



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies approved at this meeting:** Finance Policy, **Policies noted at this meeting:** Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Meeting 6 – Part 1 Minutes			
<b>Date/Time</b>	Wednesday 12 <sup>th</sup> July 2017 at 6.30 p.m.	<b>Location</b>	Sixth Form Centre, HCC
<b>Attendees</b>		<b>Initials</b>	<b>Attendees</b>
Janet Boland (Governor)		JB	Simon Maplesden (Governor)
Charlotte Bowles (Governor)		CBO	Tony Smith (Governor)
Gill Donne-Davis (Chair of Governors)		GD	Glenn Smith (Principal/Governor)
Mireille Gaches (Governor)		MGa	Kate Smith (Governor)
Mark Gibbs (Governor)		MGi	Sheran Taylor (Vice-Chair – Governors)
Andy Holt (Vice-Principal/Governor)		AHO	Matt Burrell (Director of Finance)
Siobhan Kent (Governor)		SK	Nick Millward (Assistant Principal)
			NMI

Apologies	Initials
Mick Clements (Governor)	MC
Margaret Evans (Governor)	ME
Jo Dale (Governor)	JD
Stephanie Johnson (Governor)	SJ
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>Approval of Budget</b>	TS/MBU
4	<b>Confirmation Statement completed for Companies House</b>	MBU
5	<b>Special Topic:</b> Pupil Premium and Pupil Premium Expenditure for next year	NMI
6	<b>Safeguarding Update</b>	NMI
7	<b>Director of Finance and Resources Report</b>	MBU
8	<b>Report from Chair of Resources regarding number of instances of fraud within past 12 months</b>	TS
9	<b>Review of Risk Register (FGB items) – only HT4/6</b>	MBU
10	<b>MAT Update</b>	GSM
11	<b>Principal’s Update</b> <ul style="list-style-type: none"> <li>• Visit by Educational Specialist</li> <li>• Feedback on any HLC Meetings</li> <li>• Feedback on visit(s) from external partners</li> </ul>	GSM
12	<b>ELT Report AND Approval of SEF and DDP</b>	ELT
13	<b>Minutes of the previous meeting: 24.05.2017</b>	Chair
14	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• <b>Item 4 (Safeguarding)</b> – Confirmation by NMI that all governors have completed the on-line training.</li> <li>• <b>Item 7 (Principal’s Update)</b> – all governors to receive a copy of the visit note from the External Advisor (once received) – Update by GD.</li> </ul>	NMI  Chair



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	<ul style="list-style-type: none"> <li>• <b>Item 15 (Chair’s Business)</b> - To note agenda item for HT1 – Succession Planning (including end of terms for forthcoming year).</li> <li>• <b>Item 16 (Clerk’s Business)</b> - New E-Learning for School Governors and Trustees. Feedback from governors as to whether they have accessed this training.</li> <li>• <b>Item 17 (Governor Training/Events and Involvement)</b> – CreATE projects and ways to promote to be discussed by Marketing Working Party. Update.</li> </ul>	Chair Clerk MBU
15	<b>Review/agreement of FGB Terms of Reference</b>	Chair
16	<b>Agreement on the membership and Terms of Reference of committees</b> <ul style="list-style-type: none"> <li>• Teaching and Learning</li> <li>• Resources</li> <li>• Performance and Pay</li> <li>• Principal’s Appraisal Panel</li> <li>• First (Hearings)</li> <li>• Second (Appeals)</li> <li>• Complaints</li> </ul>	Chair
17	<b>Agreement of Governing Body Annual Cycle</b>	Chair
18	<b>Agreement of Policy Review Cycle</b>	Chair
19	<b>Policy Review – Full Governing Body</b> <ul style="list-style-type: none"> <li>• Finance Policy (MBU)</li> </ul>	MBU
20	<b>Equality Objectives</b>	GSM
21	<b>Teaching and Learning Committee – including policies</b>	JB
22	<b>Resources Committee – including policies</b>	TS
23	<b>Chair’s business</b> <ul style="list-style-type: none"> <li>• Election Process for 2017/18 committees</li> <li>• Agreement on Working Parties: 1. Data, 2. Strategic Plan</li> <li>• Any feedback from Annual Training</li> <li>• Chair and Vice-Chair Meeting – update (to cover ‘governor impact’)</li> <li>• Approval of New Company Secretary</li> <li>• Sixth Form Reps on the FGB</li> </ul>	Chair
24	<b>Housekeeping Tasks</b> <ul style="list-style-type: none"> <li>• Review process for appointing Chair and Vice-Chair next year, including term of office</li> <li>• Review procedure for dealing with apologies and sanctioning of absence</li> <li>• Review practice and timescales for dealing with circulation of minutes and papers</li> <li>• Reaffirm the procedure for dealing with correspondence to that Governing Body and how it gets seen</li> <li>• Decide whether meetings of the FGB will be open to the public</li> </ul>	Clerk
25	<b>Clerk’s Business</b>	Clerk
26	<b>Governor Training/Events and Involvement</b>	All
27	<b>Special Topic for next Full Governing Body Meeting</b>	Chair
28	<b>Part 2</b> – minutes from previous meeting and any new business	Chair
29	<b>Part 2 – Performance and Pay Committee Feedback</b>	GSM
30	<b>Date of next meeting</b> – Wednesday 4 <sup>th</sup> October 2017 <b>at 5.00 p.m.</b>	Chair

Ref	Action or Decision	Action	Date Due
1	Governors were pleased to be given the opportunity to see a video made by one of the students who took place in the Three Peaks Challenge prior to the meeting.  <b>Apologies and Quorum</b> GD welcomed everyone to the meeting. Apologies were accepted from MC, ME, JD,		



