



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Children in Care Policy, DBS Policy, Risk Register Policy Statement, Complaints Procedure Policy, Flexible Retirement Policy, Offsite Activity Organisation Guide, Outdoor Education, Visits and Off-Site Activities Health and Safety Policy

Policies approved at this meeting: Admissions Policies for Main School and Sixth Form 2020, 2021 and 2022, Child Protection and Safeguarding Policy (Appendix 11 dated 26.01.2021), Appraisal for Teachers Policy, Investment Policy

Meeting 3 (Virtual Meeting on MICROSOFT TEAMS) – Part 1 Minutes

Date/Time	Wednesday 10 th February 2021 at 5.02 p.m.	Location	Virtual Meeting (MICROSOFT TEAMS)	
Attendees	Initials	Attendees	Initials	
Richard Cregan (Governor)	RC	Jenny Rawlins (Governor)	JRa	
Amy Dytor (Ambassador)	ADY	Jackie Rock (Vice Chair of Governors)	JRo	
Margaret Evans (Governor)	ME	Duncan Sheridan-Shaw (Governor)	DSs	
Mark Gibbs (Governor)	MGi	Glenn Smith (Principal/Governor)	GSM	
Philippa Gurney (Ambassador)	PGU	Kate Smith (Governor)	KS	
Jessie Hay (Director of Finance and Resources/Company Secretary)	JHA	Tony Smith (Chair of Governors)	TS	
Chris Meek (Governor)	CM	Debbie Stuart (Governor)	DSt	
Claire Nuttall (Governor)	CN			

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

Minutes to
Attendees
Governors
Website

	Agenda	Led by
1	Welcome and apologies for absence	Chair
2	Declarations of Interest	Chair
3	Minutes of last meeting (18.11.2020)	Chair
4	Matters Arising <u>Previous Items</u> <ul style="list-style-type: none"> • Principal's Report (Visit(s) from External Partners): Cost and frequency of the visits by the SIP (School Improvement Partner) to be discussed and agreed by TS, KS and GSM. • FGB (Full Governing Body) Objectives for the Year – to discussed at Training Session 14.01.2021. • Leadership Development Programme for School Governors – GovernEd (in 	Chair Chair JRo



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	<p>partnership with the DfE) - JRo to circulate slides (now attached).</p> <ul style="list-style-type: none"> • Code of Conduct – all governors must sign when next in College. • Chair’s Business – annual self-evaluation of FGB. It was agreed at the previous meeting that given the current circumstances this would be postponed until College re-opens fully. <p>Items from last meeting</p> <ul style="list-style-type: none"> • All other items covered within the main agenda. 	<p>Chair</p> <p>Chair</p> <p>Chair</p>
5	Special Topic – Staff and Student Well-Being	GSM
6	<p>Principal’s Report</p> <ul style="list-style-type: none"> a. Safeguarding Update (Principal and Link Governor) b. SEND, Vulnerable Groups, Pupil Premium and Children in Care c. Mental Health and Well-Being (staff and students) d. Visit(s) from external partners and actions e. Staffing f. HLC Meetings (Honiton Learning Community) g. To note – letter from Secretary of State for Education to Chief Regulator Ofqual and reply – both dated 13.01.2021. h. Department for Education (DfE)/Ofqual Exam Consultation 15.01.2021 – to note email from SMN (Sue Manning – Vice-Principal Curriculum and Achievement) to Year 11, Staff, Parents and Carers 	GSM
7	COVID19 Update by Principal/COVID19 Link Governor (TS), Risk Assessment	Chair/GSM
8	Strategic Plan	MGI, KS and CM
9	<p>Termly Review of SEF (Self Evaluation Form) - HT1/3/5</p> <p><i>Note: HT (Half-term)</i></p>	GSM
10	Director of Finance and Resources Update	JHA
11	To note Chair has had a copy of Management Accounts	Chair
12	Letters and correspondence from ESFA (Education and Skills Funding Agenda) to academy trusts	JHA
13	<p>Policy Review</p> <ul style="list-style-type: none"> a. Admissions Arrangements Policies – Main School and Sixth Form b. Behaviour Policy c. Child Protection and Safeguarding Policy d. Appraisal for Teachers Policy 	GSM
14	<p>New Terms of Reference/Role Description</p> <ul style="list-style-type: none"> a. Safeguarding/SEND (Special Educational Needs and Disabilities)/ Children in Care b. Attendance and Exclusions c. Vice-Chair of Governors 	Chair
15	Quality of Education Committee Feedback - including policies	CN
16	Resources Committee - including policies	KS
17	<p>Link Governors</p> <ul style="list-style-type: none"> a. Any feedback from contact with HoDs (Heads of Departments) which Link Governors wish to share b. CET (College Executive Team) update from KS 	JRo KS
18	Department Reviews – any feedback	GSM
19	Feedback from governors on any training/events attended (and to note attendance record for minutes)	JRo
20	Ratify term dates including non-pupil days and inset days (following recommendation by Quality of Education Committee)	GSM
21	<p>Chair’s Business</p> <ul style="list-style-type: none"> a. Chair’s Action Reminder 	Chair



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	b. Ofsted c. Principal’s Objectives d. SIP - update e. Feedback from Members’ Meetings f. One-to-one interviews g. To Note h. Received Fixed Term Exclusion Data	
22	Skills Audit – review of	JRo
23	Vacancies and Appointments 1. To note any new appointments and resignations/end of term of office 2. Update on Governing Body vacancies and future end of terms 3. To approve new appointments re: Full Governing Body roles and responsibilities	Chair
24	Special Topic for Full Governing Body	JRo
25	‘What impact has this meeting had on the outcomes of pupils in our College?’	Chair
26	Part 2 Minutes and Update	Chair
27	Performance and Pay Committee Feedback – no meeting	Chair
28	Complaints Update (discussed as part of Chair/Principal meetings)	Chair
29	Date and time of next meeting – Wednesday 31st March 2021	Chair

