members, she had contacted a potential new member and will provide an update at the next meeting. • Next End of Term (CBO – 29.09.18) – Non-Teaching Staff Governor – this was noted by governors. • Approval of new Link Governor and Deputy for Safeguarding, SEN (Special Educational Needs) and CiC (Children in Care) – GD reported that SK had volunteered to take on this role and asked governors for their agreement with this. All were content with this appointment. <p><u>It was therefore noted that SK would be the new Link Governor for Safeguarding, SEN and CiC. Proposed: GD, Seconded: SJ.</u> A deputy is still to be appointed. The Clerk will ensure the records/policies are updated.</p> <p><i>SJ left the meeting at 4.56 p.m.</i></p>	<p>Clerk</p> <p>Chair</p> <p>Chair</p> <p>Clerk</p>	<p>September 2018</p> <p>September 2018</p> <p>September 2018</p> <p>Action Completed</p>
11	<p><u>Director of Finance and Resources Update</u></p> <p>Governors noted the Director of Finance and Resources Report – July 2018, circulated prior to the meeting. MBU stated that he wished to highlight the following:</p> <ul style="list-style-type: none"> • Academies Financial Handbook 2018 – MBU requested that governors read the handbook and in particular the section outlining any changes. • Accountants – the Resources Committee, at their last meeting, decided to appoint Griffin Chartered Accountants as the accountants for a period of one year, subject to approval by the Full Governing Body. <p><u>Question: Why change?</u> – GD asked why the MBU had felt there was a need to change. MBU said it is good practice to change accountants every so often (and they were cheaper).</p>	All	To note



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Ref	Action or Decision	Action	Date Due
	<p><u>As there were no further questions, the Full Governing Body approved the appointment of Griffin Chartered Accountants as the accountants for a period of one year. Proposed: TS, Seconded: MGj</u></p> <ul style="list-style-type: none"> Insurance – MBU recommended that the College continue their insurance with Zurich for this year. <p>As there were no questions, <u>the Full Governing Body approved the insurance contract with Zurich for a period of one year. Proposed: TS, Seconded: ME.</u></p> <ul style="list-style-type: none"> Responsible Officer – a recent visit has taken place and the report was very good. MBU would recommend that the College remain with Griffin Chartered Accountants for a further year. <p>As there were no questions, <u>the Full Governing Body approved the appointment of Griffin Chartered Accountants for a further year. Proposed: ME, Seconded: ST.</u></p> <ul style="list-style-type: none"> Legal Services – MBU would propose that the College continue their contract with Foot Anstey for a further year. <p>Question: Same accountants and Responsible Officer – SMA asked if they could be the same company. MBU stated they could, providing there were 2 different contracts.</p> <p>As there were no further questions, <u>the Full Governing Body approved the appointment of Foot Anstey for a further year. Proposed: GD, Seconded: ST.</u></p> <p><i>SJ re-joined the meeting at 4.59 p.m.</i></p> <p>Data Dashboard - Governors noted the Data Dashboard for HT6 which was circulated with this report.</p> <p>Budget Monitor - Governors noted the Budget Monitor for May 2018 which was circulated with this report. MBU stated that the forecast shows a small deficit but he expects this to balance at the end of the year.</p> <p>Privacy Notices – MBU reported that governors could view the privacy notices on the College website. These would not be issued so he asked governors to please have a look at them.</p> <p>As there were no questions GD thanked MBU for his report.</p>	Governors	After meeting
12	<p><u>Letters and correspondence from ESFA to academy trusts</u></p> <p>MBU reported that there were no letters to note for the Accounting Officer, however governors were asked to note the letter from Lord Agnew to audit firms.</p>		
13	<p><u>Review of Risk Register – also HT4/6 AND Review of current meeting structure for Risk Register Review (plus committee membership)</u></p> <p>Review - MBU reported that there were no changes being recommended by the Risk</p>	Clerk	Action



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Ref	Action or Decision	Action	Date Due
	Teaching and Learning Committee had reviewed the policy. It was now being brought to the Full Governing Body for review. It was also noted that RRO would like the policy brought back to the Teaching and Learning Committee and the Full Governing Body Meeting in HT2 for a review of the will include CPOMS. GD asked if there were any questions. There were none. GD therefore proposed that the Child Protection and Safeguarding Policy was approved by the Full Governing Body. This was seconded by JB.	GSM Clerk - to file and website	Agenda item HT2 Action Completed