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	<p>ST and DT. It was noted that there was a quorum present. GD welcomed KS to the meeting. Introductions were made. KS stated that she was really pleased to be back on the Governing Body.</p> <p><b><u>It was therefore noted that Mrs Kate Smith had been appointed as a co-opted governor for a four year term (12<sup>th</sup> July 2017 to 11<sup>th</sup> July 2021).</u></b></p> <p>GD asked that, as there was a lot to get through at the meeting, only pressing matters were raised. Governors had received paperwork in advance and any questions should have been emailed in prior to the meeting.</p>		
2	<p><b><u>Declarations of Interest</u></b></p> <p><b>The following declarations of interest were noted:</b></p> <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	<p><b><u>Approval of the Budget (following review by the Resources Committee)</u></b></p> <p>TS reported that the Resources Committee had reviewed the budget in detail. TS then handed over to MBU to highlight the key points:</p> <ul style="list-style-type: none"> <li>• <b>Director of Finance and Resources Budget Approval Report to Governors 2017 budget and beyond (2017-2021) June 2017</b> – this includes the budget but also MBU’s commentary. Governors noted this.</li> <li>• <b>Budget</b> – it is balanced. Most of the budget is spent on staffing. 82% of expenditure, reduced from 85% this financial year.</li> <li>• <b>There are 2 elements of risk:</b> <ol style="list-style-type: none"> <li>1. <b>SEND</b> – this will change in year and will fluctuate.</li> <li>2. <b>Pupil Premium</b> – this is based on a forecast as it is not aligned to the financial year.</li> </ol> </li> <li>• <b>Pay Award for Teachers</b> – 1% has been factored in.</li> <li>• <b>Associate Staff Pay Award</b> – MBU is not yet aware of the exact amount. Governors must be mindful of the impact of the national living wage.</li> <li>• <b>Capitation</b> – this has decreased by £5,000. MBU is looking at the way this is allocated internally and he is hopeful that he will be able to maintain capitation for departments.</li> <li>• <b>Forecast</b> - figures for the next 4 years are forecast and MBU will continue to scrutinise these</li> <li>• <b>Director of SEND and Safeguarding</b> – NMI will be leaving the college at the end of term. There will be a saving with this post, however the budget does currently include his salary.</li> </ul> <p><b><u>Governor comment/question:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Conservative</b> – MGi pointed out that a lot of the assumptions were conservative.</li> </ul> <p><b><u>On behalf of the Governing Body GD thanked both MBU for his excellent work on the budget and the Resources Committee on their work reviewing it.</u></b></p> <p>As there were no further questions, TS stated that, as Chair of the Resources Committee, he would now like to present the budget for 2017/18 to the Full</p>		



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	Governing Body for approval. There were no objections.  <b><u>The Budget for 2017/18 was unanimously approved by the Full Governing Body. Proposed: MGa, Seconded: ST.</u></b>		
4	<b><u>Note Confirmation Statement completed for Companies House</u></b> Governors noted this had been completed by MBU and the Clerk.		
5	<p><b><u>Special Topic – Pupil Premium and Pupil Premium Expenditure for next year</u></b> NMI circulated a copy of the report '<i>Honiton Community College Pupil Premium 2017-18 with review of 2016-17</i>' to all present. The following was noted:</p> <ul style="list-style-type: none"> <li>• <b>Report</b> - NMI reported that there were 2 sections to the report, firstly Pupil Premium Funding 2015-16 and secondly funding for next year with proposed expenditure. The Pupil Premium funding is further broken down into 3 areas (staffing, resources and external support e.g. the Educational Psychologist). The majority of the funding is spent on staffing (i.e. one-to-one support which involved the Learning Support Assistants). Included is information where the college buys into companies. The final page is the proposed Development Plan for Pupil Premium. The layout is slightly different and NMI has looked at the plans for other schools as well as other guidance documents to complete this. The headings can be transferred straight into the College DDP (Detailed Development Plan). It was noted that the report had been scrutinised as part of the Pupil Premium audit. The only feedback was that the report must use the correct terminology.</li> <li>• <b>SMAC (Student Mentor for Accessing the Curriculum)</b> – NMI stated that the expenditure on this post has been quite significant. Initially there were 2 posts but when one of the SMACs left this reduced to one. This post has now been made redundant. In making this decision, the college considered the cost of this intervention against the outcome. NMI findings were that the intervention did not actually make any improvement with the student's results. However, it was recognised there was a benefit with regards to the softer measures (e.g. the comfort of the students in college).</li> <li>• <b>Expenditure for next year</b> – this is will be higher even though there is less income.</li> <li>• <b>'No Cost' interventions</b> – SMA felt it was important to thank those members of staff who had been involved in interventions at no extra cost to the college. NMI seconded this and said it was important to recognise the free will of staff.</li> </ul> <p><b><u>Governor comments/questions:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Improvement for students</b> – JBI asked how these interventions were translated into improvements for students. NMI stated that some were marginal improvements but some had a much greater impact such as the revision school, the literacy programme (run by ASA – Alison Salter – Senior Learning Support Assistant) and the maths interventions (the specialist maths group has improved the basic numeracy skills of students). He added that the advice of the Educational Psychologist was that the literacy programme was working well. NMI stated that this was all down to the hard work of ASA.</li> <li>• <b>Educational outcome</b> – KS said she assumed there was a mixture of</li> </ul>	<b>SMA/NMI</b>	<b>To note</b>



