

The Axe Valley Community College

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY 6.00pm on Thursday 4th February 2016 The Conference Room, Sixth Form Centre

Attending				Declaration of Pecuniary Interest
HB	Heather Burnett	Chair	Y	Nothing to declare
CW	Carol Woodhouse	Vice-Chair	Y	Nothing to declare
MS	Martin Smith	Headteacher	Y	Nothing to declare
DM	David Mortimer	Governor	Y	Nothing to declare
GK	Geoff Kerr	Governor	N	
PE	Paul Evans	Governor	Y	Nothing to declare
MH	Martin Huscroft	Governor	Y	Nothing to declare
WC	Wendy Cryer	Governor	Y	Nothing to declare
JP	Julie Paddick	Governor	N	
JW	Jeremy Walden	Governor	Y	Nothing to declare
LW	Louise Wain	Governor	Y	Nothing to declare
MC	Mary Cleare	Governor	Y	Nothing to declare
GW	Graham Watts	Governor	Y	Nothing to declare
CJ	Carol Jennings	Clerk	Y	Nothing to declare

	Item	Lead
2016.02.04-1	Apologies: received and sanctioned from Geoff Kerr and Julie Paddick Declaration of Pecuniary Interest – see above.	
2016.02.04-2	Minutes of the Previous Meeting To agree the following minutes as a true record: i) FGB meeting (10 December 2015) these were agreed and signed as a true record. ii) FGB meeting Part II (10 December 2015) these were agreed and signed as a true record.	Chair
2016.02.04-3	Matters Arising not covered elsewhere in the agenda. <ul style="list-style-type: none"> • ASPIRE Presentation: HB will reconfirm with Liz Slade that this will be looked at the next meeting. • Skills audit: this has been sent out and completed and returned by most but the results have not yet been collated. 	Chair
2016.02.04-4	Committee Minutes: HB advised that in line with the Governance Review the Committee Minutes will now be sent to all Governors once approved. Any	Chair

Signed by the Chair of the Committee:

Date:

	<p>queries on minutes should then be directed to the Chair of that specific Committee for clarification and CJ will then add this to the agenda for the next full FGM.</p> <p>i) Curriculum, Learning and Teaching (21.01.16) The Minutes of the last CL&T Meeting had been previously circulated and questions were invited.</p> <p>PE asked that the answer to the Governor’s Challenge at item 20160121-7 “<i>Not at all likely but students are filling the ‘buckets’ for GCSE options</i>” be amended to “<i>the EBacc issue for GCSE performance is the measures that need to be satisfied</i>”. Action Point: CJ to amend the Minutes to reflect this.</p> <p>ii) Finance & Resources (08.12.15) The Minutes of the F&R Meeting had now been circulated and questions were invited.</p> <p>MC had a question regarding the projected underspend under budgetary. Action Point: MC to email her query to CJ to add to the next F&R agenda for this Committee.</p> <p>iii) Finance & Resources (26.01.16) The Minutes of the F&R Meeting had been previously circulated and questions were invited.</p> <p>College marketing: this had been identified by DM as a key area in the F&R meeting, specifically what Governors can do; MS confirmed he has press releases primed to go out.</p> <p><u>Governors Challenge:</u> JW highlighted that the College was not aware of what affects parents’ choices of secondary school, e.g. uniform/presentation of the College within the area. He proposed setting up a focus group of primary parents.</p> <p>CW supported JW’s suggestion of a meeting.</p> <p>MC proposed targeting parents with year 7/8 children at TAVCC who had younger siblings – possibly using a questionnaire. MS confirmed that the filter of year 6 teacher is quite strong.</p> <p>The best way to approach parents was discussed: the first approach would be to year 7/8 parents to find out what their criteria was for choosing TAVCC. When first choices data is through in the next few weeks this will be cross-referenced with those who have not chosen TAVCC and find out why. Action Point: Governors would devise a questionnaire and contact parents. Action Point: The questionnaire would be put in the Open</p>	
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	<p>Day Pack. Action Point: JW will liaise with MS and two Governors to suggest an approach: GW and CW agreed and MH agreed to be available for any evening appointment.</p>	
2016.02.04-5	<p>Chair's Business</p> <p>i) Correspondence and notices – there are none to be considered</p> <p>ii) New Governor appointments/nominations/vacancies</p> <p>LW agreed to continue as a Governor with a change of status to co-opted. This was approved unanimously. There are two co-opted vacancies –it was proposed that LW be a co-opted governor and a parent governor election will be held. Proposal approved unanimously.</p> <p>GW announced that he is to depart at Easter. GW would provide a list of people who might be interested in standing as Governors. Action Point: All suggestions for new Governors should be emailed to HB and CMJ.</p> <p>iii) Review of Complaints Procedure (2 years) The Governors unanimously agreed there were no changes and this was unanimously adopted.</p> <p>iv) Agree meeting dates for 2016-17 This was deferred to the June FGB Meeting.</p> <p>v) Agree Admission Arrangements (LA) These were noted.</p>	<p>Chair</p> <p>MS</p>
2016.02.04-6	The future status of TAVCC – PART II MINUTES	HB/PE/DM
2016.02.04-7	<p>Head-teacher's Report - for information and discussion</p> <p><u>Governor's challenge:</u> PE shared best practice with the suggestion that two weeks before the FGB meeting any questions be applied to the Head-teacher's Report and all Governors should get a list of questions and answers. MS agreed.</p> <p>1. LEADERSHIP Ofsted Preparation – Visit from Rob Gammon</p> <p>MS report that the Blake Academy is not a similar school but has been through a similar procedure. RG took over two years ago and now had end of RI inspection. MS did not yet have data re the right sort of assertiveness around inspection.</p> <p><u>Governors Challenge:</u> it would be useful to get that</p>	MS

