



“Success for All”

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

Policies approved at this meeting: Redundancy Policy, Whistleblowing Policy, Asbestos Policy, Outdoor Education, Visits and Off-site Activities Health and Safety Policy, Admissions Arrangements for 2013/14 Policy

| Meeting 4 – PART 1 Minutes | | | | | |
|----------------------------|---|----------|-----------------|--|----------|
| Date/Time | Wednesday 28 th March 2012 at 6.33 p.m. | | Location | Sixth Form Centre, Honiton Community College | |
| Attendees | | Initials | Attendees | | Initials |
| Lynda Price | | LP | Julian Phillips | | JP |
| Glenn Smith | | GSM | Alison Salter | | ASA |
| Keith Turner | | KT | Robert Loader | | RL |
| Michael Clements | | MC | Janet Boland | | JB |
| Victoria Wright | | VWR | Alan Williams | | AW |
| Stephanie Johnson | | SJ | | | |

| Apologies | Initials |
|-----------------|----------|
| Kate Smith | KS |
| Cindy Vining | CV |
| Jane McCartney | JM |
| Gabrielle Kirby | GKI |

| Absent without Apology | Initials |
|------------------------|----------|
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| In Attendance | Initials | |
|---------------------------------------|----------|---------------------|
| Andy Holt | AHO | Vice-Principal |
| Gary Wills | GWJ | Director of Finance |
| Joshua Wright (for Presentation only) | JWR | Director of ICT |
| Sarah Matthews | SM | Clerk |

| Minutes to |
|-------------------------|
| Attendees and Apologies |
| Website and File |

| | Agenda | Led by |
|----|---|----------------------|
| 1 | Special Topic: Opportunities for work with Ethiopia | GSM |
| 2 | Special Topic: Presentation by Director of ICT | JWR |
| 3 | Apologies and quorum | Chair |
| 4 | Declarations of interest | Chair |
| 5 | Minutes of previous meeting – 1 st February 2012 | Chair |
| 6 | Matters arising from the minutes <ul style="list-style-type: none"> Item 11 – Governor skills audit Item 8 – Training event booked for May 16th Item 9 – Vision | LP LP GSM |
| 7 | Committee reports (including Policy ratification) : Finance/ Curriculum/ Personnel /Campus/O&S | Sub-Committee Chairs |
| 8 | Director of Finance’s Report | GWJ |
| 9 | ELT Report | GSM |
| 10 | Part 2 | Chair |
| 11 | Chair’s business <ul style="list-style-type: none"> Chairs Round a Table Admissions Policy | KT GSM |
| 12 | Training/visits to note | All |
| 13 | Date of next meeting – Wednesday 30 th May 2012 | Chair |



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| 1 | <p><u>Special Topic: Opportunities for work with Ethiopia</u></p> <p>LP welcomed Tasisa Dabisa and Newey Getachew to the meeting (teachers from Shashemene Secondary School in Ethiopia). GSM explained they were visiting HCC as part of the International Inspirations Programme. GSM had recently visited their school as part of this programme with ATA (Andy Taylor) – P.E. Teacher from this college.</p> <p>GSM showed a powerpoint presentation of photographs from the partner region. It was noted that the project was backed by a number of bodies and co-ordinated by the British Council. HCC had successfully applied to be part of the project (which involved fourteen other schools).</p> <p>GSM updated the governors on the daily programme that had been planned for the guests. He also provided information on facts/figures about Ethiopia and spoke about the differences between the two countries. He said that there were about 60/70 students in each class at Shashemene Secondary School. He spoke about Special Educational Needs (SEN) and explained SEN classrooms in schools in Ethiopia were very rare.</p> <p>GSM said the funding for the project was £3,000 per year but that it was hoped that this would continue after the programmed had ended. It was noted that students from Kings School in Ottery St Mary had already visited Ethiopia (10/12 Year 12 students). It is intended that Honiton students would also visit (in February of next year as a joint project with Kings School).</p> <p>GSM said that the partnership agreement would be signed on Friday (30th March 2012) in Plymouth.</p> <p>GSM said that communication between the schools would be by text/internet. He also updated the governors on the importance of P.E. and broadening sport as part of the project (e.g. tag rugby and ultimate Frisbee). It was noted that GSM, Tasisa and Newey had visited Honiton Primary School.</p> <p>LP said that she fully supported the project and felt it would be good for the students. She thanked Tasisa and Newey for attending (<i>both guests left the meeting at 6.55 p.m.</i>).</p> | | |
| 2 | <p><u>Special Topic: Presentation by JWR (Director of ICT) on ICT at the college</u></p> <p>LP welcomed JWR to the meeting. JWR gave the governors an overview of the work of the ICT department. It was noted that:</p> <ul style="list-style-type: none"> • A new ICT Suite had been opened and is very successful - the results of a recent piece of work carried out by a lower ability English group in the ICT Suite proved to be very positive. • The college website is currently being updated (it was requested that JWR attend the May meeting to give an overview of the progress regarding this) - the governors were shown a very brief look at the new look website. • JWR showed examples of initiatives which are on the website. • A booklet has been produced to help students manage their work (copies were circulated at the meeting) – this booklet involves participation by parents. | GSM | Special Topic for May Meeting |



