



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Meeting 4 – Part 1 Minutes			
Date/Time	Wednesday 22 nd March 2017 at 6.33 p.m.	Location	L1, HCC
Attendees		Initials	Attendees
Charlotte Bowles (Governor)		CBO	Simon Maplesden (Governor)
Gill Donne-Davis (Chair of Governors)		GD	Tony Smith (Governor)
Margaret Evans (Governor)		ME	Glenn Smith (Principal/Governor)
Mireille Gaches (Governor)		MGa	Sheran Taylor (Vice-Chair)
Mark Gibbs (Governor)		MGi	Dave Travers (Governors)
Andy Holt (Vice-Principal/Governor)		AHO	Matt Burrell (Director of Finance)
Stephanie Johnson (Governor)		SJ	Nick Millward (Assistant Principal)
Siobhan Kent (Governor)		SK	

Apologies	Initials
Jo Dale (Governor)	JD
Janet Boland (Governor)	JB
Mick Clements (Governor)	MC

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk

Minutes to
Attendees
Governors
School Website

	Agenda	Led by
1	Apologies and Quorum	Chair
2	Declarations of Interest	Chair
3	Special Topic: SEF and Detailed Development Plan	ELT
4	Safeguarding	NMI
5	Director of Finance and Resources Report and Data Dashboard (to note dashboard)	MBU
6	Feedback from Full Governing Body Risk Register Working Party	MBU
7	Minutes of the previous meeting: 01.02.2017	Chair
8	Matters Arising <ul style="list-style-type: none"> • Item 1 (Welcome and Apologies) – GSM to re-advertise Staff Governor post in September 2017. • Item 4 (Matters Arising 7b - Link Governor Working Party) – <u>Governors to consider the proposals emailed out by the Working Party (06.03.2017) and if in agreement to approve.</u> • Item 4 (Matters Arising -13b - Skills Matrix) – this has now been updated. Please <u>note</u> the majority of the skills for the Full Governing Body are 4's and 5's which is good. The lowest ones are a '3' and they are all desirable rather than essential skills. These are: Previous experience of being a board member in another sector or a governor/trustee in another school; Experience of chairing a board/ governing board or committee; Experience of premises and facilities management and Links with local businesses. <u>Next review due by GD/ST during HT5.</u> • Item 4 (Matters Arising – 13c - One-to-One meetings) – <u>confirmation required from GD/ST</u> that the final meetings (GD, ST, ME and SJ) have taken place (either at the college or by phone). 	Chair



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

	<ul style="list-style-type: none"> Item 4 (Matters Arising – 15a - Governor Training and Involvement/Impact Forms): Update by JB following meeting with Clerk. Item 8 (New Topic for Discussion – SEF) – following a request from GD (Parent Governor) GSM agreed to put the 'Definitions of the different types of learners' on the website. Action completed. 	
9	ELT Report	GSM
10	Principal's Update <ul style="list-style-type: none"> Feedback on any HLC Meetings Feedback on visit(s) from External Advisors 	AHO GSM
11	Policy Review – Full Governing Body <ul style="list-style-type: none"> Appraisal for Teachers Policy Associate Staff Appraisal Scheme - postponed 	GSM
12	Performance and Pay Committee (including policies and approval of new Chair/Vice-Chair)	GD/DT
13	Resources Committee	ME
14	Teaching and Learning Committee	SMA
15	Chair's business	Chair
16	Clerk's Business	Clerk
17	Governor Training/Events and Involvement	All
18	Special Topic for next Full Governing Body Meeting	Chair
19	Part 2 – minutes from previous meeting and any new business	Chair
20	Date of next meeting – Wednesday 24 th May 2017 at 6.30 p.m.	Chair

Ref	Action or Decision	Action	Date Due
1	<p><u>Apologies and Quorum</u></p> <p>GD welcomed everyone to the meeting and in particular MG_i (new Appointed Governor). It was noted that MG_i would be joining the Resources Committee. Apologies were accepted from MC, JB and JD. It was noted that there was a quorum present.</p> <p><u>It was therefore noted that Mr Mark Gibbs (MG_i) had been appointed as an Appointed Governor for a four year term (13th March 2017 to 12th March 2021).</u></p>		
2	<p><u>Declarations of Interest</u></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. Staff – all staff related items. 		
