HONITON COMMUNITY COLLEGE ACADEMY TRUST
Full Governing Body Meeting

"Success for All"

Policies noted at this meeting: ICT Policy, Health and Safety Policy
Policies approved at this meeting: Child Protection and Safeguarding Policy, Admissions Policy (Main School) 2018, 2019 and 2020 (Updates), Admissions Policy (Sixth Form) 2018, 2019 and 2020 (Updates), Appraisals for Teachers Policy

Meeting 4 – Part 1 Minutes					
Date/Time	Wednesday 3rd April 2019 at 5.03 p.m.		**Location**	PE2, HCC	

Attendees	Initials		Attendees	Initials
Amy Bazley (Governor)	ABA		Siobhan Kent (Governor)	SK
Matt Burrell (Director of Finance & Resources)	MBU		Claire Nuttall (Governor)	CN
Gill Donne-Davis (Chair of Governors)	GD		Richmal Shorter (Governor)	RSH
Margaret Evans (Governor)	ME		Glenn Smith (Principal/Governor)	GSM
Mireille Gaches (Governor)	MGa		Kate Smith (Governor)	KS
Philippa Gurney (Governor)	PGU		Tony Smith (Governor)	TS

Apologies	Initials
Mark Gibbs (Governor)	MGi
Sheran Taylor (Vice-Chair – Governors)	ST
Dave Travers (Governor)	DT

Absent without Apology	Initials

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

Minutes to
Attendees
Governors

	Agenda	Led by
1	**Apologies and Quorum**	Chair
2	**Declarations of Interest**	Chair
3	**School Evaluation Form (SEF)**	GSM
4	**Ofsted – Questions Ofsted may ask Governors**	GSM/GD
5	**Principal's Update** • Safeguarding Update (including any update from Link Governors) and Child Protection and Safeguarding Policy • Mental Health Update • Vulnerable Groups, Pupil Premium and Children in Care • Staffing Update • Feedback on Visit(s) from External Partners • Feedback on any HLC (Honiton Learning Community) Meetings • RRO Email	GSM
6	**Academy Trust and Governing Body vacancies/appointments:** • Parent Governors – 2 vacancies (update) • Member Appointed Governor - 1 vacancy (update) • Member (Academy Trust) – vacancy (update)	Chair
7	**Director of Finance and Resources Update (to include Budget Monitor and Data Dashboard)**	MBU
8	**To note Chair has had a copy of the Budget Monitor**	Chair
9	**Letters and correspondence from ESFA (Education and Skills Funding Agency) to academy trusts**	MBU
10	**Minutes of the last meeting** – 13th February 2019	Chair

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11	**Matters arising**	
	Item 12 - Matters Arising	
	• **Principal's Update - Mental Health** – Governance Alert 16.11.18 (Issue 10). ST to look at this on behalf of the Governing Body. Update.	GD for ST
	• **Consent Form for Governor Photographs on the Website** – MBU to prepare form for governors to sign. Update.	MBU
	• **Annual Training Actions** – update on the following:	GD/GSM/Clerk
	➢ GD to look into other governors visiting HCC.	
	➢ Governors to let GD know if they wish to visit another school.	
	➢ Clerk to find out what other schools do re: appraisal of Chair.	
	➢ Clerk to liaise with MCA re: governor training through Jurassic Coast Teaching School (Spring Term).	
	➢ GSM to look at what College could do to track students when they have left HCC (whilst ensuring College complies with GDPR).	
	➢ Governors to look at ways in which the Governing Body can build links with parents (e.g. newsletter, surgeries, speaking at information evenings, question in annual survey).	
	• **Skills Audit –** To note: new governors to be included. Skills Review will then be done by GD/ST. Governors should now be completing their annual one-to-ones. All paperwork distributed by Clerk.	GD
	Item 18 – Chair's Business	
	• **Safer Recruitment** - KS/MBU to sort out issue with Safer Recruitment Training access for KS.	MBU/KS
12	**Policy Review**	GSM/MBU
	• Admissions Policies	
	• Appraisal Policy for Teachers (also covered by Performance and Pay)	
	• Child Protection and Safeguarding Policy (see Principal's Update – Item 5)	
13	**Review of Risk Register (Full Governing Body Items) – also HT2/6**	MBU
14	**Strategic Plan**	KS
15	**Teaching & Learning Committee Feedback** - including policies and DDP (Detailed Development Plan)	MGa
16	**Resources Committee Feedback** – including policies	TS
17	**Link Governors** (Lead Governor: ST)	Chair
18	**Department Reviews**	GSM
19	**Chair's Business**	Chair
	• **Succession Planning**	
	• **Principal Objectives – progress**	
	• **SEF and DDP**	
	• **Update on SIP (School Improvement Partner)**	
	• **Annual Training – 13/6**	
	• **One-to-One Meetings**	
20	**Vice-Chair's Business**	Chair
	• **Skills Audits**	
	• **Mentor**	
21	**Clerk's Business**	Clerk
	• **Admin Email (to note)**	
	• **Governance Today and Governing Matters**	
	• **Outstanding Paperwork**	
22	**Feedback from governors on any training/events attended (and to note attendance record of minutes) – To include CET (College Executive Team) update from KS**	Chair/KS
23	**Special Topic for next Full Governing Body Meeting** – to be agreed	Chair
24	**What impact has this meeting had on the outcomes of pupils in our College?**	Chair
25	**Part 2 – minutes from previous meeting and any new business**	Chair

