



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies approved at this meeting:** Child Protection and Safeguarding Policy, SEND Policy, Supporting Pupils and School with Medical Conditions Policy, **Polices noted at this meeting:** Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy, Literacy Policy, More and Most Able Policy, SRE Policy and Behaviour Policy.

Meeting 5 – Part 1 Minutes			
<b>Date/Time</b>	Wednesday 24 <sup>th</sup> May 2017 at 6.30 p.m.	<b>Location</b>	L1, HCC
<b>Attendees</b>	<b>Initials</b>	<b>Attendees</b>	<b>Initials</b>
Janet Boland (Governor)	JB	Siobhan Kent (Governor)	SK
Charlotte Bowles (Governor)	CBO	Stephanie Johnson (Governor)	SJ
Mick Clements (Governor)	MC	Simon Maplesden (Governor)	SMA
Jo Dale (Governor)	JD	Tony Smith (Governor)	TS
Gill Donne-Davis (Chair of Governors)	GD	Glenn Smith (Principal/Governor)	GSM
Mireille Gaches (Governor)	MGa	Sheran Taylor (Vice-Chair - Governors)	ST
Mark Gibbs (Governor)	MGi	Matt Burrell (Director of Finance)	MBU
Andy Holt (Vice-Principal/Governor)	AHO	Nick Millward (Assistant Principal)	NMI

Apologies	Initials
Margaret Evans (Governor)	ME
Dave Travers (Governor)	DT

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 of Interest</b>	Chair
3	<b>Special Topic: 4Matrix</b>	AHO
4	<b>Safeguarding Update</b>	NMI
5	<b>Director of Finance and Resources Report and Data Dashboard (to note dashboard)</b>	MBU
6	<b>MAT Update</b>	GSM/GD/AHO
7	<b>Principal's Update</b> <ul style="list-style-type: none"> <li>• Visit by Educational Specialist from RSC</li> <li>• Feedback on any HLC Meetings</li> <li>• Feedback on visit(s) from external partners</li> </ul>	GSM
8	<b>Minutes of the previous meeting: 22.03.2017</b>	Chair
9	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• <b>Item 3</b> - Special Topic: SEF and Detailed Development Plan – Update from any governors who have had opportunity to look at other college websites re: SEF and CIP.</li> <li>• <b>Item 4 – Safeguarding</b> – Link to be emailed out by NMI/Clerk re: training.</li> <li>• <b>Item 6 – Feedback from FGB Risk Register Working Party</b> – Action complete (summary sheet and risk register emailed out by Clerk with draft minutes).</li> <li>• <b>Item 8 – Matters Arising:</b> <ol style="list-style-type: none"> <li>1. <b>Link Governors</b> – all Link Governors to email HoDs before end of term to introduce themselves (to be covered by item 13).</li> <li>2. <b>Skills Matrix Review</b> – to be done by GD/ST in HT5 (to be covered by item 15).</li> </ol> </li> </ul>	Chair  Completed Completed  See Item 13  See Item 15
10	<b>5 Year Strategic Statement 2015/16-2019/20 (Annual Review)</b>	GSM
11	<b>Policy Review – Full Governing Body</b> <ul style="list-style-type: none"> <li>• Child Protection and Safeguarding Policy (NMI)</li> </ul>	NMI



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	<ul style="list-style-type: none"> <li>SEND Policy (NMI)</li> <li>Supporting Pupils at School with Medical Conditions Policy (NMI)</li> </ul>	
12	<b>Teaching and Learning Committee – including policies</b>	JB
13	<b>Link Governor Process – reminder</b>	JB
14	<b>Resources Committee – including policies</b>	TS
15	<b>Chair’s business</b> <ul style="list-style-type: none"> <li>Approval of GB meeting dates for 2018/19</li> <li>Review governor terms of office/forthcoming vacancies</li> <li>Review of skills matrix</li> <li>Election process for 2018/19 for committees</li> <li>External Advisor update</li> <li>Reminder and update on topics for Annual Training</li> <li>Chair and Vice-Chair Meeting - update</li> </ul>	Chair
16	<b>Clerk’s Business</b>	Clerk
17	<b>Governor Training/Events and Involvement</b>	All
18	<b>Special Topic for next Full Governing Body Meeting</b>	Chair
19	<b>Part 2</b> – minutes from previous meeting and any new business	Chair
20	<b>Part 2 – Performance and Pay Committee Feedback</b>	GSM
21	<b>Date of next meeting</b> – Wednesday 12 <sup>th</sup> July 2017 at 6.30 p.m.	Chair

