



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies approved at this meeting: College Lettings Policy Statement, College Lettings Terms and Conditions, Charging and Remissions Policy, Finance Policy, Best Value Statement, Exit Policy, Pay Policy, Conduct Policy, Capability Policy, Redundancy Policy**

Meeting 6 – Part 1 Minutes - DRAFT			
<b>Date/Time</b>	Wednesday 11 <sup>th</sup> July 2012 at 6.35 p.m.	<b>Location</b>	Sixth Form Centre
<b>Attendees</b>	<b>Initials</b>		<b>Attendees</b>
Lynda Price (Chair)	LP		Jane McCartney
Keith Turner	KT		Janet Boland
Mick Clements	MC		Paul Keeling
Kate Smith	KS		Alison Salter
Rob Loader	RL		Gary Wills
Cindy Vining	CV		
			<b>Initials</b>
			JM
			JB
			PK
			ASA
			GWJ

Apologies	Initials
Glenn Smith	GSM
Andy Holt	AHO
Gabrielle Kirby	GKI
Victoria Wright	VWR
Alan Williams	AW
Stephanie Johnson	SJ
Julian Phillips	JP

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk
Joshua Wright - Part	JWR	Director of ICT
Tom Hembrow	THE	CET (Chair)

Minutes to
Attendees
Governors
School Website

	Agenda	Led by
1	Special Topic – The new website	JWR
2	Apologies and quorum	LP
3	Declarations of interest	LP
4	Minutes of previous meeting: 30 <sup>th</sup> May 2012	LP
5	Matters arising	LP
6	12/13 Draft Budget	GWJ
7	Finance Director's report	GWJ
8	Feedback from committees – Finance/Personnel/Campus/Curriculum/O&S	Committee Chairs
9	ELT report	ISL
10	Policies <ul style="list-style-type: none"> <li>Finance Policy</li> <li>Committee chairs</li> </ul>	LP/RL Committee Chairs
11	Chair's business <ul style="list-style-type: none"> <li>Academy annual return</li> </ul>	LP



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	<ul style="list-style-type: none"> <li>SIP Annual report</li> </ul>	LP
12	Training/visits to note – All	LP
13	Date of next meeting <ul style="list-style-type: none"> <li>Full Governing Body - Wednesday 3rd October 2012</li> <li>AGM – Wednesday 5th December 2012 (prior to start of Full Governing Body Meeting)</li> </ul>	Chair Chair
14	Part 2	Chair

Ref	Action or Decision	Action	Date Due
1	<p><b><u>Special Topic – The new website</u></b>            LP welcomed JWR to the meeting. JWR gave an update on the new website and the following was noted:</p> <ul style="list-style-type: none"> <li>The old website was used a lot, however as the technology was old it needed to be updated.</li> <li>The company used to set up the new website are a Honiton based company called Vectre 7.</li> <li>The feedback regarding the new website has been good and lots of individuals (students, parents and staff) have all contributed views.</li> <li>The starting point for setting up the website was a spreadsheet which JWR used to set out what would be needed on the new website. Consideration was given to who would be using the website and what they would need (i.e. students, parents, staff and visitors) – those present were shown this spreadsheet.</li> <li>The key feature of the new website is a ‘search bar’.</li> <li>GSM wanted the website to be good for recruitment (both for recruiting new staff and encouraging prospective students to join HCC).</li> <li>The website is now live – Governors were shown how to access it. JWR confirmed they would only need the one password.</li> <li>The new website is built on a content management system – which means that the templates can be changed when needed.</li> <li>JWR will continue to review the website.</li> <li>MC felt that visitors may not know what terms such as KS3/4 are – JWR suggested that a glossary may be a good idea and agreed to look into this.</li> <li>JWR confirmed that the areas such as ‘staff room’ and ‘clubs’ will still be there.</li> <li>The main concern expressed by the governors was who would be responsible for ensuring that the website remained up to date. JWR said that NRI (Nathan Riggs) from ICT would be responsible for putting information on etc, however it would be down to other individuals to ensure that the material is up to date.</li> </ul> <p>LP thanked JWR for his presentation which ended at 6.50 p.m. JWR then left the meeting.</p>	JWR	
2	<p><b><u>Apologies and quorum</u></b>            Apologies from GSM, JP, GKI, VWR, AW and SJ were accepted. The Chair confirmed that the meeting was quorate.            AHO also sent apologies (he and GSM were at a conference)</p>		
3	<p><b><u>Declarations of interest</u></b>            None.</p>		
4	<p><b><u>Minutes of previous meeting: 30<sup>th</sup> May 2012</u></b></p>		



