

# The Axe Valley Community College

## MINUTES OF THE MEETING OF THE FULL GOVERNING BODY Thursday 6 December 2012 at 6.00pm in the Conference Suite, Sixth Form Centre

Initials	Eligible to attend	Attending	Type of Governor	Office terminates
GG	Mr Graham Watts (Chair)	Y	Community	09.04.2013
CW	Dr Carol Woodhouse	Y	Community	06.10.2013
GW	Mr Graham Godbeer	Y	Local Authority	31.08.2013
CS	Mrs Carol Simpson	Y	Local Authority	23.11.2014
RC	Mrs Ruth Coghlan	Y	Parent	25.05.2015
DM	Mr D Mortimer	Y	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	N	Parent	20.05.2013
AW	Mrs Anita Whipp	N	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
WC	Mrs Wendy Cryer	Y	Local Authority	17.04.2016
LW	Miss Lin Walkerdine	Y	Clerk	

	<p><b>Presentation by Paul Hansford and Siobhan McCarthy – Science Department.</b></p> <p>i) New GCSEs were introduced last year.</p> <p>ii) KS3 results were good and the department buys in a SATs paper which is used to set triple Science sets.</p> <p>iii) A level improvements in Biology continue to be successful.</p> <p>iv) Level 3 BTEC has produced good results.</p> <p>v) Teamwork is the main focus of the department – sharing resources and good practice.</p> <p>vi) Aspire Programme has been welcomed by the department.</p> <p>vii) There have been some staffing issues.</p> <p>viii) Department has had a blip regarding 2x A*-C.</p> <p>ix) More emphasis on literacy regarding test questions – change approach to teaching and provide opportunities for students to practice.</p> <p>x) Intervention/mentoring programme has been introduced.</p> <p>xi) Holiday/after school revision sessions organised by SMC.</p> <p>xii) Re-sits used at the moment but these will be replaced by a new strategy as change to modular exams.</p> <p>xiv) Future developments include:</p> <ul style="list-style-type: none"> <li>• A 3 year GCSE option</li> <li>• Alternative course for ALPS</li> <li>• BTEC may be introduced again and target specific pupils</li> <li>• Re-structure responsibilities in department using a different model which takes into consideration the professional development of NQTs.</li> <li>• Re-vamp building specifically the corridors and labs ( which has budget implications)</li> <li>• Triple science put back into option system to give an appropriate amount of time to complete courses (20% of time). Four options were moved to three and at the same time EBACC was introduced.</li> </ul>	
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	<p><b>Governor Questions</b></p> <p><b>1. Do you have other KPIs?</b> We have systems to compare Value Added results. Headline figure is not as good as might be – the communication is what most people are aware of. Science Assessment Review has taken place with positive comments.</p> <p><b>2. What about future developments?</b> Raising standards – 60% 2xA*-C is the aim and MS meets with staff on regular basis. Data will be available for next Governors' Curriculum Committee meeting. Brainstorm on curriculum with Science Adviser to contribute best practice in County. Some staff will be subject to coaching programme. Next step change will happen in September 2013.</p> <p><b>3. What does make changes to headlines?</b> Teaching and Learning and an understanding by staff and pupils on how to make progress.</p> <p><b>4. How does the assessment/review process work?</b> Progress has been made and this has given confidence to staff particularly NQTs. Scrutiny of marking and lesson observations form part of the process. Learning Walks are useful and are becoming whole school policy. The fruit of progress will be seen in 2013 results but more specific regarding exam results in September 2014 for current Year 10s.</p> <p><b>5. Concern regarding Biology</b> – good reasons for this? Changes to staffing have improved delivery – Siobhan has been appointed A level examiner which should provide a valuable insight into marking schemes and requirements of examinations.</p>	
1	<p>Apologies from the following members of the governing body were received and sanctioned: Geoff Kerr; Stephanie Evans; Anita Whipp; Julie Layzell and Jo Osborne.</p> <p>Heather Burnett was welcomed by the Chair as an observer prior to being appointed as Parent Governor.</p>	
2	<p><b>Declaration of Pecuniary Interest in the Meeting</b></p> <p>None declared.</p>	
3	<p><b>Minutes of the Previous Meeting</b></p> <p>These were <b>agreed</b> as a true record and signed by the Chair.</p> <p>Amendment to Page 4, Item 8 Governor Development Plan – remove “evaluation” from sentence.</p>	
4	<p><b>Matters Arising</b></p> <p>i) A training session with Jo Pike on Ofsted Framework – Mock Inspection is to be arranged and the training session will follow.</p> <p>ii) System for awards – CS presented a proposal for Governors Award. The Award would be for core values rather than attainment. The values judged are consideration, commitment, co-operation and candour. Nominations could be received from HOY/SLT and students. The Award/s would be decided at FGB or a working party/Committee. Two awards would be presented – Governors Award for end of Year 11 and an award for Sixth Form at the Presentation Evening in July. The award would be given to any student regardless of ability. May need a matrix scoring system to judge the nominations. This proposal was <b>approved</b>.</p> <p>iii) Governor Self-Review in process of collation. Good coverage of skills but lacks legal aspects. The FGB should consider an LA/Community Governor with those skills.</p>	