3	<p><u>Special Topic: SEF and Detailed Development Plan</u></p> <p>GSM stated that the SEF (School Evaluation Form) was one of the primary documents for the college (although there was no statutory obligation to have one and Ofsted did not insist on it). However, most schools do have one and like most schools, HCC considers it to be important. The DDP (Detailed Development Plan), also known as the CIP (College Improvement Plan) in many schools, is also a primary document. GSM reminded governors that the reason for this agenda item was that governors had discussed it at the previous Full Governing Body Meeting and had felt that they would like more time to review it. He added that the SEF mirrors the Ofsted Inspection Framework. GSM then explained the various sections within the SEF to governors. It was noted that for 'Overall Effectiveness' the grade was a '2'. GSM stated that this</p>		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Ref	Action or Decision	Action	Date Due
	<p>was where the ELT believed that the college was currently. He explained that each of the sections in the SEF went into more detail. The document used by HCC is the one recommended by ASCL (Association of School and College Leaders). Each of the sections focuses on the strengths and development areas. GSM pointed out that the document <u>is the college's opinions</u> but that it is beneficial because it provides structure. Ofsted liked it when they last visited and felt that it was in an acceptable format. GSM referred to as a 'skinny SEF' as it is now much more streamlined. However, anyone reviewing the HCC SEF would be hard pushed to find something in the Ofsted Inspection Framework not referred to in it. It was noted that the document, circulated to governors prior to the meeting, is not greatly different from the one seen by Ofsted. Each year governors are given the opportunity to comment on the SEF as soon as it has been completed by the ELT (in the summer term). GSM said that, this year, this could either be at the annual training (but only if this was not too late) or at the HT5 meeting. He added that all Head of Departments (HoDs) will discuss with their teams the impact of their own development plan as well as the overall college plan (i.e. the DDP). This is then fed back to the CLC (College Leadership Committee).</p> <p>Governor Comments/Questions:</p> <ul style="list-style-type: none"> • Scoring – GD asked how the ELT agreed on the scoring. GSM explained that the ELT used the Ofsted Inspection Framework with descriptors and it is the 'best fit'. • Ofsted – GD asked if the ELT got the impression that Ofsted had viewed the SEF before they came into college. There was a general discussion regarding this and it was noted that, as it was on the website, Ofsted would have had the opportunity to see it. GD suggested that governors may wish to google other secondary schools in East Devon to see if they had their SEF on the website. GSM said, at HCC, it is on the website for transparency. • Ofsted Grading – GD noted that the SEF was very close to what Ofsted had graded the college. GSM agreed. AHO reminded everyone that this was following a second inspection. • Strengths and Developments – TS noted that the document referred to strengths and developments but his view was developments were weaknesses that required action. He added that individuals need to know their weaknesses. Those present then had a brief discussion regarding the terminology used. • Quantifiable – TS stated that the SEF was not quantifiable and that he would expect to see this in a development plan (e.g. predicted A Level results plus what was actually achieved). GSM pointed out that the college does have the Progress 8 and ALPs data which is quantifiable and is included within the ELT reports to governors. • Key Performance Indicators (KPIs) – TS said he could see that a lot of work had gone into the document but asked if it really focussed on the KPIs. TS felt that there were a lot of words in the document but what he really wanted to see was what the performance was, what the grades were and what the college wanted to quantify. 	<p>Governors</p>	<p>To note</p>



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none"> • Good Practice – TS felt the document read like ‘good practice’ and ST was concerned there did not appear to be any monitoring shown. SMA pointed out that this was because it was in the DDP. ST said she did not feel that this was always the case. GSM explained that some of the items will be reviewed at the end of the year and the college has not reached this stage yet. ST said her view was that objectives needed to be SMART (Smart, Measurable, Achievable, Realistic, Timely) and it must be clear who monitors them. GSM pointed out that the name of the ELT members responsible is at the top of each section. ST felt that the timescales for review were not clear. GSM pointed out that the Governing Body annual cycle clearly states that the Governing Body (through the Teaching and Learning Committee) will review the document at HT1/3/5 and