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	<p>The minutes of the meeting held on 30<sup>th</sup> May had been circulated to all governors in advance of the meeting.</p> <p><b><u>The minutes were agreed (proposed LP, seconded KT) as a true and accurate record of that meeting and signed accordingly by the Chair.</u></b></p>	SM - Minutes to file and website	
5	<p><b><u>Matters arising</u></b></p> <p><b><u>Staff Governor</u></b> - LP reported that VWR had decided to stand down as staff governor (at the end of this academic year). Unfortunately VWR was unable to attend the meeting tonight due to other college commitments. LP has written to VWR thanking her for all her hard work. Flowers will be passed on to her. JBI has been informed and she will organise the election process for a new staff governor. This will take place when the new term starts in September.</p> <p><b><u>Parent Governor</u></b> - LP also reported that MC's parent governor post would end on the 19<sup>th</sup> October. JBI will organise the election process for a parent governor which will take place at the start of the new term in September. MC intends to stand again.</p> <p><b><u>Campus (Bid for New Build)</u></b> – It was noted that since the last meeting HCC had been notified that they had been unsuccessful in their application for funding for a new build. GWI said there were no grounds for HCC to appeal against the decision as there had been no new information which had come to light since the bid was submitted. However, a letter regarding the decision had been forwarded to the relevant department. It was noted that Neil Parish (Member of Parliament for Tiverton and Honiton) has also written a letter on behalf of the college. GWI said that the window will be open again for bids in September.</p> <p><b><u>Meeting Dates for 2012/13</u></b> – it was noted that these had been accepted by all at the previous meeting and circulated by email.</p>		
6	<p><b><u>12/13 Draft Budget</u></b></p> <p>It was noted that the draft budget had been circulated prior to the meeting. RL reported that the Finance Committee had been through the draft budget in detail and had asked for a summary to be prepared by GWI for this meeting (which he had done). RL said the Finance Committee had been happy to accept the draft budget and had recommended that it be taken to the Full Governing Body for adoption. LP said that she had been unable to attend the last Finance Committee meeting, however had spent some time with GWI going through the budget. It was noted that she was also happy with the draft budget.</p> <p>GWI reported that the only part of the budget that had not been able to go to the Finance Committee was the capital expenditure as he had to discuss this with the accountants. It was noted that the resource and capital expenditure should be carried over as ring-fenced items. However GWI said the option of changing capital expenditure to the resource budget with the EFA was being looked at. LP said that the college would want to carry forward as much as they could due to falling rolls for the next 2 years. The figures of £188,000 (estimated budget 2013/14) and £181,000 (estimated budget 2014/15) were noted. GWI said that it would be necessary to trim premises spending (and use capital). He</p>		



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	<p>also said that he would be running the strategic planning model during the summer and would be looking at the likelihood of staffing reductions. MC raised the issue of the falling number of students at the college. ISL said this may be considered when the next bid for the new build is submitted, however, LP felt that as the issue was the state of the classrooms and not the numbers at HCC this would not be an issue.</p> <p>There were no further questions so LP asked if everyone was happy to agree the draft budget. All were in favour.</p> <p><b><u>It was therefore agreed that the draft budget for 2013/14 would be approved. Proposed by RL and seconded by JB.</u></b></p>		
7	<p><b><u>Finance Director’s report</u></b></p> <p>It was noted that the Finance Report by GWI had been circulated prior to the meeting.</p> <p>GWI asked for the governors to approve the following capital expenditure:</p> <ul style="list-style-type: none"> <li>• <b>The immediate purchase of a laser cutter</b> – the cost not to exceed £22K. The item has not been included in the budget but has been discussed (and it has been agreed at ELT recently that the equipment is essential to the technology department). It was noted that GWI has spoken to many schools about the equipment they use and HCC are in the extremely small minority that do not have a laser cutter in the technology department. GWI has looked at both lease and purchase options. It was noted that the life expectancy of the laser cutter would depend on the usage.</li> <li>• <b>Purchase of replacement IT hardware during the 12/13 budget year</b> - the cost not to exceed £32K. This cost has been identified and included in the IT budget and in the College budget for 12/13. MC asked about the disposal of old PC’s. GWI confirmed that once the hard drive has been cleaned up they are passed onto a local company.</li> <li>• <b>The immediate replacement of the windows in the Humanities block</b> - the cost not to exceed £15K. This cost is included in the Premises 3 year plan and is included in the 12/13 college budget.</li> </ul> <p>LP asked if all present were happy to agree to the requests. All were in favour.</p> <p><b><u>It was therefore agreed that the governing body would approve the expenditure on the above items. Proposed by MC and seconded by JM.</u></b></p> <p>GWI gave an update on the Finance Report and the following was noted:</p> <ul style="list-style-type: none"> <li>• <b>Budget Monitor</b> – a statement had been circulated prior meeting. GWI said that HCC is looking at a slightly higher in year balance than predicted, £88K compared to £70K.</li> <li>• <b>Site security</b> – It is intended that the HCC gates will be locked between 8.35 a.m. and 14.50 p.m. so that the site is secure during school hours. GWI gave an update on the latest communication with Honiton Primary School (HPS) and the Town Council. GWI said parents going to the primary school will still be able to walk through the college before and after the above times. It was noted that HPS,</li> </ul>		