	<p><b>GW to produce final analysis once completed.</b></p> <p>iv) GG was invited to sit on Sixth Form Review and found this very informative.</p> <p>v) CW/RC and Jo Pike have met regarding Headteacher Appraisal and a recommendation has been made to the F&amp;P Committee.</p> <p>vi) <b>ASPIRE programme staff to present to a FGB meeting next term.</b></p>	
5	<p><b>Chair's Business</b></p> <p><b>i) Website, Governor Pages, Code of Conduct</b></p> <p>a) Governor pages are now part of the website. Governors are encouraged to visit the website.</p> <p>b) The Chair expressed his thanks to Ros Brake who has worked hard on uploading documents.</p> <p>c) There are five sub tabs with information on policies and minutes of meetings, membership. Governor profiles need to be updated.</p> <p>d) Governors' Code of conduct was <b>approved</b> and will be uploaded.</p> <p><b>ii) College Vision</b></p> <p>a) School Tag Line – "join us in our wish to become outstanding in every way" should be known by all Governors.</p> <p>iii) The College Finance Policy was <b>ratified</b>.</p> <p>iv) The DCC Model Safeguarding Policy was <b>ratified</b>.</p> <p>v) The Non Teaching Staff Appraisal Policy was <b>ratified</b>.</p>	
7	<p><b>Headteacher's Report</b></p> <p>The paper was <b>noted</b>.</p> <p>i) The consultation on the new Behaviour Policy with parents and students has been completed and now feedback will be analysed. Findings will be presented to all stakeholders and create a final version. The planned implementation date is expected for early February 2013.</p> <p>ii) The Sixth form has made an excellent start: UCAS applications already exceed the total for last year, with a further 20 applications in the pipeline. The drive from the sixth form team to increase UCAS applications is a key element of raising aspirations of sixth formers. Private study arrangements are now very good: Liz Slade, the new Sixth Form Assistant, has made a significant impact on supporting and monitoring sixth formers.</p> <p>iii) With the cessation of universal careers service from Connexions, schools are now required to fill the void. Darren Holland has developed a programme 11-19 which is currently being implemented. We have re-structured staff internally to enable us to provide a high quality service to students through an Information, Advice and Guidance Officer who will co-ordinate work experience, provide careers interviews and work with local businesses on work related learning projects. Anita Whipp is taking on the role of the in-house Careers Adviser. Careers Information and Guidance is also the focus for the Parent Forum to allow parental input into the strategy for delivery.</p> <p>iv) There are significant changes being proposed to Key Stage 4. The Department for Education is looking to introduce English Baccalaureate Certificates (first year group is the current Year 7s). The college's SLT have completed the consultation response form and it will be interesting to</p>	