the DDP at HT2/4/6. It was noted that the HCC SEF follows the JCTSA (Jurassic Coast Teaching School Alliance) model. Ofsted do not state which model should be used. • Other Schools – SMA suggested other schools may not have their document on the website because of confidentiality. GSM said that the HCC model was based on the Woodroffe model. GD pointed out that, when she was part of the Working Party who looked at the Strategic Statement 2015-20, the group had looked at the websites for other schools and they could not find their SEFs. She felt that as a school, HCC was ahead of other schools and was very open. • Ofsted – GSM reminded governors that in April 2016, Ofsted had been happy with the document. His view and that of the ELT is that the plan is working. He added that some schools have items on their plan for 3 years (and these stay on there until the school is happy it has been achieved). • Long-Term – SMA suggested that the overall purpose of the SEF was to identify the long-term objectives as well as those that could be achieved in a year. GSM agreed. • Appraisals – GSM stated that the information in the SEF is cascaded down into the appraisal system, however he appreciated that governors did not get to see individual appraisals (note: a sample of anonymised appraisals are reviewed by the Performance and Pay Committee). • Timescales – MGA asked if timescales could be added to the SEF. GSM said that were on the DDP and did not need to be on the SEF. • Cause for concern – TS said he appreciated that the college had a good Ofsted; however some of the statistics were causing him concern, particularly now the college has been identified as a ‘coasting’ school. He added that the Governing Body needs to be satisfied that there is a robust plan in place as the Governing Body are accountable. GD explained it was the role of the governors to question what was in the SEF and the DDP so that they can be reassured. TS added that, as a governor, he wanted to know what the Governing Body could do to help the ELT. • Opportunity to improve the document – MGA’s view was that there was now the opportunity to tighten up the document so that it included measures (e.g. expected improvement in results for each subject). SJ added that it would be good to know if the improvements were as the college had 		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Ref	Action or Decision	Action	Date Due
	<p>expected. MGa felt the document had a lot of words and could be improved with more evidence. GSM pointed out that the SEF is supported by the document that AHO produces (and AHO includes details of this in the ELT report). He added that he would be very reluctant for the document to be increased in size. SJ said maybe the SEF should just highlight what needed to be improved on.</p> <ul style="list-style-type: none"> • Three year cycle – GD asked if many of the areas included were more likely to be achievable on a 3 year cycle rather than annual. GSM said that the ELT would know more in May when they prepared the SEF for next year, but there would definitely be aspects which the college would still want to deliver on. • Need for SEF to be quantifiable – GD said she understand the need to have all the wording in the SEF but this must lead to better results which can be quantified. GSM reminded governors that the SEF and DDP are both updated 3 times a year. The ELT use the October inset day to review the DDP. The Teaching and Learning Committee receive updates on any changes to both documents and also are updated when there is a new data release. Therefore, if there were any issues with a particular year group, governors would be informed and they would have the opportunity to question this at the Teaching and Learning Committee (note: which feeds back to Full Governing Body). • Mocks – ST was concerned that 2 sets of mocks in Y11 take up a lot of teaching time and questioned whether these were needed. GSM stated that he felt 2 sets were important but 3 would be too much. He added that students in college are very willing; however it is very difficult out of college to get approximately 15% of the year group to do anything. • SEF targeted at? – SJ asked who GSM felt the SEF was targeted at. GSM said it was for the college. SJ questioned whether this included governors and parents. GSM said it was for the whole college but primarily as a focus for the ELT. • Monitoring Plan – ME asked if it was more of a monitoring plan rather than a strategic development plan. GSM confirmed this was the case and pointed out that the college did have a 5 year strategic plan which picked up on the SEF etc. ME pointed out that a 5 year plan was more aspirational. GSM stated that the HoDs would choose 2/3 elements from the College DDP to concentrate on. She added that the SEF appeared to be just a reflective document and in her opinion it should be more targeted (by RAG rating it). She felt that the SEF did not provide her with value. AHO explained that a lot of the wording in the document comes from the Ofsted Inspection Framework. GSM added that it was important that the strengths were in the SEF to celebrate success and that 'development' was the word used to indicate this. • Ofsted Inspection Framework with descriptors – GD asked governors if they had all seen this. All confirmed they had. AHO explained that Ofsted, during both visits, had gone through each bullet point on the evaluation section of the SEF. 		