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	<p>information.</p> <p><u>Governor’s Challenge:</u> MC asked if when a learning walk identifies a lesson as less than good then this is re- assessed at a later date. MS affirmed this.</p> <p><u>Governors Statement:</u> Governors need to know that continuity will be maintained. Action Point: The outcomes will be reported to CLT via Dave Perks.</p> <p>MS invited Governors to a Book Scrutiny on 23rd March Governors alongside each Governor’s link department. Governors will speak to heads of department rather than whole department. This proposal was agreed unanimously</p> <p><u>Governors Challenge:</u> HB said Governors ought to know what SLT is doing. Action Point: MS to provide details.</p> <p>Safeguarding audit: MS reported that he is working on the new section dealing with Child Sexual Exploitation.</p> <p>2. TLA – the contents of this section were received and noted.</p> <p>3. PERSONAL DEVELOPMENT, WELFARE & BEHAVIOUR – <u>Governors Challenge:</u> an update is needed as to whether behaviour has improved. MS reported that it had - staffing absence has been stabilised and this has had a big impact. An improvement has been seen, there are less instances of major disruption and low level disruption in class. <u>Governors Challenge:</u> the figures need to be quantified so that Governors know what is being done.</p> <p>Action Point: MS to ask Laura Jenkins to provide a report as to figures (surge of behave support plans since January).</p> <p>Action Point: MC to monitor Pastoral Support referrals and report back to next FGB meeting.</p> <p>4. STUDENT OUTCOMES: <u>Governors’ Statement:</u> The Governors congratulated MS on the strong improvement in this. <u>Governors’ Challenge:</u> 64% for 2016 is a challenging target, will this be achieved? MS said this is being looked at on a day-by-day basis; maths being higher would have made a lot of difference. This will be reported in the achievement review. MS reported that due to level of change Kevin Cumming will stop doing in-house analysis and switch to Formatrix.</p> <p>5. SIXTH FORM – the contents of this section were received and noted.</p>	
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	<p>Action Point: MS is to prepare a Press release on the students' outcome and also the fact that 85% of Year 13 are applying for university.</p> <p>6. GENERAL – STAFFING UPDATE <u>Governors Challenge:</u> has staff absence now stabilised? MS reported that one teacher is on long-term sick leave (languages teacher) and this is being managed effectively. One teacher is leaving at Easter (A Level psychology sociology teacher) a replacement has been sourced until June and after that will not be needed.</p>	
2016.02.04-7	<p>Student Council</p> <p>MS and HB agreed that this will be deferred until after Easter when the new Headteacher is in place.</p>	MS
2016.02.04-8	<p>Standing item: Budgetary issues</p> <p>At the last F&R Committee meeting it was agreed that MS would write to LA reporting on a series of unplanned costs (most of which stem from challenges in autumn term) relating to staff absences, behaviour issues. A copy of that letter was circulated to the Governors, which included a plan to address this. Action Point: MS will continue to keep the LA updated on financial position.</p>	MS
2016.02.04-11	<p>Standing item: School Improvement Focus</p> <p>i) Updated SEF – for information – MS reported that he had difficulty in producing SEF for this meeting as not all data available. Action Point: by Friday of half-term this will be produced and sent out to Governors. The SEF will be discussed at the next FGB meeting on the 17th March and the OFSTED planning meeting on 25th February.</p> <p>i) College Development Plan – Monitor progress.</p> <ul style="list-style-type: none"> • Governors have the January update: MS confirmed that there is a need to show quick inroads around disadvantaged learners and these have been made but not linked with targets that TAVCC has set itself. Impact requires improvement and this is an important focus. • Key Stage 3 progress for able learning group is not consistently good and requires further improvement. • MC reported that she is still finding data unreliable for Year 9 Maths. • Behaviour: MS said there are still problems but good progress is being made. <p><u>Governors' challenge:</u> are the behavioural problems</p>	<p>MS</p> <p>MS</p> <p>MS</p>