Ref	Action or Decision	Action	Date Due
1	<b><u>Apologies and Quorum</u></b> GD welcomed everyone to the meeting. Apologies were accepted from ME and DT. It was noted that there was a quorum present.		
2	<b><u>Declarations of Interest</u></b> <b>The following declarations of interest were noted:</b> <ul style="list-style-type: none"> <li><b>ST</b> – is an employee of RoC (Robert Owen Communities). The college let the Community Use Building to RoC on a regular basis.</li> <li><b>JB</b> – casual work at the college (invigilator, mini-bus driver).</li> <li><b>Staff</b> – all staff related items.</li> </ul>		
3	<b><u>Special Topic: 4 Matrix</u></b> AHO presented to governors on 4Matrix and the following key points were noted: <ul style="list-style-type: none"> <li><b>4Matrix</b> – this enables the college to analyse data and has recently changed in appearance.</li> <li><b>SIMS</b> – data from SIMS is exported to 4Matrix.</li> <li><b>ELT Report</b> – governors see the ‘press releases’ for 4Matrix in the ELT Report (an agenda item at the Full Governing Body meetings for HT2/4/6).</li> <li><b>Ebacc</b> – governors were reminded of the subjects which make up the Ebacc (English Baccalaureate) – English, Maths, Science, Humanities and MFL. For HCC the number of students taking the Ebacc is 25% (34 students). This is down as MFL is no longer compulsory at the college. Out of the 34 students, 10 are expected to achieve the grades required for the Ebacc. For the last academic year 21% achieved the Ebacc, so the proportion of students passing the EBACC out of taking it is comparable to this year.</li> <li><b>Numbers instead of grades</b> – Governors were reminded that from next year all students will be graded on the 9-1 system and not A*-G. For the current cohort Maths and English will be graded as a 9-1 but the remaining subjects will still be an A*-G.</li> </ul>		



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	<ul style="list-style-type: none"> <li>• <b>Progress 8</b> – governors were reminded that English and Maths are in ‘bucket 1’. The exams this year will be much harder and there is no coursework. Students will be expected to remember more. The best result a student achieves in either language or literature will be the one that counts for the school. AHO is comfortable with the predictions for English and Maths as the exams are harder. He expects the grade boundaries to decrease so the figures for HCC will also increase. However, he reminded governors that they must be careful when looking at the data as the measures are still being calculated (data is currently based on the A*-G system and not 9-1).</li> <li>• <b>Comparisons</b> – Ofqual and the government state that the same percentage of students who achieved a C grade or above on the old system will achieve a 4 or above on the new system.</li> <li>• <b>Number of entries</b> – at HCC the number of summer exams entered is 1224.</li> <li>• <b>Languages</b> – at HCC all linguists only study one language.</li> <li>• <b>Subject Profile</b> – additional information is available via 4 Matrix for staff. This enables staff to compare how a student in their subject is doing compared to another subject. Interventions can then be put in place where necessary.</li> <li>• <b>Transition Matrices</b> – this takes into account the data from KS2 and the KS4 predictions. AHO can then look at how many are expected to make 3 and 4 levels of progress (roughly a 70/30 split is what is wanted). For French fewer students achieve more than 3 levels of progress.</li> <li>• <b>Press Release (4 Matrix)</b> – AHO reminded governors that whilst there is a lot of information available to staff, <b><u>it is the press releases in the ELT Report that governors should focus on. This is sufficient detail for what they require to question the ELT.</u></b></li> </ul> <p><b><u>Governor Comments/Questions:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Student Profile</b> – GD felt that this was an excellent resource and very clear. She asked how often this was looked at by teachers. AHO reported that this was done 3 times per year. GD asked if this allowed sufficient time for interventions to be put in place. AHO confirmed that it was. He added that he works with the HoDs and looks at the cohort, class sizes and particular students and asks questions such as what interventions are being run, how they are being run and how they are being monitored. AHO considers 4Matrix to be very effective system as it provides a commentary for staff.</li> <li>• <b>Individual subjects</b> – MGa noted from the data that some students were achieving in some subjects and not others. GSM stated that if a student is achieving in all subjects except one/a few, conversations will take place. 4Matrix allows these questions to be raised.</li> <li>• <b>Residuals</b> – Governors were reminded that if the overall school performance is low and a student is above, it does not necessarily mean that the student is doing well. This is why it is important to use the transition matrices. GSM stated that staff will take into consideration the</li> </ul>	Governors	To note