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	<p>Busy Bees Pre-School and the Children’s Commission will also be given a key. This will allow them to access the college so that they can escort children to the bus, sports centre etc. GWI has spoken with Foot Anstey (Solicitors) who have confirmed the route through the college is not a right of way. GWI has also updated the police with regards to the closure times. KT recommended that GWI copy any correspondence regarding this to Vera Howard (who used to be a governor and is on the Town Council). LP agreed this was a good idea. It was noted that the governing body were in agreement that the site should be secure, however suggested that when GWI meets with HPS, consideration is given to a slightly later closure time in the mornings. It was noted that signage will be installed soon to forewarn the public of the gate closure.</p> <ul style="list-style-type: none"> <li>• <b>End of Year accounts (EOY)</b> – it was noted that a 2 day Interim audit from Bishop Fleming had been done. GWI will need to provide all the necessary information to them by the 14<sup>th</sup> September 2012. A Finance Committee meeting has been scheduled for 19<sup>th</sup> November and a Full Governing Body meeting for 5<sup>th</sup> December so that the accounts can be presented and approved.</li> <li>• <b>Strategic financial planning</b> – GWI will be doing more work on this model over the summer holidays.</li> <li>• <b>2012/13 Budget</b> – already discussed under item 6.</li> </ul> <p>RL said, with regards to the bank balance, he would like to know more about what the plans are for investing the money. GWI confirmed he will be doing a more strategic plan for the investments. One area that GWI will be looking into is the CCLA (Charity, Churches and Local Authority). GWI said he will continue to develop the cashflow and confirmed that the balance shown on his report includes three and sixth month investments. LP thanked GWI for his report.</p>	GWI	
8	<p><b><u>Feedback from committees – Finance/Personnel/Campus/Curriculum/O&amp;S</u></b></p> <p><b><u>Finance</u></b> – RL reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> <li>• The <b>draft budget</b> for next year,</li> <li>• The <b>Budget Monitor report</b>,</li> <li>• The <b>Responsible Officer visit</b>,</li> <li>• <b>Policies</b>.</li> </ul> <p><b><u>Personnel</u></b>– KS reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> <li>• <b>Redundancies</b> (LSA’s),</li> <li>• The <b>IIP Audit</b> – ISL reported that this had taken place over the last two days. LP requested that ISL contact PMA and arrange for the feedback to be circulated,</li> <li>• <b>Policies</b>.</li> </ul> <p><b><u>Campus and Health and Safety</u></b> - MC reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> <li>• The outcome of the bid for the <b>new build</b>,</li> <li>• The <b>Site Manager’s report</b>,</li> <li>• Two <b>health and safety inspections</b> (P.E. and Technology) – it was noted both were good and any areas to improve on were to do with paperwork,</li> <li>• <b>Cashless Catering</b> – it was noted that this had gone very well and there had only</li> </ul>	ISL (PMA)	