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| | <ul style="list-style-type: none"> Fridge magnets had been purchased to help celebrate the success of students. Curriculum mapping has been undertaken - JWR considers HCC to be ahead of the game. JWR was able to show the governors tables detailing the performance of his ICT students – this information all ties in with ICT results analysis. LP was surprised that the results showed that girls did better than boys – JWR said that sometimes boys struggle with the amount of writing involved. JWR is pleased with the quality of work of students in ICT. Feedback from both the Ofsted in 2008 and 2011 showed that they were pleased with what the ICT department had achieved – however they would like to see more business involvement. There are currently 4 staff in the department who deliver lessons across the curriculum. There are a wide range of options delivered including opportunities to build software. JWR felt HCC has some of the best facilities in the country. There will be changes to the curriculum which means that ICT will not be compulsory and students will have to opt to do it – however it is essential to ensure that ICT is still woven into the curriculum (non ICT teachers must be able to assess this work). Staff receive ICT training as part of CPD (when it is identified that they need it). In the future parents will be able to keep up to date with the progress of their children through the ‘learning gateway’ - this shows praise and concern points and will eventually also show reports. Only the parent of a child will be able to access the information. This will not involve any extra work for staff. Parents will be provided with guidance on how to use it. Several of the parent governors said that they would be interested in assisting with the testing of this programme. It was agreed that they would contact JWR if they would be willing to assist. ICT in the Sixth Form is a very popular subject. <p>LP thanked JWR for the very informative presentation. <i>JWR left the meeting at 7.25 p.m.</i></p> | Parent Governors | |
| 3 | <p><u>Apologies and quorum.</u></p> <p>Apologies from KS, GKI, CV and JM were accepted. The Chair confirmed that the meeting was quorate.</p> | | |
| 4 | <p><u>Declarations of Interest</u></p> <p>None.</p> | | |
| 5 | <p><u>Minutes of previous meeting – 1st February 2012</u></p> <p>The minutes of the meeting held on 1st February had been circulated to all governors in advance of the meeting.</p> <p><u>The minutes were agreed (proposed GSM, seconded JB) as a true and accurate record of that meeting and signed accordingly by the Chair.</u></p> | SM - Minutes to file and website | |
| 6 | <p><u>Matters arising from the minutes</u></p> <ul style="list-style-type: none"> Item 11 – Governor Skills’ audit – This is currently being undertaken by KS and the obvious gap emerging is legal. There was a short discussion on how to fill this. An update will be provided at the next meeting. | KS | |



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| | <ul style="list-style-type: none"> Item 8 – Training event booked for May 16th – it was noted that topics being currently considered were Child Protection Training (by MCA) and RAISEonline (by AHO). LP and GSM will discuss other topics and issue once finalised. Item 9 – Vision – GSM gave an update on the agreed vision. Copies of the latest newsletter were provided to those present in which there was an article on the vision. Item 7 – Percentage of students who go to Richard Huish and HCC - AHO said this information was not available. Item 10 – Director of Finance’s Report – It was agreed that, in future, this will be an earlier item on the agenda (after matters arising). <p>Newsletter – it was noted that the article by a Sixth Form student who interviewed MC was also in this newsletter.</p> | <p>LP/GSM</p> <p>LP (SM)</p> | |
| 7 | <p><u>Committee reports (including Policy ratification):</u></p> <p><u>Finance</u> – RL reported that the committee discussed the following:</p> <ul style="list-style-type: none"> The FMGE (which is the academy version of FMSiS) – most of the points raised by this were now done. FMGE is the Financial Management and Governance Evaluation. The first report from the Responsible Officer from which there were no major issues. The Investment Policy (which requires further work). The Freedom of Information Publication Scheme and the requirements regarding the publication of financial documents – further guidance is being sought from the solicitors. The Finance Report (by GWI) – which will be discussed further in item 9. Benchmarking – the committee had discussed comparisons with Bideford School but GWI will also be working on comparisons with other schools. <p>It was noted that there were no policies to be ratified.</p> <p><u>Personnel</u> – it was noted that CV had chaired the meeting in the absence of KS. CV was unable to attend this meeting so AW provided the update. The committee discussed:</p> <ul style="list-style-type: none"> The Personnel Committee Terms of Reference which were approved. Three policies: Redundancy, Whistleblowing and the Complaints Procedure. The Redundancy and the Whistleblowing Policies were approved; however the Complaints Procedure Policy was referred back to the solicitors for legal advice. The Freedom of Information Publication Scheme which was referred to the Finance Committee for advice on what financial documents must be available on the website. The Full Governing Body said consideration must be given to the amount of work it could generate for staff. AHO provided an update on information from the solicitors - this will be discussed further at sub-committee level. Information on staff absence (which showed this had improved over the terms). <p>AW proposed that the Personnel Terms of Reference were ratified by the Full Governing Body. This was seconded by GSM. No-one disagreed.</p> <p>AW proposed that the both the Redundancy Policy and the Whistleblowing Policy were ratified by the Full Governing Body. This was seconded by JP. No-one disagreed.</p> | <p>Copy to File and Website (SM)</p> <p>Copy to File and Website (SM)</p> | |



