



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies approved at this meeting: Governors Allowances (Expenses) Policy, Exit Policy, Data Protection Policy, Policy for Setting the Standards of Acceptable Behaviour, Grievance Policy, Freedom of Information Publication Scheme, Recruitment and Selection Policy**

Meeting 2 – Part 1 Minutes				
Date/Time	Wednesday 5 <sup>th</sup> December 2012 at 6.37 p.m.	Location	Sixth Form Centre	
Attendees	Initials		Attendees	Initials
Lynda Price (Chair)	LP		Jane McCartney	JM
Keith Turner	KT		Janet Boland	JB
Mick Clements	MC		Paul Keeling	PK
Kate Smith	KS		Alison Salter	ASA
Glenn Smith	GSM		Richmal Shorter	RSH
Gabrielle Kirby	GKI		Stephanie Johnson	SJ
Alan Williams	AW		Andy Holt	AHO
Julian Phillips	JP		Gary Wills	GWI
Cindy Vining	CV		Roger Fetherston	RF

Apologies	Initials
Rob Loader	RL

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk

Minutes to
Attendees
Governors
School Website

	Agenda	Led by
1	<b>Apologies and quorum</b>	Chair
2	<b>Declarations</b>	Chair
3	<b>Minutes of the previous meeting: 03/10/2012</b>	Chair
4	<b>Matters Arising</b> • <b>Item 8 Academies Financial Handbook</b>	Chair GWI
5	<b>Finance Report including annual accounts</b>	GWI
6	<b>An independent view of the College</b>	RF
7	<b>Update on exam results; challenges, benchmarking etc.</b>	GSM/AHO
8	<b>Feedback from committees (to include CIP report by LP)</b>	Committee Chairs
9	<b>Policies</b>	Committee Chairs
10	<b>ELT report</b>	ELT
11	<b>Part 2</b>	Chair
12	<b>Chairs business – Carol Service 18/12/12</b>	Chair
13	<b>Training/actions to note</b>	All
14	<b>Date of next meeting – Wednesday 13<sup>th</sup> February 2013</b>	Chair



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1	<p><b><u>Apologies and quorum</u></b>            LP welcomed everyone to the meeting. It was noted that due to accidents on the M5 and at Monkton some of the governors would be late arriving or may not be able to attend. Apologies were therefore accepted for a late arrival from MC, JM and PK and for not attending from RL. The meeting was quorate.</p>		
2	<p><b><u>Declarations of interest</u></b>            None.</p>		
3	<p><b><u>Minutes of previous meeting: 3<sup>rd</sup> October 2012</u></b>            The minutes of the meeting held on 3<sup>rd</sup> October had been circulated to all governors in advance of the meeting.</p> <p><b><u>The minutes were agreed (proposed LP, seconded GSM) as a true and accurate record of that meeting and signed accordingly by the Chair.</u></b></p>	<p>SM - Minutes to file and website</p>	
4	<p><b><u>Matters arising</u></b>  <b>Item 8 Academies Financial Handbook</b> – GWI reported that the new handbook had been emailed out to all governors along with a summary by GWI. It was noted that the new handbook is more concise. GWI asked if there were any queries. There were none.</p> <p>There were no further matters arising.</p>		
5	<p><b><u>Finance Report including annual accounts</u></b>  <b>Annual Accounts</b> – in the absence of RL, LP asked GWI if he would present the accounts. GWI explained that the accounts needed to be presented to the Full Governing Body. It was noted that once approved they will be sent to Companies House and the EFA. LP explained that the accounts had been accepted at the AGM prior to this meeting and would be signed off by members subject to the Full Governing Body now approving them. GWI reported that the Finance Committee had been through the accounts thoroughly at their last meeting (19<sup>th</sup> November 2012). Bishop Fleming (Accountants) had been at this meeting and had presented the accounts to the committee. It was noted that the Finance Committee had thoroughly questioned Bishop Fleming. The proposal from the committee was that the accounts would be taken to the Full Governing Body for approval. LP asked if there were any questions. There were none.</p> <p><b><u>It was therefore agreed that the accounts would be approved by the Full Governing Body. It was noted all were in favour. Proposed by CV, Seconded by AW.</u></b></p> <p><b>Responsible Officer (RO)</b> - GWI reported that a new phase of RO visits has been started. The reports will be taken to the Finance and the O&amp;S Committees. It was noted that visit 1 had taken place yesterday and this had all been fine. GWI had spoken to the RO regarding the Finance Committees’ request for more feedback and this will be done.</p> <p><b>Academies Financial Handbook</b> – this item was covered under matters arising (item 4).</p> <p><b>Budget Monitor</b> – it was noted that this was distributed prior to the meeting. GWI reported that he has disputed the report and that as it was the October report it was</p>		