Ref	Action or Decision	Action	Date Due
1	<u>Welcome and apologies for absence</u> TS welcomed everyone to the meeting. Apologies were accepted from EB. It was noted that this was the first meeting for RC (new Parent Governor). There was a quorum present. <i>Clerk’s Note: Apologies also recorded for KW.</i>		
2	<u>Declarations of Interest</u> All staff declared an interest in any staff related items.		
3	<u>Minutes of last meeting (18th November 2020)</u> It was noted that the minutes of the meeting held on the 18th November 2020 had been circulated to all committee members in advance of the meeting. <u>The minutes were then agreed (proposed TS, seconded CN) 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>	Clerk to file and website Chair	Action Completed At next available opportunity
4	<u>Matters Arising</u> <u>Previous Items</u> <ul style="list-style-type: none"> • Principal’s Report (Visit(s) from External Partners): Cost and frequency of the visits by the SIP to be discussed and agreed by TS, KS and GSM. TS said that he continues to monitor this as part of his meetings with the Principal. No further action. • FGB Objectives for the Year – discussed at Training Session 14.01.2021. TS advised that this could now be moved from the matters arising as it will be addressed at the Governing Body Training Session in June. • Leadership Development Programme for School Governors – GovernEd (in partnership with the DfE) - JRo to circulate slides (now attached). Governors noted the slides and supporting documents from the Development Programme for Chairs in SharePoint (covering 3 sessions). No further action. • Code of Conduct – all governors must sign when next in College. 	Clerk	Action Completed



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	<p>TS reported that the Clerk has made a note of this on the Governing Body Weekly Update and it will now be removed from the matters arising.</p> <ul style="list-style-type: none"> Chair’s Business – annual self-evaluation of FGB. It was agreed at the previous meeting that given the current circumstances this would be postponed until College re-opens fully. <p>TS advised that this could now be moved from the matters arising as the Clerk had made a noted and it will be added to a future agenda or training session.</p> <p>Items from last meeting Governors noted that all items from the previous meeting will be covered within the main agenda.</p>	<p>Clerk</p> <p>Clerk</p>	<p>Action Completed</p> <p>Action Completed</p>
5	<p>Special Topic – Staff and Student Well-Being Governors noted the following document in SharePoint:</p> <ul style="list-style-type: none"> NGA COVID19 – Monitoring Priorities 2021 (January 2021) – included for information and previously circulated. <p>GSM reported that:</p> <ul style="list-style-type: none"> Staff and Student Well-Being is one of the points he discusses and tests regularly with TS (at their fortnightly Chair/Principal meetings). Staff and Student Well-Being is also discussed by the Quality of Education Committee (he referred governors to the minutes of the previous meeting, item 32). The DfE Self-Evaluation Form (SEF) shared with governors also covers Staff and Student Well-Being. There is a Well-Being Team in place at the College to support students (they are based in the Well-Being Centre). There are additional rooms available that can be used to support students if necessary. The Pastoral Team (which includes the Heads of Pastoral) continue to offer support to KVV who are in College. In addition, support is provided to students who are learning remotely. <p><i>Note: KVV - children of Key Workers and Vulnerable Students.</i></p> <ul style="list-style-type: none"> Where necessary the Student Well-Being Co-ordinators are in daily contact with students. The Deputy Safeguarding Officer makes daily calls to check the progress of some students. The Heads of Pastoral offer support through the weekly newsletters. Support is also offered through the Principal’s weekly letters to parents/carers. Students on the CET (College Executive Team) meet on a Tuesday evening to share feedback. GSM attends this meeting to offer support. Staff are continuing to show empathy to students through their contact. This is all they can do, but it does go a long way to support students. GSM’s view is that the College have overachieved in what they promised to deliver (e.g., student progress). Over 80% of the budget is spent on staffing. They are a precious resource. Staff are supported through contact with their line managers, supervision and where necessary counselling. Where individuals need help they are supported. Some staff are in College, some staff are at home – in making any decisions regarding where staff should be based their welfare is seen as a priority. The ELT have received positive feedback from staff, both directly and indirectly. 		



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	GSM requested that governors contact him if they have any suggestions for improving Staff and Student Well-Being.		
6	<p>Principal’s Report</p> <p>a. Safeguarding Update (Principal and Link Governor)</p> <ul style="list-style-type: none"> • Governors noted the reminder to return the yellow Safeguarding Forms as soon as possible. • Governors also noted the reminder on the agenda to read the update to Keeping Children Safe in Education (January 2021), as listed on Page 115. All were content with this. <p>GSM updated Governors on the DfE SEF and highlighted that:</p> <ul style="list-style-type: none"> • Safeguarding is covered within the DfE SEF. • Governors have the link to the ‘live’ document. • There is also a copy on the website. • It was discussed in detail by the Quality of Education Committee. • It is not statutory. • The document has been further updated with comments by the HoDs. This is to help meet any decisions regarding grading. • HoDs have been commenting on the delivery and assessment of Remote Learning. They have also looked at this for the students in College. • The delivery and assessment of work must align with the curriculum. <p>Governor Comment: Link Governor – CM said he had not yet had the opportunity to meet with the Safeguarding Lead or the SENCo as they have been really busy, but a meeting would be taking place in the next half-term.</p> <p>b. SEND, Vulnerable Groups, Pupil Premium and Children in Care</p> <p>GSM reported that he has nothing further to add to what was reported at the Quality of Education Committee meeting.</p> <p>Governor Comment: Well-done – TS reported that Jo Hill had now completed and passed her SENDCo (Special Educational Needs and Disabilities Co-ordinator) training and he would like the minutes to record a ‘well-done’. GSM said he wished to thank CM for his support during this time. This had been appreciated. Both he and CM had been asked to complete feedback. GSM added that the intent and quality of the work was the equivalent of a Master’s degree.</p> <p>c. Mental Health and Well-Being (staff and students)</p> <p>GSM stated this had been covered under item 5.</p> <p>d. Visit(s) from external partners and actions</p> <p>GSM reported that there was no update for this this item.</p> <p>e. Staffing</p> <p>GSM reported that:</p> <ul style="list-style-type: none"> • There have been no applications for the post of Food Technology teacher (maternity leave). GSM is following this up. The start date for any cover would depend on government advice regarding the return to school. • There are 2 posts in the Humanities Department (one is a second in charge and one is a History teacher). Applications have been received. The paper sift will be carried out by the Head of Humanities and the Vice-Principal Curriculum and 	CM	HT4