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	<p style="text-align: center;"><u>weeks.</u></p> <p><b>The meeting then went into Part 2 at 7.00 p.m. Proposed GSM, Seconded GD.</b></p> <p><b>The meeting came out of Part 2 at 7.14 p.m. Proposed GD, Seconded SJ.</b></p> <p>As there were no further questions GD thanked NMI for his update.</p>		
5	<p><b><u>Director of Finance and Resources Report and Data Dashboard (to note dashboard)</u></b></p> <p>Governors noted the following reports from the Director of Finance and Resources circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>• <i>Director of Finance and Resources Report – May 2017.</i></li> <li>• <i>Data Dashboard HT4 – revised.</i></li> <li>• <i>17-18 Five Year Budget notes – May 2017.</i></li> </ul> <p>MBU said he wished to highlight the following key points:</p> <ul style="list-style-type: none"> <li>• <b>Financial position at the end of April</b> – there will be a deficit of £5,000. MBU’s target is to have a surplus/balance.</li> <li>• <b>Reserves (forecast)</b> – with redundancies and the new build this will be reduced to approximately £80,000. MBU continues to carefully monitor this but with only 3 months to go until the end of the financial year he hopes the situation will become more positive.</li> <li>• <b>Balanced budget</b> – there must be a balanced budget next year. Governors have all received the report from MBU (17-18 Five Year Budget notes – May 2017). The Governing Body will be asked to approve the budget at the next meeting (prior to this it will be scrutinised by the Resources Committee).</li> <li>• <b>Redundancies</b> – as a result of the proposed redundancies the ELT have had to look at all the roles in the college, in particular those carried out by the Associate Staff. Meetings have been held and most Associate Staff have been asked to take on additional responsibilities, including the Clerk. Staff overall have been very supportive and positive regarding the changes. One of the roles that will change is that, with governor approval, the Clerk will no longer be the Company Secretary. The majority of this work to date has been carried out by the Finance Office. The only change will be that a new individual will have the title of Company Secretary as well as complete the annual return for Companies House and the TM01/AP01 etc. forms. Governors were also updated on the additional non-clerking tasks that the Clerk has been asked to undertake. Governors fully understood and appreciated that these tasks, including one to support the Sixth Form, will mean that during certain times of the year support to the Governing Body will be limited and make take longer than is currently the case. All were fully supportive of this. GD thanked the Clerk on behalf of the Governing Body for her support and hard work to date.</li> </ul> <p><b><u>It was therefore noted that the role of Company Secretary will transfer from the Clerk to a member of the Finance team. Proposed; GD, Seconded: JB. The Governing Body will be asked to approve the name at the next meeting. The necessary forms will be then be forwarded to Companies House.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Old Science</b> Block – the bid for this was unsuccessful. The college scored 69% but needed 74% for the bid to be successful. Feedback provided was that the bid scored lower as it included low priority items (e.g. science</li> </ul>	<p><b>Agenda item for HT6</b></p>	<p><b>12.07.17</b></p>