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none"> • ‘+/-’- SJ asked what was the difference between (for example) a 3+ and a 2-. GSM explained there was not a lot of difference (and Ofsted did not include +/-) however the college felt it was beneficial to show the ‘fine grading’. • Future Full Governing Body Meetings – GD asked if governors would like to ‘dig deeper’ into the SEF at a future meeting and maybe choose a particular section to focus further on. SMA felt it would be more beneficial to look at the DDP as the SEF was more reflective. • Data Dashboard – TS referred to the dashboard produced by MBU for the Resources Committee (and shared with the Full Governing Body). He felt this was a really useful document and would like to see something similar covering the non-finance and resources aspects for the Full Governing Body in order to provide governors with the reassurance they required. MGi said that he would like to see the evidence to back this up even if it was just a link. GSM then showed governors the press release prepared by AHO. He explained that this was shared more with the Teaching and Learning Committee but was also included in the ELT report. These were the KPIs. He suggested that at the next Full Governing Body, the special topic should be 4Matrix. This would give all governors the opportunity to see the data for each year group and understand how each data trawl worked. All were in agreement. <p><u>It was therefore agreed that the special topic for the next meeting would be 4Matrix.</u></p>	<p>AHO/GD – Agenda item for May FGB</p>	<p>24.05.17</p>
4	<p><u>Safeguarding</u></p> <p>NMI reported that he had briefed the Teaching and Learning Committee regarding the fact that the college were asked to re-submit the annual Safeguarding Audit on a new form (which was much more detailed and took much longer to complete). HCC was not notified that there was a new format and when the audit was initially submitted on the old form it was not returned. NMI only found out by chance that there was a new form. However, this form has now been completed and there is no further action required by the college. NMI has now attended his update training and the college continue to be a ‘1’ with regards to safeguarding. One new requirement is the need for a ‘Domestic Violence’ trained member of staff. The Deputy Safeguarding Officer will be attending update training.</p> <p>NMI added that there is now a need to show that the college has a better understanding of how any training delivered impacts on staff. In order to evidence this NMI has produced a quiz with a pass rate of 85%. MGa as the Deputy Safeguarding Link Governor completed this at the recent meeting she had with NMI and passed. NMI is able to see which questions any members of staff/governors have answered incorrectly; he can then review the training and ensure these individuals receive an additional input.</p> <p><u>Governor Question/Comment:</u></p> <ul style="list-style-type: none"> • Effective Quiz - MGa stated that she felt that the quiz was very effective as it made you think about what you did or didn’t know. 		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Ref	Action or Decision	Action	Date Due
	<p><u>Governor Training</u></p> <p>There was a brief discussion as to whether governors should complete this as part of a training session or individually. Following this, it was agreed that the Clerk would email out the link to all governors; NMI could then monitor who had completed the training and feedback at a later meeting on any areas where more knowledge was required.</p>	Clerk/NMI	24.05.17
5	<p><u>Director of Finance and Resources Report and Data Dashboard (to note dashboard)</u></p> <p>Governors noted the following reports from the Director of Finance and Resources circulated prior to the meeting:</p> <ul style="list-style-type: none"> • <i>Director of Finance and Resources Report – March 2017.</i> • <i>Data Dashboard HT3 – revised.</i> <p>MBU said he wished to highlight the following key points:</p> <ul style="list-style-type: none"> • Budget at the end of February – the in-year deficit is £10,000; the approved deficit was £16,000 so it is reducing. • Reserves – this was forecast at £106,000. At the moment they are £166,000. The college are now reaching a dubious position and it is essential that the reserves are allowed to stabilise and build up. • Five year budget – this is being worked on. The deficit is £200,000. There have been some savings where staff have not been replaced. It is probable that the redundancy process will be invoked but there is more work to be done. <p><u>Health and Safety Incident</u></p> <p>MBU and GSM updated governors on an incident that occurred on Monday when a tile fell from the ceiling in the English Corridor. A student was hurt and received first aid on site. Governors were updated on the welfare of the student. It would appear that the contractor did not install the correct ceiling grate. The plaster board skimmed track is the wrong type on the rest of the ceiling. The contractor will be in tomorrow to remove the tiles and the work will be made good over the Easter holidays. GSM has met with the parents.