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26	**Part 2 - Complaints Update (discussed as part of Chair/Principal meetings)**	Chair
27	**Part 2 - Performance and Pay Committee**	MGa
28	**Attendance Sheet Reminder**	Chair
29	**Declaration of Interests Form Reminder**	Clerk
30	**Date of next meeting** – Wednesday 22nd May 2019	Chair

Ref	Action or Decision	Action	Date Due
1	**Apologies and Quorum** GD welcomed everyone to the meeting. Apologies were accepted from DT, ST and MGi. It was noted that there was a quorum present.		
2	**Declarations of Interest** The following declarations of interest were noted: • **Staff** – all staff related items.		
3	**School Evaluation Form (SEF)** Governors noted the SEF (note: governors have access to the ELT folder on SharePoint. In addition, a copy was available in the Governor 'Full Governing Body' meeting folder on SharePoint). GSM reminded governors that this was a 'live' document which was kept up to date. He reported that the SEF is about to enter the cycle of review and evaluation. Department minutes provide evidence that the SEF is on the agenda for all departments. The SEF will be updated for the final review by governors at HT5. With the Ofsted Framework under consultation, GSM expects there to be a hefty change to the SEF. He has contacted ASCL (Association of School and College Leaders) regarding a template for a new SEF and is awaiting a response. GSM reported that there is no change with regards to where the College would score itself. He referred governors to the highlighted section on the SEF and reminded them that these were the sections that they would need to update. He stated that governors must include in the SEF what they see as their main area of development. • **Governor Question: Highlighted Sections** – KS noted that not all of the sections highlighted were for governors to update (e.g. safeguarding) and she asked for confirmation that these were being updated by the relevant member of staff. GSM confirmed that this was the case. He referred governors to Page 11 of the document which was highlighted *"Consultation with students…… (Pastoral Survey)"* and reported that that consultation with students does take place. GSM then referred governors to the highlighted section on Page 9 *'Developments'* which stated that governors must *'review and evaluate core purpose of meetings and communications (especially reports) to focus on: Point/issue, Action & Impact/Evidence'.* • **Governor Comment: Review and Impact** – GD stated that reviewing the purpose of the meetings and communications is something that the Governing Body continually do (note: as evidenced in the minutes). In addition, the Governing Body consider their impact at the end of each meeting (note: again evidenced at the end of each meeting). GSM stated that the Governing Body may wish to therefore consider a new development. He felt teachers were systematically challenged and this is why this section of the SEF was graded as good. Going forward, he believed the Governing Body needed a new area for development.		