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	<p>benches). The college will be appealing against this decision.</p> <ul style="list-style-type: none"> <li>• <b>Phase 2</b> – work is on track to the new sports building. The Chair of Governors and a number of Resources Committee governors have had a tour of the site prior to their previous committee meeting.</li> </ul> <p>As there were no questions GD thanked MBU for his update and reports.</p>		
6	<p><b><u>MAT Update</u></b></p> <p>GSM reported that he would be attending a meeting of the HLC (Honiton Learning Community) at the Honiton Business Centre in the near future. At this meeting Head Teachers will be discussing the responses to the following questions:</p> <ol style="list-style-type: none"> <li>1. Is our school still interested in a MAT which in the first instance is based around working with a number of schools within HLC? HCC Decision: YES</li> <li>2. Is our school willing to commit to a structure which allows all schools to join, including VA Church schools? HCC Decision: YES</li> <li>3. Do you agree with the principle of forming our own structures and systems which respect and aim to maintain the unique ethos and autonomy of individual schools? HCC Decision: YES</li> </ol> <p>It was noted that the above responses from HCC were fed back to Ann Denner (HLC Co-ordinator) following the MAT meeting on the 20th April 2017.</p>		
7	<p><b><u>Principal's Update</u></b></p> <ul style="list-style-type: none"> <li>• <b>Visit by Educational Specialist from RSC</b> – GSM reported that a representative for the RSC (Regional Schools Commissioner) will be in college on the 15th June. GD will be available to meet with the representative towards the end of the day. The representative has also asked to see a Y10 English Class (this would be at 8.50 a.m.). The RSC's office is still to confirm if they will be in college for this class as well as meet with GD after 4.00 p.m.</li> <li>• <b>Feedback on any HLC Meetings</b> – governors noted this had been covered by the previous item (item 6).</li> <li>• <b>Feedback on visit(s) from external partners</b> – GSM updated governors on the recent visit by <u>Helen Salmon who will be the SIP (School Improvement Partner)</u> for the college. She has already visited the college and spent a day shadowing GSM, looking at the college plans and meeting with the Principal's Appraisal Panel (GD, TS and SJ). Following this his mid-year review was completed. She has previous experience as a Head Teacher and is also a coach. Her role at HCC will be as a 'critical friend' providing support to both the Principal and the Principal's Appraisal Panel. Governors noted that both GSM and the Principal's Appraisal Panel found this day very useful (in particular to have an outside opinion). GD stated that the SIP was very positive and commented that she has seen a lot of improvements since her last visit and had been very impressed with the CPD. TS added that the SIP will do a visit note which will tie in with GSM's objectives. He felt this would be a real benefit to the Principal's Appraisal Panel as well as the Governing Body. SJ stated that she felt the SIP was very honest, very thorough, very aware of what was needed and during her visit no stone was left unturned. She had visited the college 5/6 years ago (not as the SIP). GD added that the SIP was very complementary about the Sixth Form and the openness from the Head of Sixth Form.</li> </ul>		



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	GSM stated that he was quite content for all governors, not just the Principal's Appraisal Panel, to see the visit note when it is received. It was noted that in future ELT targets will also be shared with the college.	<b>GD</b>	<b>When received</b>
8	<p><b><u>Minutes of previous meeting</u></b> It was noted the minutes of the meeting held on the 22nd March 2017 had been circulated to all governors in advance of the meeting.</p> <p><b><u>The minutes were then agreed (proposed GD, seconded SMA) as a true and accurate record of that meeting and signed accordingly by the Chair.</u></b></p>	<b>Clerk - To file and website</b>	Action Completed
9	<p><b><u>Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>• <b>Item 3 - Special Topic: SEF and Detailed Development Plan</b> – Update from any governors who have had opportunity to look at other college websites re: SEF and CIP. The Clerk stated that she had looked at the websites from the secondary schools in the local area and with the exception of one, she could not find the CIP or SEF for these schools.</li> <li>• <b>Item 4 – Safeguarding – Link to be emailed out by NMI/Clerk re: training.</b> It was noted this has been completed (as discussed under item 4).</li> <li>• <b>Item 6 – Feedback from FGB Risk Register Working Party</b> – Action complete (summary sheet and risk register emailed out by Clerk with draft minutes).</li> <li>• <b>Item 8 – Matters Arising:</b> <ol style="list-style-type: none"> <li>1. <b>Link Governors – all Link Governors to email HoDs before end of term to introduce themselves (was due to be covered by item 13).</b> JB reported that the process is going well and that all Link Governors have now made contact. Some meetings have already taken place and others were in the process of being organised. Governors were reminded to copy the Clerk into all correspondence so that a paper trail is maintained. A copy of the notes made by JB (as an example) following her recent meeting with the Head of Sixth Form and some guidance notes have been emailed out to all governors.</li> <li>2. <b>Skills Matrix Review – to be done by GD/ST in HT5 (was due to be covered by item 15).</b> GD stated that there have been no changes to this since the last update.</li> </ol> </li> </ul>		
10	<p><b><u>5 Year Strategic Statement 2015/16-2019/20 (Annual Review)</u></b> Governors noted the 5 Year Strategic Statement 2015/16-2019/20 circulated prior to the meeting.</p> <p><b><u>Governor Questions/Comments:</u></b> The following questions were received from SMA in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• <b>On the section “The College achieves academic results that are better...” - in the Impact column it mentions “Comparable schools nationally from the comparator schools used by OfStEd”.</b> Is this information from OfStEd and is this information freely available? AHO stated that there is no comparative school within a 75 mile radius of the college.</li> <li>• <b>On the section “Having a talented and motivated staff who are proud to work for the College” - in the Impact column it says “We</b></li> </ul>		