	<p>see the outcome. In general we are strongly opposed to these changes because of the narrowing of the curriculum and the risk that the non-EBC students will have second rate qualifications. Many academies are taking the International GCSE.</p> <p>v) The College will undertake a full curriculum review in January 2013 that covers the following:</p> <ol style="list-style-type: none"> <li>1. What's our vision for the curriculum?</li> <li>2. What's the government's vision? What do we have in common; where do we differ?</li> <li>3. What curriculum models might enable us to deliver our (and government's) vision?</li> <li>4. What are the possible implications for budget and staffing?</li> <li>5. What steps to we need to take to be best placed to manage changes effectively?</li> </ol> <p>This will form the starting point for formation of strategic direction.</p> <p>vi) We are currently using the new indicative budget calculators to create initial budget plans for next three years. Year 2 and beyond are looking 'vulnerable' because of falling rolls. A meeting with HR and Finance before the end of term will be arranged to start planning how best to manage this. Geoff Kerr (newly appointed Chair of Finance) has kindly agreed to attend and we will be able to provide a clearer picture at next F&amp;P meeting.</p> <p>vii) Total pupil numbers are 843 as at November 2012.</p> <p>ix) Axe Valley Learning Community - Rupert Butler, Chair of Governors at Musbury Primary School and member of the DAG Board asked for Governor representation at the LC meetings. This was discussed. CS commented that the group were a self-governing body and it was not appropriate for Governors to attend. CW disagreed as AVLC group has a large budget from the delegated schools budget which needs to be accountable and it is the role of Governors to do this. The Management Team comprises of 4 HTs including MS who look at bidding applications for funding. The Clerk is accountable to DCC regarding accounting. It was <b>proposed</b> that minutes of the LC meetings are distributed to all Governors for information.</p> <p>At the end of each financial year, a report on expenditure would be circulated. £140,000 budget in total and a small percentage of the total budget in the Axe Valley. <b>At next LC meeting, HTs feedback on Governing Body views – MS to write to Sue Clarke with consolidated proposals.</b></p>	
8	<p><b>Axe Valley Learning Alliance Update</b></p> <p>i) Very productive network meetings – two meetings of Heads and Governors have taken place and an action plan developed. A singing workshop at Axminster Primary and a network meeting for KS2 teachers have taken place. Business Managers will be invited to the next meeting to advise on procurement and services.</p> <p>ii) Joint training across Learning Alliance – a proforma has been circulated to all schools to ask them to indicate training needs and priority. <b>CW to collate onto a matrix for next Learning Alliance meeting in January 2013.</b></p>	