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	<p>students in receipt of PP and asked how realistic it was to say that educational outcome for those with PP is similar to those who do not receive PP. GSM said that the advice of the Department for Education is that PP students should achieve the same as their peers. NMI said that any external visit will look at the amount of PP funding and will expect to see progress for PP students. GSM stated that what PP students are expected to achieve is aspirational and the college do all they can to support students through the funding. GD pointed out that in addition to the support at college, support from home is vital. GSM said that some PP students do get the support at home but equally there are some very hard to reach PP students. Every year is very different and PP is a very complex issue. NMI stated that the college have reviewed the interventions in place and whether they lead to the student engaging. GD/ST could both see that the aim was to close the gap as much as possible and that HCC must do this. GSM stated that there is a minimal amount of funding left in the HLC budget and they have also been looking how to close the gap. JB pointed out that even if the SMAC did not make a difference with regards to the levels achieved by the student, it was still important to recognise all the effort that the SMAC had put into helping the students to improve even though it may not be measurable. NMI stated that the intervention allowed students to understand why education is important so that they may be able to engage at college and therefore have a much more positive experience even if their levels did not improve.</p> <ul style="list-style-type: none"> <li>• <b>Website</b> – GSM reminded governors that this was a statutory document and a copy can be found on the college website.</li> </ul> <p>As there were no further questions GD thanked NMI for his report.</p>		
6	<p><b><u>Safeguarding.</u></b> NMI reported that:</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding Training</b> – staff have completed the training today. The majority of on-line assessments have been completed. There are some concerns/worries so he will alter the training to ensure these are covered.</li> </ul> <p><b><u>Governor Question/Comment:</u></b></p> <ul style="list-style-type: none"> <li>• <b>On-line assessment for Governors</b> – TS stated that he did have some concerns with regards to the completion of the assessment because he does not work at the college and so does not know all of the staff. He felt that the role of the governors was to set the strategy and to be satisfied that the college is compliant with safeguarding requirements, including ensuring policies and processes are in place and that staff follow these. His query was how the Governing Body can be reassured that NMI is fulfilling all of his responsibilities. GD stated that this is done through the external checks carried out on the work done by NMI and his department. NMI stated that the purpose of the on-line assessment was to check that staff/governors understood their responsibilities (as set out in the Level 1 training).</li> <li>• <b>Training cycle</b> - GD asked often staff and governors must attend training. NMI stated that training was every 3 years but staff must receive an annual update.</li> <li>• <b>Link Governor Role</b> – it was noted that the Governing Body are provided with further reassurance that the college are fulfilling their duties through the termly Link Governor meetings (SJ and MGa meet with NMI). In</li> </ul>		



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	<p>addition, SJ carries out a termly check of the Single Central Register with NMI and MGa meets termly with NMI to review PP. AHO added that DCC (Devon County Council) also complete an audit every 4 years. MGa said she hoped that when NMI leaves the work he has done continues.</p> <p>As there were no further questions, GD thanked NMI on behalf of the Governing Body for all of his hard work and wished him all the best in his new role.</p>		
7	<p><b><u>Director of Finance and Resources Report</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 – July 2017.</i></li> <li>• <i>Data Dashboard HT5.</i></li> <li>• <i>Preparing for the GDPR (General Data Protection Regulations) 12 Steps – guidance document.</i></li> </ul> <p>MBU said he wished to highlight the following key points:</p> <ul style="list-style-type: none"> <li>• <b>Small surplus</b> – there will be a small surplus at the end of the year. As the college is near the end of the financial year MBU hopes to see a more positive picture.</li> <li>• <b>New Build</b> – pictures of the progress being made have been shared with governors today. The decorating has started inside and the stairs are in place. Next week the doors will be put on.</li> <li>• <b>LED (Leisure East Devon Partnership)</b> – MBU and the CEO of LED have met and agreed a 50/50 split of lettings income. Bookings will be made after school/evenings, weekends and during the holidays. LED will be responsible for all of the marketing and will kit out the fitness suite (£30,000 of equipment). They will maintain the equipment and keep it on their asset register. The kit is due to be delivered on the 15<sup>th</sup> September 2017.</li> </ul> <p><b><u>Governor comments/questions:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Insurance and contract</b> – MGa asked what this would be. MBU stated that the contract was for 3 years and that LED have public liability insurance. He reiterated that they will maintain the equipment and keep it on their asset register. MGa stated that this was a fantastic achievement (and ‘well done’ to MBU).</li> <li>• <b>Marketing</b> – TS stated that this all tied in with what the Marketing Working Party were looking at and the building would be a great flagship. He felt that this opportunity had come at the right time and the college needed to maximise usage.</li> <li>• <b>Ready for use?</b> – CBO asked if the facilities would be ready for use as soon as the students returned in September. MBU stated that that the project is still on track and that he hoped that the PE Department would be able to move in on the 4<sup>th</sup> September (cover will be provided for the PE staff to move).</li> <li>• <b>Demolition of old gym</b> – CBO asked when this was expected to be done. MBU said that the intention was that this would be done over the summer, however there was a nest of house martins so further investigations were required before this could be done.</li> <li>• <b>Opening Ceremony</b> – MGa asked if any further thought had been given to this. MBU said that tentatively it was scheduled for just before the October</li> </ul>		



