



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

### Meeting 1 (Virtual Meeting on MICROSOFT TEAMS) – Part 1 Minutes

Date/Time	Wednesday 21 <sup>st</sup> October 2020 at 5.01 p.m.	Location	Virtual Meeting (MICROSOFT TEAMS)	
Attendees	Initials	Attendees	Initials	
Alastair Anderson (Governor)	AA	Jenny Rawlins (Governor)	JRa	
Amy Dytor (Governor)	ADY	Jackie Rock (Governor)	JRo	
Margaret Evans (Governor)	ME	Duncan Sheridan-Shaw (Governor)	DSs	
Mark Gibbs (Governor)	MGi	Richmal Shorter (Governor)	RSH	
Philippa Gurney (Governor)	PGU	Glenn Smith (Principal/Governor)	GSM	
Sue Manning (Vice-Principal)	SMN	Kate Smith (Governor)	KS	
Chris Meek (Governor)	CM	Tony Smith (Chair of Governors)	TS	
Claire Nuttall (Governor)	CN	Debbie Stuart (Governor)	DSt	

Apologies	Initials
Emily Burroughs (Sixth Form Representative)	EB
Kai Waldron-Key (Sixth Form Representative)	KW

Absent without Apology	Initials

In Attendance	Initials
Sarah Matthews (Clerk)	SM
Jessie Hay (Director of Finance and Resources - from 02.11.2020)	JHA

Minutes to
Attendees
Governors
Website

	Agenda	Led by
1	<b>Welcome and apologies for absence</b>	Chair
2	<b>Declarations of Interest</b>	Chair
3	<b>Minutes of last meeting (15.07.2020)</b>	Chair
4	<b>Matters Arising</b> <u>Previous Items</u> <ul style="list-style-type: none"> <li>• <b>Principal’s Report (Visit(s) from External Partners):</b> Cost and frequency of the visits by the School Improvement Partner to be discussed and agreed by TS, KS and GSM.</li> </ul> <u>New Items</u> <ul style="list-style-type: none"> <li>• <b>Item 5 - Overview by Principal (COVID-19):</b> Gaps in learning - The return in September will all be about recovery not catch-up. GSM has circulated a report to HODs (Heads of Departments) regarding the recovery phase for HODs to discuss with</li> </ul>	Chair  Chair (completed)



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

	<p>their staff. This will also be discussed with governors. See 8(1a) – discussed at additional meeting (ELT (Executive Leadership Team)/Chair/CM) 23.07.2020.</p> <ul style="list-style-type: none"> <li>• <b>Item 9 - Principal’s Report - Pupil Premium Strategy Statement:</b> 2019-20 statement is on the website (as noted at the previous Full Governing Body) but it was agreed a fuller discussion would take place at HT1. Governors need to decide how they wish to do this in light of the fact this meeting is now virtual.</li> <li>• <b>Item 20 – Review of Risk Register – report from meetings:</b> KS emailed the previous Director of Finance and Resources changes from the Full Governing Body meeting on 15.07.2020. New Director of Finance and Resources to confirm they have been incorporated into the Risk Register.</li> </ul>	<p>Chair</p> <p>JHA – HT2</p>
5	<p><b>Staff Governors on the Governing Body</b></p> <ol style="list-style-type: none"> <li>1. <b>A comparison of HCC’s (Honiton Community College) Articles of Association with the new model.</b></li> <li>2. <b>Staff Governor or Staff Ambassador.</b></li> </ol>	Chair
6	<b>Head of Department Presentations – feedback from Principal following questions submitted by governors</b>	GSM/SMN
7	<p><b>Principal’s Report</b></p> <ol style="list-style-type: none"> <li>1. <b>Safeguarding Update (Principal and Link Governor)</b></li> <li>2. <b>SEND (Special Educational Needs and Disability) Vulnerable Groups, Pupil Premium and Children in Care</b></li> <li>3. <b>Mental Health and Well-being (staff and students)</b></li> <li>4. <b>Visit(s) from external partners</b></li> <li>5. <b>ELT Structure – for information</b></li> <li>6. <b>Staffing</b></li> <li>7. <b>HLC Meetings (Honiton Learning Community)</b></li> <li>8. <b>Success of Chemo Kits (Sixth Form) – volume of ‘thank you’ emails/letters</b></li> </ol>	GSM
8	<b>COVID19 Update by Principal/COVID19 Link Governor (TS), Risk Assessment</b>	Chair/GSM
9	<b>Receive annual report for Full Governing Body and website on SEND provision in line with statutory duties from QoE (Quality of Education Committee) and to decide on delegated authority for future approval</b>	GSM/CM
10	<b>Strategic Plan</b>	Chair
11	<b>Reflect on the impact the Full Governing Body has had on the outcomes for pupils in the College over the academic year. Consider any changes needed.</b>	Chair
12	<b>Reaffirm the aims and vision of the school</b>	Chair
13	<b>Full Governing Body Objectives for the Year</b>	Chair
14	<b>Termly Review of Self-Evaluation Form (also HT3/5)</b>	GSM
15	<b>Director of Finance and Resources Update</b>	SMN
16	<b>To note Chair has had a copy of Management Accounts</b>	Chair
17	<b>Letters and correspondence from ESFA (Education and Skills Funding Agenda) to academy trusts</b>	SMN
18	<p><b>Policy Review</b></p> <ul style="list-style-type: none"> <li>• <b>Admissions Arrangements Policies (Main School and Sixth Form)</b></li> <li>• <b>Behaviour Policy – if any updates approved by Principal since last meeting</b></li> <li>• <b>Complaints Policy – to note SMN name</b></li> <li>• <b>Child Protection and Safeguarding Policy – no update</b></li> </ul>	Chair
19	<b>Quality of Education Committee Feedback - including policies</b>	JRa
20	<b>Resources Committee - including policies</b>	KS
21	<p><b>Link Governors</b></p> <ol style="list-style-type: none"> <li>a. <b>Agree Link Governor roles for next academic year (and how programme of</b></li> </ol>	Chair