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	• **Governor Comment: Development** – GD stated that the Governing Body would need some time to review the SEF before agreeing on an area for their development. She felt this would be an appropriate topic for the Annual Training. All were in agreement. GSM said he hoped that by the Annual Training he would have received the template SEF from ASCL. Clerk to add to agenda. **It was therefore agreed that the SEF (in particular the Governing Body area for development) would be a topic for the Annual Training on the 13.06.2019.**	**Clerk**	**Action Completed**
4	**Ofsted – Questions Ofsted may ask Governors** Governors noted the document in SharePoint. They also noted the articles in SharePoint (from Governance Today and Governing Matters). GD advised that 'Ofsted' would now be a standard item under Chair's Business (Clerk to update agendas). She also suggested that governors may want to consider an 'Ofsted Update' as one of the items at the Annual Training. All were in agreement. Clerk to add to agenda. • **Governors Question: Visit** – TS asked, as a governor who had not been involved in an Ofsted Inspection before, if Ofsted came into the College tomorrow what they would be expecting from governors (i.e. who would attend and at what times). His view was that it was important for a number of governors to be involved so that they could balance their skills and knowledge. GSM said that the usual format is for Ofsted Inspectors to meet with governors for one hour. The Governing Body would be notified of an inspection by the Clerk. Governors would be invited in dependent on their availability (e.g. their work and other commitments) and normally 3-4 governors would attend the meeting. GSM added that Ofsted will focus on the ISDR (Inspection Summary Data Report) and about Pupil Premium.	**Clerk** **Clerk**	**Action Completed** **Action Completed**
5	**Principal's Update** • **Safeguarding Update (including any update from Link Governors) and Child Protection and Safeguarding Policy:** **Safeguarding Update and Link Governor Visit** – GSM reported that SK (as Link Governor) had visited the College for her termly meetings. He felt this was very beneficial as it gave staff the opportunity to go through a mini-audit. • **Governor Report** - SK stated that she had met with the new SENCO (JHI - Jo Hill – Assistant Principal) and had provided an update at the Teaching and Learning Committee. This had given her and JBI (Jenny Bigmore – PA to the Principal with responsibility for the Single Central Register) the opportunity to take JHI through the steps that would be taken by the Ofsted Inspector when reviewing the register. SK stated that she and JHI had also reviewed the document put together by JHI's predecessor (which was a table showing what was in place). SK had been pleased to see all staff were using the CPOMS system. In addition to the Safeguarding and the Single Central Register visits, SK had also met with JHI and ASA (Alison Salter - Learning Support) to discuss SEN and CiC (Children in Care). In particular, SK was impressed with the work that ASA had done with the Forest School which in her opinion was a very positive experience for those students involved. GSM reminded governors that safeguarding was a very important part of the Ofsted Inspection. He was pleased with the way in which this governor link was working.		

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	Governors noted the articles in SharePoint (from the Devon Association of Governors and Governance Today). • **Governor Comment: Use of Release Cards** – SK said one concern was that students were using their release cards too frequently. GSM said that any issues with the Release Cards would be dealt with through the Summit Meetings. He added that he and JHI's predecessor had some concerns about how the student release card system was working, i.e. students using their release cards would go to the Student Well-being Office but due to staffing there would not always be a member of staff present. The holding room for these students was the library, however it was felt that a more appropriate room for the time being would be the Conference Room, as a member of staff (i.e. the PA to the Vice-Principal Pastoral) would always be present in the reception area. This would provide those students with more support. • **Governor Comment: Mental Health** – MGa said she felt this was an excellent change in policy and tied in with the information being provided at the recent College Information Evening on Mental Health which she had attended. • **Governor Comment: Forest School** – SK said she could see through her Link Governor visit that, due to the Forest School, there had been a reduction in the amount of use of the Release Cards. **Child Protection and Safeguarding Policy** Governors noted the updated document in SharePoint. GSM reported that following her appointment, JHI had reviewed the policy (note: following guidance from the information provided by Babcock Governor Support through the Chair's Update document). There were some minor amendments indicated by track changes in the documents. He asked if there were any questions. There were none. **It was therefore agreed that the Child Protection and Safeguarding Policy had been approved by the Full Governing Body. Proposed: SK, Seconded: RSH.**	Clerk - To file and website	Action Completed
	Mental Health Update – GSM asked for the minutes to record a 'thank you' to Nikki Thomas (Student Support) who organised the most recent Information Evening for Parents which concentrated on Mental Health. Governors also noted the document in SharePoint from the Information Evening. • **Governor Comment: Feedback** – MGa and CN both attended the evening. Both felt it was a useful evening which they got a lot out of as parents. However, they did not feel that the evening addressed how to provide teenagers support with exams (which was what it was advertised as). Both agreed that they did not feel the presenter had followed the remit provided by RRO (Rob Robson – Vice Principal Pastoral). Their concerns, and those of others, were discussed fully by the Teaching and Learning Committee so RRO is fully aware of the feedback. MGa stated that RRO had not been at the whole of the evening, however he had been at the previous one and this event was supposed to follow that remit, unfortunately it did not. • **Vulnerable Groups, Pupil Premium and Children in Care** – GSM reported that he has had a discussion with JHI. She is currently working on the IEP (Individual Education Plans) students to ensure the College includes	GSM	To note