</p> <p><u>Governor Comments/Questions:</u></p> <ul style="list-style-type: none"> • Rooms – SMA asked if the situation was the same in the classrooms. MBU stated that it was not and it was only along the corridor. • Weight of tile – ME asked if the tiles were heavy. GSM confirmed that they were not. • Incorrect fitting – ME asked how this was identified. MBU stated that the company who manufacture the tiles were contacted and they have visited the site and confirmed that it was not their product used. The product used instead was not specified so there was not enough space. <p>MBU is now waiting for a report from the builder. <u>It is very clear that the college is not liable.</u></p> <p>As there were no further questions GD thanked MBU for his update and reports.</p>		
6	<p><u>Feedback from Full Governing Body Risk Register Working Party</u></p> <p>MBU reported that all 3 Risk Register Working Parties had now met. There were 4 amendments recommended to the Resources Committee which were accepted. There were no amendments recommended to the Teaching and Learning Committee and</p>		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Ref	Action or Decision	Action	Date Due
	<p>also none to be recommended to the Full Governing Body.</p> <p>MBU stated that he would arrange for an updated Risk Register to be circulated to all governors along with a summary of the amendments.</p> <p><u>All accepted the update provided and there were no questions.</u></p>	MBU	With Draft Minutes
7	<p><u>Minutes of previous meeting</u></p> <p>MGa said she wished to clarify a point made by GSM at an earlier governor meeting (i.e. her understanding was that GSM was going to look into a possible MAT (Multi-Academy Trust) with Cullompton). GSM said that the Head of Cullompton was keen to progress in the East Devon MAT, however recent guidance from the RSC (Regional Schools Commissioner) is that MATs with only secondary schools will not be approved (they must include at least one primary school). GD confirmed that this was the clear message she had been given. GSM said he was aware that there were primary schools interested in joining the East Devon MAT, however some were VA (voluntary aided) which meant that the diocese would need to approve the structure of the members and a certain percentage of the trustees would need to be from the VA school.</p> <p><u>Governor Question: Joining a MAT with local primary schools</u> – MGi said he could not see the benefit of joining a MAT with the local primaries (but could see the benefits of joining with other secondary schools). GSM pointed out that the benefit was that you would have a deeper understanding of the students that would be joining you. This has already come through in the links already in place through the Honiton Learning Community (HLC). MGi said he could see that this could potentially improve the entry of students into HCC but joining with other secondary schools could improve other aspects. GSM said that all Heads have signed up to the Devon Heads’ protocol (i.e. to look after the interests of students in your own area). For HCC this means that, within the HLC, the college could have a direct influence on the students joining HCC (for those out of the HLC this would not be the same). MGi questioned what the value added would be for the college. His view was that there was a need to raise the attainment of the students throughout the 7 years they are at HCC. GSM explained that the college would know the primary school students better before they started. This would mean less wasted time. At the moment this is done through the good will of the HLC. ME said she still felt a secondary MAT could be the most appropriate way forward for HCC. MGi asked how this would be progressed. AHO explained that later in the meeting he would be giving an update on the recent HLC meeting he had attended where a representative from the RSC was present.</p> <p>It was noted the minutes of the meeting held on the 1st February 2017 had been circulated to all governors in advance of the meeting.</p> <p><u>The minutes were then agreed (proposed GD, seconded ST) as a true and accurate record of that meeting and signed accordingly by the Chair.</u></p>	Clerk - Minutes to website and file	Action Completed
8	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • Item 1 (Welcome and Apologies – Staff Governor) – It was noted that GSM will re-advertise the Staff Governor post in September 2017. AHO will continue as a staff governor until a teacher steps forward to take on this 	GSM	Sept 17