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

	visits will be organised). To also agree 'Additional Roles'. b. Feedback from Science Link Governor re: Associate Staff c. CET (College Executive Team) update from KS d. To note: DSs – Deputy LG Sixth Form and Careers	MGi KS Chair
22	Department Reviews – format for this year	GSM
23	Feedback from governors on any training/events attended (and to note attendance record for minutes)	Chair
24	Leadership Development Programme for School Governors – GovernEd (in partnership with the Department for Education) – completed by JRo	Chair
23	Part 2 Minutes and Update	Chair
24	Complaints Update (discussed as part of Chair/Principal meetings)	Chair
25	Review and Approval of: 1. Committee membership for the next academic year 2. Chair's Action 3. Protocol for Virtual Meetings 4. Governors' Code of Conduct (Annual)	Chair
26	To confirm: 1. All governors/ELT have checked and signed the Register of Business Interests 2. All governors have read and understood <u>all</u> of Keeping Children Safe in Education 2020 3. All governors have completed an up to date skills audit (one to one meetings with Chair will be arranged) 4. All governors are content that procedures for dealing with complaints, staff grievances, redundancy, staff appeals are in place and understood by governors	Chair
27	To note: Governor attendance at meetings for the previous academic year is on the website	Chair
28	Chair's Business 1. Ofsted Update 2. Principal's Objectives – progress 3. Chair wrote to Member of Parliament 17.08.2020 regarding GCSE and A Level exams 4. Email from Chair of Governors dated 23.09.2020 regarding return to College 5. Feedback from Members Meetings 6. One-to-one interviews – on-going 7. Newsletter Interviews 8. Annual Self-Evaluation of Governing Body 9. Reminder of the need to be quorate to make decisions (Article 114) 10. Reminder of how to put items on the agenda 11. Meeting documents to be archived electronically 12. Letters and Guides to notes	Chair
29	Vacancies and Appointments • To note any new appointments and resignations/end of term of office • Update on Governing Body vacancies and future end of terms • To approve new appointments re: Full Governing Body roles and responsibilities • Annual review of governor terms of office and forthcoming vacancies	Chair
30	Performance and Pay Committee Feedback – no meeting	Chair
31	Special Topic for Next Full Governing Body Meeting	Chair
32	'What impact has this meeting had on the outcomes of pupils in our College?'	Chair
33	Part 2 Minutes (reminder of Part 2 procedures)	Chair
34	Complaints Update (discussed as part of Chair/Principal meetings)	Chair



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

35	<b>Election of Chair of Governors 2020-21</b>	Clerk
36	<b>Election of Vice-Chair of Governors 2020-21</b>	Chair
37	<b>Date and time of next meeting – Wednesday 18<sup>th</sup> November 2020 - virtually</b> AGM to take place at 4.00 p.m. on the 18th November.	Chair

Ref	Action or Decision	Action	Date Due
1	<p><b><u>Welcome and apologies for absence</u></b> TS welcomed everyone to the meeting. In particular, he welcomed DSs to his first meeting as a governor and JHA who would be starting at the College on 02.11.2020 as the new Director of Finance and Resources. CN would be joining the meeting later. Apologies were accepted from EB and KW. The meeting would not be recorded.</p> <p>TS reminded governors that Mr Richard Cregan had been elected as a new Parent Governor. He would be meeting with the Chair and Clerk at the start of November to discuss a start date.</p>		
2	<p><b><u>Declarations of Interest</u></b> All staff declared an interest in any staff related items.</p>		
3	<p><b><u>Minutes of last meeting (15<sup>th</sup> July 2020)</u></b> It was noted that the minutes of the meeting held on the 15<sup>th</sup> July 2020 had been circulated to all committee members in advance of the meeting. <b><u>The minutes were then agreed (proposed TS, seconded JRa) as a true and accurate record of that meeting and will be signed accordingly by the Chair at the next face-to-face opportunity.</u></b></p>	Clerk to file and website	Action Completed
4	<p><b><u>Matters Arising</u></b> <b><u>Previous Items</u></b></p> <ul style="list-style-type: none"> <li><b>Principal’s Report (Visit(s) from External Partners):</b> Cost and frequency of the visits by the School Improvement Partner to be discussed and agreed by TS, KS and GSM. <u>Update:</u> TS stated discussions were still on-going.</li> </ul> <p><b><u>New Items</u></b></p> <ul style="list-style-type: none"> <li><b>Item 5 - Overview by Principal (COVID-19):</b> Gaps in learning - The return in September will all be about recovery not catch-up. GSM has circulated a report to HODs regarding the recovery phase for HODs to discuss with their staff. This will also be discussed with governors. <u>Update:</u> Governors noted that this report was discussed at the additional meeting (ELT/Chair/CM) on 23.07.2020. A copy had been circulated to governors and was also included at item 8(1a).</li> <li><b>Item 9 - Principal’s Report - Pupil Premium Strategy Statement:</b> 2019-20 statement is on the website (as noted at the previous Full Governing Body meeting) but it was agreed a fuller discussion would take place at HT1. Governors need to decide how they wish to do this in light of the fact this meeting is now virtual. <u>Update:</u> TS stated a lot of work has already been done regarding Pupil Premium but the main issue was to identify how Pupil Premium was spent and to ensure that it was not just put into one big basket. SMN stated that there was a statutory requirement to show on the College website how Pupil Premium was spent and the latest report could be found there. SMN is pleased with the format of the model report. In the past expenditure had to be graded, this is no longer the case. SMN stated that some parents may want to see how the amount per student has benefitted their child, however it is important for them to understand that some of the amount will cover resources and salaries. There have been no issues identified by Ofsted with how Pupil Premium has been used in the past. SMN is confident the College is robust in the way funding is used. In previous years, the College has spent in excess of the Pupil Premium funding and this has had to be drawn from other budgets. SMN is also confident that an</li> </ul>	Chair/KS/GSM	On-going