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	<p>Achievement. Interviews will be in the second week back after the half-term. If there are no suitable candidates the process can be run again.</p> <ul style="list-style-type: none"> • Reports for Year 8 students have been suspended. Staff and parents of Year 8 students have been notified. The College need to be careful with what assessment the DfE put in place and therefore need to wait until further information is released. He believes this will be at the end of the exam period in the summer. The ELT felt that issuing reports would be confusing for parents and students. Feedback will still be provided in the normal manner (i.e., through Class Charts). The Head of Pastoral is available to speak to parents. <p>f. HLC Meetings GSM continues to meet virtually with the HLC.</p> <p>g. To note – letter from Secretary of State for Education to Chief Regulator Ofqual and reply – both dated 13.01.2021. Governors noted the above documents in SharePoint.</p> <p>h. DfE/Ofqual Exam Consultation 15.01.2021 – to note email from SMN to Year 11, Staff, Parents and Carers Governors noted the above document in SharePoint.</p>		
7	<p><u>COVID19 Update by Principal/COVID19 Link Governor (TS), Risk Assessment</u> Governors noted the following:</p> <ul style="list-style-type: none"> • COVID19 – Risk Assessment as at 30.11.2020 (circulated with the Governing Body Weekly Update 11.12.2020) – now superceded by later updated version • Email from Babcock Governor Support to Clerks dated 04.01.2021 with update on Risk Assessment (circulated with the Governing Body Weekly Update 08.01.2021) • COVID19 - Risk Assessment as at 04.01.2021 (circulated with the Governing Body Weekly Update 08.01.2021) • COVID19 – positive COVID19 Procedure (circulated with the Governing Body Weekly Update 20.11.2020) • COVID19 – List of possible contacts (circulated with the Governing Body Weekly Update 20.11.2020) • COVID19 – Email from SMN dated 13.12.2020 - Public Health England Inspection (circulated with the Governing Body Weekly Update 18.12.2020) • COVID19 - Email from GSM dated 03.12.2020 – DfE Need to Know – School Closures (circulated with Governing Body Weekly Update 03.12.2020) • COVID19 – Email from GSM dated 17.12.2020 – New Year and COVID testing (circulated with Governing Body Weekly Update 18.12.2020) • COVID19 – Response Slides (from FGB TEAMS Training Session 14.01.2021) • Principal’s letters dated: 16.11.2020, 18.12.2020, 31.12.2020, 08.01.2021, 15.01.2021, 22.01.2021, 29.01.2021 and 05.02.2021. (all included within the relevant Governing Body Weekly Updates) • Sixth Form letter to parents and carers dated 04.01.2021 (circulated with Governing Body Weekly Update 15.01.2021) • Vice Principal Quality of Education’s letters to parents and carers dated 05.01.2021 and 06.01.2021 (circulated with Governing Body Weekly Update 15.01.2021) 		



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	<ul style="list-style-type: none"> • COVID19 – Joint Union Advice dated 18.12.2020 – as per National Governance Association (NGA) Newsletter 18.12.2020 (newsletter reminder included in Governing Body Weekly Update 18.12.2020) • TEAMS FGB Training Session 14.01.2021 (COVID19 Update slides) • Email response from Principal to Mr Neil Parish MP – dated 01.02.2021 • Letter from Rt Hon Nick Gibb MP to Mr Neil Parish MP – dated 26.01.2021 <p>GSM reported that:</p> <ul style="list-style-type: none"> • As part of the Chair/Principal meetings, he and TS discuss COVID19 and the College’s response. In particular, they have looked at what will happen when all students return and the additional pressures. • The Risk Assessment (updated 04.01.21 and 10.02.21) is on the website. This is regularly reviewed. The updates on the 04.01.21 were following Devon County Council advice. The updates today are by the ELT (and focus on the current lockdown and the return to College). The ELT are confident everything is covered. • From today, students in College will be required to wear facemasks in lessons (previously they had only been required to wear them in between lessons). This decision has been made as it is difficult in lessons to prevent students turning around and speaking to each other or to the teachers. All current guidance has been met. • Further updates regarding the return to school are expected on the 22.02.2021. • A COVID Adverse Weather Plan has been completed by GSM and has been circulated to all staff. A copy will be shared with governors for information. The plan will be complicated if there is heavy snow and students are in College. It is essential that the College gets the 15% of students who are currently in College home safely. It was for this reason a COVID version was completed. Currently one in 5 staff are in College on a daily basis so it was also important that those in College could get home safely. <p>Governor Question: Risk Assessment – CM stated that a lot of work had gone into this document during the Summer Term. He noted that the document refers to the Autumn Term and Summer and asked whether this should now be updated. GSM agreed it would and he would amend the wording.</p> <p>Governor Question: Guidance on testing – JRa asked for an update on this for both staff and pupils. GSM stated that, at the moment, the only students in College were KWV. At the moment staff and students are tested twice a week. The College do not have to do this. After half-term this would continue for staff. This is helping with anxiety.</p> <p>Governor Question: Two metres apart – DSt asked if students in College were more than 2 metres apart. GSM said that they were not as they did not have to be in classrooms.</p> <p>Governors noted the link on the agenda to the COVID19 page on the website.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">GSM</p>	<p style="text-align: center;">Action Completed – see weekly update 12.02.2021</p> <p style="text-align: center;">After meeting</p>
8	<p>Strategic Plan</p> <p>Governors noted the following document in SharePoint:</p> <ul style="list-style-type: none"> • HCC Strategic Plan 2019-2024 – updated by Working Party (added 10.02.2021) <p>CM reported that the Working Party had met. There were some minor amendments (e.g.,</p>		