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| | <p>Note: The Adoption Policy and the Maternity Policy which were ratified at the previous meeting have been referred to the solicitors for advice. This will be discussed by the Personnel Committee at their next meeting.</p> <p><u>Campus and Health and Safety</u> – it was noted that the previous meeting had been chaired by RL as MC has been unable to attend for the start of the meeting. RL said the following was discussed:</p> <ul style="list-style-type: none"> • The proposed new build (note: a presentation by Kay Tregenna from the architects (TFQ) was delivered prior to this meeting). • The repairs carried out by the Site Supervisor, his team and contractors. • The Health and Safety Policy – which had been referred back to the solicitors by ISL for advice on ‘The Employing Body’. • Innovate and Pensions – an update will be provided under item 9 (Director of Finance’s Report). • A report on a review of the security at HCC by GWI – it was noted that the committee recognised the risks of the open campus but have done all they could reasonably do over the years to ensure that the campus was as secure as possible. The committee asked that the ELT continue to look at options for securing the campus further and that they involve Honiton Primary School and the Town Council in doing so. • The Asbestos Policy – which was approved. <p>JB proposed that the Asbestos Policy was ratified by the Full Governing Body. This was seconded by JP. No-one disagreed.</p> <p><u>Curriculum</u> – KT reported that the committee had discussed the following:</p> <ul style="list-style-type: none"> • A number of overseas trips (Krakow, Barcelona, Ardeche Adventure, France Trip) – it was noted that GSM had confirmed that all the checks had been done and that the committee had therefore approved all of the trips. LP said that it was essential that all trips that required approval by governors were minuted. On this occasion had been done by the Curriculum Committee due to timescales, however this is normally done by the Chair of Governors. • The Departmental Visits by Link Governors – it was noted that not all of the visits had taken place but this was understandable as governors were volunteers and had other commitments. KT provided an overview of the questions asked. He said congratulations should be given to all departments for the good community links that had been built up. It was noted that the ELT link was very successful and that positive points included the termly meeting between JWR and his staff and the increase in non contact time for JBA (Post-16). Proforma 2 has now been issued (to be completed by the end of April). • An update on the outcome of the exams. • An update on two departmental reviews (Science and Humanities). • The new curriculum model for KS4. <p>It was noted that there were no policies to be ratified.</p> | | |