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	<p>‘shadowing of students by Easter 2012’. LP reported that R Fetherston had shadowed students and requested that the feedback is taken to the Curriculum Committee for discussion. Overall the committee felt that very good progress had been made. It was recognised some outcomes depended on knowing exam results to see if they had been successful. LP said governors should email SM if they would like a copy of the updated CIP.</p> <ul style="list-style-type: none"> <li>○ A <b>new CIP</b> will be put together at the end of September. A few of the current objectives will no longer be on there but the rest are likely to be similar to this year’s (with updated targets). There will be the same emphasis on teaching, learning and student outcomes.</li> <li>● The committee agreed to the <b>portfolio of costs purchased from County</b> (recommended by the ELT) – the exact figures will be reported to the Finance Committee.</li> <li>● There were <b>no policies</b> to discuss.</li> </ul>	<p><b>Agenda item September 2012</b></p> <p><b>Governors</b></p> <p><b>Finance Committee – Agenda item for September 2012</b></p>	
9	<p><b>ELT report</b></p> <p>It was noted that the ELT report had been circulated prior to the meeting. The following was noted:</p> <ul style="list-style-type: none"> <li>● <b>Throughout the report</b> - Governors would like the person in the report to be identified or use “we” rather than using ‘I’ as it is not clear who this refers to in the ELT.</li> <li>● <b>Page 1</b> – LP said it was good to see ‘internal data suggests that 64% of students will attain 5+ A*-C including English and Mathematics set against a FFT D target of 61%’.</li> <li>● <b>Page 1</b> - RL asked for clarification on the term ‘Learning Champions’ – ISL said this is a member of staff who will help students (not the actual student).</li> <li>● <b>Page 2</b> – SCITT = School Centred Initial Teacher Training</li> <li>● <b>Page 3</b> – LP referred to the table which shows that the number of concern points increased when students got to Y9, whilst the number of praise points decreased. There was a general discussion as to whether students rate these points (i.e. they may not be seen as ‘cool’). THE said they meant a lot to him. It was noted that ‘Parent Portal’ will allow parents to see Praise and Concern points.</li> <li>● <b>Page 4</b> – the committee briefly discussed the numbers shown in the table (i.e. student numbers on roll for each year)</li> <li>● <b>Page 5</b> – RL asked if ISL could expand on the information given regarding the ‘Cool 2b Clever’ scheme. ISL said it is about students wanting to celebrate success. He felt it was important to encourage students from Y6 to celebrate success so that when they get to secondary school they are not embarrassed. Those present briefly discussed how to make the ‘Cool 2b Clever’ scheme more successful. JM suggested that it may be useful to review how we celebrate success for older students. JB felt encouraging students to celebrate success in the earlier years was a good idea. THE said some students preferred the old paper system. ISL said the passport system had been successful in Y8 (but not so in Y7) – THE suggested that it needs to be promoted more. ISL said the college needs to ensure students are not embarrassed standing up in assembly and getting certificates – THE said students may be less embarrassed if their name was on a screen. ISL said the college was trying to make rewards more attractive e.g.</li> </ul>	<p><b>ELT</b></p>	



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	<p>points towards a prom ticket.</p> <ul style="list-style-type: none"> <li>• <b>Page 6</b> – governors appreciated the ‘thanks’ from the ELT.</li> <li>• <b>Page 7</b> – Classic Car Club – JER and THE are both involved in this. Crash Box (an external club linked with HCC) would like to support the club financially. A visit to Powderham Castle should have gone ahead but was rained off. THE said more volunteers to help with the club would be appreciated. The STEM ambassador has visited the club once.</li> </ul> <p>LP thanked ISL for presenting the ELT report.</p>		
10	<p><b><u>Policies</u></b></p> <p><b><u>Finance Policy</u></b> – LP said that this had already been reviewed by the Finance Committee but that it also needed to be reviewed by the Full Governing Body before it could be approved. It was noted that a copy had been circulated to all governors prior to the meeting. RL said that the Finance Committee were happy with the policy and they had recommended it should be taken to the Full Governing Body for their review. It was noted that all present were happy with the policy.</p> <p><b>CV therefore proposed that the Finance Policy was approved by the Full Governing Body. This was seconded by RL.</b></p> <p><b><u>Policies discussed by the Personnel Committee</u></b> – KS reported that the following policies had been discussed and were being brought to the Full Governing Body for ratification:</p> <ul style="list-style-type: none"> <li>• Exit Policy – (It was noted that KS will re-write the letter – appendix 2),</li> <li>• Pay Policy,</li> <li>• Conduct Policy,</li> <li>• Capability Policy,</li> <li>• Redundancy Policy.</li> </ul> <p>LP asked if all present were happy for the policies to be ratified. No-one disagreed.</p> <p><b>KS therefore proposed that the Exit, Pay, Conduct, Capability and Redundancy Policies were ratified by the Full Governing Body. This was seconded by KT.</b></p> <p><b><u>Policies discussed by the Finance Committee</u></b> - RL reported that (in addition to the Finance Policy) the following had been discussed and were being brought to the Full Governing Body for ratification:</p> <ul style="list-style-type: none"> <li>• College Lettings Policy Statement,</li> <li>• College Lettings Terms and Conditions,</li> <li>• Charging and Remissions Policy.</li> </ul> <p>LP asked if all present were happy for the above to be ratified. No-one disagreed</p> <p><b>JM therefore proposed that the College Lettings Policy Statement, College Lettings Terms and Conditions and the Charging and Remissions Policy were ratified by the Full Governing Body. This was seconded by JB.</b></p>		



