

The Axe Valley Community College

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY Thursday 4 October 2012 at 6.00pm in the Conference Suite, Sixth Form Centre

Initials	Eligible to attend	Attending	Type of Governor	Office terminates
GG	Mr Graham Godbeer (Chair)	Y	Community	09.04.2013
CW	Dr Carol Woodhouse	Y	Community	06.10.2013
GW	Mr Graham Watts	Y	Local Authority	31.08.2013
CS	Mrs Carol Simpson	Y	Local Authority	23.11.2014
RC	Mrs Ruth Coghlan	N	Parent	25.05.2015
DM	Mr D Mortimer	N	Parent	28.11.2012
MS	Mr Martin Smith	Y	Headteacher	
JL	Mrs Julie Layzell	N	Staff	29.04.2013
GK	Mr Geoff Kerr	N	Local Authority	20.05.2013
SE	Mrs Stephanie Evans	Y	Parent	20.05.2013
AW	Mrs Anita Whipp	Y	Staff	17.02.2015
JO	Ms Jo Osborne	N	Staff	17.02.2015
HR	Mr Harvey Robinson	Y	Parent	07.12.2015
LWai	Mrs Louise Wain	Y	Parent	07.12.2015
LW	Miss Lin Walkerdine	Y	Clerk	

	<p>Presentation by Naomi Gribler, Subject Leader and Lisa Martin, Assistant Subject Leader English Department.</p> <p>Some departmental materials were tabled.</p> <p>Naomi attended an Outstanding English Department course which recommended an Ethos statement "Reading for enjoyment and meaning, writing for pleasure and purpose and speaking with clarity and confidence". GCSE students are required to read, write and comprehend media articles. These articles are shared with other pupils in the class. This is proving to be successful and enjoyable.</p> <p>The department has been redecorated and an invitation has been extended to Governors to attend the opening at 3.00pm-5.00pm on Tuesday 23 October 2012 in the English Quad. The Special Guest invited will be Ally Kennen, Children's Author and Winner of The Manchester Book Award.</p> <p>Incentives including special pens, pen sets are available for students.</p> <p>A Transition project was launched and funding made available involving 8 primary schools. A further meeting will be held at TAVCC and peer observation will take place between Year 6 and Year 7 staff.</p> <p>KS3 students are one of the main focus for the department. An early Year 9 transition into GCSE level has been successful. Schemes of learning have been linked to the GCSE syllabus. The focus is on independent and self-motivated learners using a new assessment system which has been simplified and will focus on progression.</p> <p>The Accelerated Reader programme has involved writing competitions and extra curricular activities to promote the department ethos.</p> <p>The department wants students to aspire to be great writers and assist with younger children in TAVCC.</p> <p>Key Stages 4 & 5 are a focus for this year. Some students' exams have been remarked and this has resulted in national average being matched at TAVCC. The course content has changed to be more flexible and responsive. English Literature and English Language taken together involve a huge commitment from students. The department will be</p>	
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	<p>providing Literacy Toolkits and INSET days for staff. KS5 results are very pleasing with everyone achieving a Grade C or above. A new English Language A level will be introduced in September 2013.</p> <p>The department wish list included:</p> <ul style="list-style-type: none"> • Money to continue Transition Community Projects • Money for books • Staff Planning Days – time for the department to create scheme of work • More opportunities to visit theatre • Authors and Key Note Speakers to be invited to the department • Team teaching projects across the school • Visualisers for all teachers in the Department • Time to create a series of Revision Guides on Video • Skills based Master Class throughout the year • English teachers to be relieved of tutor responsibilities to facilitate one to one tuition • Another full time TA • Another LIC to provide intervention in lower years • Class set of e-readers • Time/resources to introduce a targeted writing scheme • Space for literacy leaders i.e. book clubs, writing workshops <p>Governor Challenge: how much do parents support the work of the department? A parent workshop was run last year for Aspire Students. Homework on the learning platform will assist with communication. Governors recommended that the wish list be prioritised.</p> <p>Governor Challenge: should additional funding be apportioned to those subject areas in TAVCC who are not achieving as well as the English Department? The Department needs to continuously improve. The English Department can provide inspiration for other staff to meet their high standards of achievement.</p>	
1	<p>i) Apologies from the following members of the governing body were received and sanctioned: Geoff Kerr; Ruth Coghlan, David Mortimer Julie Layzell and Jo Osborne</p>	
2	<p>Declaration of Pecuniary Interest in the Meeting None declared.</p>	
3	<p>Minutes of the Previous Meeting These were agreed as a true record and signed by the Chair.</p>	
4	<p>Matters Arising</p> <p>i) Page 5 Assessment Reviews should read inadequate, good and good.</p> <p>ii) Page 8 Future Status – Academy status to be discussed at the next meeting. Governors to establish a Task and Finish Group to research this and produce a paper for the meeting – GW/CW/HR/GG</p> <p>iii) Link Governor information has been posted on the learning platform for Subject Leaders to access. It was suggested that an event be held to meet together or create opportunities to meet at parents' evenings and other events.</p> <p>iv) Governor Training – GG attended an Ofsted Framework update meeting. GW attended a Level 2 Safeguarding course. CW will be attending the NGA AGM and Conference on 28 November 2012.</p>	