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Ref	Action or Decision	Action	Date Due
	<p>The following was noted:</p> <ul style="list-style-type: none"> • Professional Development - There is a better culture within the college with regards to Professional Development as staff are now talking about it. This was due to the work of the ELT and in particular Marie-Claire Adams (MCA). • Feedback Fortnight – this is now in its second round and is included within the college DDP. There has been a big move towards constructive, useful and ‘next steps’ feedback. There is still more work to do and the next phase will be for the college to reflect on this. During Learning Walks the feedback slips are looked at. Learning Walks are uploaded onto perspective. • PDBW (Personal Development, Behaviour and Welfare) - CBO asked about the figures within the SEF and the ELT report and asked what was the maximum number of students the college would have to accept. GSM said that it was PAN (Pupil Admission Number) plus 3% but added that the college could not refuse CiC (Children in Care). • Babcock Annual Visit (Pupil Premium) – details regarding this are included within the report. • CiC – there will be a visit by the Virtual Head for CiC. • EHCP (Educational Health Care Plan) – NMI explained that the data can be skewed because it includes CiC. These students have quite complex needs. It can take one/two years for them to engage in the learning process. • Curriculum (Post 16) – SMA said he was concerned that there were no CreATE subjects running at KS5. He felt that this may put off students who would want to mix CreATE subjects with others. SMA said he could understand the reason for this (i.e. not enough students opted for the CreATE subjects) but was still concerned that some students would go elsewhere because they could not choose a mix of subjects. AHO stated that he was disappointed but a very thorough process had been followed before this decision had been reached (i.e. the Head of Sixth Form interviewed all Y11 students, those who wished to apply were asked to complete an application from (and prioritise their choices), consideration was given to whether the student was likely to stay or had applied elsewhere and discussions took place regarding the implications of the subject not running). At the end of the process, AHO said that the college expected to lose 2-3 students maximum based on the options offered. SMA said he felt that if a student was offered only 2 of their 3 choices they would go elsewhere. AHO explained that the process had taken hours and at the end he had met with parents to look at re-opting. ST asked if perhaps twilight classes could be run. GSM pointed out that this would still be expensive for the college due to teaching hours. SJ asked what the ELT felt had changed (i.e. was it just numbers). GSM said that the smaller numbers did have an impact on what could be offered, however he did feel this would improve in time. SJ asked if the same encouragement was given for students to take a Modern Foreign Language or a CreATE subject as for the others which were running. She was concerned students may be disengaged. GSM said he had been present when the CreATE department delivered an assembly on Post-16 CreATE subjects and this had been enthusiastic (plus there was the options evening). He added that the issue was that there was just not the numbers interested for any of these subjects to run. SJ questioned photography as she understood there were a lot of students in Y11 taking GCSE Photography. AHO confirmed that there were over 40 students (as there were 2 groups). SJ said she was concerned that none of these wanted to 		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Ref	Action or Decision	Action	Date Due
	<p>stay on. AHO stated that, it was maybe, they want to specialise and therefore Exeter College would be their only choice. He reminded governors that the Sixth Form at HCC is very small and it is impossible to cater for all. He also added that Progress 8 has had an impact nationally and as a result has affected the CreATE subjects. SJ said she was still concerned that given that 40 plus students would be taking GCSE Photography this summer, there was not sufficient demand for this subject to be delivered Post-16. SMA asked if the ELT knew if there were fewer students wanting to come to the Sixth Form than in previous years. GSM stated that the figure used to be around 60% but there were about 10% who the college were not helping by allowing them to remain (as they would not get the results at the end of the year). AHO stated that the figure is now around 40%. GSM reminded governors that the current Y9 is a real bottleneck as it is a small year group and this will have implications when they reach the Sixth Form. SMA closed the conversation by summarising that the expectation (from what the ELT have explained) is that only 3 students would be lost due to CreATE subjects not being offered.