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	<p><b><u>the Full Governing Body. This was seconded by JB. It was noted that all were in favour of continuing with the current policy. There were no objections.</u></b></p> <p><b>Bank Account Balance</b> – it was noted that this was also included in the report.</p>	<p><b>Copy to File and Website (SM)</b></p>	
6	<p><b><u>An independent view of the College</u></b></p> <p>LP welcomed RF to the meeting. It was noted that RF is the SIP (School Improvement Partner) and provides an annual report to the governors. HCC purchases this service to ensure that an independent and external view of the college is given. RSH asked for clarification as to whether RF’s role was the same as an external advisor. GSM said it was not quite the same as RF gave a more overarching view. LP reported that part of RF’s role is to assist LP and KS in reviewing performance and in setting objectives for GSM.</p> <p>RF then gave an overview of the report he had completed and the following was noted:</p> <ul style="list-style-type: none"> <li>• RF considers the ELT to be very open and honest.</li> <li>• RF’s role is that of a critical friend and his purpose is to help move the college forward by providing suggestions for the future.</li> <li>• The report will be circulated to all governors (Completed 10.12.12).</li> <li>• The report provides a review of where HCC currently is and its achievements.</li> <li>• RF used two main documents when writing his report. Firstly the FFTD Evaluation document (which provides schools with data as to where they are now and where they should be). It was noted that this is a very important document. Secondly, RAISEonline data (it was noted that the only available data at present is for 2011). This is a national document produced by the DfE.</li> </ul> <p><b>School Evaluation Form (SEF):</b></p> <ul style="list-style-type: none"> <li>• RF has looked at the SEF for HCC thoroughly. It was noted that schools can choose/design their forms. The SEF is the basis for the CIP (College Improvement Plan) and the key areas for development identified in the SEF have been fed into the CIP. It is these documents which are used by governors to question the ELT.</li> <li>• RF has analysed the outcomes for 2012 – these are very positive.</li> <li>• There has been a rise of 15% in the headline data. This will need to be analysed carefully to see why it happened and whether it is sustainable.</li> <li>• A*-A, A*-B figures have improved significantly.</li> <li>• RF said the college needs to be more inclusive and look at the levels of progress from the point of entry for every student.</li> <li>• He said the college needs to look at how many students who come in with a level 5 convert it to A, A* or B and whether they are making the expected levels of progress. It was noted that at KS3 there should be 3 levels of progress. AHO said that the transition data was in the governors’ report.</li> <li>• RF said the college needs to bring about change by knowing where change is required (e.g. is it boys, is it a particular group?).</li> <li>• With regards to in-school variation there were quite a lot of different children making different levels of progress in different subjects. RL said the data would allow the college to drill down to find out why.</li> <li>• RF said that the college needs to look at whether the option subjects have</li> </ul>		