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	<p>half-term. The Marketing Working Party had discussed this and it was hoped that it could be combined with a business event so that additional funding could be generated. GD said it would be good to have a sporting star/team linked to the area involved. MBU said he would like to get someone to sponsor the building and will work on this over the summer. Some suggestions were made.</p> <ul style="list-style-type: none"> <li>• <b>Astro turf</b> – KS asked if there were still plans for an astro turf. MBU confirmed that there were but the project has taken a back seat for a while. Applications have been made for 2 rounds of funding but these were not successful. For the project to go ahead HCC needs to be able to contribute a significant amount of income. Discussions have been had with LED who would like to pursue this. Sport England would like a pitch to be secured for community use. It was noted that other bodies had also been involved in the discussions. MBU said that a pitch was in the sporting plan and HCC was listed as the location for a sand based pitch but no further progress has been made.</li> </ul> <p>As there were no questions GD thanked MBU for his update and reports.</p>														
8	<p><b><u>Report from Chair of Resources regarding the number of instances of fraud within past 12 months.</u></b> TS stated that there had been no instances of fraud within the past 12 months.</p>														
9	<p><b><u>Review of Risk Register (FGB items) – also HT4/6</u></b></p> <ul style="list-style-type: none"> <li>• <b>Full Governing Body items</b> - it was noted that MGa and MBU had met prior to the meeting to review the FGB items. Apologies were sent by SJ and JB. There were no changes recommended for the FGB items.</li> <li>• <b>Resources items</b> – MBU stated that the committee has approved the following: <b><i>2: Management of property and facilities is ineffective</i></b></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Section</th> <th style="text-align: center;">Amendment</th> <th style="text-align: center;">Previous Risk Score</th> <th style="text-align: center;">New Risk Score</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2f</td> <td>Poor management of capital building project results in financial loss to the college.</td> <td style="text-align: center;">10</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">2g</td> <td>Lack of funding to undertake maintenance at the required level</td> <td style="text-align: center;">20</td> <td style="text-align: center;">16</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• <b>Teaching and Learning items</b> – no changes recommended.</li> </ul> <p><b><u>All accepted the update provided and there were no questions.</u></b> MBU stated that he would arrange for an updated Risk Register to be circulated to all governors along with a summary of the amendments.</p> <ul style="list-style-type: none"> <li>• <b>Fire Risk (Cladding)</b> – TS stated that the Resources Committee, in light of the Grenfell Tower Fire, had thoroughly discussed the cladding on the Phase 1 and 2 builds. MBU said that he has circulated information to the Resources Committee from the architect regarding the cladding and that he was reassured that the risk is very low. TS confirmed that the committee were</li> </ul>	Section	Amendment	Previous Risk Score	New Risk Score	2f	Poor management of capital building project results in financial loss to the college.	10	5	2g	Lack of funding to undertake maintenance at the required level	20	16	<b>MBU/Clerk</b>	<b>With Draft Minutes</b>
Section	Amendment	Previous Risk Score	New Risk Score												
2f	Poor management of capital building project results in financial loss to the college.	10	5												
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	<p>satisfied with the reassurance provided by MBU and the architects. MBU stated that the new builds have been through all the necessary fire risk assessments and the Resources Committee had seen these at their previous meeting. The fire risk assessment for the whole college had also been reviewed.</p>		
10	<p><b><u>MAT Update</u></b></p> <p>GSM reported that he had attended a meeting of the HLC (Honiton Learning Community) on the 25<sup>th</sup> May 2017, minutes of which has been circulated to governors. He reported that, at that time, most schools had been awaiting the outcome of the election before making any further plans with regards to a MAT (Multi-Academy Trust). Since then one school, which originally indicated that they would not wish to join with a VA (Voluntary Aided) school, has changed their view having sought further reassurance. Other schools in the HLC are still keen to look at a partnership in the local community that would include VA schools. Two of the schools are awaiting the appointment of a new head so wish to wait until after the summer to look at the next stage.</p> <p>GSM informed governors, that the ‘secondary only’ MAT that HCC decided not to be involved in is no longer being pursued by any secondary schools (advice from the RSC (Regional Schools Commissioner) is that a MAT must include secondary and primary schools). In the initial stages, GD attended meetings to discuss this option with the potential lead school. Further scoping has been done by GSM with regards to a number of secondary schools in the area. One of them had considered joining the biggest MAT in Devon but the RSC advised that it was not an option as the MAT was not local. GD has also had discussions with another local secondary school.</p> <p><b><u>Governors comments/questions:</u></b></p> <ul style="list-style-type: none"> <li>• <b>MAT with local learning community</b> – GD said the idea of HCC going forward in a MAT with the feeder primaries would seem to be the best option given the view of the RSC. GSM said it was, however the RSC for this area has stepped down and it is not yet clear who the new RSC would be. He added that with the remaining HLC funds, a further year of supporting the primary sports events, SENCO (Special Educational Needs Co-ordinator) meetings and the work of secondary school teachers in primary schools was possible but there would be no money after this. The primary schools have agreed to commit some of their sports funding for primary schools to support events.</li> <li>• <b>Report from HLC</b> – SMA said that the information circulated from the HLC meeting on the 25<sup>th</sup> May 2017 suggests that a lot of people have ‘run out of steam’. GSM agreed that this did seem to be the case. He felt that this could be a combination of the election and/or a view that there was no longer a need to rush into a MAT as well as possible differences internally at schools with regards to the way forward. SMA stated there did not appear to be any recent information from the Department of Education regarding the issue of MATs. GSM said that the model at the moment is very complicated as it seems as if it is a ‘free for all’.</li> <li>• <b>Blank Canvas</b> – MGI said he would like to see the Governing Body/ELT sit down with a blank canvas and agree what an ideal model which was fit for</li> </ul>		





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	<p>students would be. Once this had been done the college would be ready with a model rather than just waiting for the best offer. TS said that he fully supported MGI’s ideas, the benefits that could be brought from change should not be underestimated.</p> <ul style="list-style-type: none"> <li>• <b>Guiding Principles</b> - TS felt it was important for the college to agree on a number of guiding principles (i.e. what is best for pupils, finances etc.) Once a template was agreed the college could see if any offers fitted these guiding principles. He felt it was important to do the work now so that the college was ready to move forward in September. GSM pointed out that this would be in effect the second stage of the process (after the scoping stage), but on the 25<sup>th</sup> May 2017 at the HLC meeting there had been no movement forward from the first stage. When the HLC were in a position to move forward the second stage could commence.</li> <li>• <b>Agreement on what the college wanted</b> - MGI said he would like the college to agree on what they wanted (which would be of benefit to HCC pupils) before they looked at the HLC option. GSM pointed out that HCC pupils are primarily from the feeder primary schools. MGI said if the college wanted to move from good to outstanding it was very important who they partnered with.</li> <li>• <b>Secondary MAT</b> - MGI could see that schools in the HLC were the feeder primary schools but felt that it was important to also look at HCC’s peers. GSM pointed out that this model is not open to HCC. MGI questioned why. GSM said that this option had been looked at in the initial scoping stage and there was no-one that the college could partner with.</li> <li>• <b>Existing MAT</b> - MGI suggested that the college should consider joining an existing MAT. He was very concerned about the vertical model being suggested (with just the primary schools involved). GSM said that the college were doing more than enough by working with SLEs (Subject Leading Experts) from other secondary schools and that this had been recognised in reports from Ofsted and the RSC. An example of this is the work with the Jurassic Coast Teaching Alliance. Through this partnership the college is able to share best practice. Nothing different would be gained from joining a MAT with other secondary schools.</li> <li>• <b>Joining a large MAT</b> - GSM reminded governors there had already been discussions regarding joining a large MAT and he did not feel this was the best way forward. TS stated that he had a different view from GSM and that he could see the benefit of a CEO.</li> <li>• <b>Strategy</b> - TS echoed MGI’s view that it was important to get the strategy right and that it was important not to just fall into a MAT without first looking ahead. He would like to see governors spending a few hours in September outlining what they think. As a result of this he would like to see a Crib sheet produced with (for example) 5 guiding principles that would allow the Governing Body to determine whether any potential MAT met these criteria.</li> <li>• <b>Transition</b> – JB said it was important to recognise the work that was done to support the primary transition. In addition, there has been a huge amount of research which shows that this benefits students. JB said she would suggest that this would be important in taking the college from good to outstanding.</li> </ul>		