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	<p><b>will conduct an annual staff survey”. Is this the survey published in Consultation Week? Did we get the results of this in this year?</b> It was noted that MCA (Marie-Claire Adams – Assistant Principal) had not received enough responses from the survey so it had been re-done. MCA has collated the responses and she will be sharing these with SJ (who is the governor responsible for meeting with MCA to review surveys). This will then be fed back to the next Teaching &amp; Learning Committee meeting.</p> <ul style="list-style-type: none"><li><b>In the section “Embedding student involvement in College life” - in the Impact Column it says “Options for the development and implementation of a house system for years 7-11 will be considered during 2015/2016”. Is this still on the cards? What are the reasons for this and will this alter tutor groups, say?</b> GSM stated that this had been considered but was not being pursued at this moment. KLA (Karen Lane – English Teacher and Tutor) had visited Uffculme to look at their system. In addition TSK (Tom Skelding – Head of Learning for Y9/10/11) had carried out some work on this. However, students were not keen and there would be an increase on the number of Heads of Learning required (there are currently 3 at HCC but with a house system there would need to be 4).</li><li><b>Should dates be on there for items in the past? For instance on the line “Improving the OfStEd judgement of the College” it says “The College will be judged by OfStEd to be Good during 2015/16” which it has already.</b> There was a brief discussion regarding the 5 year strategic plan and it was recognised that it had been some time since the plan had been introduced/updated. GSM said he would like to propose that the plan is updated and linked to the Detailed Development Plan. This is currently in draft and has been fully consulted on with the College Leadership Committee. They have until Friday to feedback to the ELT. This will then be tidied up before being shared with staff. GSM said he felt that the DDP should be the plan to now take the 5 year Strategic Plan forward (this would be the foundation year). This would mean there would be fresh 5 year plan starting from September 2017. He added that it was important for the 5 year strategic plan not to be static. SJ was in agreement, as it had been several years since the plan had been introduced and many changes had taken place. GSM suggested that a Working Party be set up to look at this. GD, as a member of the original Working Party was also in agreement. It was noted that MCA had been involved in the initial plan.</li></ul> <p><b><u>It was therefore agreed that a Working Party would be set up to look at the 5 Year Strategic Plan (feedback would be at each Full Governing Body meeting).</u></b></p>	<p><b>SJ</b></p> <p><b>GD</b></p>	<p>Next T&amp;L committee meeting</p> <p><b>12.06.17</b></p>
11	<p><b><u>Policy Review</u></b></p> <ul style="list-style-type: none"><li>• Child Protection and Safeguarding Policy (NMI)</li><li>• SEND Policy (NMI)</li><li>• Supporting Pupils at School with Medical Conditions Policy (NMI)</li></ul>		