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	<p>around College common areas and not in class? MS confirmed they were not in class.</p> <ul style="list-style-type: none"> • Sixth Form: the results are below target but MS hopes that in T2 that gap will be better but this remains on the watch list. • Sixth Form Study Area: MC said that this was not a pleasant or quiet area for study group. LW said that teacher absence has had an impact on behaviour as supply teachers have not been as good as they should be. <p><u>Governors Challenge:</u> look at the impact of supply teachers and ensure that the website statement that the Sixth Form study area should be a quiet place is being upheld. Action Point: MS will raise the ethos around the Sixth Form with Darren Holland.</p> <p><u>Governors Challenge:</u> Areas of Development come from the SEF and this should feed into CDP but bullet points did not match up. Action Point: MS said the SEF will be structured to show each section’s strengths and areas for development; another column will be added In Year Update which will be much more comprehensive and revise in SEF what priorities are needed to move to Good.</p> <p>ii) The “Excellence for All” Programme – Update No current update. The next TAS meeting is on 9th February and the next evaluation is in March.</p>	
2016.02.04-12	<p>Standing item: OFSTED focus</p> <p>i) Preparation for OFSTED – an update.</p> <ul style="list-style-type: none"> • PE gave an overview of what sort of inspection to expect. • On 25th February meeting there will be an OFSTED preparation meeting. An OFSTED paper will be prepared by HB and sent out to Governors. PE confirmed that Ofsted will look at lines of enquiry for Governors and areas for improvement. <p>Action Point: HB will prepare lines of enquiry and send this to PE for his guidance and review and then send to all Governors.</p> <p>Action Point: HB will keep the OFSTED Headline paper as a rolling document and continue to update.</p>	HB/MS
2016.02.04-14	<p>Sixth Form development</p> <p>i) The Character Education Grant initiative – progress report.</p>	MS/HB