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	<p>typos). He stated that the main changes being proposed by the Working Party were:</p> <ul style="list-style-type: none"> • it would be unfair to expect the College to move to outstanding in the current circumstances, therefore the new date for this should be 2021/22. • new procedures should be introduced to assist with tracking. <p>KS added that the Working Party:</p> <ul style="list-style-type: none"> • had also linked the Strategic Plan to the Marketing Plan. • felt that the College’s performance in coping with the pandemic had been outstanding, however with regards to what was expected by Ofsted for outstanding they had felt it would be more appropriate to move the date to 2021/22. <p>Governors were content with the amendments recommended by the Working Party. <u>It was therefore noted that the amendments detailed on the report in SharePoint would be accepted. Proposed: CM, Seconded: TS.</u> A copy will now be added to the website by the Clerk.</p> <p><i>Clerk’s Note: Strategic Plan Working Party: KS, CM, MGJ and the Vice Principal Quality of Education.</i></p>	Clerk	After meeting
9	<p><u>Termly review of SEF – also HT1/3/5</u></p> <p>GSM reported that the current SEF was on hold as the College were now using the DfE SEF.</p>		
10	<p><u>Director of Finance and Resources Update</u></p> <p>Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> • Director of Finance and Resources - Report to Full Governing Body – February 2021 • Management Accounts – November 2020 • Management Accounts – December 2020 • Management Accounts – January 2021 – added 09.02.2021 • Email from JHA to staff ‘Thanks and Praise’ (circulated with Governing Body Weekly Update 11.12.2020) • Email from JHA to staff ‘Thanks and Praise Feedback’ (circulated with Governing Body Weekly Update 18.12.2020) <p><i>Clerk’s Note: No Data Dashboard for this meeting.</i></p> <p>JHA highlighted the following:</p> <ul style="list-style-type: none"> • JHA had slightly amended her report in SharePoint to reflect that the January Management Accounts had now been completed. She had spent time with the Finance Officer, and they had gone through the accounts in detail. • The budget has been really well set but it has been impacted by COVID19. • She has taken into account the loss of lettings, the exceptional costs due to COVID19, staffing costs and the running costs of the Community Use Building. • Some funding that wasn’t expected has been received (i.e., additional SEND). • £54,000 of expenditure had not been included within the budget because the CIF Bid had originally been turned down. This has since been successful so the funds will need to come from Reserves. • The ‘In-Year’ deficit is about £57,000 which JHA will use for setting the budget next year. • JHA has asked Budget Holders not to spend their budgets if they do not need to. • Laptop donations have helped with the budget. • There may be some savings with exam fees, but it is not yet known what this will 		



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	<p>look like.</p> <ul style="list-style-type: none"> • There are still unknown COVID19 costs, however the College currently have a good stock of COVID19 related resources and there are good procedures in place. • JHA continues to work on the 5-year budget and is expecting there to be 133 students entering Year 7 in September 2021. This is less than hoped for and the impact will be felt financially in the following year. Figures for the Sixth Form are positive. • The Vice-Principal Quality of Education manages the COVID Catch-Up fund. • The Internal Audit went well and was very thorough. The report was positive and included good recommendations including suggestions to improve efficiency. <p><i>Clerk's Note: Internal Audit Report shared with the Resources Committee for their meeting on the 01.02.2021. Report added to Full Governing Body Folder in SharePoint after meeting.</i></p> <ul style="list-style-type: none"> • Some of the projects on the Campus will be brought forward, as stated in the report. This is because it will be better to do some of the work during lockdown. • The work on the ROSLA block will take place between half-term and Easter. <p>Governor Comment: Reserves – TS said his view was, if there was a year in which the Reserves would need to go down, this would be the year. He would like to thank JHA and her team for all their work during this time. He was pleased with the great news about the building.</p> <p>JHA stated that last year there was a large sum in the reserves due to COVID19, as some of the works that were planned did not happen (e.g., the flooring in Maths). Some of this work now needs doing.</p>		
11	<p><u>To note Chair has had a copy of the Management Accounts</u></p> <p>It was noted that the Chair had received a copy of the Management Accounts for November 2020, December 2020 and January 2021.</p>		
12	<p><u>Letters and correspondence from ESFA to academy trusts</u></p> <p>Governors were reminded that the last letter from the ESFA was dated 26.08.2020 (included for information in SharePoint).</p>		
13	<p><u>Policy Review</u></p> <p>a) Admissions</p> <p>Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> • Admissions Policy 2020 Main School • Admissions Policy 2020 Sixth Form • Admissions Policy 2021 Main School • Admissions Policy 2021 Sixth Form • Admissions Policy 2022 Main School • Admissions Policy 2021 Sixth Form • Email from Schools Admission Team dated 14.01.2021 • Sixth Form Application 21-22 – to be added to 2021 policy <p>Governors were content with the recommendations made by the School Admissions Team (as outlined in their email dated 14.01.2021). Governors noted that both GSM and the Director of Sixth Form has been thought the policies in detail and were content with the recommendations being made. The Sixth Form Application will be added to the 2021 policy. The Clerk will now contact the School Admissions Team to confirm the policies can be updated.</p>	Clerk	Action Completed



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	<p><u>It was therefore noted that the Full Governing Body were content to approve all of the above documents relating to Admissions: Proposed: TS, Seconded: CN.</u></p> <p>b) Behaviour Governors noted that there was no update to the Behaviour Policy for this meeting.</p> <p>c) Safeguarding Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> Child Protection and Safeguarding Policy – New Appendix 11 added 19.01.2021 (circulated with Governing Body Weekly Update dated 22.01.2021) - now replaced by version dated 26.01.2021 Child Protection and Safeguarding Policy – New Appendix 11 added 26.01.2021 (circulated with Governing Body Weekly Update dated 29.01.2021) <p>Governors noted that Rob Robson (Vice-Principal Pastoral/Designated Officer for Child Protection) had updated the policy twice since the start of term (on the advice of the Local Authority). Governors were being asked to ratify the addition of a new appendix retrospectively. All were content with this. A copy is on the website.</p> <p><u>It was therefore noted that the Child Protection and Safeguarding Policy had been updated to include a new appendix (11) on 26.01.2021). Proposed: CM, Seconded: TS.</u></p> <p>d) Appraisal Governors noted the following document in SharePoint:</p> <ul style="list-style-type: none"> Appraisal for Teachers Policy <p>Governors noted the amendments by GSM (indicated on the document). They also noted the comment on the agenda (i.e., that this policy would normally be taken to the Pay and Performance Committee and the Full Governing Body at HT4, however as it had been updated earlier it was being brought direct to the Full Governing Body). All were content with these.</p> <p><u>It was therefore noted that the Appraisal Policy for Teachers had been approved by the Full Governing Body. Proposed: JRo, Seconded: KS.</u></p>	<p>Clerk to file and website</p> <p>Clerk to file and website</p>	<p>Action Completed</p> <p>Action Completed</p>
14	<p><u>New Terms of Reference/Role Description</u> Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> Draft Terms of Reference for Safeguarding/SEND/ Children in Care Appendix A - Draft Terms of Reference for Safeguarding/SEND/ Children in Care Draft Terms of Reference for Attendance and Exclusions Paper for Vice-Chair of Governors Role plus Terms of Reference <p>a. Safeguarding/SEND/ Children in Care Governors were content with the Draft Terms of Reference and the additional document for Appendix A. In particular, they noted that CM would be given delegated authority to approve the Annual SEND report (as the Link Governor for SEND).</p> <p><u>It was therefore noted that the Draft Terms of Reference for Safeguarding/SEND/ Children in Care had been approved by the Full Governing Body. Appendix A will now be incorporated into the document and the Clerk will</u></p>	<p>Clerk to update</p>	<p>Action Completed</p>