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
	<p>explanation can be provided with regards to the issues identified within CreATE (i.e. voluntary donation for cost of materials) as this is linked. The College have also applied to the Jack Riley Trust to support Pupil Premium students in Food and Nutrition.</p> <p><b>Governor Question: Itemised</b> – ME asked if there was any way in which Pupil Premium expenditure could be itemised so it was clear to see what the expenditure went on. This would provide assurance to governors and they would be able to clearly see what extra facilities are provided to students. SMN stated that it was the Department for Education (DfE) who changed the format of the form. This had made the information required much more generic (i.e. looking at how schools want to improve students). She pointed out that there are only 3 sections. ME said even if the DfE did not require this she would like to see Pupil Premium expenditure categorised. SMN said that she had put the aims in the report, and these have been costed. This is much broader. Previously the report had been more like a shopping list but now it is based on aims. GSM stated that the College could still categorise the information if this is what governors wanted. This could be shared with the Quality of Education Committee, Resources Committee and the Full Governing Body. GSM suggested that the Curriculum Working Party could also review this. ME felt this would be beneficial as it would point to the right categories being used for the right support. GSM said that for Disadvantaged/Pupil Premium students the Progress 8 score, in part, is not as good. His view was that it would be good to show this detail. More evidence and scrutiny would be beneficial. JHA agreed as it would show transparency which was very important in academies. In summary, TS said he had noted the advice of GSM and JHA and would suggest that one governor has a virtual meeting with a member(s) of the ELT to review this in more detail.</p> <p><i>CN joined the meeting at 5.04 p.m.</i></p> <ul style="list-style-type: none"> <li>• <b>Item 20 – Review of Risk Register – report from meetings:</b> KS emailed the previous Director of Finance and Resources the changes from the Full Governing Body meeting on 15.07.2020. New Director of Finance and Resources to confirm they have been incorporated into the Risk Register. <u>Update:</u> This is confirmed.</li> </ul>	Chair	After meeting
5	<p><b>Staff Governors on the Governing Body</b></p> <ol style="list-style-type: none"> <li>1. <b>A comparison of HCC’s Articles of Association with the new model</b></li> <li>2. <b>Staff Governor or Staff Ambassador</b></li> </ol> <p>Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> <li>• <b>Draft Staff Ambassador Role – previously shared 25.03.2020</b></li> <li>• <b>Staff Governors on the Full Governing Body – previously shared 12.02.2020</b></li> </ul> <p>TS stated that there has been a lot of discussion about this. There are two decisions to be made. Firstly, GSM (as Principal) will need to step down at some point as a Member due to changes in the Academies Financial Handbook (the intention is for the Members to be more independent). This will be a decision for the Members.</p> <p>The second decision was regarding Staff Governors and whether (in order to comply with the ‘strong preference’ in the Academies Financial Handbook) there would no longer be Staff Governors on the Governing Body. Instead they would take on the role of Staff Ambassadors. TS said he was very happy with the contribution of Staff Governors, but recognised consideration must be given to what is set out in the Academies Financial Handbook. It was suggested that it would be more appropriate to make this decision at the end of the meeting under Part 2 conditions (Staff Governors would be asked to leave the meeting).</p>		



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
6	<p><b><u>Head of Department Presentations – feedback from Principal following questions submitted by governors</u></b></p> <p>Governors noted that it was normal practice for the HODs to attend the October Full Governing Body meeting and present on: performance in the recent examinations, strengths within the department, the strategic plan for the future and areas for improvements. This year, due to the coronavirus pandemic, the intention had been that they would attend to present on:</p> <ol style="list-style-type: none"> <li>1. Implications of the A-level and GCSE grades - what issues have been masked by Centre Assessed Grades,</li> <li>2. Recovery - how is it going, any additional action required and</li> <li>3. Impact statement for Curriculum 2020.</li> </ol> <p>However due to current restrictions the HODs had been asked to produce PowerPoints for Governors to view in advance of the meeting. Governors appreciated this.</p> <p>SMN thanked governors for emailing in their questions in advance. These had been collated by the Clerk. Some were repeated but SMN said her plan was to answer these questions first before giving governors the opportunity to ask any further questions:</p> <ul style="list-style-type: none"> <li>• <b>Loss of hours for Science</b> – SMN said that a curriculum review had been conducted by herself. As part of this she contacted Teaching Schools South West and was provided with the teaching hours for Science for 40 schools. This showed that Science teaching hours at HCC were more than at other schools. The year group that will be impacted the most by the change is Year 9. Because the College were unsure on what PE they would be able to teach it was agreed that Year 9 would have an extra hour per fortnight.</li> <li>• <b>Beliefs and Values</b> – SMN reported that there is a compulsory element of this, but it is not compulsory for students to take a GCSE in the subject. The Head of Humanities had reported to the ELT that the subject was not going well. This is not because of the teacher, who is fantastic, but because many of the students do not enjoy the subject. Students will now be given 4 option choices. She reminded governors that there was now a 2-year Key Stage 4.</li> <li>• <b>Science Schemes of Work</b> – SMN said that she had spent time with the Head of Science who had completely rewritten the Schemes of Work to cover 5 years. The work was absolutely fantastic and fitted in with the time allocated (and the extra time). Year 9 students will be given additional time as they will have suffered most from lock-down. The work had been a real team effort and was fabulous. The team had really picked up on the pace with much more of a demand on students. SMN felt the Head of Science should be commended for her structure which had galvanised the whole team. The same structure is in place for Post-16, so students will be able to move from Year 7 through to Year 13 should they chose to do so. SMN has every confidence that with the extra time allocated to Science this year it will work well.</li> <li>• <b>CreATE</b> – SMN stated that there had been some issues in CreATE with funding. The view of the ELT is that no child will be excluded from CreATE subjects because they cannot pay for the materials required. The Head of CreATE has</li> </ul>		





# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
	<p>been told to order sufficient materials for all students to participate and the College will cover any shortfall where parents cannot/do not pay. SMN added that some parents whose children are Pupil Premium students still insist on paying. GSM said that he had a small hardship fund that had been used to support some students with costs such as those incurred for food technology, Ten Tors and Duke of Edinburgh.</p> <ul style="list-style-type: none"> <li>• <b>Comment by Head of Humanities that there is a view by some that teachers did not work as hard in lock-down</b> - SMN stated that this was to do with some of the reports in the media. She stated that this was absolutely not true of the staff at HCC. SMN appreciated that governors had valued the work of staff during this time and recognised how hard they worked.</li> </ul> <p><b>Question: CreATE</b> – MGi said that he had found the narrative provided useful and would have liked to have seen more from other departments where only a snapshot was given. SMN said she had asked HODs not to do figures and to focus more on how they had felt. She felt the figures for this year did to tell the whole story. In addition, some subjects had small numbers so this affected the numbers. MGi appreciated this but would still have liked the figures to be included. MGi stated, that as Link Governor for Science, he could see that the HOD had done a fantastic job but he also felt CreATE had done well too. Both had budgets that were too small and it was important to understand this. SMN stated that when the budgets are set, the ELT look at the number of teaching hours, number of periods, number of students and value of consumables. Given this, Science and CreATE always get more than the other subjects and this year CreATE had received even more. However, the ELT still have to be fair to the other subjects.</p> <p><b>Question: Design and Technology</b> – CN said she had noted from the presentation that 100% of students had attained a grade 3 but she would have like to have know how many attained a grade 4. SMN said that this had been an interesting group and the students had suffered because of the disruption to teaching. SMN felt the fact that 100% gained a grade 3 or above was an achievement. CN said the presentation did explain this, but she would still have liked to see the percentage of grade 4 and above. GSM stated that this could be generated. <i>Clerk’s note: SMN supplied the full breakdown by grade by subject after the meeting.</i></p> <p><b>Question: French</b> – CM asked about the uptake of only 15% for French and whether the College should be concerned about the impact of this on the Ebaccalaureate. He understood the College would not want to make French compulsory. SMN said she was pleased to report that this year A Level French was being delivered in the Sixth Form. Although only 2 students had opted for this, it is good to show students that they have a future with languages at HCC after GCSEs. GSM added that when he joined HCC his ambition was for all students, except those with a low literacy level, to study a language, but this had backfired as students had prioritised their revision and French had suffered. French is now being built back up and there was slack within the teaching timetable to make French A Level possible.</p> <p>As there were no questions, governors asked the Clerk to email the Heads of Departments</p>	<p>SMN</p> <p>Clerk</p>	<p>Action Completed</p> <p>Action Completed</p>



