

**The Axe Valley Community College**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY  
Thursday 4 July 2013  
6.00pm in the Conference Suite, Sixth Form Centre**

Initials	Eligible to attend	Attending	Type of Governor	Office terminates
GW	Dr Graham Watts (Chair)	Y	Community	09.04.2013
CW	Dr Carol Woodhouse	Y	Community	06.10.2013
GG	Mr Graham Godbeer	N	Local Authority	01.09.2017
CS	Mrs Carol Simpson	Y	Local Authority	23.11.2014
RC	Mrs Ruth Coghlan	N	Parent	25.05.2015
DM	Mr D Mortimer	Y	Parent	29.11.2016
MS	Mr Martin Smith	Y	Headteacher	
JL	Mrs Julie Layzell	N	Staff	30.04.2017
GK	Mr Geoff Kerr	Y	Local Authority	21.05.2017
SE	Mrs Stephanie Evans	N	Parent	21.05.2017
AW	Mrs Anita Whipp	N	Staff	17.02.2015
JO	Ms Jo Osborne	Y	Staff	17.02.2015
HR	Mr Harvey Robinson	Y	Parent	07.12.2015
LWai	Mrs Louise Wain	Y	Parent	07.12.2015
WC	Mrs Wendy Cryer	N	Local Authority	17.04.2016
HB	Mrs H Burnett	Y	Parent	07.02.2016
LW	Miss Lin Walkerdine	Y	Clerk	

1	Apologies from the following members of the governing body were received and sanctioned: Stephanie Evans; Graham Godbeer; Wendy Cryer; Ruth Coghlan; Julie Layzell; Anita Whipp	
	<p><b><u>Presentation on Aspire by the Student Council</u></b></p> <p>i) The students gave an excellent presentation on their action plan for 2013-2014. The Chair expressed his thanks on behalf of the Governors for their time and interest in proposing improvements to the College as a whole.</p> <p>ii) <b>A copy of the presentation slides to be circulated to Governors.</b></p>	<b>LW</b>
2	<p><b><u>Declaration of Pecuniary Interest in the Meeting</u></b></p> <p>None declared.</p>	
3	<p><b><u>Minutes of the FGB Meeting 9 May 2013</u></b></p> <p>These were <b>agreed</b> as a true record and signed by the Chair.</p>	
4	<p><b><u>Matters Arising</u></b></p> <p>i) Anita Whipp has decided to resign due to personal and workload reasons. <b>A Staff Governor to be elected.</b></p> <p>ii) There are currently two Community Governor vacancies.</p> <p>iii) The Data Framework from MS will commence in September 2013. The Achievement Committee will meet four times a year to correlate with data review by College Management. The Achievement Committee will be minuted and presented at FGB meetings. Key indicators are to be determined.</p> <p>iv) <b>Co-operative Trust to be invited to the FGB second meeting of the Autumn Term in December 2013. CW to explore what timeframe is required for the presentation. Governor Challenge:</b> is the latest news</p>	<b>MS/LW</b>         <b>CW</b>