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	<p><b>Best Value Statement</b> – it was also noted that the Finance Committee had discussed the Best Value Statement. RL confirmed that the committee had been happy to agree the statement but had requested that it should be brought to the Full Governing Body for ratification. LP asked SM to email out the Best Value Statement to all governors. She requested that governors return any comments to her within seven days. LP agreed to sign the statement subject to any comments being returned to her.</p> <p><b>It was therefore noted that the Best Value Statement would be signed off by LP but that this was subject to any comments being returned to LP within seven days.</b></p> <p><i>Clerk’s Note (18.07.12): There were no comments emailed to LP within the requested timescale.</i></p>	Completed 11.07.12	
11	<p><b>Chair’s business</b></p> <ul style="list-style-type: none"> <li>• <b>End of term (LP)</b> – LP reported that the end of her current term as a governor would be in November 2012. It was noted that she would like to stand again as both a governor and if re-appointed, Chair. She explained that the members would make the decision as to whether they wished to re-appoint her as a governor. It was noted that KT, as Vice-Chair, would deal with this before the Full Governing Body meeting in October.</li> <li>• <b>Academy annual return</b> – LP said GWI/SM will be preparing a draft report which will need to be signed off by her. LP will also be involved in the preparation.</li> <li>• <b>Annual Return for Companies House</b> – LP said this has been delayed due to a duplicate entry which is currently being rectified. All relevant parties have been informed and the return will be completed once confirmation that the entry has been removed has been received.</li> <li>• <b>SIP Annual report</b> – LP said that GSM had asked Roger Fetherston (RF) to provide a brief end of year statement, at her request. However due to his holidays this had not been received and would be sent out later. She asked the committee to note that RF has resigned from the LA but is still working independently and has been appointed to continue to act as SIP to the College next year.</li> </ul>	KT	
12	<p><b>Training/visits to note</b></p> <ul style="list-style-type: none"> <li>• <b>Foot Anstey</b> – KS and MC reported that they will be attending the Summer Term Governor Training delivered by Foot Anstey (13<sup>th</sup> July 2012 – Exeter).</li> <li>• <b>Chepstow</b> – MC and KS reported that they had both attended the recent school trip to Chepstow which they had enjoyed.</li> <li>• <b>E-Learning</b> – LP reminded governors that this on-line training was free to governors as the college buys into the service (through the Babcock LDP package). SM was asked to put together a list of all the modules and email it out to all governors. LP suggested that governors may wish to sign up to cover different modules and then review the module for the Full Governing Body.</li> </ul>	SM	
13	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Full Governing Body</b> - Wednesday 3rd October 2012</li> <li>• <b>AGM</b> – Wednesday 5th December 2012 (prior to start of Full Governing Body Meeting)</li> </ul>		



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	<i>THE left the meeting at 8.00 p.m.</i>		
14	<p><b>Part 2</b></p> <p><b>The meeting went into Part 2 at 8.00 p.m. Proposed by LP, Seconded by KT.</b></p> <p>The minutes of the meeting held on 30th May 2012 were read and were agreed as being a correct and true record. Proposed by JB and seconded by KT. Accordingly, they were signed by the Chair. It was noted that there was no new business to discuss and no new updates.</p> <p><b>The meeting came out of Part 2 at 8.05 p.m. Proposed by LP, Seconded by KT.</b></p> <p><i>Meeting then ended at 8.05 p.m.</i></p> <p><b>It was noted that this would be ISL’s last meeting. The Governing Body would like to wish him well in his new role at Stanchester Academy and thank him for all his work at HCC.</b></p>		