</p> <p>Computer Science – AHO reported that this subject was not offered, however 9 students had contacted him asking for this to be reconsidered. A meeting was organised and 6 students attended. Parents were also invited and a number did attend. AHO said it was important to ask the students the right questions to find out if this was the right subject for them etc. A decision is still to be made.</p> <p>Local Sixth Forms – GSM stated that there is some concern that a number of the other local Sixth Forms may close. GD asked, if this was the case, whether HCC could attract some of these students. GSM said he felt many would go to Exeter College. DT asked if The King’s School would be in the same position as HCC (i.e. students opting for Exeter instead). AHO felt they would.</p> <p>Finances – GSM reminded governors that he had recently put a piece in the paper about the financial issues the college faced. Staff have been advised that redundancies will have to be considered and the unions have been contacted. The financial issues have been exacerbated by the Fairer Funding Formula (HCC will be down by £490 per student). SJ pointed out that the Fairer Funding consultation period had ended today and the outcome is not yet known. GSM explained that the government had already made on U-turn so was unlikely to make a second.</p> <p>Redundancies - There was a very brief discussion regarding the report that would go to the unions and the hope that the unions would be sensitive on receipt of it (as certain posts would be identifiable in the report even though names are not mentioned). TS questioned when governors would be shown the report so that they remain fully aware of the content before it goes public. He also raised the issue of governors being given the opportunity to discuss the report. GSM explained that the format is very specific. TS reiterated that governors must be clear as to the numbers affected even though he knew this was the right decision. GSM reminded governors that the Resources Committee has discussed finances and the ELT had been instructed to balance the budget. This was the only option. MBU stated that 90% of the budget is spent on staffing. ME pointed out that this is well above what is recommended. GSM added that parents have been very supportive with regards to the reduction in funding and many have emailed Neil Parish. Governors were reminded of the Stage 2 Consultation process.</p>		
11	Principal’s Update		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Ref	Action or Decision	Action	Date Due
	<p>by MBU was very good and in particular the work on the new build was very positive.</p> <ul style="list-style-type: none"> Financial Situation - ME reminded all governors that money was extremely tight and she would like the Governing Body to note the amount of work MBU has done to draw it all back. At each Resources Committee meeting, governors had seen how this work has made the situation look a little less gloomy, however there has been a big drop in the reserves over the past few years and radical measures have had to be taken. GSM said he wished to point out that the college have been given good and outstanding reports from the accountants each year and there has been no option but to use some of the reserves to fund the increased pension contributions and towards the Phase 1 and 2 builds. ME stated that this was not a criticism on her part, however she felt there had been a big drop in the reserves. GSM stated that the college had managed a budget in an exceedingly good way despite the financial pressures. <p><i>ST left the meeting at 8.45 p.m.</i></p> <ul style="list-style-type: none"> ME reiterated that she was not criticising the college and she understood why this had happened. GSM pointed out that the college had made difficult decisions re: redundancies and option choices in order to ensure there was a balanced budget. ME stated that she could see that the college had taken action to reduce the deficits and subsequent impact on reserves. A brief discussion then followed regarding certain financial issues such as increased pension contributions and national insurance contributions. <p><u>Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC (Devon County Council) and Torbay Council) - Sept 2016 and Off-Site Activity Organisation Guide (HCC).</u></p> <p>GSM reminded governors that they had all been emailed the 'Outdoor Education, Visits and Off-Site Activities Health & Safety Policy' (from DCC & Torbay Council). He along with Michelle Clements (the Educational Visits Co-ordinator) had reviewed this document and in doing so updated the college's own 'Off-Site Activity Organisation Guide' (also circulated to governors). This was due to be reviewed by the Resources Committee at their last meeting, however as the DCC & Torbay document was very lengthy it had taken some time for a full review to be done.</p> <p>He added that the Resources Committee would like him to be given the opportunity to update the Full Governing Body on these changes (and if in agreement, give approval). Governors were content with this. GSM then highlighted the key changes with regards to the move from Risk Assessments to Standard Operating Procedures (which has been done as a 'catch-all' so there was no longer a need for a lot of separate risk assessments). GSM asked if there were any questions, there were none.