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	their aspirations and the expectations of parents/students so that it is clear where they want to be at the end of their education. He added that this was really important for the students. GSM, RRO and JHI will be meeting with parents where necessary to try to achieve this. • **Staffing Update** – GSM reported that there has been some reshuffling with regards to staffing. Some staff have reduced their hours and some have increased them. MBU has been involved from a resource's perspective and both the Data Manager and the Senior Vice-Principal (for the Curriculum) have been involved (i.e. to ensure the correct number of staffing hours are in place to deliver the curriculum). The options for both the GCSE and Post-16 courses are being finalised (note: as advised at both the Teaching and Learning and Resources meetings). Further information will be provided where appropriate. • **Feedback on Visit(s) from External Partners** – GSM reported that an external report had been completed by Babcock regarding Persistent Absence. There was nothing to report from this. • **Feedback on any HLC (Honiton Learning Community) Meetings** – GSM said that he was unable to attend the last meeting. He had received the minutes but he still needs to review these. • **RRO Email** – GSM shared a very positive email he received from a parent regarding the on-going support RRO had provided (and continues to provide) to the family. He felt it was important to share this with governors. All were in agreement. **Safeguarding as an Agenda Item** – Governors discussed whether this should continue as part of the Principal's Update at each Full Governing Body meeting or whether it should be a separate item. All were in agreement that it could remain on the agenda under the Principal's Update providing the Link Governors were able to give their update as they had at this meeting.		
6	**Academy Trust and Governing Body vacancies/appointments:** • **Parent Governors – 2 vacancies (update):** GD reported that the closing date for the Parent Governor post was 12 noon today. There had been one applicant. The Clerk would contact the applicant and arrange a start date at the beginning of the Summer Term. The second vacancy will be re-advertised after the College holidays. Should there be no applicants the Governing Body will look to appoint a Parent Governor.	**Clerk**	**Action Completed**
	• **Member Appointed Governor – one vacancy (update)**: GD reported that discussions had taken place regarding a potential applicant. The individual had visited the College, however having given the position considerable thought they had decided not to apply due to the time commitment. TS reported that he had spoken to another individual with the relevant skills, however this individual was not interested again due to the time commitment. Members will now review this further.	**Members**	**On-going**
	• **Member:** GD reported that there was still a vacancy for a member. TS stated that the individuals he hoped would be interested had stated they would not be. Members will now review this further.	**Members**	**On-going**

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	• **Future Vacancies:** GD reminded governors that there will be 3 members of the Governing Body whose term of office will end in the Autumn Term (2 Parent Governors and 1 Appointed). It was therefore essential that everything was done to recruit new governors with the necessary skills.		
7	**Director of Finance and Resources Update** Governors noted the following documents circulated prior to the meeting: • **the Director of Finance and Resources Report – March 2019** • **the Budget Monitor – January and February 2019** • **the Data Dashboard – January and February 2019** • **5 Year Budget Highlights (HT4)** • **Proposal Community Use Building (Confidential)** MBU highlighted the following: • **Deficit** – the College are looking at a small forecasted deficit. There is still £40,000 shown as spent (this is the money that was set aside). MBU will need to move this back slowly into the in-year deficit calculations. • **Reserves** – these are currently at approximately £154,000. The forecast reserves for the Year End is £142,000 but this should be treated with caution. • **Science Refurbishment** – £39,500 was received from the Department for Education which has meant the £40,000 set aside for the Science Refurbishment has been freed up. • **Five Year Budget** – the 2019-20 budget is the one MBU is focussing on at the moment. The deficit is £10-15,000 at the moment but the aim is to get it to £0. The figure was initially £57,000. The year after 2019-20 is not looking good as there are lots of unknowns (e.g. pension contributions and how much will be funded). • **ESFA Letter (dated 15 March 2019)** – this has been included with MBU's papers and governors should note the contents. • **CIF (Condition Improvement Fund)** – the College are still waiting to hear about the CIF bid. • **Science Refurbishment** – the final account has been received and this is very positive. Furniture had been funded out of the amount set aside and the project has come in under budget. **Governor Comment: Science Refurbishment** – MGa said she would like to thank MBU and his team for the excellent work in bringing the project in under budget. • **Roof Leaks** – this continues to be a drain on the maintenance budget. Some repairs will have to be part of the next CIF bid. • **Water Leaks** – 2 have been identified in the last 2 months through the water bills. This is not good news. • **3G ATA Project** – a meeting with the District Council has taken place (both GSM and MBU attended). Planning is currently being looked at and some funding may be available. **Governor Question: Councillor** – TS asked if the Local Councillor had been contacted. MBU confirmed this had been done and the Local Councillor was supportive. • **Community Use Building** – the Town Council have stepped away from this issue. The intention is to set up a Charitable Incorporated Organisation (CIO). The College will be one of several trustees but there will be no liability. **Governor Question: Youth Club** – SK asked if this will still be able to run. MBU confirmed it will be and the Youth Club will be involved as one of the trustees. As there were no further question, GD thanked MBU for his report.		