9	<p><b>School Improvement Focus</b>  <b>This will be a standing item on the agenda.</b></p> <p>Three governors from the College Performance Committee met on the 23<sup>rd</sup> November to discuss the SEF, the evaluation of the CDP 2011/12 and propose the priorities for the CDP 2012/13. The FGB was provided with summaries of all three documents but were referred to the full documents for any further information.</p> <p><b>i) SEF 2011/12 and CDP 2012/13</b></p> <ul style="list-style-type: none"> <li>• SEF (Self Evaluation Form) is a key document for the Ofsted Inspection process. The college has assessed itself rigorously against the Grades and descriptions in the new OFSTED inspection schedule. The new framework is much tougher and school overall grades are falling.</li> <li>• TAVCC was judged a good school three years ago.</li> <li>• Achievement Grade impacts on other Grades and is currently borderline which could go either way.</li> <li>• <b>Governors need to be aware of the summary document in preparation for Ofsted.</b></li> </ul> <p><b>ii) CDP Evaluation</b></p> <ul style="list-style-type: none"> <li>• Significant improvements are evident in 2011-2012 CDP. The majority of targets (16/28) were met and 23/28 at least partially met. This reflects the high quality planning and monitoring of improvements and the ambition of leaders to drive improvement. In some cases where targets were not met unrealistic success criteria were used. In others because insufficient focus given to delivery.</li> </ul> <p>Moving forward it would be advisable to:</p> <ol style="list-style-type: none"> <li>1. Carry some targets forward to next year's CDP as they are still highly relevant</li> <li>2. Restrict number of targets / plans to 15 to make this more manageable</li> <li>3. Communicate better the CDP to all stakeholders</li> <li>4. Set ambitious, yet achievable success criteria</li> </ol> <p><b>iii) CDP 2012-2013</b></p> <p>MS has circulated a mind map of the plan which identifies the main priorities for 2012/13. Detailed plans underpinning these priorities will be developed by named staff before the start of the spring term.</p> <p><b>Governors need to be aware of the summary document in preparation for Ofsted.</b> In particular they should be aware of Priority 4.3 "Developing outstanding governance" to which the Governor Development Plan responds.</p> <p><b>iv) Pupil Premium</b></p> <p>MS reported on expenditure of PP funding. 92 students were on roll in 2011-2012 with Free School Meals. School has approximately 10% FSM, which is below National Average (15%). In 2011-2012 there were no Children in Care or Children of Services Personnel, so FSM make the Pupil Premium cohort. We received £444 per student, giving us a total budget of £40,844. The College is required to report on specifically and published on college website. The following</p>	
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	<p>actions are required:</p> <ol style="list-style-type: none"> <li>1. Establish clear leadership of Pupil Premium within Senior Leadership Team</li> <li>2. Include Narrowing the Gap in College Development Plan, with section on FSM; use most effective practices in college to target FSM</li> <li>3. Set ambitious targets for Narrowing the Gap and report to governors regularly on progress</li> </ol> <p><b>v) Governor Training/Attendance at Meetings/Conferences</b>  Part of GDP is to ensure training and participation in events. The Chair circulated a proforma and asked Governors to complete the form or email the Chair/Clerk with updates which will then be incorporated into the Governor Development Plan  DCC training Spring 2013 courses are now available. Please contact the Clerk to reserve a place.</p>	
10	<p><b>OFSTED focus</b>  <b>This will be a standing item on the agenda</b></p> <ol style="list-style-type: none"> <li>i) "Mock" OFSTED inspection – date not known as yet.</li> <li>ii) Governor Preparation for OFSTED  <b>E-files of key documents to be developed and circulated to all Governors – GW.</b>  Training for AVGA at Hawkchurch was well received.  <b>A Presentation on Preparation for Ofsted will be repeated at start of an FGB in the spring term by GW.</b></li> </ol>	
11	<p><b>Link Governors and Governor Visits</b>  i) Paper was circulated for approval. Statutory duties listed for Governors, the Governor Visits Policy and add Governor Visits Form incorporated into the document. This was <b>approved and voted unanimously</b>. <b>Chair thanked CW for her hard work.</b></p>	
12	<p><b>Academy Status</b>  i) <b>CW/GW/MS Task and Complete Group to publish a paper. GW has sent a letter and survey to all 18 convertor Academies asking their FGB to comment on what went well etc.</b></p> <p><b>ii) The group will meet early in the spring term to analyse and present to next FGB.</b></p>	
13	<p><b>Governor Development Plan</b>  i) Emailed and evaluated with RAG format. Comments/observations to GW and if nil return, the document will be uploaded onto the College website.  Parent Forum have a core of interested parents who are keen to be involved and will be discussing the terms of reference and communication with parents including – twitter facebook etc. The next meeting will be held in January 2013. <b>Report on progress to next FGB meeting.</b></p>	
14	<p><b>Committee Minutes</b>  <b>Sites and Buildings Committee</b></p>	