</p> <p><u>As there were no further questions, ME therefore proposed that the Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) – Sept 2016 was ratified by the Full Governing Body. This was seconded by SMA. The Governing Body also noted the Off-Site Activity Organisation Guide (HCC).</u></p> <p><u>The following document was noted by the Resources Committee at their previous meeting:</u></p> <ul style="list-style-type: none"> Premises Fire Emergency Plan – a copy has already been placed on the website and a paper copy in the file. 	<p>Clerk – to website and file</p>	<p>Action Completed</p>



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Ref	Action or Decision	Action	Date Due
15	<p><u>Chair’s Business</u></p> <ul style="list-style-type: none"> Letter from DCC to Y8/9 Parents regarding a new school opening up in Ashburton – GSM reported that he been contacted by a number of parents who were very concerned about the receipt of this letter. He informed governors that he, along with other heads, had not been informed by DCC that this letter would be sent out. This has been raised at CDASH (Central Devon Association of Secondary Heads). GSM said that DCC would have been informed by the Department for Education that they must send out this letter. <p><i>SMA left the meeting at 8.50 p.m.</i></p>		
16	<p><u>Clerk’s Business</u></p> <p>Governors noted the email circulated by the Clerk dated 07.03.2017 which included details on the following:</p> <ul style="list-style-type: none"> Training Opportunity for Governors – Jurassic Coast (Teaching Schools’ Alliance) – Governors were asked to contact the Clerk if interested. South West Regional Conference – details regarding opportunity to attend the conference on 01.04.2017. GEL On- line – a reminder about the email circulated to all governors on the 22.02.2017 regarding how to access this on-line training and a request to send a copy of your certificate to the Clerk for any that are completed. Newsletters/Magazines – an update on what is circulated to governors from the NGA (National Governors Association), DAG (Devon Governors Association) and Babcock Governor Support. Also a reminder that the News Alerts from F40 are circulated to the Resources Committee and Chair of Governors. 	Governors	To note
17	<p><u>Governor Training/Events and Involvement</u></p> <p>The following Governor visits/involvement since the last meeting (excluding committee meetings) were noted:</p> <ul style="list-style-type: none"> CET Meetings – CBO (various dates) KS3 Information Evening – SK (08.02.2017) Music Interviews – DT (09.02.2017) Year 8 Options Evening – JB (10.02.2017) Bake-off Judge (Sixth Form) – JB (10.02.2017) Chair of Governors/Director of Finance and Resources (Contract Signing) – GD (27.02.2017) CreATE Meeting (part of Department Review) – DT (01.03.2017) KS4 Information Evening – MGa (01.03.2017) Link Governor Working Party – JB, GD and ST (02.03.2017) Chair of Resources/Director of Finance and Resources meeting (agenda setting) – TS and SM (02.03.2017) Tour of New Build works – TS (02.03.2017) Resources Risk Register Meeting – JB and AHO with MBU (08.03.2017) Resources Risk Register Meeting – ME with MBU (13.03.2017) Full Governing Body Risk Register Meeting – MGa with TS and MBU (22.03.2017) Honiton Learning Community Event – ST and AHO (15.03.2017) Y11 Parents Evening – JB (16.03.2017) Sixth Form Sponsored 24 Hour Cycle Event – JB (16.03.2017 – part) Y7 Egg Drop – ST and SMA (21.03.2017) Termly Safeguarding Meeting with NMI – MGa (21.03.2017) <p><i>Note: not included on previous list: Finance Systems Audit (Governor Check) –</i></p>		



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies approved at this meeting: Appraisal for Teachers Policy, **Polices noted at this meeting:** Health and Safety Policy, Outdoor Education, Visits and Off-Site Activities Health & Safety Policy (DCC and Torbay Council) - Sept 2016, Behaviour Policy, **Plans/Guidance Documents noted at this meeting:** Premises Fire Emergency Plan, HCC Off-Site Activity Organisation Guide.

Ref	Action or Decision	Action	Date Due
	<p><i>ME (31.01.2017)</i></p> <p><u>Governor Training since the last meeting (01.02.2017)</u></p> <ul style="list-style-type: none"> • Role of the Chair as Leader of the Governing Body - ST (01.02.2017) • Ensuring Good Governance in Secondary Schools (for Governors) – GD (21.02.2017) • Governance and School Improvement – ST (08.03.2017) 		
18	<p><u>Special Topic for Next Full Governing Body</u></p> <p>It was noted this will be 4Matrix as agreed under item 3.</p>	GD/AHO	24.05.17
19	<p><u>Part 2</u></p> <p>The meeting went into Part 2 at 8.55 p.m. Proposed GD, Seconded GSM.</p> <p>The meeting came out of Part 2 at 8.58 p.m. Proposed GD, Seconded MGa.</p>		
20	<p><u>Date of next meeting:</u> Wednesday 24th May at 6.30 p.m. – location to be confirmed. <i>The meeting ended at 9.00 p.m.</i></p>		