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	<p>NMI reported that he had recently attended his level 3 Safeguarding refresher training course and there had been a lot of changes to the Child Protection and Safeguarding Policy. He has therefore used the Babcock policy, “Honitonised it” and sent it to the Babcock Safeguarding link for comments. They are content with the policy. Both Safeguarding Link Governors were also sent a copy (in advance of other governors) and were content. NMI stated that there were no changes being proposed to the SEND Policy or the Supporting Pupils at School with Medical Conditions Policy.</p> <p>GD asked if there were any questions. There were none. <b><u>GD therefore proposed that the above policies were approved by the Full Governing Body. This was seconded by MGa.</u></b></p>	Clerk – to file and website	Action Completed
12	<p><b><u>Teaching and Learning Committee (including policies)</u></b></p> <p>JB reported that the main items discussed by the Teaching and Learning Committee were:</p> <ul style="list-style-type: none"> <li>• Subjects to be offered next year and the staffing requirements.</li> <li>• Levels of progress (an extensive update was provided by AHO).</li> <li>• Learning Walks and Lesson Observations.</li> <li>• <u>The SEF (the committee had noted that at this stage it was felt that that it was important to wait and see what the results were before commenting further).</u></li> <li>• Road Safety – it was felt that this was more appropriate for the Resources Committee to review. JB asked if the Governing Body were in agreement. All were.</li> </ul> <p><b><u>It was therefore noted that the ‘Review of Road Safety’ would be carried out by the Resources Committee annually at their HT6 meeting. Proposed: JB, Seconded: TS. The Clerk was asked to update the annual cycle.</u></b></p> <p><b>The Governing Body noted that approval had been given to the:</b></p> <ul style="list-style-type: none"> <li>• amendments to the Behaviour Policy,</li> <li>• Literacy Policy,</li> <li>• More and Most Able Policy,</li> <li>• SRE Policy.</li> </ul>	Clerk  Clerk – to website and file	Action Completed  Action Completed
13	<p><b><u>Link Governor Process – reminder</u></b></p> <p>It was noted that this item had been covered under matters arising (item 9).</p>		
14	<p><b><u>Resources Committee (including policies)</u></b></p> <p>TS stated that most of the items discussed had been covered by MBU at the meeting tonight and in his report, however he wished to highlight the following:</p> <ul style="list-style-type: none"> <li>• <b>Information provided by MBU – <u>TS would like to emphasise that the committee are very satisfied with the information that is provided by MBU.</u></b> They hope that, with marketing, the financial situation will improve. The committee recognise that the college is very dependent on student numbers.</li> </ul> <p><b>The Governing Body noted that approval had been given to the:</b></p> <ul style="list-style-type: none"> <li>• Grievance Policy (subject to any comments from the local union representatives),</li> <li>• Staff Leave Absence Policy (subject to any comments from the local union representatives),</li> <li>• Debtors and Debt Recovery Policy,</li> </ul>	Clerk – to website and file	Action Completed