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	<p>improved because the group of students have improved.</p> <ul style="list-style-type: none"> <li>• It was noted that there was an outstanding performance in the OCR ICT course which RF said was quite stunning. RF said that in 2 years the qualifications and what is required will change.</li> <li>• RF would recommend that there needs to be an improvement plan within a time frame for all subject areas that need to improve.</li> <li>• It was noted that 5A*-C in English and Maths is a key statistic for Ofsted.</li> <li>• RF said English is an issue for HCC. The outcome of the pending judicial review could affect the figures at HCC. Students have been declined places on courses because of these results and this will have an impact on their future.</li> <li>• RF said there needs to be improvements in English but it was noted that the quality of learning is validated and the English Department are working hard.</li> <li>• MFL is an area for concern as very few students have opted for a MFL. This will impact the EBACC qualification now that it is established. RF said that both MFL and Humanities contribute towards the EBACC so this is a curriculum issues.</li> </ul> <p><i>PK joined the meeting at 7.05 p.m.</i> <i>GWI and SJ left the meeting at 7.05 p.m.</i></p> <ul style="list-style-type: none"> <li>• RF found that the gap between boys and girls is very strong. He felt there needs to be a greater drilling down of data. The college needs to look at which subjects boys are not performing well in and what is being done about it. RF has used the raw data and progress data for this. It was noted that boys are included as a ‘vulnerable group’. RF said HCC needs to look at what they are doing about this (e.g. single sex classes), why are they doing this and where. He said interventions must be targeted.</li> <li>• It was noted that Free School Meals (FSM) are now in the Pupil Premium Group. Any child in receipt of benefits in the last 6 years will be included in this group so the size of the group will be greatly increased.</li> <li>• RF said the SEF is a critical document but HCC’s is very lengthy. He said with the new framework the criteria in the SEF may not have the same weighting. He felt the ‘Achievement’ section was very brief and needs to be more detailed (e.g. boys are mentioned but it needed to identify which boys and what is being provided for them).</li> <li>• RF felt the sections of the SEF are written in very different styles and needs to be more consistent.</li> <li>• He also felt the college needs to look at the impact of some of the policies (such as the Home Learning Policy). He said this section of the report needs to be improved so that strengths and areas for development are both looked at.</li> <li>• RF said the SEF suggests the need to look more at outcomes – i.e. is teaching and learning consistent across subjects and is monitoring going to be done across all areas.</li> <li>• He said literacy is the biggest barrier for boys across the school and that whole school literacy policies have minimal impact. RF said there needed to be specific actions to improve spellings. As English lessons now focus on spelling and</li> </ul>		



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	<p>punctuation this will improve boys’ performance in other subjects as well.</p> <ul style="list-style-type: none"> <li>• RF said that BLP (Building Learning Power) needs to be carefully monitored to make sure changes are taking place in all departments (i.e. a whole college approach).</li> <li>• RF said learning walks were important to check what should happen does happen.</li> <li>• He felt the behaviour at the school is excellent. Students in classrooms are very good and polite and are on task in most lessons. The uniform is much smarter. Student voice is very good and honest. The sixth form has very good students.</li> <li>• He noted that Leadership and Management has been judged as outstanding, however feels a safe grade would be ‘good’ for the college. RF said Ofsted would have to see impact at both Post-16 and at GCSE for this to be outstanding. GSM said MFL and English have pulled this down.</li> <li>• RF said he would like to see an ‘aide memoir’ in the SEF which would be an overview for governors/ELT as to how the departments feed into the SEF.</li> <li>• He felt plenty of information had been collected.</li> <li>• RF said that there are some contradictions in the SEF so the ELT needs to go through the areas of development again and check this.</li> <li>• He felt there needed to be more information as to what ‘modernisation’ of the curriculum means. The curriculum is good but more detail about it needs to be in the SEF.</li> <li>• RF said information regarding the Diamond and Platinum group’s needs to be included as this has been a significant change by the ELT and shows what the college is doing.</li> <li>• He felt both the Marking and Home Learning Policies needed to be looked at to see if they are a ‘strength’.</li> <li>• With regards to SMSC, RF felt there needed to be more consideration given to the quality of activities rather than quantity. The college needs to look at which activities have made a positive impact. They need to become SMARTER.</li> <li>• In summary RF felt that overall the SEF needs to be more concise (he said a good SEF is about 12 pages, HCC has 57 pages).</li> </ul> <p><b><u>CIP (College Improvement Plan):</u></b></p> <ul style="list-style-type: none"> <li>• RF felt that there was a very good summary at the front of the document but that more detail needs to be put in including headline data.</li> <li>• He would like to see a league table of subjects included (e.g. 3 and 4 levels of progress for each subject and how many students have achieved this).</li> <li>• RF found the CIP to be very useful and much more concise than the SEF.</li> <li>• He felt the sections within the plan have very different styles.</li> <li>• He said the ELT need to urgently review the success criteria and that they need to be directly linked to the priorities in each section. RF felt some success criteria do link to activities however some do not. He suggested that there needs to be more detail and that the CIP would draw this from the SEF.</li> <li>• RF felt the section on ‘Resource Management’ is the best he has seen as it details</li> </ul>		