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	<p><u>update the necessary records. Proposed: CM, Seconded: CN.</u></p> <p>b. Attendance and Exclusions Governors were content with the Draft Terms of Reference for Attendance and Exclusions.</p> <p><u>It was therefore noted that the Draft Terms of Reference for Attendance and Exclusions had been approved by the Full Governing Body. The Clerk will update the necessary records. Proposed: JRa, Seconded: TS.</u></p> <p>c. Vice-Chair of Governors Governors noted that the Chairs and Vice-Chairs (FGB/Committees) had met prior to this meeting to discuss the paper and the Terms of Reference for Vice-Chair of Governors. TS said that it was important that the Vice-Chair of Governors was well equipped to stand in for the Chair. All had felt this was a positive way forward. The only change was that the Chairs/Vice-Chairs would like the minimum number of meetings (for the Vice-Chair to Chair) to be reduced from 2 to 1. Work will now be done on developing Terms of Reference for the Vice-Chairs of Committees. These will be brought to a future meeting.</p> <p><u>Governor Comment: Development</u> - MGi said he felt this was a good way forward as the role of the Vice-Chair (Full Governing Body and Committees) tended to be a hollow role.</p> <p><u>It was therefore noted that the Draft Terms of Reference for Vice-Chair of Governors had been approved by the Full Governing Body. The Clerk will update the necessary records. Proposed: JRo, Seconded: TS.</u></p>	<p>records</p> <p>Clerk to update records</p> <p>Clerk</p> <p>Clerk to update records</p>	<p>Action Completed</p> <p>For HT4 meeting</p> <p>Action Completed</p>
15	<p><u>Quality of Education Committee Feedback - including policies</u></p> <p>Governors noted the following document in SharePoint:</p> <ul style="list-style-type: none"> • Draft Minutes from the Quality of Education Committee 27.01.2021 (added to SharePoint 05.02.2021 and circulated with Governing Body Weekly Update 05.02.2021) <p>CN highlighted the following:</p> <ul style="list-style-type: none"> • DfE SEF – GSM had given a presentation on this. Going forward the Committee feel it would be appropriate for the review of the document to be carried out by the Quality of Education Committee. She felt the document was really good and directed governors to the minutes for a full update on the presentation. In particular, she felt scores of 4 to 5 for all items was excellent. More work will be done on the minor gaps identified. Overall, the Committee had felt the document had covered everything it needed to. She asked that the minutes record a 'well done' to those involved in producing the DfE SEF. <p><u>All were in support of the Quality of Education Committee reviewing the DfE SEF. Feedback to the Full Governing Body would be by the Chair of the Quality of Education Committee under this agenda item. Proposed: CN, Seconded: TS.</u></p> <p>The Clerk will now update the Annual Cycle.</p> <ul style="list-style-type: none"> • Policies approved by the Committee - Children in Care Policy and DBS (Disclosure and Barring Service) Policy. • NQT (Newly Qualified Teacher) Policy - the Committee were requesting the removal of the NQT Policy from the Policy Review Cycle (as advice from Babcock 	<p>Clerk</p>	<p>Action Completed</p>



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	<p>Governor Support was that there was no need for a separate policy as all NQTs are required to follow the DfE statutory process). GSM and the Vice-Principal Quality of Education were in support of removing it.</p> <p><u>All were in support of the NQT Policy being removed from the Policy Review Cycle. Proposed: CN, Seconded: DSt.</u> The Clerk will now update the Policy Review Cycle and the Annual Cycle.</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy – new appendix 11 added. The Committee had also looked at the policy (covered by item 13 of this agenda). • The Safeguarding Audit – this was submitted by the Vice-Principal Pastoral within the correct timescales. • Terms of Reference - the Committee had also looked at the Terms of Reference for: Safeguarding/SEND/Children in Care and Attendance and Exclusions. They were in support of the Governing Body approving them (as done so under item 14 of this agenda). • Removal of the Link Governor 'Review of the Pupils' Admissions to School' and 'Review of the Pupils' Attendance Register' from the Annual Cycle – the Committee were requesting that both items were removed from the Annual Cycle as they will be covered through the Terms of Reference for the Attendance and Exclusions. <p><u>All were in support of the Link Governor 'Review of the Pupils' Admissions to School' and 'Review of the Pupils' Attendance Register' being removed from the Annual Cycle. Proposed: CN, Seconded: JRa.</u> The Clerk will now update the Annual Cycle.</p>	Clerk	Action Completed
16	<p><u>Resources Committee - including policies</u></p> <p>Governors noted the following document in SharePoint:</p> <ul style="list-style-type: none"> • Draft Minutes from the Resources Committee 01.02.2021 (added to Sharepoint 10.02.2021 – also to be circulated after the meeting with Governing Body Weekly Update 12.02.2021) <p>KS highlighted the following:</p> <ul style="list-style-type: none"> • Internal Audit – the auditors had attended the meeting and had been delighted with what they had found. The audit had been virtual. The auditors had found the administrative staff to be very helpful. There are a few tweaks required to policies (e.g., the number of quotes required) and there was a small glitch with the credit card identified. Overall, it had been positive all round. • Reserves – at the time of the meeting it had been noted that £126,000 would need to be taken from the Reserves (in particular this had been highlighted and questioned by ME). It is hopeful this will begin to look better. • Annual Review of Committee Terms of Reference – KS had identified a duplication in the Terms of Reference for both the Quality of Education Committee and the Resources Committee: <i>'To oversee that the Principal follows due process leading to staff reductions.'</i> She had discussed this with the Chair of 		