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| | <p>Overview and Scrutiny – LP said the following was discussed:</p> <ul style="list-style-type: none"> • CIP – in detail (it was noted that there were no red areas which was good and only a small number of amber) – this will be reviewed by the committee three times per year. • CET – two students from the CET now attend the meetings, which has enabled good feedback to be given to the committee. • The Platinum Group – which has been set up to provide interventions for Sixth Form students. • The Outdoor Education, Visits and Off-site Activities Health and Safety Policy – it was noted that this policy was being brought to the Full Governing Body for ratification. <p>RL proposed that the Outdoor Education, Visits and Off-site Activities Health and Safety Policy was ratified by the Full Governing Body. This was seconded by AW. No-one disagreed.</p> | Copy to File and Website (SM) | |
| 8 | <p>Director of Finance’s Report</p> <p>GWI referred to the report that had been circulated prior to the meeting. The following was noted:</p> <ul style="list-style-type: none"> • Investment Policy – there is still more work to be done on this policy before it is brought to the Finance Committee then Full Governing Body for ratification. • Deposit Account – it was noted that GWI was a lot happier with this account now additional security measures had been put in place. GWI said this will now come through FMS. • Innovate – Pensions - GWI said the Finance Committee had discussed the proposals on pensions and agreed to his proposal to accept liability for part of the pension from 1st July 2011. GWI updated the committee on the percentage this would involve and the maximum amount per month this would cost the college (i.e. £160). He said this would eventually decrease but would not increase. • Innovate – Profit Share – GWI said that Innovate had offered a profit share of 50/50 and that he expected the profit for cashless to be around 20%. It was noted that Innovate were now supplying food to two primary schools and HCC would receive a share of this income. GWI said the Finance Committee had discussed the cost of utilities for the food Innovate produce (which is currently covered by the college). He said Innovate had offered that the college keep the takings from the vending machines to compensate for this. • Innovate – Cashless Catering (Installation dates/Public Relations) – GWI said this will go ahead and the date he would suggest would be the 14th May 2012. Installation will take one week (during the beginning of the week cash would still be accepted). There was a further discussion as to the most appropriate time for the system to go live. It was noted that parents must be given time to fully understand the system and that all of the public relations will be handled by Innovate. • Innovate will be available to do demonstrations on progress days. GWI said Innovate have sent him the paperwork to be sent out to parents explaining the system. JP said governors should also see a copy of the pack. There was a further discussion regarding the registering of new Year 7 students and it was agreed that this would be an issue for the ELT to discuss. SJ said as a parent governor she felt the sooner the system was installed the better. | GWI | |



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| | <ul style="list-style-type: none"> It was noted that GWI and MCA would be the lead ELT members. All agreed that the ELT should decide the most appropriate date for installation. GSM asked for any concerns governors had to be emailed to him. Innovate – Cashless Catering (Cost of System) – GWI said that the cost of the system would be £16,628 and that HCC would have to buy the system outright from Cunninghams (but HCC would be reimbursed by Innovate in instalments). It was noted that due to the cost of the system the Full Governing Body would be required to vote to purchase the system. The committee discussed the amount and it was agreed by all that the purchase would be authorised. <p>It was therefore agreed that the Full Governing Body authorised the purchase of the Cashless Catering System for £16,628 from Cunninghams. Proposed by RL, Seconded by GSM, agreed unanimously.</p> <ul style="list-style-type: none"> Responsible Officer – It was noted that the first report had been done and that the questions raised from this report had all be answered. The second visit is due on the 24th April 2012. GWI said he hoped that the visits could be aligned with the Finance Committee meetings. Budget Monitor – GWI said he had disputed the report and that there had been problems with the software. It was noted that the reports would go to the ELT, Finance Committee and Full Governing Body. Gas and Electricity – GWI said that this had all been checked and it was now back on track. Cost Centres – GWI said there is some general housekeeping to be done over the Easter period regarding these. <p>GWI said that if the governors have any questions regarding his report they should email him. LP thanked GWI for his report. <i>GWI left the meeting at 8.12 p.m.</i></p> | <p>ELT Governors</p> <p>GWI/RL</p> <p>GWI</p> <p>Governors</p> | |
| 9 | <p>ELT Report (previously the Principal’s Report)</p> <p>GSM gave an overview of the content of the report and the following was noted:</p> <ul style="list-style-type: none"> Post 16 – GSM was reasonably happy with Post-16 results. FFTD - an update was provided on where the college was with regards to FFTD for English and Maths and it was noted that it looked as if the college was on track for this. English – teaching is good/outstanding but the change in syllabus had not helped so the ELT will keep on reviewing English. Building Learning Power – the college has been working with Graham Powell from The Learning Organisation on this and it will roll out over two years. The aim of Building Learning Power is to help students to become more independent learners. Thirteen ‘Learning Champions’ have been identified from across the college to assist with this programme. They have already attended their first training session. SJ asked for reassurance that this was going to be more successful than the PLATS initiative. AHO said the issue with PLATS was that not everyone was behind it, however Building Learning Power involved Learning Champions who would be involved in rolling it out steadily. Changes Teams – Focus groups have been set up to address issues identified in the CIP (e.g. boys attainment). | | |