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

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	<ul style="list-style-type: none"> <li><b>Working Party</b> – GD suggested that the way forward may be Working Party. However, if this was the case she felt that the views of staff were as important as those of the Governing Body and they must have an input. GSM asked that prior to any meeting of a Working Party the material already provided to the Governing Body regarding scoping is fully digested.</li> </ul> <p><b><u>After a brief discussion it was agreed that a Working Party would be set up in the new academic year. Proposed: MGa, Seconded: MGj. Any governors interested in joining must email the Clerk before the end of term.</u></b></p>	All	24.07.17
11	<p><b><u>Principal’s Update</u></b></p> <ul style="list-style-type: none"> <li><b>Feedback on any HLC Meetings</b> – GSM reported that he had attended a meeting today which was very positive. The heads of 2 primary schools will be leaving but the work of the HLC will continue. Those attending the meetings continue to be keen to work with HCC particularly with regards to the transition of PP students, as well as the more vulnerable and the more challenging students. The transition arrangements are of real benefit to the college.</li> <li><b>Feedback on visit(s) from external partners</b> – It was noted that the report from Helen Salmon, the college SIP (School Improvement Partner) following her very positive visit to the college has been received by GD and circulated to SJ and TS (the Principal’s Appraisal Panel). This will now be circulated to all governors at the request of GSM. GSM will be sharing this with staff so that it can be joined up with the whole school plan. It was noted that the ELT are content too for their targets to be shared.</li> <li><b>Visit by Educational Specialist from RSC</b> – GSM stated that he is still awaiting the report from the RSC. He has contacted the Educational Specialist and she completed her report and sent it to the RSC 2 days after the visit. She had tried to chase this on behalf of the college but has been informed that all letters have been held up. The report is expected to contain feedback which is more detailed than the letter. SJ was the governor present at the visit. Feedback was provided to Governors at the Annual Training (and the ELT notes have been circulated). GD stated that there were no surprises expected as a verbal feedback had been provided.</li> </ul>	Clerk	With Draft Minutes
12	<p><b><u>ELT Report and Approval of SEF (School Evaluation Form) and DDP (Detailed Development Plan).</u></b></p> <p><b><u>ELT Report</u></b> - Governors noted the ELT Report which had been circulated prior to the meeting. There were no questions raised.</p> <p><b><u>SEF and DDP</u></b> - Governors noted the following documents which had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li><b>SEF (May 2017)</b></li> <li><b>DDP 2017-18 Final</b></li> </ul> <p>GD reminded governors that these are reviewed on a termly basis by the Teaching and Learning Committee. GD asked if all were content with the SEF and DDP. All were.</p> <p><b><u>It was therefore noted that the SEF (May 2017) had been approved by the Governing Body. Proposed: CBO, Seconded: JB.</u></b></p>	Clerk -	Action completed



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	<p><b><u>It was therefore noted that the DDP 2017-18 had been approved by the Governing Body. Proposed: CBO, Seconded: JB.</u></b></p> <p><b><u>Temporary Arrangements for covering Assistant Principal (SEND and Safeguarding) from September 2017 for one year</u></b> - MBU reported that the proposed arrangements will be as follows:</p> <ul style="list-style-type: none"> <li>• GSM will pick up the named role of SENDCO (Special Education and Disability Co-ordinator).</li> <li>• AHO will take on responsibility for PP and Catch-up.</li> <li>• ASA will take on the responsibility of Acting Director of SEND and will run the department on a day to day basis. This includes CIC (Children in Care).</li> <li>• RRO (Assistant Principal – Pastoral) will take on Safeguarding. He will have a reduced teaching commitment to pick up Safeguarding. This will be covered by current staff temporarily increasing hours.</li> <li>• MCA (Assistant Principal – Learning &amp; Teaching) will pick up responsibility for Literacy and More and Most Able.</li> <li>• NMI's 18 hours per fortnight teaching commitment will be covered by current staff temporarily increasing hours.</li> <li>• To assist with Safeguarding, a member of staff will be offered 22.2 hrs per week as a Safeguarding Assistant. The Deputy Safeguarding Officer, has asked to reduce by 8 hours (1 day). The 22.2 hours includes these hours.</li> <li>• One TA will pick up 15 hours of TA work to provide backfill cover for ASA.</li> </ul> <p>The college will look to recruit a new SENDCO in September 2018. It was noted that there will be savings of £27,000 made in the budget as result of this plan and this would be used to offset future years' deficits. GSM pointed out the budget had only just been balanced this year so this would help.</p> <p><b><u>Governor comments/questions:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Is this do-able?</b> – GD asked how teaching would be covered. MBU stated that all those who will be picking up additional teaching will be remunerated. GD asked if this model was do-able for the ELT. GSM stated that he is certain this will work.</li> <li>• <b>Duty of Care</b> – ST expressed her concern with regards to the model. ST pointed out that the college has a duty of care to the staff.</li> <li>• <b>Evaluation</b> - JB asked how the new model would be evaluated. AHO said this model would only be temporary and that in 12/18 months there would be a replacement for NMI.</li> <li>• <b>Financial</b> - KS asked if this decision was purely financial. GSM said that it was not and a new SENDCO would be recruited in the future, however now was not the right time and it would be better not to rush into this.</li> <li>• <b>Hours allocated to Safeguarding Assistant</b> - SK noted that the hours for the new assistant would be 22.5 hours per week and asked whether individuals would require further training. MBU stated that everything will be in place for September.</li> <li>• <b>Legal requirements</b> - MGa asked if this model would ensure that HCC complied with all of its legal requirements. NMI confirmed it would. There</li> </ul>	<p>to website</p> <p>Clerk - to website</p>	<p>Action completed</p>