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	<p>Quality of Education (CN) and both were recommending that it is removed from the Quality of Education Terms of Reference but remained on the Resources Committee Terms of Reference. All were content with this.</p> <p><u>It was therefore noted that 'To oversee that the Principal follows due process leading to staff reductions.' would be removed from the Quality of Education Committee Terms of Reference but would remain on the Resources Committee Terms of Reference. Proposed: KS, Seconded: JRa.</u> The Clerk will now update the relevant records.</p> <ul style="list-style-type: none"> Policies approved by the Committee - Risk Register Policy Statement, Complaints Procedure Policy, Flexible Retirement Policy, Offsite Activity Organisation Guide. Outdoor Education, Visits and Off-Site Activities Health and Safety Policy – GSM has delegated authority for this, he has approved the most recent version and a copy is already on the website. Investment Policy – the Committee would like to recommend one amendment to the policy (i.e., the final paragraph to be changed to a 'two-yearly' review to match front sheet). The Committee had felt this was more appropriate than annual. <p><u>It was therefore noted that review cycle for the Investment Policy would be 'two-yearly' and this had been approved by the Full Governing Body. Proposed: MGJ, Seconded: ME.</u> The Clerk would now make the necessary amendments to the policy, updated the relevant records and add to the website.</p> <ul style="list-style-type: none"> Off-Site Activity Organisation Guide – the Committee were requesting that delegated authority for the Off-Site Activity Organisation Guide is given to the Principal (who already has delegated authority for Outdoor Education, Visits and Off-Site Activities Health and Safety Policy). All were in support of this. <p><u>It was therefore noted that the Full Governing Body had delegated authority for the approval of the Off-Site Activity Organisation Guide to the Principal. Proposed: JRo, Seconded: ME.</u> The Clerk will now update the relevant records.</p>	Clerk	Action Completed
		Clerk	Action Completed
		Clerk	Action Completed
17	<p><u>Link Governors</u></p> <ul style="list-style-type: none"> Any feedback from contact with HoDs which Link Governors wish to share <p>JRo reported that she had conducted a review of the contact made. She felt that Link Governors had made a superb effort in keeping in touch during these difficult times. She reminded governors of the importance of sharing any feedback with the Clerk. She asked governors to continue to remain in contact and stated that she would be reviewing the form with the Clerk in the future. If governors have any feedback on the form it would be appreciated.</p> <ul style="list-style-type: none"> CET update from KS <p>KS reported that the CET have remained very active with the help of GSM. They have been encouraging students to send positive messages to staff to show they are appreciated. There are no plans to raise money at the moment, however they are looking at how they can support Red Nose Day in March.</p>	All	To note



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18	<p><u>Department Reviews</u></p> <p>GSM reported that it had been the intention to put these on hold during the latest lock-down, however some Departments have made the decision to go ahead with the work. This has included peer to peer reviews (i.e., colleagues joining each other’s TEAMS lessons and providing feedback).</p>		
19	<p><u>Feedback from governors on any training/events attended (and to note attendance record for minutes)</u></p> <p>The following documents in SharePoint were noted:</p> <ul style="list-style-type: none"> • Clerk’s Notes from the FGB Training Session 14.01.2021 • Slides from the Vice-Principal Pastoral: Distance Learning and K WV (January 2021) – additional slides circulated after the Training Session • Slides from the Vice-Principal Pastoral: Positive Behaviour Management – Staff Development 2020 – shared at the Training Session 14.01.2021 • Slides from the Vice-Principal Pastoral: Positive Behaviour Management – Guidance for Governors 2021 – shared at the Training Session 14.01.2021 • Slides from the ELT - TEAMS Training FGB Session – shared at the Training Session 14.01.2021 • Slides – Exclusions and the Role of the Governing Body November 2020 – shared by JRo following her attendance on a Virtual Training Session <p>The following training was noted (attended since the start of the academic year):</p> <p><u>September 2020</u></p> <ul style="list-style-type: none"> • 28th September: The Professional Clerk – Unit 1 (SM) <p><u>October 2020</u></p> <ul style="list-style-type: none"> • 5th October: School Leadership Update (GSM) • 12th October: Governor Update (JRo) • 13th October: Clerk’s Update (SM) • 14th October: The Professional Clerk – Unit 2 (SM) <p><u>November 2020</u></p> <ul style="list-style-type: none"> • 11th November: The Professional Clerk – Unit 3 (SM) • 24th November: SEND for Governors (CM) <p><u>December 2020</u></p> <ul style="list-style-type: none"> • 3rd December: Pupil Exclusions (ME and JRo) <p><u>January 2021</u></p> <ul style="list-style-type: none"> • 14th January: HCC FGB Training (All) • 21st January: Clerk’s Update (SM) • 28th January: Induction for New Governors (RC) <p><u>February 2021</u></p> <ul style="list-style-type: none"> • 10th February: Headteacher Performance Management (JRo) <p>It was noted that the review of feedback from courses will be carried out by JRo (as Vice-Chair). The current system and form will be reviewed to see if it can be made more user-friendly for governors. However, it was noted that, in the meantime it would be appreciated if feedback on the following items could be provided at each meeting or by email to the Clerk in advance:</p> <ul style="list-style-type: none"> • <i>What course you attended and the main points it covered?</i> • <i>Any points you think governors should be aware of?</i> • <i>Any action you need to take/have taken (either now or in the future)?</i> • <i>Any actions you think the Governing Body needs to take (either now or in the future)?</i> 		