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
	<p>and pass on their thanks for the efforts they had gone to in producing the PowerPoints.</p> <p>Governors also noted the following documents in SharePoint/notes on the agenda:</p> <ul style="list-style-type: none"> <li>• <b>Sixth Form Press Release 2020</b> – shared with governors 13.08.2020</li> <li>• <b>Post 16 Success email from Director of Post-16</b> – shared with governors 13.08.2020</li> <li>• <b>GCSE Press Release 2020</b> – shared with governors 20.08.2020</li> <li>• <b>Exam PowerPoint for staff shared with governors 07.09.20</b> - Questions requested by 16.09.20. (Note on the agenda regarding a question from CN <i>"Looking at the GCSE results, does the exclusion of DT, geography, etc mean there were no changes? Also is science the double science? Assuming absence of physics and biology means no changes there either?"</i> Reply from SMN – <i>"Yes it does. Science is now trilogy rather than double science"</i>).</li> </ul>		
7	<p><b>Principal's Report</b></p> <ol style="list-style-type: none"> <li><b>1. Safeguarding Update</b> – GSM stated that an update had been provided to the Quality of Education Committee (governors can see the update in the minutes). Governors noted the 6 Safeguarding 'One Minute Guides' in SharePoint (all previously circulated). The Principal confirmed that all staff have signed to say they have read the current Child Protection and Safeguarding Policy and <i>Keeping Children Safe in Education 2020</i> Part 1. Records are kept at the College of this.</li> <li><b>2. SEND, Vulnerable Groups, Pupil Premium and Children in Care</b> – GSM said that an update had been provided to the Quality of Education Committee (governors can see the update in the minutes). Pupil Premium was also covered under item 4 of this (Full Governing Body) meeting.</li> <li><b>3. Mental Health and Well-being (staff and students)</b> – GSM reported that staff have been surveyed regarding their mental health and follow ups had taken place. This will be done again. A full COVID-19 risk assessment will be completed if necessary. Staff well-being has been discussed at the JCC (Joint Consultative Committee) meetings. The usual support is in place and staff can access this when needed. Governors noted the 'Cherishing Staff' email from GSM to Staff dated 07.10.2020 in SharePoint.</li> <li><b>4. Visit(s) from external partners and actions</b> – GSM stated that he is in touch with the School Improvement Partner who has offered the College the use of a Specialist Leader of Education (SLE). GSM does not feel this something the College needs at the moment.</li> <li><b>5. ELT Structure (for information)</b> – Governors noted the document in SharePoint. GSM stated that the structure is linked to the ELT roles.</li> <li><b>6. Staffing</b> – Governors noted the document in SharePoint (Staff Changes 2020-21).</li> <li><b>7. HLC (Honiton Learning Community) Meetings</b> – GSM reported that he continues to meet with the HLC bi-weekly. This is all virtual. GSM appreciates being able to link in with the primary schools. He has updated them on the virtual Year 5/6 Open Evening.</li> <li><b>8. Success of Chemo Kits (Sixth Form) – volume of 'thank you' emails/letters.</b> This was noted by governors.</li> </ol>		





# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
8	<p><b><u>COVID19 Update by Principal/ COVID19 Link Governor (TS), Risk Assessment</u></b>  Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> <li>• <b>Email from Chair of Governors to Governors dated 24.07.20</b></li> <li>• <b>September Reopening Planning document</b></li> <li>• <b>RA Covid-19 Guidance for Full Opening September 2020 RA100 V2 RA100 V 4 10072020</b></li> <li>• <b>RA Covid-19 Guidance for Full Opening September 2020 RA100 V2 RA100 V 4 10072020 – updated 04.09.20 and shared with governors 10.09.20</b></li> <li>• <b>COVID19 Governor Update (virtual) – 16 Sept – ELT PowerPoint</b></li> <li>• <b>Clerk’s notes from COVID19 virtual meeting</b></li> </ul> <p><i>Clerk’s Note: After the meeting an email from SMN ‘Tiers 1 to 4’ was shared with governors - dated 21.10.2020.</i></p> <p>TS reported that he and GSM have discussed the current situation regularly and TS is satisfied with what GSM and the College are doing. TS considers the response to be robust. They have discussed the Risk Assessment and TS is confident that the results in terms of what has been done along with the feedback from others is pretty positive.</p> <p>GSM thanked TS and CM for their scrutiny of the document. GSM stated that the behaviour of students and the efforts of all staff has been second to none. There has been no need to close any year groups and staff have been very resilient and have felt supported. GSM added that the level of resilience is on a par with any other school. Discussions are now about the robustness to adapt to unexpected occurrences. If there was a potential lockdown or a Tier 2, the College are making an alignment of the curriculum with the whole school.</p>		
9	<p><b><u>Receive annual report for Full Governing Body and website on SEND provision in line with statutory duties from QoE (Quality of Education Committee)</u></b>  Governors noted the annual report in SharePoint. They also noted that it was placed on the website within the statutory timescales. The report was viewed by CM, CN and TS on behalf of Governing Body in advance. It was also seen by the Quality of Education Committee at their recent meeting.</p> <p>TS stated that the Governing Body needed to now decide if delegated authority for the approval of this annual report could be given to the SEND Link Governor. TS explained that the meeting structure does not fit in with the deadline for the report so it would make sense for this responsibility to be delegated. All were in support of this.</p> <p><b><u>It was therefore noted that the Governing Body had given approval for the SEND Information Report 2020. It was also noted that the Governing Body had agreed to give delegated authority for the annual approval of this report to the SEND Link Governor. Proposed: TS, Seconded: CN</u></b></p> <p>The following actions will now be required:</p> <ul style="list-style-type: none"> <li>• The Clerk would update the front of the SEND Information Report to show that it had been approved by the Governing Body.</li> <li>• The Clerk would update the Annual and Policy Review Cycles with the change in delegated authority.</li> <li>• CM (as SEND Link Governor) would include the new level of delegated authority on the Terms of Reference he was currently drafting for the</li> </ul>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>	<p style="text-align: center;">After Meeting</p> <p style="text-align: center;">Action Completed</p> <p style="text-align: center;">After</p>