	<p>A training session with Jo Pike on Ofsted Framework for all Governors to be arranged.</p> <p>v) The Governor page of TAVCC website is not working well. Information to be uploaded to be sent to Ros Brake at TAVCC. GW to contact RC/KC regarding the website</p> <p>vi) Carol Simpson met with John Confrey regarding Achievement for All. Year 9 SEN students will be the focus for this initiative. It was suggested that a Governor's Award be given to the exceptional student for ethos within the SEN group, possibly a Year 11 or Year 13 student. This would be a recommendation to Governors for approval. CS to propose a system for awards.</p>	
5	<p>Chair's Business</p> <p>i) Election of Chair and Vice-Chair Mr G Godbeer resigned as Chair of Governors. He will remain on the FGB until the end of his term of office. The FGB thanked Mr Godbeer for his hard work and commitment to the College over a number of years. Dr G Watts was elected Chair for this academic year. This was voted unanimously. Mrs C Simpson resigned as Vice Chair of Governors and will remain on the FGB. The Governors thanked her for her hard work and commitment. Mr G Godbeer was elected Vice Chair. This was voted unanimously.</p> <p>ii) Re-election of Parent Governor Mr Mortimer was re-elected Parent Governor for a further term of office. Mrs Caren Taylor has resigned as Parent Governor. A Parent Governor Election needs to be held as soon as possible.</p> <p>iii) Register of Business Interests This was completed by Governors for this academic year.</p> <p>iv) Committee Membership This document needs to be amended due to resignations and change of roles and circulated to all Governors.</p> <p>v) Terms of Reference for Committees These were approved.</p> <p>vi) Teacher Appraisal Policy July 2012 This was approved. The appraisal period was stipulated as November to November.</p> <p>v) School Governance Regulations 2012 This information was noted.</p>	
7	<p>Headteacher's Report The paper was noted.</p> <p>i) Disappointing that English GCSE grades were lower than expected; this would have made significant difference to 5ACEM.</p> <p>ii) Very concerned regarding Science GCSE results, an action plan and support structure is in place.</p> <p>iii) At A level, results were satisfactory overall; attainment broadly in line with last year's results but overall below target.</p> <p>iv) Year 7 intake is in-line with predictions; crucially in 2013 we will have a larger than average Y11 being replaced by a smaller than average Y7</p>	

	<p>which will lead to a number of around 800. Like Sidmouth and Honiton we are significantly affected by falling rolls.</p> <p>v) Recruitment in Year 12 is lower than target and is disappointing. We face tough competition from some excellent FE colleges in the region but must do better in this area.</p> <p>vi) Achievement for All is a national programme that will initially focus on raising attainment and improving outcomes for SEN students. It is a two-year programme and we will be supported by a coach Lynne Watson. The focus initially will be on Year 9 SEN students and the Year 9 tutor team are going to be the first team of staff trained in new techniques. A key element of the programme is 'structured conversations' which are held with parents and students. Important links potentially can be made here to parental engagement agenda.</p> <p>vii) Following our review of the Homework Policy in June 2012, we are planning to make some changes to the policy to make systems clearer, applied more consistently and lead to higher standards of student work.</p> <p>viii) A new Marking Policy aims to create a consistent approach to marking across the college so that all students receive high quality marking. Marking is viewed as a key element in supporting students' progress and developing effective literacy skills.</p> <p>ix) A new SEF has been drafted and will be finalised by start of November 2012.</p> <p>x) The 2011-2012 College Development Plan evaluation is near-complete and will be presented to the Governors' Performance Committee. The SEF and the CDP evaluation will inform the prioritisation of areas for this year's College Development Plan.</p> <p>xi) The ASPIRE programme has been successful in many aspects, particularly in the performance of the year 11 students in their GCSEs and the proportion of A/ A* grades they achieved. The programme is still developing e.g. the introduction of coaching and is in its infancy however there are already good signs of improvement in the motivation of learners. Perhaps the most important aspect of the programme so far has been the involvement of parents, external partners e.g. Exeter University and the Met Office, students and teachers in making the events exciting and memorable. The Governors recommended that the Aspire Staff would be invited to attend the FGB meeting to give a short presentation.</p> <p>xii) A discussion took place on invitation to Subject Leaders to Curriculum Committee and FGB. It was agreed that Curriculum Committee would invite Subject Leaders following an Assessment Review. It was agreed that the Subject Leader and Assistant SL for Science would be invited to the next FGB.</p> <p>xiii) A highly productive first meeting of the Axe Valley Learning Alliance was held on 26th September; a draft action plan has been developed which will be circulated shortly.</p> <p>The FGB of TAVCC agreed their formal support of the Axe Valley Learning Alliance.</p>	
8	<p>Governor Development Plan</p> <p>i) The draft of the Governor Development Plan for 2012/2013 was presented.</p> <p>ii) Governor Self-Review to be emailed to Governors for completion and return.</p> <p>iii) Governors were encouraged to meet with their relevant Subject Leader as a familiarisation visit.</p>	