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	<p>The following was noted:</p> <ul style="list-style-type: none"> • The Clerk had attended 2 briefings. All information has been fed back to the Governing Body (through the various meetings), to the Chair of Governors (through the fortnightly Chair/Clerk meetings) and through emails to governors. The Clerk is content that there is a structure in place which allows her to share any feedback from these briefings. • The Clerk has completed and passed 'The Professional Clerk'. This involved attending 3 sessions and completing additional work. Topics covered a wide range of areas including legislation, skills, networking, resources, current educational matters and governance structures. As with the briefings, the Clerk is content that there is a structure in place which allows her to feedback from any training she attends. Throughout the course she liaised with the Chair of Governors regarding her progress. • RC attended Induction Training for New Governors (virtually) which he found beneficial. • GSM attended a School Leadership Update (this was just one of many updates he has linked in to). • CM attended his SEND (Special Educational Needs and Disabilities) training to help support him in his role as Link Governor. This was beneficial and any points have been fed back. • JRo attended Headteacher Performance Training. This identified a number of points that will need to be reviewed but she will feed these back through her meetings with the Chair of Governors. • JRo and ME both attended Pupil Exclusion Training. JRo has shared her slides with governors. As part of the training, it was recommended that it was good practice for the Chair of Governors to receive regular updates on Fixed Term Exclusions. A system is now in place which allows him to do so. 		
20	<p><u>Ratify term dates including non-pupil days and inset days (following recommendation by Quality of Education Committee)</u> GSM reported that the dates have not yet been released by Devon County Council.</p>	GSM	Agenda item HT4
21	<p><u>Chair's Business</u> The following was noted:</p> <p>a. Chair's Action Reminder Governors noted the document in SharePoint (included as a reminder). All were still content with this.</p> <p>b. Ofsted There was nothing further to report at this stage.</p> <p>c. Principal's Objectives These continue to be monitored by the Chair as part of the fortnightly meetings with the Principal.</p> <p>d. SIP – update The SIP has not been able to visit the College due to the current situation, however GSM remains in contact.</p> <p>e. Feedback from Members' Meetings There are a number of changes happening and TS will report back after their next meeting (note: 22.02.2021). Points currently be discussed are how to ensure the Members are more independent and the number of Members (i.e., should it be reduced).</p>		



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	<p>f. One-to-One interviews These are continuing.</p> <p>g. Weekly Updates, Outstanding Paperwork, Safeguarding Training Governors were reminded to continue to read the weekly updates, complete outstanding paperwork and keep up to date with any safeguarding training (i.e., emails from the Deputy Safeguarding Officer).</p> <p>h. Received Fixed Term Exclusion Data TS confirmed he is in receipt of the data.</p> <p>i. Clerk to Governors – new job title TS informed governors that he has spoken with GSM regarding the job title for the Clerk to Governors. It was felt that the title no longer reflected the role, and ‘Governance Officer’ was more appropriate. All were in support of this. <u>It was therefore noted that the job title for the Clerk to Governors would now be Governance Officer. There were no objections. Proposed: TS, Seconded: GSM.</u> Records would now be updated.</p> <p>j. Virtual Protocol TS reported that Babcock Governance Support have issued a new virtual protocol for meetings which he would be looking at with the Clerk ahead of the next meeting. One of the areas they have updated is the length of meetings. However, he is still keen for all meetings to be kept as close to one hour in length as possible. He considers the current method to be a much more disciplined way of conducting business. It does rely on individuals reading the information in advance of the meeting, but he would always encourage anyone at the meeting to stop the Chair if they felt the meeting was going too fast.</p>	Chair/JHA/ Clerk	After Meeting
22	<p><u>Skills Audits – review of</u> JRo reported she had conducted a review of the skills audits. She felt the Governing Body had a very strong skills set across many disciplines. Going forward she felt it would be good if the Members could appoint a governor with an accountancy background (for succession planning). She was also aware that the Members would like to recruit a governor with a background in education. However, she appreciated it was difficult to find individuals prepared to take on the role of governor.</p>		
23	<p><u>Vacancies and Appointments</u></p> <p>1. To note any new appointments and resignations/end of term of office: It was noted there were no new appointments and no resignations/end of terms to note.</p> <p>CN asked if this was the last meeting for MG_i (as she noted his end of term was the 12.03.2021). TS said that it was the intention that MG_i did not step down at this point, but he would be able to provide an update at the next meeting. Governors were pleased to hear this.</p> <p>2. Update on Governing Body vacancies and future end of terms The following end of terms were noted for 2020/2021:</p> <ul style="list-style-type: none"> • MG_i 12.03.2021 and KS 11.07.2021 <p>It was also noted that there is currently one Parent Governor vacancy, one Member Appointed Vacancy and 2 Staff Ambassador Vacancies. There are also between one and three Member vacancies (depending on the decision that will be made by the Members at</p>		