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
	Safeguarding/SEND/Children in Care Link Governor.	CM	Meeting
10	<p><b><u>Strategic Plan</u></b>            GSM reminded governors the aim of half-term 1 was all about the core business of the College. He stated he would like to recommend that Marie-Claire Jefferies (MJE), Vice Principal Quality of Education, is the new ELT member on the Strategic Plan Working Party. All were in support of this. The Clerk was asked to arrange the next meeting. Governors noted that any changes from the previous meeting would be dealt with at the meeting.</p> <p><b><u>It was therefore agreed that MJE would be the new ELT member of the Strategic Plan Working Party. Proposed: TS, Seconded: CM.</u></b></p>	Clerk	After Meeting
11	<p><b><u>Reflect on the impact the Full Governing Body has had on the outcomes for pupils in the College over the academic year. Consider any changes needed.</u></b>            At the previous meeting Governors had noted the following document in SharePoint:</p> <ul style="list-style-type: none"> <li>• <b><i>Impact - Review 2019-20</i></b></li> </ul> <p>Due to time constraints the review was postponed until this meeting. The Chair of Governors, Chair of Performance and Pay, Chair of Quality of Education and Chair of Resources had met via Microsoft Teams in advance to discuss the document. They all agreed that the document was very comprehensive and clearly demonstrated the impact of the Governing Body and Committees during 2020-21. They wished the following summary to be added to the minutes:</p> <ul style="list-style-type: none"> <li>• During the COVID19 lock-down period, governors had continually been reassured with regards to the learning and support in place for students. They recognised the hard work, dedication and commitment of the ELT and all the staff during this unprecedented time.</li> <li>• Through the meeting structure and additional monitoring governors were confident that good and effective systems were in place for Safeguarding, both prior to, during and after the COVID19 lock-down.</li> <li>• Through regular review and scrutiny of the finances and supporting documents, governors were assured with regards to the financial security of the College. In particular, they noted that the success with the bids had had a real impact on students at the College.</li> <li>• Through regular discussion with the ELT (both through meetings and additional contact), the Governing Body were assured with regards to the impact of the curriculum. In particular, the steps taken to improve literacy, CPD (Continuing Professional Development) and vocabulary for students. They recognised that staff were very conscious of the curriculum and how to aid recovery.</li> <li>• Through the meeting structure and additional monitoring, governors were assured of the support in place for SEND students, Pupil Premium students and Children in Care.</li> <li>• Over the academic year, the Governing Body had continually reflected on the roles and responsibilities of governors and the impact of the Governing Body/Committees. In doing so, they were confident that the Governing Body had positively impacted on the vision of the College for the future.</li> </ul> <p>Governors were asked to review this after the meeting and forward any comments to the Clerk.</p>	All	After Meeting



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
12	<p><b><u>Reaffirm the aims and vision of the school</u></b></p> <p>Governors noted the link to the College website which detailed the following:</p> <ul style="list-style-type: none"> <li>• Vision and Values</li> <li>• Mission Statement</li> <li>• Vision</li> <li>• Values</li> </ul> <p>GSM said he did not propose any changes. All were content with this and there were no questions.</p> <p><b><u>It was therefore noted that the Full Governing Body had reaffirmed the aims and vision of the school. Proposed: TS, Seconded: KS.</u></b></p>		
13	<p><b><u>Full Governing Body Objectives for the Year</u></b></p> <p>TS recommended that this item forms part of the training sessions which he is planning to schedule for January subject to commitments. All were in support of this. The Clerk will now organise a training session for January 2021.</p>	Clerk	After Meeting
14	<p><b><u>Termly review of SEF (HT1/3/5)</u></b> <i>(SEF: Self Evaluation Form)</i></p> <p>Governors noted that no document was available for this meeting. GSM reported that it has been necessary to assess where students are on their return to College. Priority will be given to examination groups. Data will be included on the SEF once a data trawl has been completed. This will then enable the ELT to update the SEF accordingly. The ELT will be looking at what they leave in for 2018-19 and 2019-20. For example, the Vice Principal Pastoral can include exclusion figures for 2018-19 but for 2019-20 he will only be able to include figures up until lock-down. GSM reminded governors that there was an issue with exclusions in 2018-19 due to outside factors. He stated that when the ELT rewrite the SEF, they will have to give some thought as to what data they do leave in.</p> <p>GSM stated that the College Development Plan is in place and this is where the focus will be this year. However, time needs to be allowed for HODs to feed in as to how students got on during lock-down.</p>		
15	<p><b><u>Director of Finance and Resources Update</u></b></p> <p>Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> <li>• <b>Director of Finance and Resources - Report to Resources Committee October 2020</b></li> <li>• <b>Data Dashboard - October 2020</b></li> <li>• <b>Management Accounts – August 2020</b></li> <li>• <b>Management Accounts – September 2020</b></li> </ul> <p>It was noted that due to the change in Director of Finance and Resources and SMN currently covering the role (in addition to all of her other responsibilities) the report for this meeting was the same as the one received by the Resources Committee.</p> <p>SMN said she wished to report the following:</p> <ul style="list-style-type: none"> <li>• The accountants are happy with the document submitted for the audit.</li> <li>• There has been a lot of savings due to lock-down, however that may not be the same moving forward.</li> </ul> <p><b><u>Governor Comment: COVID-19</u></b> – TS said that overall, he was satisfied that the College was financially sound but there were issues with COVID-19 related costs.</p> <p>GSM said that Devon County Council had provided a simple spreadsheet for the College to complete detailing any COVID-19 related costs. JHA will be working on this. However,</p>		