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	<p>will be 2 trained Safeguarding Officers (ASA and JRE (Jackie Rees – Deputy Safeguarding Officer) who are both Level 3 trained officers). RRO will also attend training.</p> <ul style="list-style-type: none"> <li>• <b>Well-being</b> - JB said she could understand why the ELT had opted for this model but felt that it was important to check that the well-being of individuals had been considered. AHO said that the ELT were all fairly experienced so they did not feel it was a concern. He was confident that it was do-able. <u>GD stated that she valued AHO’s point but wanted it noted that the Governing Body were worried about the work-life balance of those involved and recognised that there was a duty of care will all involved.</u> GSM pointed out that some money would be saved with this model. The ELT were a close team and all involved would accept constructive criticism from each other, this was an essential part of a good team.</li> <li>• <b>Principal as SENDCO</b> - ST said she was concerned that if someone was not happy with the SENDCO they could not go to the Principal because he was also the SENDCO. GSM pointed out that there is a Complaints Process in place which includes an independent member, so anyone with concerns could use this process. Some parents do go direct to Ofsted. GSM stated that, when NMI reviewed the Code of Conduct and considered any potential issues with this model, he did identify this. However, it was felt that anyone with concerns would go direct to ASA before speaking to GSM (because they work with her). AHO added that staff could also contact the 0-25 team if they were unhappy. GSM said prior to this model being put together he had carried out some research amongst other schools. This research had been taken into account when finalising the HCC model. NMI pointed out that there are some models where a MAT SENDCO is in place.</li> <li>• <b>Staff notification</b> - CBO asked when staff would be notified as they were unsettled at the moment. GSM stated that this would be done tomorrow. He added that JB had already made him aware of staff concerns.</li> <li>• <b>PE Department</b> - JB said she could see that the teaching staff would be remunerated but as Link Governor for PE she was concerned the effect this model would have on the department (i.e. one member of staff is already leaving as a result of the redundancy process and RRO’s new role as Safeguarding Officer would mean less teaching hours available to the department). AHO stated that there are Cover Supervisors at HCC who are trained to deliver PE and they would take on the teaching hours originally covered by RRO.</li> </ul>		
13	<p><b><u>Minutes of previous meeting</u></b> It was noted the minutes of the meeting held on the 24<sup>th</sup> May 2017 had been circulated to all governors in advance of the meeting.</p> <p><b><u>The minutes were then agreed (proposed GD, seconded CBO) as a true and accurate record of that meeting and signed accordingly by the Chair.</u></b></p>	<p><b>Clerk - To file and website</b></p>	<p><b>Action Completed</b></p>
14	<p><b><u>Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>• <b>Item 4 (Safeguarding) – Confirmation by NMI that all governors have completed the on-line training.</b> NMI stated that the majority of governors had now completed this.</li> <li>• <b>Item 7 (Principal’s Update) – all governors to receive a copy of the</b></li> </ul>	<p><b>Governors</b></p> <p><b>Clerk</b></p>	<p><b>To note</b></p> <p><b>With draft</b></p>



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	<p><b>visit note from the External Advisor (once received) – Update by GD.</b> GD reported that she has now had a copy of the report, as have the other Principal’s Panel Members. This will now be circulated to all governors.</p> <ul style="list-style-type: none"> <li>• <b>Item 15 (Chair’s Business) - To note agenda item for HT1 – Succession Planning (including end of terms for forthcoming year).</b> Noted.</li> <li>• <b>Item 16 (Clerk’s Business) - New E-Learning for School Governors and Trustees. Feedback from governors as to whether they have accessed this training.</b> The Clerk asked governors if anyone had accessed the training. No-one had. Most felt that the training on over from Babcock which was face to face was more beneficial than on-line training. It was therefore agreed that the Governing Body would not subscribe to this training and the Clerk would notify the NGA.</li> <li>• <b>Item 17 (Governor Training/Events and Involvement) – CreATE projects and ways to promote to be discussed by Marketing Working Party. Update.</b> It was noted that MBU was aware of this suggestion and it would be considered by the Working Party.</li> </ul>	Clerk – to notify NGA	minutes  Before the end of term
15	<p><b><u>Review/agreement of FGB Terms of Reference</u></b> Governors noted the document circulated prior to the meeting. CBO asked for the document to be re-checked so that all references with regards to he/him were consistent (in some places it also said she/her and this was not consistent). It was agreed the clerk would do this. CBO also pointed out that the college statement was “Success for All” and the document should reflect the correct working. Again the Clerk was asked to amend this.</p> <p><b><u>It was therefore agreed that the Terms of Reference 2017-18 for the Full Governing Body had been approved by the Full Governing Body, subject to the above amendments. The website will be updated. Proposed: GD Seconded: CBO.</u></b></p>	Clerk  Clerk	Action completed  Before the start of term
16	<p><b><u>Agreement on the membership and Terms of Reference of committees</u></b></p> <ul style="list-style-type: none"> <li>• Teaching and Learning</li> <li>• Resources</li> <li>• Performance and Pay</li> <li>• Principal’s Appraisal Panel</li> <li>• First (Hearings)</li> <li>• Second (Appeals)</li> <li>• Complaints</li> </ul> <p>Governors noted the documents circulated in advance of the meeting. The following points were raised:</p> <ul style="list-style-type: none"> <li>• <b>Performance and Pay Committee</b> - The Clerk requested, on behalf of committee members, that the Performance and Pay Terms be updated to include the Chair of the Panel as Dave Travers and also to include an additional bullet-point with regards to the agreement of sabbaticals, this would be: <i>‘To review and make decisions and any extra-ordinary leave requests on behalf of the Full Governing Body.’</i> All were content with the proposed amendments.</li> <li>• <b>Complaints Panel</b> – GD reported that the Complaints Procedure Policy</li> </ul>	Clerk – to update	Action completed