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8	**To note Chair has had a copy of the Budget Monitor** GD confirmed she had received a copy.		
9	**Letters and correspondence from ESFA to academy trusts** Governors noted the letter dated 15th March 2019. MBU brought governors attention to the following: • **Financial returns requirements for 2019** – deadlines for statutory returns. • **Related Party transactions** – requirements.		
10	**Minutes of previous meeting** It was noted the minutes of the meeting held on the 13th February 2019 had been circulated to all governors in advance of the meeting. **The minutes were then agreed (proposed GD, seconded RSH) as a true and accurate record of that meeting and signed accordingly by the Chair.**	**Clerk - to file and website**	**Action Completed**
11	**Matters arising** **Item 12 - Matters Arising** • **Principal's Update - Mental Health** – Governance Alert 16.11.18 (Issue 10). ST to look at this on behalf of the Governing Body. **Update:** As ST was absent from the meeting it was agreed this update would be provided at the next meeting. • **Consent Form for Governor Photographs on the Website** – MBU to prepare form for governors to sign. **Update:** MBU reported that he is still to complete this. • **Annual Training Actions** – update on the following: ➢ GD to look into other governors visiting HCC. ➢ Governors to let GD know if they wish to visit another school. ➢ Clerk to find out what other schools do re: appraisal of Chair. ➢ Clerk to liaise with MCA re: governor training through Jurassic Coast Teaching School (Spring Term). ➢ GSM to look at what College could do to track students when they have left HCC (whilst ensuring College complies with GDPR). ➢ Governors to look at ways in which GB can build links with parents (e.g. newsletter, surgeries, speaking at information evenings, question in annual survey). **Update:** Governors noted the document in SharePoint which listed the above actions and details of the information the Clerk had taken regarding her actions. GD reported that she had nothing to update on other governors visiting HCC but would notify the Governing Body if she was contacted. She had also heard nothing from governors asking to visit other schools but the offer was still there. The Clerk reported that she had sought advice on what other schools do regarding the appraisal of Chairs and had forwarded this to GD (one of which was 360 degree feedback). The Clerk had also liaised with MCA (Marie-Claire Adams - Vice-Principal Teaching and Learning) regarding governor training through the Jurassic Coast Teaching Alliance), unfortunately there was none at present, however MCA would contact her if this changed. GSM stated that he is still looking at what the College could do to track students when they have left HCC.	**ST** **MBU** **GSM**	**Update at HT5 22.05.19** **Before next meeting** **Update at HT5**

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	Governors then noted the action regarding how the Governing Body could build links with parents. All agreed that this would be a good item for the Annual Training Session (Clerk to add to agenda). TS stated that this would fit in with what the Marketing Working Party were working on. He said he would ask all to read the Marketing Working Plan which had been development mainly by members of the Resources Committee. He felt that the plan was a very good document which detailed specific steps for improving the marketing of the College.	**Clerk** **All**	**22.05.19** Action Completed **Before next meeting 22.05.19**
	• **Skills Audit –** To note: new governors to be included. Skills Review will then be done by GD/ST. Governors should now be completing their annual one-to-ones. All paperwork distributed by Clerk. **Update:** GD reported that in the absence of ST, the skills audit review had been completed by herself and the Clerk. GD was content with the skills balance. GD also reported that, as per the email from the Clerk (dated 20.03.2019), herself and ST had taken the decision that, given absences and the difficulty in fitting meetings in due to work/other commitments, governors who had not yet had their one-to-one meetings would be asked to complete their form and bring it to this meeting. She reported that quite a few were still outstanding and requested that governors complete these and return as soon as possible. Should any one wish to have a follow up meeting they would note it on the form.	**All**	Immediate
	Item 18 – Chair's Business • **Safer Recruitment** - KS/MBU to sort out issue with Safer Recruitment Training access for KS. **Update**: KS reported that this issue is still on-going.	**KS**	**Update at HT5 22.05.19**
12	**Policy Review** • **Admissions Policies** – Governors noted the document in SharePoint detailing the correspondence between the Clerk and Devon County Council and a number of recommended updates since governors approved the policies at the last meeting (e.g. a change to the College Uniform policy). All were content with the changes. It was noted that copies were placed on the College and Devon County Council's website within the specified timescales. ➢ (Main School) Admissions Policy – 2018. 2019, 2020 ➢ (Sixth Form) Admissions Policy – 2018. 2019, 2020 **As there were no questions, it was therefore agreed that the above Admissions Policies had been approved by the Full Governing Body. Proposed: GD, Seconded: GSM.**	**Clerk - to file and website**	Action Completed
	• **Appraisal for Teachers Policy** – Governors noted the document in SharePoint. They also noted that the policy had been reviewed by the Performance and Pay Committee prior to this meeting. MGa reported that the Committee had been content with the policy and were not recommending any changes. GD asked if there were any questions from other governors. There were none. **As there were no questions, it was therefore agreed that the Appraisal for Teachers Policy had been approved by the Full Governing Body. Proposed: TS, Seconded: KS.** **Note: Child Protection and Safeguarding Policy – see item 5** **Policy List** Governors noted the documents from Babcock '*Academy Schools Statutory Policies Document June 2018)'* which was included as a reminder to governors as to what	**Clerk - to file and website**	Action Completed