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	<p>their meeting on 22.02.2021).</p> <p>3. To approve new appointments regarding Full Governing Body Roles and Responsibilities</p> <p>The following new roles/responsibilities were noted:</p> <ul style="list-style-type: none"> • JRo to be third Member of the Principal’s Appraisal Panel • RC to be new Link Governor for PE • RC to join Risk Register Working Parties for Quality of Education and Full Governing Body • TS elected as Chair of Performance and Pay Committee using ‘surveymonkey’ <p>TS continues to cover the role of Deputy Link Governor for Safeguarding/SEND/Children in Care (due to his regular meetings with the Principal).</p>		
24	<p>Special Topic for Next Full Governing Body Meeting.</p> <p>GSM suggested that this could be the Recovery Plan. It was noted that this will be discussed at the next Chair/Vice-Chair/Principal meeting.</p>	Chair/ Vice-Chair/ Principal	22.02.2021
25	<p>What impact has this meeting had on the outcomes of pupils in our College?</p> <p>Governors were reassured that:</p> <ul style="list-style-type: none"> • The College are ahead of the curve for COVID provision with procedures better than those recommended by DfE. • Teaching posts are advertised at the earliest opportunity to ensure candidates of highest calibre/optimize choice. • The decision made by the College to suspend reports was for the benefit of exam classes (re: predicted Centre Assessed Grades). • JHA and the Finance Team are quietly optimistic about budget. Slight improvement to financial situation although a few unknowns due mainly to COVID and impact. • COVID catchup funding is being carefully managed to optimise benefits for students. • There is a clearer indication on where the budget is going in light of COVID costs. • Projects previously put on hold due to the virus have been resurrected (e.g., flooring in Maths, which had been on hold, is being done this year to benefit all stakeholders). • There is a bid being submitted to get ROSLA done (replace windows and cladding). • The quality of the provision is constantly being reviewed and adapted to deal with the challenges of COVID. • Students well catered for due to availability of the laptops. • The briefing on the steps being taken for staff and student wellbeing during the lockdown show they are being well supported. • Students sending positive messages to staff (is good for both students and staff). • Appropriate plans are being adapted/written to deal with changes in line with guidance and recommendations. • Discussion/planning for pupils’ possible return to school in March is taking place. <p><i>ADY and PGU left the meeting at 6.05 p.m.</i></p>		
26	<p>Part 2 Minutes and Update</p> <p>The meeting went into Part 2 at 6.05 p.m. Proposed: TS, Seconded: MGi.</p>		
27	<p>Performance and Pay Committee Feedback</p>		
28	<p>Complaints Update (discussed as part of Chair/Principal meetings)</p> <p>The meeting came out of Part 2 at 6.10 p.m. Proposed: TS, Seconded: JRo.</p>		



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29	<p>The following documents were also noted in SharePoint:</p> <ul style="list-style-type: none"> • Governing Body Weekly Updates: 20.11.2020, 27.11.2020, 03.12.2020, 11.12.2020, 18.12.2020, 08.01.2021, 15.01.2021, 22.01.2021, 29.01.2021, 05.02.2021, • Babcock Spring Term Course Dates • Academy Checklist Spring 2021 – as per Governing Body Weekly Update 15.01.2021 • Babcock Q Card No 10 – Catch-Up Funding 2020-21- as per Governing Body Weekly Update 15.01.2021 • Babcock Q Card No 11 – Remote Learning – as per Governing Body Weekly Update 15.01.2021 • College Newsletters 20.11.2021, 04.12.2020, 17.12.2020, 11.01.2021, 15.01.2021, 22.01.2021, 29.01.2021, 05.02.2021 (circulated with the Governing Body Weekly Updates) • DAG E-Newsletters: 199 – 208 (circulated with the Governing Body Weekly Updates) • Education Endowment Foundation (EEF) Guide – Linking Learning (circulated with Governing Body Weekly Update 22.01.2021) • F40 emails (shared by the Principal) dated: 04.12.2020, 14.12.2020, 18.12.2021 (and attachment), 10.01.2021, 16.01.2021, 29.01.2021 and 05.02.2021 (circulated with the Governing Body Weekly Updates) • Governance Alerts Autumn 9, 10, 11, 12 (and attachment) and 13, Spring Term 1 (and attachment), 2, 3 and 4 (circulated with the Governing Body Weekly Updates) • NGA COVID19 – Continuity and Recovery Guide (updated November 2020) – as per update 20.11.2020 • NGA COVID19 – Disadvantaged Impact Update (January 2021) – as per Governing Body Weekly Update 22.01.2021 • NGA COVID19 – Engagement with Parents – as per Governing Body Weekly Update 22.01.2021 • Monitoring Priorities (November 2020, Updated 8 January and 21 January) – as per relevant Governing Body Weekly Updates • NGA COVID19 – Reducing the Impact of Partial School Closures on Disadvantaged Pupils (January 2021) – as per update 15.01.2021 • NGA COVID19 - Remote Education Updated 8 Jan, 15 Jan and 22 Jan (all circulated with corresponding Governing Body Weekly Update) • NGA COVID19 – Virtual Governance Guidance (Updated 6 Jan 2021) – as per Governing Body Weekly Update 15.01.2021 • NGA COVID19 – Virtual Meeting Logistics November 2020 – as per Governing Body Weekly Update 15.01.2021 • NGA Newsletters 13.11.2020, 20.11.2020, 27.11.2020, 04.12.2020, 11.12.2020, 18.12.2020, 21.12.2020, 04.01.2021, 05.01.2021, 08.01.2021, 15.01.2021, 22.01.2021, 29.01.2021, 05.02.2021 – as per relevant Governing Body Weekly Updates • NGA-ASCL-NAHT- Guide to Being Strategic (October 2020) – as per Governing Body Weekly Update 18.12.2020 • Safeguarding One Minute Guide – Child Protection Pathway and Threshold Tool – as per Deputy Safeguarding Officer email 07.12.2020 • Safeguarding CSAE Covid Briefing - as per Governing Body Weekly Update 20.11.2020 • Safeguarding Emoji and Slang Dictionaries – as per Deputy Safeguarding Officer email 14.12.2020 		



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Full Governing Body Meeting

“Success for All”

Policies noted at this meeting: Children in Care Policy, DBS Policy, Risk Register Policy Statement, Complaints Procedure Policy, Flexible Retirement Policy, Offsite Activity Organisation Guide, Outdoor Education, Visits and Off-Site Activities Health and Safety Policy

Policies approved at this meeting: Admissions Policies for Main School and Sixth Form 2020, 2021 and 2022, Child Protection and Safeguarding Policy (Appendix 11 dated 26.01.2021), Appraisal for Teachers Policy, Investment Policy

Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none">Safeguarding - HCC Staff Code of Conduct – adopted 11.07.2018 – request by Deputy Safeguarding Officer to readSafeguarding - One Minute Guide – Operations Encompass – as per Deputy Safeguarding Officer email 30.11.2020Safeguarding Training – Reminder Email from Clerk dated 20.01.2021The Sutton Trust – Learning in Lockdown (January 2021) – as per Governing Body Weekly Update 22.01.2021 <p><u>Date and Time of Next Meeting</u> The Chair of Governors thanked everyone for attending.</p> <p>Next Meeting - Wednesday 31st March at 5.00 p.m. (via Microsoft Teams). <i>Meeting ended at 6.10 p.m.</i></p>		