18	<p><u>Teaching & Learning Committee Feedback (including policies & DDP Feedback)</u> JB reported that the main items discussed were:</p> <ul style="list-style-type: none"> • T Levels (and any impact they may have on the College). • Policies (see below) – including the Home Learning Policy which will be brought back to a later meeting once a review has been completed. • A report from the Assistant Principal Teaching and Learning which covered Literacy, CPD, Induction and 1265 for teachers. • A review of exclusions (in particular looking at the increase), however it was recognised this was impossible to avoid at the moment. • The Sixth Form update. • Link Governor meetings – JB thanked those who had already set up their meetings. • <u>Attendance data - an attendance figure of 96% was set for 2018-19.</u> • A review of the Sports Academy. • Safeguarding (and the action plan which followed the audit). • A report from the Risk Register Working Party. • A review of the Terms of Reference and Annual Cycle for the Committee. <p>The Governing Body noted the following policies which the committee had approved:</p> <ul style="list-style-type: none"> • Behaviour Policy (although this will be brought back to the Committee in HT2 once a review has been completed which includes Ready to Learn and e-cigarettes) • Intimate Care Policy <p>As there were no questions GD thanked JB for her update.</p>	Clerk - to file and website	Action Completed
19	<p><u>Link Governor Visit 2</u> It was noted this was covered under item 18.</p>		
20	<p><u>Pupil Premium Feedback</u> AHO reported that he has met with MGa. She had submitted a report regarding this meeting. AHO read out the report. This will be filed with the minutes. GD stated that all information regarding Pupil Premium can be found on the College website. AHO added that the information is also in his report that he does for the Teaching and Learning Committee (which is also shared with Resources Governors).</p>		
21	<p><u>Resources Committee (including policies)</u> TS reported that the meeting was a very busy meeting and that MBU had covered most of the issues within his updates, however he wished to highlight the following:</p> <ul style="list-style-type: none"> • Smoking at Work Policy – the Committee felt this policy was no longer required and were therefore recommending to the Full Governing Body that 		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none"> • Principal’s Appraisal Panel • First (Hearings) • Second (Appeals) • Complaints • Admissions <p>It was also noted that since the Performance and Pay Committee meeting there had been a change to the draft Terms of Reference (as detailed on the document circulated) to allow more flexibility with membership. Governors were all content with this.</p> <p>As there were no questions, <u>it was therefore agreed that the Terms of Reference (listed above) had been approved by the Full Governing Body. The website will be updated. Proposed: GD, Seconded: RSH.</u> <i>AHO left the meeting at 5.24 p.m.</i></p>	Clerk – to website	Action Completed
29j	<p><u>Agreement of Governing Body Annual Cycle</u> Governors noted the annual cycle circulated prior to the meeting. The Teaching and Learning, Resources and Performance and Pay Committees had all reviewed their cycles.</p> <p>As there were no questions, <u>it was therefore agreed that the Governing Body Annual Cycle for 2018/19 had been approved by the Full Governing Body. Proposed: GD, Seconded: SMA.</u></p>		
30	<p><u>Agreement of Policy Review Cycle</u> Governors noted the Policy Review Cycle for 2018/19 which had been circulated prior to the meeting. All were content with the cycle. A copy with be signed by the Chair of Governors.</p> <p><u>It was therefore agreed that the Policy Review Cycle for 2018/19 had been approved by the Full Governing Body. Proposed: GD, Seconded: MGj.</u></p>	GD	Action Completed
31	<p><u>Review delegation of functions to the Principal and committees, ensure all are clear on their delegated limits and responsibilities</u> Governors confirmed they were all clear on the delegation of functions and limits as set out in the Terms of Reference, Policy Review Cycle and College Policies.</p>		
32	<p><u>Review the procedure for dealing with apologies and sanctioning of absence</u> Governors confirmed they understood and were content with the current procedure for dealing with apologies and sanctioning of absence which is to contact Clerk in advance (so Clerk can monitor if meeting will be quorate and notify Chairs). Governing Body or Committee then sanction absence at minutes.</p> <p><u>Question: Sanctioning</u> - SMA asked for clarification that the Governing Body do actually sanction apologies. GD confirmed that they do and it is recorded in the minutes as '<i>apologies were accepted from....</i>' In addition attendance is monitored and if there are too many absences there are processes in place to manage this.</p>		
33	<p><u>Decide whether meetings of the Governing Body will be open to the public</u> The Clerk reported that the current practice is for meetings to be closed (i.e. a</p>		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Ref	Action or Decision	Action	Date Due																								