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	<p>MS reported that the main element was the building character programme and so far it has had a fairly patchy result; the numbers of students who bought into it are relatively low. The College is piloting mental well-being which has potential for greater resilience to manage ups and downs of life. The students have had a good experience in the STEM strand including a project around the River Otter with the geography department. An aspirational Olympian is coming to give a talk at the College next week. There have been mixed results, with emotional wellbeing being the most successful to date.</p> <p><u>Governor's Challenge:</u> PE asked if the funding to support disadvantaged learners added value or distracted teachers and school leaders from focusing on their core responsibilities: MS said it has distracted due to the timescale involved and the significant pressure to track, monitor and report on the progress of pupils but he and his staff were committed to it.</p> <p>ii) Other collaborative arrangements - progress report. Nothing to report.</p>	CW MS
2016.02.04-15	<p>Governor Development Plan</p> <p>i) Training – The Babcock Review of Governance was received and the contents noted.</p> <ul style="list-style-type: none"> • HB reported that all Governors' documents will be put on the College website – with file access restricted to Governors. There is also a Restricted Files folder to which HB, MS and CJ will have access. Action Point: HB will ask Matt Butler (IT) to let Governors know the password. • Training courses: The Devon Governor Autumn Issue was distributed to the Governors by HB – Governors are to let CJ know if they want to go on any courses and she will book these. <p>HB congratulated Governors on a good report.</p>	HB
2016.02.04-16	<p>Regional and National News:</p> <ul style="list-style-type: none"> • Regional and National News: GW circulated an information sheet he had prepared summarising relevant items of media information pertinent to TAVCC. • GW updated Governors on new developments coming from the DfE, LA/Babcock, DEF, DAG, AVL, and NGA. • CW reminded Governors that this March is the SW regional meeting which will be held in Taunton. 	GW

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2016.02.04-17	Dates of future meetings: a) CLT Committee: 4.30pm 02 March 2016 b) F & R Committee: 4.30pm 08 March 2016 c) Achievement Committee. (Govs): 3.45pm 09 March 2016 d) FGB: 6pm 17 March 2016	
2016.02.04-18	Items for the next agenda <ul style="list-style-type: none"> • Receive HT's report • Receive Committee Reports • Approve final budget • Receive reports from Governors who have attended training • Review New Governors' Pack 	
	Meeting closed at 20.40	

ACTIONS RECORDED

ITEM	Action	Ownership
2016.02.04-4	CLT Committee Minutes to be amended at item 20160121-7 to state that the EBacc issue for GCSE performance is the measures that need to be satisfied.	CJ
2016.02.04-4	F&R Committee Minutes - MC to email her query re budgetary issues to CJ to add to the next agenda for this Committee.	MC/CJ
2016.02.04-4	Governors would devise a questionnaire and contact parents.	All Governors
2016.02.04-4	The questionnaire would be put in the Open Day Pack.	HB
2016.02.04-4	JW to liaise with MS and two Governors (CW and GW) to suggest an approach to parents. MH agreed to be available for any evening appointment.	JW/MS/GW/CW /MH
2016.02.04-5	All suggestions for new Governors should be emailed to HB and CMJ.	HB/All Governors
2016.02.04-8	Evidence of continuity of assessment of lesson issues: the outcomes will be reported to CLT via Dave Perks.	MS
2016.02.04-8	MS to provide details of SLT to each respective Governor.	MS
2016.02.04-8	MS to ask Laura Jenkins to provide a report as to figures for behaviour support plans since January.	MS
2016.02.04-8	MC to monitor Pastoral Support referrals and report back to next FGB meeting	MC
2016.02.04-8	MS to prepare a Press release on the students' outcome and also the fact that 85% of Year 13 are applying for university.	MS

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2016.02.04-10	MS will continue to keep the LA updated on financial position.	MS
2016.02.04-11	By Friday of half-term the SEF report will be produced and sent out to Governors.	MS
2016.02.04-11	MS will raise the ethos around the Sixth Form Study Area with Darren Holland.	MS
2016.02.04-11	The SEF will be structured to show each section's strengths and areas for development; another column will be added In Year Update which will be much more comprehensive and revise in SEF what priorities are needed to move to Good.	MS
2016.02.04-12	HB will prepare lines of enquiry and send this to PE for his guidance and review and then send to all Governors.	HB/PE
2016.02.04-12	HB will keep the OFSTED Headline paper as a rolling document and continue to update.	HB
2016.02.04-15	HB will ask Matt Butler (IT) to let Governors know the password for the Governors' Documents Folder on the College website	HB

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