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| | <ul style="list-style-type: none"> • Support from GSM and AHO for English and Maths – GSM currently attends two maths and two English classes, AHO attends two maths classes and is involved in other groups. It was noted that a recent controlled assessment in the English class that GSM attends had a very positive result so it was felt that this support was worthwhile. • Behaviour – HCC has been seen much more positively since GSM started. • Leadership Academy – this has been set up at HCC by PMA (VWR is involved). • Aspirant Heads – PMA and AHO have both attended this course. As a follow on from the course both PMA and AHO will shadow other Heads/Principals. Two participants from the course will also visit HCC and shadow GSM. One of these visits has recently taken place and GSM has received positive feedback regarding the behaviour of the students as a result. • Pick n Mix – this is going well and includes speakers from outside the college as well as sessions delivered by both GSM and AHO. It was noted that all CPD sessions directly link to the CIP. • Learning Walks – these are continuing. More needs to be done with regards to differentiation by task rather than just differentiation by needs, however planning time will be required for this. • Consistency – GSM wants more consistency over every lesson in every department. It was noted that this will be worked on in the summer term. • RWCM = Reading, Writing, Communications, Maths. • Literacy Rainbow – this is going well and the inset day at the start was very effective. <p><i>VWR left the meeting at 8.30 p.m.</i></p> <ul style="list-style-type: none"> • Demographics – GSM said there will need to be five forms for Year 7 next year as 146 students are scheduled to join the college. However, 175 are due to leave at the end of Year 11 (a falling number of students will mean a falling budget). It was noted that the feedback from the Year 5 open day was very good. There was a general discussion regarding the PAN for HCC as well as changes to the PAN for other schools and the effects of this. • Praise and Concern Points – the governors discussed the information regarding the number of Praise/Concern Points handed out. GSM said the college was looking at why the number of Praise Points was lower for students in higher years and also why the number of Concern Points was higher. • Badge System – GSM said this was working well in terms of rewards. • Assemblies - GSM said every tutor group will deliver an assembly to improve their public speaking skills. This is going well and there are a wide range of subjects. • Jackie Rees (Safeguarding Officer) – Jackie has been doing a lot of work with both students and the parents. She has also attended training that will enable her to deliver training to parents. • Let's Get Cooking – Funding has been secured and parents will attend the courses along with their children. • Safeguarding – LP would like MCA to provide a key in future for the different groups shown in the safeguarding section of the ELT Report. • Exclusions/Attendance – GSM updated the governors with regards to exclusions and attendance. The persistent absence trigger was also briefly discussed. | GSM (MCA) | |



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| | <ul style="list-style-type: none"> • P.E. Department – The Personnel Committee have been updated on changes. • College Professional Standards – these will be introduced in September and are based on the new professional standards. This may be a topic for the Full Governing Body annual training session. • Shadowing – Roger Fetherston (School Improvement Partner) has visited HCC and shadowed Year 7 students (high-ability). GSM has received positive comments regarding behaviour from him. His report is awaited. • PASS Survey – GSM is really pleased with the results. Students are good at running initiatives such as the Quiz, Bingo and Comedy nights. | | |
| 10 | <p>Part 2 The meeting went into Part 2 at 8.50 p.m. Proposed by JB, Seconded by AW. The meeting came out of Part 2 at 9.05 p.m. Proposed by JP, Seconded by KT.</p> | | |
| 11 | <p>Chair’s business</p> <ul style="list-style-type: none"> • Chairs Round a Table – it was noted that KT attended this seminar (2nd February 2012). KT said that topics discussed included: academies, grammar schools, Ofsted changes, schools who remain with the Local Authority, Free School Meals, SEN, students for whom English is not their first language and small groups in classrooms. • Admissions Policy – GSM explained that this was a Devon County Council policy which has been adapted for the college. It was noted that it had been brought direct to the Full Governing Body meeting rather than a sub-committee due to the tight timescale that was required for adopting the policy. LP said she was concerned about limiting the PAN for the Sixth Form. AHO said it is just a figure. There were no further questions and all agreed the policy should be adopted. <p>The Admissions Arrangements Policy was therefore adopted by the Full Governing Body. Proposed by LP, Seconded by JB.</p> | Copy to File and Website (SM) | |
| 12 | <p>Training/visits to note</p> <p>DAG Newsletter – LP referred to two events in the latest DAG Newsletter (8th March):</p> <ol style="list-style-type: none"> 1. DAG Conference – 12th May 2012 – LP asked for feedback if anyone attended. 2. Education Futures Symposiums – various dates – LP said this was not open to academies <p>On-line Training – LP reminded everyone of the availability of this training.</p> <p>Bishop Fleming – it was noted that all Finance Committee members (except one) had attended the training provided by Bishop Fleming (23rd February 2012).</p> | Governors Governors | |
| 13 | <p>SJ said she had received several letters from HCC which has been posted on the same day and was concerned about the cost of postage for the college. AHO agreed to look into this.</p> <p>Date of next meeting Wednesday 30th May 2012 at 6.30 p.m. in the Sixth Form Centre (HCC) <i>The meeting ended at 9.05 p.m.</i></p> | AHO | |