	<p>request must be made if anyone other than governors or the relevant member of the ELT wish to attend, if approval is given they will be asked to leave for any confidential matters). Open meetings must be advertised and anyone can attend. After a very brief discussion it was agreed meetings would remain closed.</p> <p><u>It was therefore agreed that meetings of the Governing Body and its committees (with the exception of the AGM) would be closed. Proposed: GD, seconded: GSM.</u></p>																										
34	<p><u>Review practice and timescales for dealing with the circulation of minutes and papers</u></p> <p>Governors confirmed they were content with the current practice which is for agenda's for committees to be circulated 7 days in advance with (where possible) papers, agenda's for the Full Governing Body to be circulated 19 days in advance (requirement) with papers (where possible). Other papers circulated 7 days in advance (where possible). Draft minutes to be circulated within 14 days (unless exceptional circumstances e.g. Special Committees are given priority). There were no questions.</p>																										
35	<p><u>Reaffirm the procedure for dealing with correspondence to the Governing Body and how it gets seen</u></p> <p>Governors confirmed they were content with the current practice which is for non-confidential documents to be brought to the attention of governors either through the meeting structure or by email (so that any statutory deadlines are met). Confidential correspondence is referred to the Governing Body (if required). Confidential documents are dealt with under Part 2 and within statutory deadlines. There were no questions.</p> <p><i>AHO re-joined the meeting at 5.24 p.m.</i></p>																										
36	<p><u>Feedback from governors on any training/events attended (and to note attendance record for minutes)</u></p> <p>Governors noted the email circulated 09.07.18 which included details of governor attendance at training/events (as well as future dates and a reminder about newsletters from various sources).</p> <p>The following was noted:</p> <table border="1" style="margin-left: 40px;"> <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;">Thursday 24th May 2018</td> <td style="text-align: center;">GDPR Training</td> <td style="text-align: center;">Clerk</td> </tr> <tr> <td style="text-align: center;">Thursday 24th May 2018</td> <td style="text-align: center;">Progress Evening – Y7</td> <td style="text-align: center;">KS</td> </tr> <tr> <td style="text-align: center;">Thursday 24th May 2018</td> <td style="text-align: center;">SEND/CiC Link Governor Meeting (Summer Term)</td> <td style="text-align: center;">SJ</td> </tr> <tr> <td style="text-align: center;">Friday 25th May 2018</td> <td style="text-align: center;">Special Committee</td> <td style="text-align: center;">TS, GD & ST</td> </tr> <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;">Monday 4th June 2018</td> <td style="text-align: center;">External Safeguarding Audit</td> <td style="text-align: center;">SJ</td> </tr> <tr> <td style="text-align: center;">Monday 4th June 2018</td> <td style="text-align: center;">Special Committee</td> <td style="text-align: center;">GD, DT & TS</td> </tr> </tbody> </table>	Date	Event	Who	Thursday 24 th May 2018	GDPR Training	Clerk	Thursday 24 th May 2018	Progress Evening – Y7	KS	Thursday 24 th May 2018	SEND/CiC Link Governor Meeting (Summer Term)	SJ	Friday 25 th May 2018	Special Committee	TS, GD & ST	Various	CET (Governor Rep)	CBO	Monday 4 th June 2018	External Safeguarding Audit	SJ	Monday 4 th June 2018	Special Committee	GD, DT & TS		
Date	Event	Who																									
Thursday 24 th May 2018	GDPR Training	Clerk																									
Thursday 24 th May 2018	Progress Evening – Y7	KS																									
Thursday 24 th May 2018	SEND/CiC Link Governor Meeting (Summer Term)	SJ																									
Friday 25 th May 2018	Special Committee	TS, GD & ST																									
Various	CET (Governor Rep)	CBO																									
Monday 4 th June 2018	External Safeguarding Audit	SJ																									
Monday 4 th June 2018	Special Committee	GD, DT & TS																									



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Ref	Action or Decision			Action	Date Due
	Tuesday 5 th June 2018	Special Committee	TS, DT & KS		
	Tuesday 5 th June 2018	Sports Day	KS & DT		
	Wednesday 6 th June 2018	Principal's Appraisal Panel (Mid-Year Review)	GD		
	Wednesday 6 th June 2018	Marketing Working Party	MGi, TS. & KS		
	Thursday 7 th June 2018	Safeguarding Training	JB & Clerk		
	Wednesday 13 th June 2018	Governor Audit Check	ME		
	Thursday 14 th June 2018	Annual Training	JB, CBO. GD, ME, MGi. SJ, SK, SMA, RSH, KS, GSM, ST & Clerk		
	Wednesday 20 th June 2018	T&L Risk Register Working Party HT6	JB		
	Wednesday 20 th June 2018	KS3/4 Information Evening	ST		
	Monday 25 th June 2018	Pupil Premium Link Governor Meeting (Summer Term)	MGa		
	Tuesday 26 th June 2018	Step up to the Sixth Form	JB		
	Wednesday 27 th June 2018	Sixth Form Awards	JB & GD		
	Thursday 28 th June 2018	Y6 Transition Parents' Evening	JB		
	Tuesday 3 rd July 2018	Clerk's Update	Clerk		
	Tuesday 3 rd July 2018	Central Record Check	SJ		
	Wednesday 4 th July 2018	Associate Staff Meeting	KS		