	<p>iv) The College Development Plan is monitored by the College Performance Committee – this Committee meets three times a year to review and monitor the plan. GW encouraged Governors to be familiar with the plan prior to Governor visits.</p> <p>v) The SFVS Skills Matrix have to be completed by Governors who are members of the F&P Committee.</p> <p>vi) The School Calendar of Events was circulated and Governors were requested to provide their availability for these events.</p>	
9	<p>Parental Engagement</p> <p>i) Meeting arranged for 22 October 2012 – invitation will be sent to Year 7 Parents and last year’s ASPIRE parents.</p>	
9	<p>Committee Minutes</p> <p>Sites and Buildings Committee</p> <p>i) The minutes were noted.</p> <p>ii) The new pedestrian path in Stoney Lane has now been completed and a barrier/priority sign required. MS commented that there is an increase in pedestrian traffic across the site.</p> <p>iii) The installation of the PV panels was raised as match funding required. This proposal will be submitted to F&P Committee for approval.</p>	
	<p>Curriculum and Community Committee</p> <p>i) The minutes were noted.</p> <p>ii) The College’s ability to track individual Vulnerable Children is impressive. Overall good progress is being made with this specific group of children.</p> <p>iii) Literacy Twilight Training Sessions are being held for Staff and Governors.</p> <p>iv) The format of policies was discussed. Governors approve the strategic policy document, with operational and procedural details attached as an appendix so that it can be changed easily.</p>	
	<p>Finance and Personnel Committee</p> <p>i) The minutes were noted.</p> <p>ii) Pupil Premium funding was discussed. A more detailed explanation to be included in the next Headteacher’s report. MS to provide a detailed plan to the next F&P Committee meeting.</p>	
10	<p>Regional and National News</p> <p>i) The DAG Conference will be held in June 2013. Details will be included in the next Axe Valley Governors Newsletter.</p> <p>ii) DEF podcast is available on the DCC website.</p> <p>iii) NGA Board Meeting was held on 29 September 2012.</p> <p>iv) The Axe Valley Governors Group next meeting will be held at Hawkchurch C of E Primary School (tbc).</p>	
11	<p>AOB</p> <p>i) College Connect has a role of fund raising and is currently putting together a sponsorship package to be distributed to local businesses in the area. The Governors approved this initiative with the caveat that the businesses approached should be ethical in its ethos.</p>	

Next FGB meeting 6.00pm on 6 December 2012

Summary of Action Points

Minute	Action	By Whom	By When
4	Future Status – Academy status to be discussed at the next meeting. Governors to establish a Task and Finish Group to research this and produce a paper for the meeting – GW/CW/HR/GG	GW/CW/HR/GG	6/12/12
4	A training session with Jo Pike on Ofsted Framework for all Governors to be arranged.	MS	October 2012
4	GW to contact RC/KC regarding the website	GW	October 2012
4	CS to propose a system for awards.	CS	6/12/12
5	Parent Governor Election needs to be held as soon as possible.	LW/JW	October 2012
7	It was agreed that the Subject Leader and Assistant SL for Science would be invited to the next FGB.	MS	6/12/12
8	Governor Self-Review to be emailed to Governors for completion and return.	GW	October 2012
8	Governors were encouraged to meet with their relevant Subject Leader as a familiarisation visit.	ALL	On-going
8	The School Calendar of Events was circulated and Governors were requested to provide their availability for these events.	ALL	On-going
9	Pupil Premium funding was discussed. A more detailed explanation to be included in the next Headteacher report. MS to provide a detailed plan to the next F&P Committee meeting.	MS	6/12/12

The meeting closed at 9.00pm.

Signed

Date.....

Graham Watts, Chairman