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	<ul style="list-style-type: none"><li>TOIL Policy.</li></ul>		
15	<p><b>Chair’s Business</b></p> <ul style="list-style-type: none"><li><b>Approval of GB meeting dates for 2018/19</b> – governors noted the dates circulated prior to the meeting. All were content with these. <b><u>It was therefore noted that the Governing Body meeting dates for 2018/19 had been agreed by the Governing Body. Proposed: GD, Seconded: AHO.</u></b> The Clerk was asked to complete the necessary admin for publishing the dates and booking meetings.</li></ul> <p><b>Review governor terms of office/forthcoming vacancies</b> – Governors noted that the terms of office for 2 governors would come to an end in 2017/18:</p> <ul style="list-style-type: none"><li>1. <u>GD (Parent Governor) – January 2018</u> – if GD chooses to re-stand as a Parent Governor, it would be for the parents to determine if GD should be re-elected.</li><li>2. <u>ME (Appointed Governor) – March 2018</u> – if ME requests to re-stand, the decision regarding this would be made by the members.</li></ul> <p><b>Succession Planning</b> – The Clerk reminded governors that, should GD decide to re-stand as Chair of Governors for a further year in October 2018 and the Governing Body re-elected her, she would only be able to remain the Chair if she re-stood as a Parent Governor in January 2018 and was re-elected. If she was not the Governing Body would need to elect a new chair. Governors were updated on the option of co-opting GD during the autumn term of 2017/18. It was agreed that this would be discussed further the HT1 (2017-18) meeting.</p> <p><b>Review of skills matrix</b> – it was noted that this was covered under matters arising (item 9).</p> <p><b>Election process for 2018/19 for committees</b> – it was noted that this item had been postponed until the HT6 meeting.</p> <p><b>External Advisor update</b> – it was noted that this had been covered under the Principal’s Update (item 7).</p> <p><b>Reminder and update on topics for Annual Training</b> – GD reminded governors about the annual training due to take place 15<sup>th</sup> June 2017 (6-8 p.m.) followed by a social at the ‘Hare and Hounds’. <u>Topics</u> would be: Link Governor Feedback, Data Training, Sources of Finance and Questions for the Governing Body. <u>TS said he was concerned about the volume of work that governors are expected to undertake and at some point in the future he would like the Governing Body to look at streamlining this.</u> He said he would like to see more tasks being devolved to individual governors so that that Governing Body do not have to spend so much time on bureaucracy. Governors were content with the topics agreed so far but noted this for future discussion.</p>	<p><b>Clerk</b></p> <p><b>Agenda item for HT1 17-18</b></p> <p><b>Agenda item for HT6 16-17</b></p> <p><b>All</b></p>	<p><b>12.07.17</b></p> <p><b>04.10.17</b></p> <p><b>12.07.17</b></p> <p><b>To note</b></p>



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies approved at this meeting:** Child Protection and Safeguarding Policy, SEND Policy, Supporting Pupils and School with Medical Conditions Policy, **Polices noted at this meeting:** Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy, Literacy Policy, More and Most Able Policy, SRE Policy and Behaviour Policy.

Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none"> <li><b>Chair and Vice-Chair Meeting</b> – GD reported that she had met with JB, TS, SJ and GSM on the 29th March. Issues discussed were succession planning and annual training (feedback for both has been provided at this meeting). An agenda for the MAT meeting held on the 20th April 2017 was also agreed. The next meeting will be on the 29th June 2017.</li> </ul>		
16	<p><b>Clerk’s Business</b></p> <p>Governors noted the email circulated by the Clerk dated 09.05.2017. The Clerk state that she wished to highlight the following:</p> <ul style="list-style-type: none"> <li><b>New E-Learning for School Governors and Trustees</b> – previously access to GEL-online for governors was covered by the subscription to Babcock Governor Support. However, e-learning is now being provided by the NGA. Governors who have used GEL-online in the past should have received an email from the NGA regarding the access. <u>Governors will only be able to access this training until the end of August. The NGA will then charge an additional £110 for Governing Bodies to use this facility.</u> The Clerk asked those who had previously accessed the on-line training to complete one of the modules on the new e-learning (Learning Link) so that an informed decision could be made at the next meeting as to whether to continue with the service.</li> </ul>	<b>Governors</b>	<b>12.07.17</b>
17	<p><b>Governor Training/Events and Involvement</b></p> <p>The following Governor visits/involvement since the last meeting (excluding committee meetings) were noted:</p> <ul style="list-style-type: none"> <li><b>CET Meetings</b> – CBO (various dates)</li> <li><b>Eco-Warrior Interview (23.03.2017)</b> – CBO</li> <li><b>Y8 Progress Evening (23.03.2017)</b> – Clerk/GD</li> <li><b>Safeguarding Governor Check of the Single Central Register with Nick Millward and Jenny Bigmore (28.03.2017)</b> – SJ</li> <li><b>Chairs and Vice-Chair Meeting (29.03.2017)</b> – GD/SJ/ST/TS and GSM (Clerk - minutes)</li> <li><b>Principal’s Appraisal Meeting (29.03.2017)</b> – GD/ST and SJ</li> <li><b>Celebration of Teaching: Ideas into Action (30.03.2017)</b> – JB</li> <li><b>MAT Meeting (20.04.2017)</b> – JB, MC, JD, GD, MGa, AHO, SJ, SK, SMA, GSM and DT (Clerk - minutes)</li> <li><b>Resources Update for New Governors with Matt Burrell (24.04.2017)</b> – MGa and JD</li> <li><b>Link Governor Meeting (CreATE) with Kat Blockley (26.04.2017)</b> - DT</li> <li><b>Redundancy Meeting (27.04.2017)</b> – DT</li> <li><b>Governor Audit Check re: financial transactions (26.04.2017)</b> – ME</li> <li><b>Pre-Resources Committee Agenda Setting with Matt Burrell (03.05.2017)</b> – TS/ME</li> <li><b>Link Governor Meeting (Maths) with Charles Braven (03.05.2017)</b> – TS</li> <li><b>KS3 Information Evening (03.05.2017)</b> – SK</li> <li><b>Extraordinary Performance and Pay Committee (04.05.2017)</b> – DT, MGa/DJ and TS (Clerk – minutes)</li> </ul>		