	Monday 9 th July 2018	Absence Meeting	JB		
	Monday 9 th July 2018	Meeting with Clerk	GD		
	Tuesday 10 th July 2018	Cleaning Contract	TS, ME & DT		
	Wednesday 11 th July 2018	PE Link Governor Meeting	JB		
	Wednesday 11 th July 2018	FGB Risk Register Working Party HT6	JB & SJ		
	Tuesday 17 th July 2018	Exit Interview Review	KS		
	Friday 20 th July 2018	Meeting with Clerk	GD		
37	Special Topic for next Full Governing Body Meeting It was noted that the Special Topic will be the annual presentations by the Head of Departments to Governors which will cover performance in the recent examinations, strengths within the department, the strategic plan for the future and areas for				



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Ref	Action or Decision	Action	Date Due
	<p>improvements. The presentations will be at 5.00-7.00 p.m. with the main meeting following this.</p> <p>Governors also agreed:</p> <ol style="list-style-type: none"> (1) the buffet would be provided by Governors (as it had been done for the annual training) due to the tight budget at the College and also to thank Heads of Departments for their work over the last academic year. (2) buffets would no longer be provided at the other Full Governing Body meetings due to the tight budget and also because the meetings were now earlier in the evening. 	All	To note
38	<p><u>Impact - What impact has this meeting had on the outcomes of pupils in our College?</u></p> <p>Governors agreed this included:</p> <ul style="list-style-type: none"> • Approval of the budget • Approval of the cleaning contract • Completion of annual housekeeping Tasks • Approval of the recommendations from LGBT Working Party • Discussion regarding succession planning was discussed including encouraging governors to think about what they could offer the Governing Body • Policy approval • Approval of External Advisor • Support for plan to cover reception and secondment of AHO 		
39	<p><u>Reflect on the impact the Governing Body has had on the outcomes for pupils in the college over the academic year. Consider any changes needed.</u></p> <p>AHO suggested for this item should just record 'refer to minutes', however TS felt it was important for the Governing Body to take time to reflect on the impact over the previous 12 months as there was a lot of work completed/progress made and this should be noted. DT said it was important for the Governing Body to really think about whether they were on top of things. JB said she felt they were and that this could be seen by the involvement of governors in many different ways which she felt had improved the College (in particular with regards to policy and procedures). DT asked if the Governing Body felt confident to answer Ofsted questions. ST felt they were and GD pointed out that this Governing Body was very proactive.</p> <p>In particular governors felt impact had been made in the following areas:</p> <ul style="list-style-type: none"> • Ensuring finances were tightened up. • Looking at the future of the College. • Monitoring the performance of the College. • Widening the skills and knowledge of the Governing Body. • Providing challenge to the ELT. • Supported the Principal. • Setting up a Marketing Working Party to focus on fundraising. • Providing a direct link between Governors and the Sixth Form. • Up to date knowledge through annual training and information regularly circulated by Clerk. • More governors involved in exclusions widening the experience amongst the 		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Behaviour Policy, Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Policies approved at this meeting: HCC Staff Code of Conduct, Finance Policy, Child Protection and Safeguarding Policy

Ref	Action or Decision	Action	Date Due
	Governing Body. <ul style="list-style-type: none"> • Agreeing a Five Year Strategic Statement following the setting up of Working Party. • Accepting recommendations from the LGBT Working Party. • Continuing to include special topics at Governing Body meetings to improve knowledge and provide an opportunity to meet and ask questions of staff. • Improved analysis of data. • Regular attendance at College to support events such as Information Evenings. 		
40	<u>Attendance Sheet Reminder</u> Governors were reminded to ensure they had signed the sheet before leaving.		
41	<u>Declaration of Interest Forms</u> Governors were reminded to check the folder before leaving and ensure a new form was completed if there had been any changes. The Clerk informed governors that forms would be checked against the Companies House register by the Clerk on an annual basis and by the Responsible Officer during their audits. <i>GD thanked LM and JY for attending. They left the meeting at 5.38 p.m.</i>		
42	<u>Part 2</u> The meeting went into Part 2 at 5.38 p.m. Proposed GD, Seconded SMA.		
43	<u>Complaints Update (discussed as part of the Chair/Principal meetings)</u>		
44	<u>Performance and Pay Committee Feedback</u> The meeting came out of Part 2 at 5.45 p.m. Proposed GD, Seconded: TS		
45	<u>Date of next meeting:</u> Wednesday 17 th October 2018 at 5.00 p.m. – PE3 <i>The meeting ended at 5.45 p.m.</i>		