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	<p>actions and successes. He said it was a great model and it would be useful for others to see the style of it. The summary section was very good.</p> <ul style="list-style-type: none"> <li>• He felt the ‘achievement’ section needs more success criteria (e.g. what we want to achieve next year in the sixth form etc.)</li> </ul> <p>RF said overall there was now much more stability at HCC. GSM had tackled the personnel issues, AHO was drilling down into the data much more and GWI had done well with his section. He felt the CIP needs consolidation so that all middle leaders are on board as they are the key drivers of the school.</p> <p>LP said that the Link Governors feel that departments are getting support from the ELT and have been for some while.</p> <p>It was noted that the SEF will go to the O&amp;S Committee in mid-January to review. The ELT will produce a more condense SEF for this meeting. LP said she had requested that the Pupil Premium be expanded on at this meeting. GKI asked AHO about the low uptake for MFL. It was noted that this will be addressed now that all students have to take a MFL.</p> <p>LP thanked RF for attending the meeting and said his overview had been very useful.</p>	<p><b>To O&amp;S Committee – January 2013</b></p>	
7	<p><b><u>Update on exam results; challenges, benchmarking etc.</u></b></p> <p>AHO reported that RAISEonline was just out. There was also a sub-evaluation document out (from the FFT). He said that English is an area of concern but that maths tends to be all right.</p> <p><i>RF and KT left the meeting at 7.37 p.m.</i></p> <p>AHO said he is still waiting for the document that he normally sends out to governors. He explained that the value added was on the 50<sup>th</sup> percentile and that this is what you would expect. It was noted that this is a lot up on last year (a difference of 26 places).</p> <p>AHO reported that the P.E. exam results have been challenged and the result for every student has increased. It was noted that RAISEonline is currently unvalidated data so this is not included.</p> <p>AHO reported that there were a few successful challenges for Maths. As a result the overall figure went up to 52.8 from 52.7 (which was last year’s figure).</p> <p>It was noted that RAISEonline will be an agenda item for the Curriculum Committee.</p> <p>KT returned to the meeting</p>	<p><b>Agenda item for the Curriculum Committee</b></p>	
8	<p><b><u>Feedback from committees – Curriculum/Finance/Campus/Personnel/O&amp;S</u></b></p> <p><b><u>Curriculum</u></b> - KT reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> <li>• <b>The change in the link governor system.</b> SCL now keeps a record of who has booked their visit so that KT can monitor this. AHO said he would like to thank those governors who have already carried out their visits as they had been very</li> </ul>		



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	<p>positive.</p> <ul style="list-style-type: none"> <li><b>The Behaviour Policy.</b> KT said that the Curriculum Committee was happy with the policy and they had recommended it should be taken to the Full Governing Body for their ratification</li> </ul> <p><b>GKI therefore proposed that the Behaviour Policy was approved by the Full Governing Body. This was seconded by JB.</b></p> <p><b>Finance</b> – As RL was unable to attend the meeting, LP reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> <li><b>The Annual Accounts</b> – please see item 5.</li> <li><b>Audit Committees</b> – it was noted that there is now new information in the Academies Financial Handbook so this will go back to the Finance Committee for further discussion.</li> <li><b>Governors Allowances (Expenses) Policy</b> – please see item 5.</li> </ul> <p><b>Campus and Health and Safety</b> – In the absence of MC, KS reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> <li><b>The strategic plan for the campus</b> (which will go for further discussion to the O&amp;S Committee)</li> <li><b>The Terms of Reference</b> – it was noted that the committee were happy with the Terms of Reference and had agreed they would be brought to the Full Governing Body for approval.</li> </ul> <p><b>KS therefore proposed that the Terms of Reference were approved by the Full Governing Body. This was seconded by JP.</b></p> <p><b>Personnel</b> – KS reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> <li><b>The South West Schools Teaching Alliance</b> – PMA gave a presentation and it was noted that the scheme was very good value for money (£7,000).</li> <li><b>Newly Qualified Teachers (NQT's)</b> - it was noted there was a new NQT in Humanities.</li> <li><b>Performance Management Logs</b> – it was noted that GSM is still awaiting some performance management logs. GSM and JBI are collating the information for the Personnel Committee. This information will detail who has met their targets, who has partially met and who has not.</li> <li><b>CPD Pick and Mix</b> – it was noted that this was very important for associate staff. It was also noted that ASA had delivered an excellent session in the best use of LSAs in classrooms.</li> <li><b>Investors in People (IIP)</b> – it was noted that PMA has had a meeting and the college have done very well. Currently the college have the silver award but were aiming for gold.</li> <li><b>Policies for approval by the Full Governing Body:</b> Exit Policy (Appendix 2 now added), Data Protection Policy, A Policy for Setting the Standards for Acceptable Behaviour, Grievance Policy, Freedom of Information Policy, Recruitment and Selection Policy.</li> </ul>	<p><b>Copy to File and Website (SM)</b></p> <p><b>Agenda item for Finance Committee</b></p> <p><b>Agenda item for O&amp;S Committee</b></p> <p><b>Copy to File and Website (SM)</b></p> <p><b>Copy to File</b></p>	