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	policies they must be considering (note: these are all included on the Annual Cycle).		
13	**Review of Risk Register (Full Governing Body items) – also HT2/6** MBU reported that all 3 Working Parties had now met. There were no changes to report. ***Clerk's Note:*** *MBU's 'Summary of Changes to the Risk Register' Report circulated by Clerk 04.04.2019.*		
14	**Strategic Plan – to note update** It was noted that the Working Party had met. KS reported that there were a few alterations that had been made (e.g. instead of *'to eliminate the gap'* between vulnerable pupils and non-vulnerable pupils it would state *'to narrow the gap'* as this was felt to be more realistic. In addition, a new priority had been included regarding careers. KS stated that she would update the document and once the plan had been approved by the Governing Body at the July meeting she would ask the Clerk to put it on the College website.	**KS**	**Agenda item for HT6 meeting 17.07.19**
15	**Teaching & Learning Committee Feedback - including policies and DDP (Detailed Development Plan).** MGa reported that: • No polices were reviewed. • The new SENCO was welcomed to the meeting (she will be attending all Teaching and Learning meetings). • RRO will be bringing figures to Teaching and Learning on attendance and exclusions on a termly basis (i.e. meetings 2, 4 and 6). • MCA gave an update on Teaching and Learning (as detailed in the minutes). She also updated governors on NQTs (Newly Qualified Teachers) RQTs (Recently Qualified Teachers) and Trainee Teachers. • The Committee reviewed the Key Stage 4 and 5 options. All options offered in Key Stage 4 will run (Food Technology is over-subscribed). Governors had been shown the options for Key Stage 5 but were reminded that this information was confidential at the time of the meeting. The Committee was content with both. • Teaching and Learning would like the review of the Detailed Development Plan to be done at FGB in future. This will be discussed under Chair's Business (item 19). • SK had been into do her termly review of Safeguarding, SEN, CiC and the Single Central Register. As stated earlier in this meeting there were no issues to report • Pupil Premium will be covered by the Data Working Party. There will still be a nominated Link Governor for Pupil Premium (currently MGa) and they will sit on the Working Party. • Unfortunately no-one stepped for the post of Vice-Chair so GD will take on this role until the end of the year (or until another member of the committee wishes to step forward). • The Sixth Form Representatives had confirmed they would be staying on until the end of the academic year which governors very much appreciated. • There was mixed feedback regarding the Mental Health Information Evening for Parents, however RRO had reported that some of the feedback from parents who attended was positive. **The Governing Body noted the following policies which the committee had approved:** • None		
16	**Resources Committee (including policies)** Governors noted that most of the feedback had been provided under item 7 'Director		

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	of Finance and Resources Update'. TS reported that: • The Committee had thoroughly discussed the concerns about the over-subscribed Food Technology course, unfortunately there was not the finances to support a second group. • The Committee had agreed that the Insurance Policy should not be renewed. This had been carefully considered but it was felt that the College did not see the full benefit from this policy. They felt it would be more beneficial to use this money to pay for a specialist should a member of staff be off sick for some time and there were exceptional circumstances. • As mentioned under 'Matters Arising (item 11), the Committee would like all governors to read the Marketing Plan (see SharePoint). **The Governing Body noted the following policies which the committee had approved:** • **ICT Policy** • **Health & Safety Policy**		
17	**Link Governors** **Note:** Link Governor Lead is ST **Note:** Department Link Governors • GD – CreATE and English/Literacy • MGi – Humanities • ST – ICT and MFL • TS – Maths • DT – P.E. and Science • KS – Careers and Sixth Form The Clerk reported that she is not always receiving notification that termly contact has been made by Link Governors. Therefore, since the decision was made some time ago to stop the questionnaires, there is not the documentation available from a central resource (i.e. the Clerk) to confirm these meetings have taken place. She reminded governors about the table she had put together for Link Governors to completed at each Full Governing Body should they have made contact. Governors expressed concern that the system was not working as it should be. GD suggested that at the Annual Training, time is set aside start a review of the Link Governor system (including what the Governing Body requires Link Governors to focus on and the reporting back process). All were in agreement and the Clerk was asked to add to the agenda. CN stated that, at her recent New Governor Training, she had been informed that it was important for governors to have a visible presence at the College and she felt this was something that could be achieved through an effective Link Governor system. GD reminded governors (as stated on the agenda notes) that CPD (Continuing Professional Development) must be focussed on as part of Link Governors' contact with departments. **Careers Update** KS said she would like to provide an update on her role as Link Governor for Careers. She stated that SMN had produced a very comprehensive and long list of all the careers activities to date across the College. SMN, KS and other staff had met with a representative from the Careers Hub and the Enterprise Contact. Two local businesses are involved and will work with the College as ambassadors and two dates have been set for student involvement as follows: • **12th June 2019** – Year 9 students will be involved in a *'Dragons Den'* event.	Clerk	Action Completed