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Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none"> <li>• <b>Link Governor Meeting (Careers) with Andy Holt (05.05.2017)</b> – SJ</li> <li>• <b>Link Governor Meeting (Sixth Form) with Selena Burroughs (08.05.2017)</b> – JB</li> <li>• <b>Marketing Working Party with Matt Burrell (08.05.2017)</b> – MC</li> <li>• <b>Surveys (16.05.2017)</b> – MCA and SJ</li> <li>• <b>SIP Visit (18.05.2017)</b> – Principal’s Appraisal Panel (GD, SJ and TS)</li> <li>• <b>Associate Staff Meeting (23.03.2017)</b> - ST</li> <li>• <b>CreATE Showcase (23.06.2017)</b> – SMA, GD, DT</li> </ul> <p><b><u>Governor Training since the last meeting</u></b></p> <ul style="list-style-type: none"> <li>• <b>Chair’s Update Training (23.03.2017)</b> – ST</li> <li>• <b>Clerking in an Academy/Multi-Academy Trust (17.05.2017)</b> – SM</li> <li>• <b>Data Training for New Governors (22.05.2017) with AHO</b> – MGi</li> </ul> <p>The following was also noted:  <b>CreATE Showcase</b> - SMA had attended this as a teacher and a governor. He had emailed the Head of CreATE to thank her for putting on this showcase which was excellent. GD stated that she had attended as a parent and would agree that it was excellent but she wished that more parents had attended. She added that, although she understood why fewer CreATE subjects were being delivered, she felt it was a shame that they were being lost as the students who studied these subjects brought something else to the college (and this may be their strength rather than the more academic subjects). There was then a lengthy discussion about how the event could be marketed, which local business could be invited and how the local press could be involved (including radio). GSM pointed out that the work being displayed was for the students GCSE’s/A Levels so any event would have to fit in with the deadlines for submitting the work. There was also a discussion about the possibility of showcasing CreATE projects at future Progress/Open Evenings or the opening of the Phase 2 building. It was agreed that this was an area which the Marketing Working Party could discuss further.</p>	ELT	To note
		TS/MC/ MGi/MBU	Next Marketing Working Party meeting
18	<p><b><u>Special Topic for Next Full Governing Body</u></b>            As there were no requests at the meeting, GD asked governors to contact the Clerk after the meeting should they any suggestions  <i>Clerk’s note: since the meeting a request re: Pupil Premium has been received from CBO.</i></p>	All	06.06.17
19	<p><b><u>Part 2</u></b>  <b>The meeting went into Part 2 at 8.03 p.m. Proposed GD, Seconded JB.</b></p>		
20	<p><b><u>Performance and Pay Committee Feedback</u></b>  <b>The meeting came out of Part 2 at 8.15 p.m. Proposed GD, Seconded SK.</b></p>		
21	<p><b><u>Date of next meeting:</u></b> Wednesday 12<sup>th</sup> July 2017 at 6.30 p.m. – location to be confirmed. <i>The meeting ended at 8.15 p.m.</i></p>		