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	<p>GKI therefore proposed that the Exit Policy, Data Protection Policy, A Policy for Setting the Standards for Acceptable Behaviour, Grievance Policy, Freedom of Information Policy, Recruitment and Selection Policy were all approved by the Full Governing Body. This was seconded by LP and ratified by all.</p> <p>LP reported that PMA had said governors are welcome to attend any of the CPD training sessions and asked SM to send out the dates. <i>MC joined the meeting at 7.48 p.m.</i></p> <p><b>Overview and Scrutiny</b> – LP reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> <li><b>The CIP</b> – it was noted that the O&amp;S committee will look at the CIP again but that they were happy to accept the CIP as a first draft. All governors have been sent a copy of the CIP. LP asked if the Full Governing Body were also happy to accept the CIP (as a first draft). All were happy. There were no objections.</li> </ul> <p><b>It was therefore noted that the Full Governing Body accepted the College Improvement Plan as a first draft. Proposed by GKI and Seconded by JM.</b></p> <ul style="list-style-type: none"> <li><b>The Risk Register</b> – this will now be taken by Committee Chairs to the next round of sub-committee meetings.</li> </ul>	<p>and Website (SM)</p> <p>SM</p> <p>Committee Chairs</p>	
9	<p><b>Policies</b> It was noted that this was discussed under item 8.</p>		
10	<p><b>ELT report</b> <b>Achievement</b> <b>English and Maths Transition Matrixes</b> - AHO referred to both the English Transition Matrix 2012 and the Maths Transition Matrix 2012 on page 3 of the report and gave an overview of the information. He said the matrixes show the information for English as it would have been if there had not been any issues. He said there were 18 students who had a 5C and he felt these students should have done better (it was nothing to do with the National issue). KT asked if this information could be provided for each member of staff. GSM said these charts are very new at the moment. He added that Ofsted were concerned with 3 and 4 levels of progress. CV said she would like to see this for all subjects. It was noted that AHO is currently looking into this. He has done 3 or more levels of progress for every subject and has looked at whether they are closely related to English or Maths. AHO said he needs to check whether this can be validated by a Statistician. He would then follow this up with Ofsted and the EFA to make sure that this data could be used. GSM said that the college is focussing on the expected progress of every student in the school. JB felt that as this is what the primary schools are looking at it should fit in well with what they are doing.</p> <p>AHO said he was currently revamping the traffic lights data so that they would show how well students have done against targets. A data pack would be produced for each member of staff which would show information regarding progress. Staff training would also be delivered.</p>		