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
	GSM informed governors that the College would not get additional funds to cover the COVID-19 costs to date (including what the College has lost through lettings). The purpose of this exercise is so that the local authorities can feed back to the government.		
16	<b><u>To note Chair has had a copy of the Management Accounts</u></b> It was noted that the Chair had emailed the Finance Officer (07.09.2020) to confirm he had received a copy of the June and July Management Accounts. The Chair had also received (through the Resources Committee) a copy of the August and September Management Accounts. Copies of all Management Accounts are on SharePoint.		
17	<b><u>Letters and correspondence from ESFA to academy trusts</u></b> Governors noted the letter in SharePoint (ESFA letter to Accounting Officer dated 16.07.2020).		
18	<p><b><u>Policy Review</u></b></p> <ul style="list-style-type: none"> <li><b>Admissions Arrangements Policies (Main School and Admissions)</b> Governors noted the draft policies which had been emailed out in advance of the meeting. There will be some minor amendments (dates, uniform and contact details). All agreed they were content to approve the draft policies which will be placed on the College website during the consultation period. This will be done as soon as the Schools Admissions Team have updated the changes requested. The policy will be reviewed again after the consultation period (HT3). <b><u>It was therefore agreed that the Draft Admissions Policies 2022-23 (Main School and Sixth Form) had been approved by the Full Governing Body. Proposed: JRa, Seconded: CN.</u></b></li> <li><b>Behaviour Policy</b> – GSM reported that he had not approved any updates since the last meeting.</li> <li><b>Complaints Policy</b> – Governors noted that the policy had been updated on 04.09.2020 to reflect that SMN was the Complaints Officer. JHA will take on this role when she commences her role. The front cover will need updating.</li> <li><b>Child Protection and Safeguarding Policy</b> – Governors noted that the advice of the Designated Officer for Child Protection was that there was no update for this meeting.</li> </ul> <p><b><u>Additional Item</u></b></p> <ul style="list-style-type: none"> <li><b>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy Devon County Council and Torbay Council Establishments September 2020 (document not circulated)</b> – it was noted that this would normally go to the Resources Committee for review and approval, however this had been released too close to either the Resources Committee or this meeting to allow GSM (as the Educational Visits Co-ordinator) sufficient time to review the model policy. GSM requested that in future delegated authority for approval of this model policy be given to him. A copy of the policy would still be shared with the Resources Committee to note. All were in support of this. <b><u>It was therefore agreed that delegated authority for the Outdoor Education, Visits and Off-Site Activities Health and Safety Policy Devon County Council and Torbay Council Establishments September 2020 would be given to the Principal. Proposed MGi, Seconded: JRo.</u></b></li> </ul> <p>Clerk to update Annual Cycle, and Policy Review Cycle.</p>	<p>Clerk</p> <p>Agenda Item</p> <p>Clerk</p>	<p>When amendments received</p> <p>HT3</p> <p>After Meeting</p>
19	<b><u>Quality of Education Committee Feedback - including policies</u></b> Governors noted the following documents in SharePoint:		





# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
	<p>quotes when JHA commences her role after half-term.</p> <ul style="list-style-type: none"> <li><b>Item 19 - Policy Review</b> All of the policies listed on the agenda were postponed until JHA starts in post.</li> <li><b>Item 35 – Election of Chair of Resources Committee 2020-21</b> – KS was appointed.</li> <li><b>Item 36 – Election of Vice-Chair of Resources Committee 2020-21</b> – JRo was appointed.</li> </ul> <p><b><u>It was therefore noted that the Full Governing Body agreed that KS would be the Chair of the Resources Committee for 2020-21 and JRo would be Vice-Chair of the Resources Committee for 2020-21. Proposed: TS, Seconded: ME.</u></b> All were content with KS’s report.</p>		
21	<p><b><u>Link Governors</u></b></p> <ul style="list-style-type: none"> <li><b>Roles and Responsibilities</b> - Governors noted the document in SharePoint and were content to agree the roles for the next academic year. Governors were also content to continue with the programme of visits on the same basis as the previous year (as per the document in SharePoint, however it was recognised that with COVID19 contact may not be in person). Governors were also content to agree the ‘additional roles’ as detailed in the document in SharePoint.</li> <li><b>Science Link Governor</b> - MGi said, as Science Link Governor, he had been in contact with the Head of Science. She had raised with him how fantastic the Science Technicians had been in ensuring that students had the necessary clean equipment that was needed since they were back in College. Governors discussed this and felt that it was important for governors to thank all Associate Staff. On many occasions since the College first went into lock-down they had heard about the valuable support provided by the Associate Staff. TS said he would write to the Associate Staff on behalf of the governors. The Clerk would be asked to share this email.</li> <li><b>CET</b> - KS reported that she had not yet attended a CET (College Executive Team) meeting this term due to the current situation, but she was aware that they had been very industrious and recruited several new members.</li> <li><b>Sixth Form/Careers</b> - Governors noted that DSs would be the new Deputy Link Governor for Sixth Form and Careers, working with KS (as detailed on the roles and responsibilities list in SharePoint).</li> </ul>	TS/Clerk	After Meeting
22	<p><b><u>Department Reviews – format for this year</u></b> GSM reported that MJE has been involved in the process and will be part of each of the department reviews. Link Governors should receive an invite to the review. The Clerk was asked to share the dates with Link Governors. GSM asked that Link Governors contact their Head of Departments one month in advance if they have not received an invite.</p>	Clerk	After Meeting
23	<p><b><u>Feedback from governors on any training/events attended (and to note attendance record for minutes)</u></b> Governors noted the reminder on the agenda to complete their feedback sheets for any courses/training completed. JRo will be reviewing these as Vice-Chair. <b><u>A copy of the attendance on courses can be found in SharePoint. Governors have access to this.</u></b> <i>Note: training attended since start of term: Governance Update, Clerk’s Update, The Professional Clerk, School Leadership Update.</i></p>		





# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
	<p><b>Basic Finance Skills</b> It was noted the training due to be delivered by the previous Director of Finance and Resources had been postponed. When rescheduled, an introduction paper will be produced for new governors. Session will be 45 minutes.</p> <p><b>Perspective and Staff Training</b> It was noted the training due to be delivered by a member of the ELT had been postponed. When rescheduled a paper will be produced to include evidence on what the College does, so that governors can be satisfied that the right resources are set aside for CPD (Continuing Professional Development). Session will be 10 minutes.</p> <p><b>Annual Training</b> As the June 2020 Annual Training event was postponed due to COVID19, TS has suggested, in addition to the June 2021 Annual Training event, an additional session is held in January 2021. The Clerk was asked to organise a date.</p> <p><b>Pupil Exclusion Procedures</b> ME reported that she had been due to attend training, but this was cancelled due to lock-down. She had recently been contacted to inform her the training will now be on-line in December.</p>	<p>Future Agenda Item</p> <p>Future Agenda Item</p> <p>Clerk</p>	<p>To be agreed</p> <p>To be agreed</p> <p>After Meeting</p>
24	<p><b><u>Leadership Development Programme for School Governors – GovernEd (in partnership with the DfE)</u></b> TS reported that this had been completed by JRo. JRO stated that the training was very COVID19 focussed. She will circulate the slides.</p>	JRo	After Meeting
25	<p><b><u>Review and Approval of:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Committee membership for the next academic year</b> Governors noted the document in SharePoint. All were content with the committee membership for next year. <b><u>It was therefore noted that the Full Governing Body had reviewed and approved the committee membership for 2020-21. Proposed: JRo, Seconded: DSt.</u></b></li> <li>• <b>Chair’s Action</b> Governor’s noted the document in SharePoint. At the meeting on the 20.05.2020, the Governing Body had agreed to enable Chair’s Action until the College re-opens and Governing Body meetings returned to normal practice. At the meeting today, governors felt that it would be appropriate to extend this further, as although the College has re-opened, meetings were still being held virtually and had therefore not returned to normal practice. <b><u>It was therefore noted that Chair’s Action had been enabled until the Governing Body meetings return to normal practice. Proposed: KS, Seconded: ME.</u></b></li> <li>• <b>Protocol for Virtual Meetings</b> Governors noted the ‘Protocol for Virtual Meetings’ in SharePoint. All were content with this. <b><u>It was therefore noted that ‘Protocol for Virtual Meetings’ had been approved. Proposed: DSt, seconded: ME.</u></b></li> <li>• <b>Governors’ Code of Conduct</b> Governors noted the document in SharePoint. This was based on the National Governance Association (NGA) Model but included the ‘The Seven Principles of Public Life’ and a statement on how breaches of the code would be dealt with. All were in support of the Code of Conduct. <b><u>It was therefore noted that the Full Governing Body had reviewed and approved the Code of Conduct for 2020-21. All were in agreement with the Code of</u></b></li> </ul>		



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
	<p><b>Conduct. Proposed: ME, Seconded: CN.</b> The Clerk will arrange for all governors to sign the Code of Conduct at their next visit to the College.</p>	Clerk	When Governor in College
26	<p><b>To confirm:</b></p> <ul style="list-style-type: none"> <li>• <b>All governors/ELT have checked and signed the Register of Business Interests.</b> The Clerk stated that all governors and ELT members had now returned their forms.</li> <li>• <b>All governors have read and understood <u>all</u> of Keeping Children Safe in Education 2020.</b> Governors noted the document 'Keeping Children Safe in Education 2020 – September 2020 in SharePoint. <b>Governors confirmed that they had all read and understood all of Keeping Children Safe in Education.</b></li> <li>• <b>All governors have completed an up to date skills audit (one to one meetings with Chair will be arranged).</b> The Clerk reported that there was still a number of forms outstanding. Governors noted the template skills audit in SharePoint.</li> <li>• <b>All governors are content that procedures for dealing with complaints, staff grievances, redundancy, staff appeals are in place and understood by governors.</b> Governors confirmed they were all content that procedures for dealing with complaints, staff grievances, redundancy, staff appeals are in place and they were understood all.</li> </ul>		
27	<p><b>Governor attendance at meetings for the previous academic year</b> Governors noted the document in SharePoint. They also noted that governor attendance at meetings for the previous academic year was on the website.</p>		
28	<p><b>Chair's Business</b></p> <ol style="list-style-type: none"> <li><b>1. Ofsted Update</b> Governors noted the information within the Academy Checklist Autumn 2020 regarding Ofsted (page 6). They also noted the Babcock Q Card 9 regarding questions that may be asked. GSM stated that there would be no notification of a visit and normal visits will start from 1<sup>st</sup> January. GSM has had a one hour briefing on Ofsted visits. The unions have fed back on their views about the visits. TS reminded governors that a lot of preparation had already been done regarding visits.</li> <li><b>2. Principal's Objectives (progress)</b> TS reported that he and KS would be meeting after half-term (02.11.2020) to conduct the Principal's appraisal.</li> <li><b>3. Chair wrote to MP 17.08.20 re: GCSE and A Level exams</b> TS reported to governors that he had written to the Member of Parliament (MP) on behalf of the Governing Body.</li> <li><b>4. Email from Chair of Governors dated 23.09.20 re: return to College</b> Governors noted the email in SharePoint.</li> <li><b>5. Feedback from Members Meetings</b> TS reported that there had been no meetings since the last Full Governing Body meeting.</li> <li><b>6. One-to-one interviews</b> TS reported that these are on-going.</li> </ol>		



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
	<p><b>7. Newsletter Interviews</b> TS advised governors that these would commence in this term.</p> <p><b>8. Annual Self-Evaluation of Governing Body</b> TS recommended that this is discussed at a later date (possibly when meetings return to normality).</p> <p><b>9. Reminder of the need to be quorate to make decisions.</b> Governors were reminded that Article 114 states what the quorum should be: <i>"114. Subject to Article 116 the quorum for a meeting of the Governors, and any vote on any matter thereat, shall be any three Governors, or, where greater, any one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting. If the Secretary of State has appointed Additional or Further Governors then a majority of the quorum must be made up of Additional or Further Governors."</i></p> <p><b>10. Reminder of the procedure to put items on the agenda.</b> TS reminded governors that if they wished to put anything on the agenda to either contact the Chair of the meeting or the Clerk.</p> <p><b>11. Meeting documents will be archived electronically</b> TS reported that all meeting documents will be stored electronically rather than by paper copies. However, there will be a signed paper copy of the minutes and an attendance sheet stored at the College. This will reduce storage space. All were content with this.</p> <p><b>12. Letters and Guides to note</b> Governors noted the following documents in SharePoint: Babcock Q Card (Catch-Up Planning), DAG (Devon Association of Governance) Busy Governors Guide to Virtual Governance, Devon County Council Letter to Head Teachers and Chairs, NGA information regarding 'Relationships Education and Relationships and Sex Education' September 2020.</p>	Chair	Future Meeting
29	<p><b><u>Vacancies and Appointments</u></b></p> <p><b>1. To note any new appointments and resignations/end of term of office</b> <b><u>Mr Duncan Sheridan-Shaw had been appointed as a Member Appointed Governor for a 4-year term (8<sup>th</sup> September 2020 to 7<sup>th</sup> September 2024).</u></b></p> <p><b>2. Update on Governing Body vacancies and future end of terms</b> Governors noted that:</p> <ul style="list-style-type: none"> <li>• There is one Parent Governor vacancy still to fill.</li> <li>• One new Parent Governor will start after half-term (as stated under item 1).</li> <li>• AA will be stepping down as a governor at the end of this term. His last Full Governing Body meeting will be 18.11.2020.</li> <li>• End of terms for 2021: MG: 12.03.21 and KS: 11.07.21</li> </ul> <p><b>3. To approve new appointments re: Full Governing Body Roles and Responsibilities</b> It was noted that DSs would be the new Deputy Link Governor for Sixth Form and Careers (as stated under item 21).</p> <p><b>4. Annual review of governor terms of office and forthcoming vacancies.</b> It was noted this had been covered under the above items. This continues to be reviewed at each meeting.</p>		
30	<p><b><u>Performance and Pay Committee Feedback</u></b> It was noted there was no update as the next meeting will be 16.11.2020.</p>		