	<p>regarding the Co-operative likely to impact on schools.  v) Item 10: should read “standing item against the CDP (College Development Plan)”.  vi) <b>Curriculum to be added to the T&amp;L Committee title.</b></p>	LW
5	<p><b><u>Chair’s Business</u></b>  <b><u>Committee Terms of Reference, Membership and Dates of Meetings 2013/2014</u></b>  i) A list of Committee membership was tabled.  ii) Performance Committees will be incorporated into the Pay Committee. The Pay Committee will have a quorate of 3 (excluding the HT). Governor Pay Committee members will require regular training updates.  iii) <b>The Committees have Terms of Reference which need to be approved on an annual basis at the first Committee meeting in the Autumn Term. These will then be ratified by the FGB in the Autumn Term.</b>  iv) <b>There needs to be a gap analysis once the TOR are agreed.</b>  v) TORs need to link into the Strategic Development Plan.  vi) Dates of meetings were discussed. The Achievement Committee 2.00-5.30pm on 27<sup>th</sup> November will meet with SLT and Year Leaders to hear reports on progress. The S&amp;B Committee will meet on 28 November. S&amp;B meetings will begin at 4.00pm. This was <b>agreed</b>.  vii) <b>Meeting Dates were confirmed and to be circulated.</b></p> <p><b><u>Prize Days and Presentation Evening</u></b>  i) Two cups will be presented on 9 July 2013. These will be called the TAVCC Governors Awards for Year 11 and Year 13 based on Core Values. Pupils have been nominated by their HOY. Governors were asked to contribute to the cost.  ii) The following Governors confirmed their attendance as:   Year 7 &amp; 8 on Monday 8<sup>th</sup> July – LW/CW  Year 9 &amp; 10 on Tuesday 9<sup>th</sup> July – LW/HB/GW  Year 11 Year 12 &amp; Year 13 – Tuesday 9<sup>th</sup> 6.00-8.00pm – GK/DM/JO/GW/CS   iii) <b>Some of the Governors require badges and lanyards.</b></p> <p><b><u>Date for Link Governor Meeting</u></b>  i) <b>Monday 30 September 3.45-4.45pm</b> will be one of the timetabled Departmental meetings for the Link Governor meeting.</p> <p><b><u>Consultation regarding Musbury Primary School</u></b>  i) The Chair announced details of the consultation and response date on or before 19 July 2013. The College will express support of the school as it has been a member of the LC for a number of years. The school has been active in seeking a Federation partnership and has been a member of the AVLC. The School Business Management project has enhanced collaboration and sustainability. It is recognised that schools in the LC currently have a surplus capacity; however a strategic view of school building standards and avoidance of falling to market forces would be welcomed. The DfE will be informed of the potential closure and will take decisions which may include opening of a Free School. This may have a negative influence on other schools in the Axe Valley.  <b>GW and MS to meet to draft a response. This was agreed.</b></p>	<p style="text-align: center;">Chairs/ GW</p> <p style="text-align: center;">GW/LW</p> <p style="text-align: center;">MS</p> <p style="text-align: center;">GW/MS</p>

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**Headteacher's Report**

i) The paper was **noted**.

**Achievement**

Analysis of Value Added performance of current and previous Year 11s shows that one area where the College could improve is in supporting a vulnerable group of students where poor attendance at college becomes a major barrier to their achievement. Analysis shows that there are a range of reasons including: school phobia, medical issues, mental health problems, mental health problems with parents/carers, social services involvement with the family. As a result, this group of students accounts for the lowest performing group in terms of value added achievement.

To tackle this the college is introducing three strategies from September 2013:

1. Ensuring the College's Support Centre is focused on achievement of vulnerable students, not just attendance. Darren Holland (Assistant Head with responsibility for Achievement) will work closely with Support Centre team, led by Pam Tollett.
2. The role of Outreach Teacher has been created for 2 days a week: this member of teaching staff at TAVCC will undertake home visits to students who have long-term absence to ensure they keep up with their college work.
3. Year 9 Risk Assessment: this has been held to look for students in Year 9 that are at high risk of significant underachievement by the end of Year 11. We have undertaken research and combined this with its own analysis to identify students. A support plan is now being developed to reduce risks.

**Governor Challenge:** has the Outreach Teacher started? In September 2013.

**Governor Challenge:** Is Year 9 early enough to catch vulnerable students? The risk assessment is about their achievement at the end of the Key Stage.

**Governor Challenge:** How are the vulnerable defined? EAL, SEN, Young Carers etc but in general significant underachievers. What numbers? 22 out of 150. How many are FSM? Data was not available at the meeting.

**Governor Challenge:** Is there a different set of interventions for various groups? Confirmed as in place.

**Teaching**

i) From September, a new Literacy Across the Curriculum Policy will be sent to the Teaching, Learning and Curriculum Committee. **Governor Challenge:** how will College make explicit the relationship between literacy and achievement? Needs a co-ordinated approach and a change of mind set for staff to integrate literacy into the curriculum. **Governor Challenge:** will this not be developed naturally as examinations have more emphasis on spelling and grammar. Marks for this aspect are still a low percentage but may increase in the future.

ii) From September the College will introduce screening for Dyslexia for all Year 7s and extending this through to all of KS3 and selectively to KS4. We will use a software package called Lucid which involves an hour online test.