	<ul style="list-style-type: none"> <li>i) The minutes were <b>noted</b>.</li> <li>ii) The Artificial Pitch progressing – planning permission application to be submitted in April 2013.</li> <li>iii) New crossing working well – bigger impact on parents with young children – improved significantly the safety of pupils – barrier on Stoney Lane. Traffic issues – difficult. Express concern to EDCC.</li> </ul>	
	<p><b>Curriculum and Community Committee</b></p> <ul style="list-style-type: none"> <li>i) The minutes were <b>noted</b>.</li> <li>ii) Good presentation from Greg Horn and Emma King regarding Sixth Form.</li> </ul>	
	<p><b>Finance and Personnel Committee</b></p> <ul style="list-style-type: none"> <li>i) The minutes were <b>noted</b>.</li> <li>ii) Geoff Kerr was appointed Chair of Committee.</li> </ul>	
15	<p><b>Regional and National News</b></p> <p>i) Each year DAG holds an Away Day to plan for the coming year. It took place on 10<sup>th</sup> November 2012 at Queen Elizabeth CC, Crediton. The main questions addressed were: Are we fit for Purpose? What is our purpose? Can we make ourselves fitter? The discussion centred on the following: Website Challenges: can we persuade governors to use it; presentation skills; mentoring skills; Governor Involvement in LLCs; and Minimum Funding. With the conversion to academy status by so many schools DAG is now having to set up a charging mechanism as academy membership is no longer covered by DCC grant.</p> <p><b>ii) Questions for governors to ask headteachers</b></p> <ol style="list-style-type: none"> <li>1. <b>Values.</b> What values underpin the school's curriculum? Have these been discussed with parents / pupils / teachers?</li> <li>2. <b>Networks.</b> How good are the professional networks of the staff? Is the school finding out about excellent practice elsewhere?</li> <li>3. <b>Autonomy,</b> How is the school using the autonomy that is available to it?</li> <li>4. How strong are the school's <b>partnerships</b> with other schools / business / the community?</li> <li>5. <b>Culture.</b> Are there enough curriculum thinkers on the staff?</li> <li>6. <b>Time.</b> What proportion of the week do pupils spend on the National Curriculum?</li> <li>7. <b>Skills.</b> What skills are we teaching pupils? Is this being done in a planned way?</li> <li>8. Both/and. Is there a warp and a weft to our school's curriculum – of knowledge and skills and personal qualities?</li> <li>9. Assessment How good is our assessment work? Does assessment fully support learning?</li> <li>10. Whole Education. Is our school giving all pupils a fully rounded education?</li> </ol> <p>iii) Ian Courtney then described the Dartmoor Federation. He suggested that it was a mistake to obsess about models of governance – it was all about what comes out. The Federation had five schools, one secondary (1400 pupils) and four small primaries. They had one governing body, which included the five headteachers, and a new Instrument of Government. Three months ago they moved to become a Co-operative Trust. TAVCC to look at Co-operative Trusts next term.</p> <p>iv) AVGA next meeting will take place at the end of the Spring or early Summer Term at Membury Primary School date tbc.</p>	

16	<b>AOB</b> i) GG thanked the Clerk for her support during his role as Chair of Governors.	
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Next FGB meeting **6.00pm on 7 February 2013**

**Summary of Action Points**

Minute	Action	By Whom	By When
4	GW to produce final analysis of Governor Self-Review once completed.	GW	Jan 13
4	ASPIRE programme staff to present to a FGB meeting next term.	GW/MS	Spring Term 13
7	It was recommended that an HR Manager be appointed on an internal restructure basis to be raised at F&P Committee as a proposal for approval.	MS	Jan 13
7	At next LC meeting, HTs feedback on Governing Body views – MS to write to Sue Clarke with consolidated proposals.	MS	Spring Term 13
8	CW to collate training needs for the Learning Alliance onto a matrix for next Learning Alliance meeting in January 2013.	CW	Jan 13
10	E-files to be circulated for Governors in preparation for Ofsted.	GW	Jan 13
10	A Presentation on Preparation for Ofsted will be repeated at start of FGB by GW.	GW	Spring Term 13
12	CW/GW/MS Task and Complete Group to publish a paper. GW has sent a letter and survey to all 18 convertor Academies asking their FGB to comment on what went well etc. GW to analyse and present to next FGB.	GW/CW/MS	Feb 13
13	Parent Forum - Report on progress to next FGB meeting.	GW	Feb 13

The meeting closed at 9.13pm.

Signed .....

Date.....

Graham Watts, Chairman