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	<p>would need to be updated as the Independent Member of the panel is the current Head of Littleton who will be leaving. GSM said that he has approached the current Head Teacher at Littleton regarding a new Independent Member and will also be suggesting a pool rather than one individual (as per the advice of Babcock Governor Support).</p> <p><b><u>It was therefore agreed that the Terms of Reference (listed above) had been approved by the Full Governing Body. The website will be updated. Proposed: MG, Seconded: JB.</u></b></p>	<p><b>GSM – update at next meeting</b></p> <p>Clerk – to file and website</p>	<p><b>04.10.17</b></p> <p><b>Before the start of term</b></p>
17	<p><b><u>Agreement of Governing Body Annual Cycle</u></b></p> <p>Governors noted the annual cycle circulated prior to the meeting. The Teaching &amp; Learning and Resources Committees had both reviewed their cycles. The Performance and Pay Committee were unable to meet as they were not quorate but the Governing Body were content to approve their elements of the cycle.</p> <p><b><u>It was therefore agreed that the Full Governing Body Annual Cycle for 2017/18 had been approved by the Full Governing Body. Proposed: GD, Seconded: AHO.</u></b></p>	<p>Clerk – to file and website</p>	<p><b>Before the start of term</b></p>
18	<p><b><u>Agreement of Policy Review Cycle</u></b></p> <p>Governors noted the cycle for 2017/18 which had been circulated prior to the meeting. All were content with the cycle. A copy with be signed by the Chair of Governors.</p> <p><b><u>It was therefore agreed that the Policy Review Cycle for 2017/18 had been approved by the Full Governing Body. Proposed: GD, Seconded: AHO</u></b></p>	<p>Clerk – to file and website</p>	<p><b>Before the start of term</b></p>
19	<p><b><u>Policy Review</u></b></p> <ul style="list-style-type: none"> <li>• <b>Finance Policy</b> – MBU reported that the policy had been thoroughly reviewed by the Resources Committee but approval had to be given by the Governing Body. Any changes had been indicated in yellow.</li> </ul> <p>As there were no questions <b><u>TS therefore proposed that the Finance Policy was approved by the Full Governing Body. This was seconded by MG.</u></b></p>	<p>Clerk – to file and website</p>	<p>Action Completed</p>
20	<p><b><u>Equality Objectives</u></b></p> <p>The Governing Body noted the proposed Equality Objectives for 2017-18 detailed in the Equality Policy:</p> <ul style="list-style-type: none"> <li>• To provide an environment that welcomes, protects and respects diverse people.</li> <li>• To use performance data to monitor student achievement and respond to variations between groups of learners, subjects, courses and key stages, trends over time and comparisons with other schools.</li> <li>• To close gaps in attainment and achievement between students and all groups of students, especially boys and girls, students eligible for free-school meals, students with special educational needs and disabilities, looked after children, students from different heritage groups and our most able students.</li> <li>• To eradicate the incidence of the use of homophobic, sexist and racist language by students in the college.</li> <li>• To ensure that all students and staff are given the opportunity to make a positive contribution to the life of the college.</li> <li>• To monitor and promote the involvement of all groups of students in the</li> </ul>		



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	<p>extra-curricular life of the college, including leadership opportunities, especially students with special educational needs.</p> <ul style="list-style-type: none"> <li>To address cultural events through year assemblies to increase student awareness and understanding of issues in different communities</li> </ul> <p><b><u>All were content with these. It was noted that KS will be meeting with GSM in HT1 to review the objectives.</u></b></p> <p><b><u>As there were no questions, GD proposed that the Equality Objectives for 2017-18 were accepted. This was seconded by KS.</u></b></p>	<p>Clerk – to book</p> <p>Clerk – to file and website</p>	<p>At start of next term</p> <p>Action Completed</p>
21	<p><b><u>Teaching and Learning Committee (including policies)</u></b> JB reported that the main items discussed by the Teaching and Learning Committee (not covered elsewhere on this agenda) were:</p> <ul style="list-style-type: none"> <li>Three Peaks (approval had been given at a previous meeting).</li> <li>Attendance Targets - <b><u>the committee had agreed that the attendance figures for 2018/19 would be:</u></b> <ul style="list-style-type: none"> <li>➤ <b>Overall attendance: 95%+</b></li> <li>➤ <b>Persistent absence: less than 10%</b></li> <li>➤ <b>SEN attendance: 92%+</b></li> <li>➤ <b>PP (Pupil Premium) attendance: 92%+</b></li> </ul> </li> <li><b>The Risk Register</b> – no changes were recommended.</li> </ul> <p><b>The Governing Body noted that approval had been given to the:</b></p> <ul style="list-style-type: none"> <li>Intimate Care Policy</li> </ul>	<p>Clerk – to website and file</p>	<p>Action Completed</p>
22	<p><b><u>Resources Committee (including policies)</u></b> 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 that the following annual reviews took place:</p> <ul style="list-style-type: none"> <li><b>Responsible Officer</b></li> <li><b>Auditors</b></li> <li><b>Legal Services</b></li> <li><b>Insurance</b></li> </ul> <p><b>The Governing Body noted that approval had been given to the:</b></p> <ul style="list-style-type: none"> <li>Charging and Remissions Policy</li> <li>College Lettings Policy Statement</li> </ul>	<p>Clerk – to website and file</p>	<p>Action Completed</p>
23	<p><b><u>Chair’s Business</u></b></p> <ul style="list-style-type: none"> <li><b>Election Process for 2017/18</b> – GD asked if the Governing Body would like to adopt a more formal process for committee election processes similar to that which is currently in place for the Governing Body elections. All were in agreement. Due to the timing of the committee meetings the election papers for the Teaching and Learning and the Resources committees will be circulated prior to the summer holidays for returning at the start of term.</li> </ul> <p><b><u>It was therefore noted that the Governing Body had agreed to adopt a more formal process for committee elections similar to that which is currently in place for the Full Governing Body elections. The Clerk was asked to complete the necessary administration. Proposed: JB, Seconded:</u></b></p>	<p>Clerk</p>	<p>Before the end of term</p>