**Behaviour**

i) An automatic after school detention for students that record 5 or more negatives a week for low level disruption in lessons is being trialled. From September a new reward scheme called Vivo will be introduced. When students are awarded a positive point they automatically earn a Vivo. Through

	<p>their online Vivo account students can ‘save’ their vivos and redeem them for prizes, which are sent to college for them to collect. This will significantly enhance our reward scheme and feedback from students has been very positive. <b>Governor Challenge:</b> when a student receives a negative point will this be a negative on the Vivo account? This was confirmed.</p> <p><b><u>Leadership</u></b>  <b>i) Governor Challenge:</b> How will parents be kept better informed?  An increase in the number of reports and an historic progress report with targets set will be provided for parents.  <b>ii)</b> A new Strategic Development Plan is being developed following initial work with Jo Pike. The proposal is that this is structured around the four Ofsted strands and clearly charts how the College will achieve Outstanding by 2016/17 (next inspection).</p> <p><b><u>General</u></b>  <b>i)</b> An update of current staffing was <b>noted</b>. This has been a quiet recruitment year.  <b>ii)</b> The new format of the Headteacher’s report was considered to be most helpful.</p>	
7	<p><b><u>Budget – Admission to FIPS</u></b>  <b>i)</b> Nothing to report. The College is still awaiting official confirmation that it can proceed to appointing certain specific identified staff vacancies. MS to contact A Hilliard.</p>	
8	<p><b><u>Changes to Teachers’ Pay and Appraisal</u></b>  <b>i)</b> Changes are to be implemented from September 2013.  <b>ii)</b> The main changes include a deregulating of the old system and providing more flexibility and diversity:  <b>iii)</b> Schools are free to set the range of pay points for teachers.  <b>iv)</b> Teachers for the first six years of their career are no longer in receipt of automatic pay progression as this will now be linked to the appraisal process and performance.  <b>v)</b> Schools can determine the pace of progression which does not need to link to years of service.  <b>vi)</b> There is no requirement for pay to be portable from school to school.  <b>vii)</b> Changes are required to the Appraisal and Pay Policies of the College from September 2013.  <b>viii)</b> Governors need to be aware of increased workload for SLT and Middle Leaders in ensuring consistency across the College. There will be training implications for staff.  <b>ix)</b> F&amp;P Committee minutes highlight the discussions held. Consultations have taken place with the staff with a zero response. Most staff were pleased that the policy was based on the NASUWT/NUT model. The focus for the College was on raising standards through the three bands with the relevant criteria for progression in each band.  <b>x) Governor Challenge:</b> Is the Appraisal system going to form part of the Pay Policy? The Appraisal Policy and the Pay policy remain separate. Teachers’ standards are replicated in both policies. If targets and standards are met then a pay award would be made. It is important that there is consistency in approach. Appeals would be considered by the Pay Committee.  <b>xi) The Pay Policy for Teaching Staff was approved with the caveat that if Babcock produce a model policy, any pertinent points will be incorporated. This was agreed and voted unanimously.</b></p>	

	<p>xii) <b>The remit of the Pay Committee included in the Appendix need to be included in the TOR for the Pay Committee.</b>  The previous DCC Appraisal policy for Non-Teaching Staff will stand until new policies are produced. The Appraisal Policy has been approved in October 2012, the guidance notes were the focus of the consultation.  Devon County Council has been consulted via HR One. Trade Unions and staff have been consulted on the policies with no responses received.  xiii) The Chair expressed his thanks to MS and the Staff for their hard work and being proactive on this issue.</p>	<b>GW</b>
9	<p><b><u>School Improvement Focus</u></b></p> <p><b><u>The Strategic Plan 2014/2017</u></b>  i) A new Strategic Development Plan is being developed following initial work with Jo Pike (SIP). The proposal is that this is structured around the four Ofsted strands and clearly charts how the College achieves Outstanding by 2016/17 (next inspection). The Strategic Plan will provide a structure based on the framework provided by Ofsted Inspection with expected outcomes/endpoints for 2017. Objectives and milestones for the outcomes for each year of the plan will be incorporated.  ii) <b>MS to populate and have draft available for approval in October 2013.</b>  iii) The plan will provide a more strategic road map, Governors will be measuring the broader view of the plan. This will “overpin” the College Development Plan which is operational – each plan will link to each other regarding success criteria. This in turn will then feed into the Appraisal system so that everyone is clear about the journey.  iv) Another Mock Ofsted would be useful in 2016, however increasingly, schools are carrying out annual reviews to create focus and purpose.</p>	<b>MS</b>
10	<p><b><u>Ofsted Focus – Feedback from Inspection</u></b>  i) A copy of the latest SIP report was <b>tabled</b> and provided a briefing of actions since the Mock Inspection.  ii) Learning walks will be a feature of the CDP.  iii) The Accelerated Reading Programme will be updated.  iv) Independent Learning Programme – a co-ordinator will be appointed from September 2013.  v) A change of title for MS was discussed re Headteacher or Principal. MS requested HT as it is his preferred choice. This was <b>agreed</b>.</p>	
11	<p><b><u>Governor Development Plan</u></b></p> <p><b><u>Draft Evaluation of 2012/2013 GDP</u></b>  i) Evaluation of the plan was <b>noted</b>.  ii) A proforma to confirm training attended by Governors was circulated for completion.  iii) The Parent Forum is growing in strength with 54 Committee members to date. The Careers Consultation Report was <b>noted</b>. This is to be fed into the Careers strand of the CDP and <b>Parents given feedback on their comments before the end of term.</b></p> <p><b><u>Suggested Priorities for 2013/2014</u></b>  1. Skills audit in September to identify strengths and Areas for development</p>	<b>MS/ Darren Holland</b>