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	<p><b>Pupil Premium</b> - AHO circulated a copy of the ‘Pupil Premium Detailed Report’ to all present. GSM outlined where the additional money has come from. He said that there have been 3 main pots of money and that he has met with RLO, GWI, MCA and AHO to co-ordinate where this money goes.</p> <p>LP said that the latest DAG Newsletter signposts to an article on the Ofsted report on Pupil Premium, which is well worth reading. She said it needs to be monitored better at HCC and that governors need to decide whether this would be by means of an annual report to governors or two reports (one to the Curriculum Committee to look at what improvements can be linked to this funding and then one to the Finance Committee detailing how the money is spent).</p> <p>AHO gave an overview of how Pupil Premium monies are received by the college (i.e. Free School Meals (FSM) children which would include any students who have received FSM in the last 6 years, Children that are Looked After and Services Families). It was noted that 97 students are eligible for Pupil Premiums in this current academic year and that the money received was £94,696. The amount received for each child is £600. In the past money has been spent on smaller class sizes (£15,000) and laptops to support literacy (£15,000). It was noted that further examples are detailed in AHO’s report. AHO said he would like to extend one-to-one tuition into the EBACC and MFLs.</p> <p>It was noted that the Diamond Group now holds a 2 hour session to discuss students who departments have concerns about. If more than one department has a concern about a student then the college will intervene. AHO said that last year a group of Y8 students had extra English lessons but are now back in the main class. It has been noted that they are struggling so AHO would like to use money for extra lessons again. AHO said the college would like an extra member of staff in the English Department. GSM said that the MiDYIS had been completed and they have identified issues. Please note: MiDYIS (Middle Years Information System) – is taken by all students on entry to HCC as a baseline measure of likely academic ability. We moved to this system two years ago from CATs (Cognitive Assessment Tests) tests we used to do.</p> <p>AHO said that the vulnerable students’ reports he produces for the O&amp;S Committee and the Curriculum Committee could be used to monitor the achievement of those students who are eligible for Pupil Premium. It was noted that RAISEonline could also be used.</p> <p><b>Teaching</b></p> <p><b>Departmental Reviews</b> – GSM reported that the English and Maths had both taken place. Governors were updated on the result. It was noted that at this stage the information was confidential. GSM said that the Ofsted Inspection model had been used to carry out the reviews. This was tougher and more rigorous than before.</p> <p>GSM said he does not feel that every middle leader yet believes the importance of 3/4 levels of progress but they must do. He said the targets are very aspirational and would put</p>		





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**Policies approved at this meeting: Governors Allowances (Expenses) Policy, Exit Policy, Data Protection Policy, Policy for Setting the Standards of Acceptable Behaviour, Grievance Policy, Freedom of Information Publication Scheme, Recruitment and Selection Policy**

Ref	Action or Decision	Action	Date Due
	<p><b>CIP/DIPs</b> – GSM felt the CIP was ambitious and the DIPs have been more rigorously tweaked.</p> <p><b>Appraisals</b> - it was noted that PMA has done a lot of work on the appraisals</p> <p><b>Website</b> - GSM said a £1,000 contract had been awarded to ensure the website remains up to date.</p> <p><b>Sixth Form Prospectus</b> - GSM said that there was a new prospectus. He said AHO and JBA should be thanked for this. AHO had also arranged for an advert to be on Heart FM.</p> <p><b>Progress Days</b> - It was noted that attendance figures at progress days were good. KS noted the lower figures for Y11 (April 2011) which was 57.83%. AHO said this may have been because there had already been a subject evening so students may have felt there was no benefit in attending both.</p> <p><b>SMSC</b></p> <p><b>Mock Interview day</b> – GSM said this had gone well and he thanked all the governors who were involved.</p> <p><b>Other events</b> – GSM said that other areas within SMSC which were currently being worked on were an impact day, the Ethiopia Exchange (a joint venture with Kings), The French Exchange (which involves approximately 12 students), a Spanish Exchange and the Grenville House residential (which governors were welcome to attend). GSM reminded governors that trips are always approved by either LP or in her absence the Curriculum Committee. Some trips also require approval by County.</p> <p><b>Rugby</b> – GSM said TSK had been very successful in encouraging students to work academically before involvement with the rugby and that he was running lunchtime sessions.</p> <p><b>Formula 1 in schools</b> – GSM said that companies from outside have been invited in. Four boys from the college have been involved in this project.</p> <p><b>Sidmouth Science Fair</b> – it was noted that students from HCC have been involved in this.</p> <p><b>Oxford University</b> – it was noted that a student from the sixth form has been invited for interview.</p> <p><b>Debating</b> – it was noted that students from HCC are through to the next round at Sherbourne. GSM said he would like to note thanks to all the staff that have supported them.</p>		
11	<p><b>Part 2</b></p> <p>There were no Part 2 minutes from the previous meeting.</p>		