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	was unable to attend due to other commitments.		
24	<p><b><u>Housekeeping Tasks</u></b>  <i>The following was noted:</i></p> <ul style="list-style-type: none"> <li>• <b>Process for appointing Chair and Vice-Chair for 2017-18 (and term of office)</b> - Governors noted the document circulated prior to the meeting. All were in agreement that the process should be adopted for a further year.  <b><u>It was therefore noted that the current HCC Academy Process for the Election of the Chair and Vice-Chair would be approved for a further year. Proposed: AHO, Seconded: SK.</u></b></li> <li>• <b>Procedure for dealing with apologies and sanctions</b> – governors were reminded that all apologies must be sent to the Clerk in advance of the meeting.</li> <li>• <b>Practice and timescales for dealing with circulation of minutes and papers</b> – governors noted that the agenda for the Full Governing Body will be circulated 2 weeks in advance but for all other committees this will be one week in advance (as is current practice). Supporting paperwork will be sent out one week in advance (unless there are exceptional circumstances).</li> <li>• <b>Reaffirm the procedure for dealing with correspondence to the Governing Body and how it gets seen</b> – all noted where possible all correspondence for the Governing Body will continue to be done via email. Any correspondence to the Chair which needs to be brought to the attention of the Governing Body will be done so at meetings under ‘Chair’s Business’.</li> <li>• <b>Decide whether meetings of the Full Governing Body will be open to the public</b> – the Clerk reported that the current practice is for meetings to be closed (i.e. a request must be made if anyone other than governors or the relevant member of the ELT wish to attend, if approval is given they will be asked to leave for any confidential matters). Open meetings must be advertised and anyone can attend. After a very brief discussion it was agreed meetings would remain closed.  <b><u>It was therefore agreed that meetings of the Governing Body and its committees (with the exception of the AGM) would be closed. Proposed: SK, seconded: MGa.</u></b></li> </ul>		
25	<p><b><u>Clerk’s Business</u></b>  Governors noted the email circulated by the Clerk dated 05.07.12.</p>		
26	<p><b><u>Governor Training/Events and Involvement (since the previous meeting)</u></b></p> <ul style="list-style-type: none"> <li>• <b>CET Meetings</b> – CBO (various dates)</li> <li>• <b>Y7 Progress Evening</b> – JB (25.05.2017)</li> <li>• <b>Sixth Form Summer Festival</b> – JB (26.05.2017)</li> <li>• <b>Link Governor Meeting (Data) with AHO</b> – ST (05.06.2017)</li> <li>• <b>Link Governor Meeting (Pupil Premium) with NMI</b> – MGa (05.06.2017)</li> <li>• <b>Special Committee</b> – TS, DT and ST (07.06.2017)</li> <li>• <b>Link Governor Meeting (MFL) with Caroline McConachie</b> – ST (08.06.2017)</li> <li>• <b>Link Governor Meeting (Associate Staff) with GSM/Annual Review</b></li> </ul>		



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**Policies approved at this meeting:** Finance Policy, **Policies noted at this meeting:** Intimate Care Policy, Charging and Remissions Policy, College Lettings Policy Statement

Ref	Action or Decision	Action	Date Due
	<p><b>of Complaints</b> – ST (09.06.2017)</p> <ul style="list-style-type: none"> <li>• <b>Resources agenda setting with MBU</b> – TS (13.06.2017)</li> <li>• <b>Special Committee</b> – TS, SJ and JD (13.06.2017)</li> <li>• <b>Link Governor Meeting (Careers) with AHO</b> – SJ (14.06.2017)</li> <li>• <b>RSC Meeting</b> – SJ (15.06.2017)</li> <li>• <b>Link Governor Meeting (Science) with HoD of Science</b> – JD (15.06.2017)</li> <li>• <b>KS4 Parent Forum</b> – MGa (14.06.2017)</li> <li>• <b>Marketing Working Party with MBU</b> – MC (19.06.2017)</li> <li>• <b>Sports Day</b> – JB and SJ (14.06.2017)</li> <li>• <b>Risk Register Working Party with Matt Burrell</b> - JB, GSM and AHO (21.06.2017)</li> <li>• <b>Link Governor Meeting (English) with HoD of English</b> – GD (22.06.2017)</li> <li>• <b>Risk Register Working Party with MBU</b> – TS (26.06.2017)</li> <li>• <b>Link Governor Meeting (ICT) with HoD of ICT</b> – SK (05.06.2017)</li> <li>• <b>Upper College Awards</b> – GD and JB (06.07.2017)</li> <li>• <b>Progression Day (Sixth Form)</b> – JB (10 and 11. 07.2017)</li> <li>• <b>Progression Evening (Sixth Form)</b> – JB (11.07.2017)</li> </ul> <p><b><u>Governor Training since the last meeting (22.03.2017)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Data Training with AHO</b> – JD (08.06.2017)</li> <li>• <b>Introduction for New Governors</b> – MGa and JD (20.06.2017)</li> <li>• <b>Annual Training</b> – CBO, MC, JD, GD, ME, MGa, AHO, SJ, SK, SMA, TS, GSM and DT (15th June 2017)</li> <li>• <b>Clerk’s Update Training</b> – Clerk (04.07.2017)</li> <li>• <b>Clerk’s NCTL Training</b> – Clerk (12.07.2017)</li> </ul> <p>The following comments were made:</p> <ul style="list-style-type: none"> <li>• <b>Introduction for New Governors</b> – MGa felt this was a good course. Through speaking with others he was concerned about the progress HCC was making with regards to a MAT as had been discussed earlier.</li> <li>• <b>Clerk’s Update Training and Clerk’s NCTL Training</b> – the Clerk stated that she is always reassured having attended these sessions that the policies and procedures in place at HCC are compliant and that the Governing Body is up to date with new issues.</li> </ul>		
27	<p><b><u>Special Topic for Next Full Governing Body</u></b></p> <p>It was noted that the Special Topic at the next meeting will be the Head of Department Presentations to Governors (to cover performance in the recent examinations, strengths within the department, the strategic plan for the future and areas for improvement).</p>		
28	<p><b><u>Part 2</u></b></p> <p><b>The meeting went into Part 2 at 8.15 p.m. Proposed GD, Seconded ST.</b></p>		
29	<p><b><u>Performance and Pay Committee Feedback</u></b></p> <p><b>The meeting came out of Part 2 at 8.46 p.m. Proposed GD, Seconded JB.</b></p>		
30	<p><b><u>Date of next meeting:</u></b> Wednesday 4<sup>th</sup> October at 5.00 p.m. – Sixth Form Centre. GD thanked everyone for attending, reminded them of the earlier start time in October and wished everyone a good summer. <i>The meeting ended at 8.46 p.m.</i></p>		