Signature of Chair

"Success for All"

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	They will work in groups of 12. A mentor will be appointed to support them and help with their presentations and running their business. Assessors are required in the afternoon to judge the event. Anyone who is interested should contact KS. • **24th July 2019** – Year 10 will be involved in 'Careers Day'. The aim will be to bring more people in to speak to students about career opportunities. This is in line with the Strategic Plan. KS stated, that compared with a lot of schools, she was aware that HCC was doing very well with regards to careers support. **Sixth Form Update** KS stated that she attended the Sixth Form Progress Evening on 28.03.2019. She felt it was a very positive evening which had a very good feel to it.	**All**	**24.05.19**
18	**Department Reviews** GSM reported that he is still chasing up some of the Department Reviews. The year had started well and Head of Departments would be invited to an ELT meeting to celebrate their success. This had not been the case for the Department Reviews which took place in the middle of the year and this is something GSM will be following up. However, overall the reviews are working well. GSM considers the process to be very good although the ELT may review the format for next year. He added that the Head of Sixth attends the reviews to focus on the Sixth Form.	**GSM**	**Update at HT5 meeting 22.05.19**
19	**Chair's Business** • **Succession Planning** – GD reminded governors that they had all seen the document regarding succession planning (note: uploaded to SharePoint) and that they must continue to be aware of this. GD reminded all present that the terms of office for 3 governors will end in the Autumn Term. • **Principal's Objectives** – GD reported that she continues to meet with GSM and that he is on target. GSM reminded governors that his appraisal cycle would change so that it was in sync with the rest of the College staff. • **SEF and DDP** – GD asked if governors felt it would be more appropriate for this to be reviewed in future by the Full Governing Body rather than just the Teaching and Learning Committee. Although feedback was provided, through the Teaching and Learning Committee update, it would mean that Resources Governors were more involved in both the SEF and the DDP. TS said the Governing Body must be more strategic so moving it to the Full Governing Body meetings would fit in with this. All agreed. Clerk to update the Annual Cycle. It was noted that copies of both the SEF and DDP had been included in SharePoint ahead of this meeting. **It was therefore agreed that both the SEF and the DDP would be reviewed in future by the Full Governing Body (the SEF at meetings 1/3/5 and the DDP at meetings 2/4/6). Proposed: GD, Seconded: TS**	**Clerk**	**Action Completed**
	• **Update on SIP (School Improvement Partner)** – GSM reported that at the last CDASH (Central Devon Association of Secondary Heads) meeting he had spoken to the other Secondary Heads regarding this. Most have SIPSs who are recently retired heads. GSM stated that he has been given some contacts and will follow these up. Update at next meeting. • **Annual Training (13/6)** – GD reminded governors about the annual training. All agreed that with the items raised tonight there were a wide range of topics to be covered (i.e. SEF, Link Governors, governor links with parents, Ofsted). All agreed that, rather than a meal afterwards, governors	**GSM**	**Update at HT5 meeting 22.05.19**