	<ul style="list-style-type: none"> <li>2. Governor training</li> <li>3. Stakeholder engagement to inform strategic decisions</li> <li>4. Monitoring and challenge – new committee structure, departmental links, tracking</li> <li>5. Support – events, management decisions on e.g. Pay progression</li> <li>6. Maintaining understanding of National policy changes, new OFSTED framework, Academy status, Co-operative Trust status</li> </ul>	
12	<b><u>Committee Minutes</u></b>	
	<b><u>Site and Buildings Committee</u></b> <ul style="list-style-type: none"> <li>i) The minutes were <b>noted</b>.</li> <li>ii) Devon Norse Catering attended the meeting to confirm that nutritional standards were being met.</li> <li>iii) Artificial Grass Pitch – Town Council meeting was held on 1 July 2013. Consultation, as part of planning application, ends on 11 July 2013.</li> </ul>	
	<b><u>Curriculum and Community Committee (now called CTL committee?)</u></b> <ul style="list-style-type: none"> <li>i) The minutes were <b>noted</b>.</li> <li>ii) The school prospectus has been updated and is of high quality.</li> </ul>	
	<b><u>Finance and Personnel Committee</u></b> <ul style="list-style-type: none"> <li>i) The minutes were <b>noted</b>.</li> <li>ii) No issues with the budget to date.</li> </ul>	
13	<b><u>Regional and National News - DfE/DAG/NGA/Babcock</u></b> <ul style="list-style-type: none"> <li>i) Axe Valley Learning Alliance and Learning Community minutes were circulated. <b>Governor Challenge:</b> What is the Trio system? Headteachers working in threes to peer observe etc.</li> <li>ii) GW attended the DAG and DEF meetings as a substitute for CW.</li> </ul>	
14	<b><u>AOB</u></b> <ul style="list-style-type: none"> <li>i) None reported.</li> </ul>	

The meeting closed at 8.30pm

Next FGB meeting 6.00pm on 10 October 2013

#### Summary of Action Points

Minute	Action	By Whom	By When
1	A copy of the presentation slides to be circulated to Governors.	LW	July 13
4	A Staff Governor to be elected.	LW/MS	Sept 13
4	Co-operative Trust to be invited to the FGB second meeting of the Autumn Term in December 2013. CW to explore what timeframe is required for the presentation.	CW	Sept 13
4	Curriculum to be added to the T&L Committee title.	LW	July 13
5	The Committees have Terms of Reference which need to be approved on an annual basis at the first Committee meeting in the Autumn Term. These will then be ratified by the FGB in the Autumn Term. There needs to be a gap analysis once TOR agreed. Meeting Dates were confirmed and to be	GW/ Chairs  GW/LW	Autumn 2013  July 13

	circulated.		
5	Some of the Governors require badges and lanyards.	MS	July 13
5	Musbury Primary School Consultation: GW and MS to meet to draft a response. This was agreed.	GW/MS	July 13
8	The Pay Policy for Teaching Staff was approved with the caveat that if Babcock produce a model policy, any pertinent points will be incorporated. This was agreed and voted unanimously. The remit of the Pay Committee included in the Appendix need to be included in the TOR for the Pay Committee.	MS GW/MS	Sept 13
9	The Strategic Plan 2014/2017: MS to populate and have draft available for approval in October 2013.	MS	Oct 13
11	Parents given feedback on their comments before the end of term.	MS/ Darren Holland	July 13

Signed .....  
Graham Watts, Chairman

Date.....