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
31	<b>Special Topic for Next Full Governing Body Meeting</b> TS asked governors to email the Clerk with suggestions.	All	After Meeting
32	<b>What impact has this meeting had on the outcomes of pupils in our College?</b> The following was noted: <ul style="list-style-type: none"> <li>Greater scrutiny and challenge over spending of Pupil Premium money leading to greater transparency in the future if the right categories are used for the right support (ME and GSM discussion on itemising certain expenditure).</li> <li>As a result of the curriculum review, there is now a fairer allocation of time to more subjects in line with other schools. While Science has been slightly reduced overall, it still receives more than in other schools.</li> <li>In order to comply with the requirements of the Academies Financial Handbook the Governing Body moved from Staff Governors to Staff Ambassadors, therefore ensuring the expertise brought by staff to the meetings was not lost.</li> <li>A full review of the impact of the Governing Body for 2019-21 was carried out.</li> </ul>		
33	<b>Part 2 Minutes and Update</b> It was noted there was no new business. The Chair had checked the previous minutes and a response to the questions raised had been emailed to governors by GSM.		
34	<b>Complaints Update (discussed as part of Chair/Principal meetings)</b> TS continues to discuss any issues with GSM.		
35	<b>Election of Chair of Governors 2020-21</b> The Clerk informed the Governing Body that there had been one application for the post in advance of the meeting. Governors noted the application in SharePoint. Due to the current situation the voting had taken place using surveymonkey. A majority of governors did vote and all were in agreement that TS should be the Chair of Governors for 2020-21.  <b><u>Subsequently, the meeting voted unanimously in favour and resolved that Tony Smith be appointed as Chair of the Board in accordance with Article 83 until the start of the first board meeting in the 2021 school year.</u></b>		
36	<b>Election of Vice-Chair of Governors 2020-21</b> The Clerk informed the Governing Body that there had been one application for the post in advance of the meeting. Governors noted the application in SharePoint. Due to the current situation the voting had taken place using surveymonkey. A majority of governors did vote and all were in agreement that JRo should be the Vice-Chair of Governors for 2020-21.  <b><u>Subsequently, the meeting voted unanimously in favour and resolved that Jackie Rock be appointed as Vice-Chair of the Board in accordance with Article 83 until the start of the first board meeting in the 2021 school year.</u></b>		
37	<i>ADY, PGU and RSH left the meeting at 6.12 p.m.</i>  <b><u>It was noted that the meeting went into Part 2 at 6.12. Proposed: TS, Seconded: MGi.</u></b> Governors then considered the following from the Academies Financial Handbook (Effective from 1 September 2020): <i>"Can employees be trustees? 1.16 Whilst the members can decide whether to appoint the trust's senior executive leader as a trustee, <b>the Department's strong preference is for no other employees to serve as trustees, nor for trustees to occupy staff establishment roles on an unpaid voluntary basis, in order to retain clear lines of accountability"</b></i>  All agreed that the Governing Body should comply with the 'strong preference' in the Academies Financial Handbook. All appreciated the advice, guidance and support provided by the Staff Governors and felt having Staff Ambassadors on the Governing Body would		



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Full Governing Body Meeting

“Success for All”

**Policies noted at this meeting: None**

**Policies approved at this meeting: Admissions Policies 2022-23 (Main School and Sixth Form), Exam Contingency Policy**

Ref	Action or Decision	Action	Date Due
	<p>ensure this expertise was not lost.</p> <p><b><u>It was therefore noted that the Governing Body had unanimously agreed that with effect from 22.10.2020, there would no longer be Staff Governors on the Governing Body. Instead there would be Staff Ambassadors with no voting rights. Proposed: TS, Seconded: JRo,</u></b></p> <p>TS would write to the Staff Governors on behalf of the Governing Body. <b><u>It was noted that the meeting came out of Part 2 at 6.14. Proposed: TS, Seconded: KS.</u></b></p> <p><b><u>Mental Health and Well-being</u></b> GSM referred to the following extract from Keeping Children Safe in Education 2020 which had been highlighted in the Clerk’s recent training: <i>"114. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Governing bodies and proprietors should ensure they have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems."</i></p> <p>GSM suggested that CM (as Link Governor) discusses this with the Designated Officer for Child Protection at their next meeting and feeds back to the Governing Body. CM said he was content to do this.</p> <p><b><u>Date and Time of Next Meeting</u></b> Wednesday 18<sup>th</sup> November 2020 at 5.00 p.m. (via Microsoft Teams). <i>Meeting ended at 6.14 p.m.</i></p> <p><i>Clerk’s Note: Also included within the meeting folder on SharePoint were previously circulated documents - Devon Association of Governance Newsletters 195 and 196 (including Busy Guide to Exclusions), Governance Alerts 1 to 5, NGA Newsletters 9th and 16th October (including COVID-19 Information Sheet), Department for Education Governance Update October 2020 and the joint letter from the NGA/ASCL/NAHT/NASUWT and NEU regarding a proposal for awarding, GCSE, AS and A Level Grades in 2021.</i></p>	<p>Chair</p> <p>CM</p>	<p>After Meeting</p> <p>Feedback at HT2</p>