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	would be asked to bring a contribution for a buffet (as was the case last year). • **One-to-One Meetings** – it was noted this had been covered under item 11 (Matters Arising).		
20	**Vice-Chair's Business** In the absence of ST, the Chair reported that: • **Skills Audits** – this had been covered under item 11 (Matters Arising). • **Mentor (New Governors)** – there were no new governors who required a mentor.		
21	**Clerk's Business** **Admin Email** – Governors noted document in SharePoint (Clerk's Update 3rd April) which covered: • Admissions Policies • Policies for Approval/To Note • Newsletters/Magazines • Updated Governance Handbook (emailed to governors 25.03.19) • Governance Today and Governing Matters (including articles of interest stored in SharePoint along with the documents for this meeting) • Charities Commissions Documents **Outstanding Paperwork** – The Clerk reminded governors to check the documents/lists on the table before they left.		
22	**Feedback from governors on any training/events attended (and to note attendance record for minutes)** Governors noted the document in SharePoint *'Governors meeting and training dates'* which details all training, meeting and visits to the College by governors. This showed that there continued to be a lot of governor involvement at the College, in addition to any training attended. A list of courses attended and certificates awarded were also available for governors to view at the meeting. The following reports were provided: **CET (College Executive Team)** KS stated that she had attended one CET meeting but had not been informed of any since. JY stated he would now include her on the email circulation list. He reported that the *'Strike for Climate Change'* had gone well. The next objective was to look at conducting student interviews so that the CET could come up with a list of improvements and developments. The list has been sent to the ELT and the CET would like KS to become more involved in this. GSM stated that he had seen the list and was impressed. JY said that students had been very positive in particular about the SMN. There had also been lots of positive comments about the College in general. **Induction for New Governors** CN stated that she had attended this training and had found it very useful. Points raised were: • the need to ask strategic rather than operations questions, • the importance of providing evidence for Ofsted, • the importance of the DDP (and how it is monitored/challenged), • the need for a written termly headteachers report (Note: at HCC this is done through the meeting structure), • the need to show governor challenge in the minutes (i.e. governors questions), • the importance of having a programme of governor visits tied into the DDP	JY	Immediate

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	and • the need to increase the visibility of the Governing Body. GD agreed that the Governing Body needs to focus on improving their profile with both parents and staff. She felt it was good that the Governing Body would be looking at this at the Annual Training. • **Governor Question: Newsletter** – SK asked what had happened to the Governor interviews in the newsletter. GSM stated that these had stopped when the newsletter became weekly rather than half-termly, however he could see no reason why these could not reintroduced and included half-termly. All were in agreement and felt this could be discussed further at the Annual Training (under the building links with parents' item). The Clerk was asked to add this to the agenda. • **Governor Comment: Information Evenings** – MGa stated that she attends all of the Information Evenings and introduces herself to parents so this was another good way to build links. **Letter to Neil Parish (Member of Parliament for Tiverton and Honiton)** GSM reported that, at the Resources Committee meeting, he had spoken about the letter he had sent to Mr Parish regarding funding and the response he had received which he felt was positive. This letter was been emailed out to all governors (25.03.2019). GSM said that he is now including Mr Parish in all of the F40 emails he shares with the College Leadership Committee and governors. GSM stated both he and TS felt it would be good to meet with Mr Parish (with a briefing paper prepared in advance). **Celebration Assembly** MGa reported that she will be attending this event. She added that has been very impressed with the prefect process from start to finish and is particularly looking forward to seeing the current Prefects handing over to the Prefects for next year. **Sixth Form 24 Hour Charity Event** RSH stated that she had been involved in this event and had stayed overnight. She felt the event had run very well and she was pleased to be involved. GD said, on behalf of governors, she would like to add how inspiring the Sixth Form students involved in this event were. JY stated that the current amount raised was over £2,000 and money was still coming in. He added that this had been the most successful Sixth Form event to date.	**Clerk**	**Action Completed**
23	**Special Topic for next Full Governing Body Meeting** GD suggested that there was no special topic for the next meeting. The new SENCO would be invited to the Annual Training and a wide range of topics had been agreed. This would allow the Governing Body more time to focus on the standard agenda items at the next Full Governing Body meeting (including termly review such as the DDP). All were in agreement.		
24	**Impact - What impact has this meeting had on the outcomes of pupils in our College?'** Governors agreed this included: • Feedback from the successful CET event (Strike for Climate Change) and the future involvement and support from a Link Governor. • Reassurance that the Safeguarding/SEN/CiC Link Governor process is working well (including notification that a quiet room has been set up at the College to support students with release cards). • Agreement on key topics for the Annual Training event in order to improve the effectiveness of the Governing Body.		

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	• A review of a number of agenda items and where they are best placed on the Annual Cycle (e.g. DDP and SEF) so that the Governing Body can focus on the strategic direction of the College. *JY and LM left the meeting at 6.45 p.m.*		
25	**Part 2** **The meeting went into Part 2 at 6.45 p.m. Proposed GD, Seconded PGU.**		
26	**Complaints Update (discussed as part of the Chair/Principal meetings)**		
27	**Performance and Pay Committee Feedback** **The meeting came out of Part 2 at 7.00 p.m. Proposed GD, Seconded: ABA.**		
28	**Attendance Sheet Reminder** Governors were reminded to ensure they had signed the sheet before leaving.		
29	**Declaration of Interests Form Reminder** Governors were reminded to check the folder and complete a new form if required.		
30	**Date of next meeting: Wednesday 22nd May 2019 at 5.00 p.m. – PE2** The meeting ended at 7.00 p.m.		

Signature of Chair