The Axe Valley Community College

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY Thursday 7 February 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)	Υ	Community	09.04.2013
CW	Dr Carol Woodhouse	Υ	Community	06.10.2013
GG	Mr Graham Godbeer	Υ	Local Authority	31.08.2013
CS	Mrs Carol Simpson	N	Local Authority	23.11.2014
RC	Mrs Ruth Coghlan	Y	Parent	25.05.2015
DM	Mr D Mortimer	Υ	Parent	29.11.2016
MS	Mr Martin Smith	Y	Headteacher	
JL	Mrs Julie Layzell	N	Staff	29.04.2013
GK	Mr Geoff Kerr	Y	Local Authority	20.05.2013
SE	Mrs Stephanie Evans	Y	Parent	20.05.2013
AW	Mrs Anita Whipp	Υ	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	Y	Local Authority	17.04.2016
HB	Mrs H Burnett	Y	Parent	07.02.2016
LW	Miss Lin Walkerdine	Y	Clerk	

1	Presentation by Dr Graham Watts		
	i) This presentation was a condensed version of the slides given to the AVGG		
	at Hawkchurch Primary School.		
	ii) A copy of the presentation will be distributed electronically to the FGB		
	following the meeting.		
	iii) Governor attendance at Events to be added to website.	GW/L	
	iv) Student Council to be invited to a future FGB meeting.	W	
	v) CW, in her capacity as a member of the DAG Board, analysed Ofsted		
	Reports for 39 Primaries and 1 Secondary in Devon. Many of the inspectors		
	were reporting on Governor Training and Governor Challenge.		
	vi) A letter from Sir Michael Wilshaw, HM Chief Inspector dated February 2013		
	to Heads and Chairs was noted. Particular emphasis was given to Pupil		
	Premium, Year 7 Catch Up Premium, Performance Management and		
	Governance. The minimum number of comments made on Parent View has		
	been increased from 3 to 10 before it can be accessed. It was agreed to		
	monitor and ask parents to complete the questionnaire online.		
	vi) Zip files of SDP and other documents relevant to Ofsted Inspection will	GW/L	
	be circulated. Governors must replace documents with the most recent	W	
	versions when relevant.		
2	Apologies from the following members of the governing body were received		
	and sanctioned: Carol Simpson; Julie Layzell		
	Heather Burnett was welcomed by the Chair as the new Parent Governor.		
3	Declaration of Pecuniary Interest in the Meeting		
	None declared.		
4	Minutes of the Previous Meeting		
	These were agreed as a true record and signed by the Chair.		

_	Mattern Asiata	
5	i) GW to produce final analysis of Governor Self-Review once completed c/f. Community Governor with Legal Skills is being sought. ii) Aspire presentation will be made at 7 March FGB meeting. iii) MS commented that it is currently not affordable or achievable to appoint an HR Manager however this will be reviewed next year. Governor Challenge: could an HR Officer/Employment Law Solicitor be appointed on a case by case basis? MS commented as too costly and many of the HR policies are corporate and statutory. MS to research and report back to FGB. CW suggested that the Learning Alliance appoint an HR Officer to provide support and advice to the schools involved. iv) At LC March meeting, HTs feedback on Governing Body views – MS to write to Sue Clarke with consolidated proposals. v) CW to collate training needs for the Learning Alliance onto a matrix for next Learning Alliance meeting in January 2013. WC to progress. vi) Co-operative Trust – Task and Finish Group to be established. HR/CW/LWai	MS WC HR/CW /LWai
6	Chair's Business	
	 i) SEN Policy This was ratified and adopted with an unanimous vote. The policy will be uploaded onto the website. Chair commented that there was a lot of procedure details in the policy. ii) Term Dates 2013-2014 These were approved unanimously. 	
7	Headteacher's Report	
	 i) The paper was noted. ii) The Governors' College Performance Committee met with SLT on Wednesday 30th January to review RAISEOnline (whole school performance data) and the Sixth Form (equivalent for Sixth form) iii) Curriculum change consultation for Sep 2013. We are currently consulting on changes to class structure. The main changes are: Reducing provision for Alternative Learning Programme in KS4 and integrating all students into mainstream KS4 curriculum (save £30,000 in transport, FE college course fees, TA support (380hrs) plus equivalent of 1.2 FTE teachers. KS4 option subjects will be restricted to 7, dropping to 6 from Sep 2014. KS5 options will also be restricted. Total saving 2.4FTE (121 lessons per fortnight) The purpose of these proposed changes, which have been presented to Curriculum Committee, are to create a financially sustainable and high quality curriculum, given the budgetary pressures we are facing. If adopted, MS will write to local colleges to inform them of changes. iv) Literacy staff training: All teaching staff (and many Teaching Assistants) took part in "Literacy/Writing across the Curriculum" training during a twillight session on Thursday 31st January. This was delivered by Richard Durrant – Devon adviser. The purpose of the training was to enable all teachers to promote high quality writing in their lessons. This will be followed up by teachers putting new strategies into action and hosting/conducting lesson observations of colleagues to promote critical reflection and professional dialogue on these techniques. This model of staff development is considered best practice and worked well last year with Kagan teaching techniques training. 	
	v) Visit from SEN adviser: Sue Smith visited College to discuss SEN. Overall feedback was very good. Full visit notes will be included in next Curriculum	

meeting.

- vi) **Pupil Numbers** were 839 as at February 2013.
- viii) **Staffing:** Phillipa Clewer started as new Teacher of English, taking over from Laura White. Phillipa joins us from a large comprehensive in Reading where she was Head of English. Kim Cross started as new part time Teacher of Drama, taking over from Peter Ludbrook. Kim also teaches at Sidmouth College and will take a key role in college production of Grease late this year
- ix) **Artificial Grass Pitch:** A Community Information Meeting was held on Thursday 24th January. 17 local residents attended. Other members included: Mike Hooper (LED), Lee Rider (Devon FA), Cllr Andrew Moulding, Cllr Brian Watson, Marcus Kingwell (Project Consultant) and Bob Scrivner (Engineer). School was represented by Martin Smith and Jacky Lomax (Business Manager). Concerns were raised regarding parking, behaviour and code of conduct for users and levels of floodlighting. While every effort will be made to accommodate residents' views, it was also explained that the business plan for the project had to provide a sustainable future for the AGP and secondly that The Football Foundation (which we hope will provide funding) has strict criteria for how the AGP is designed and supports football development in the area. Overall the meeting was purposeful and constructive.
- x) **School Closures:** due to adverse weather conditions. The Year 9 parents' evening that was postponed on 23rd Jan will be rescheduled to Tuesday 5th March.
- xi) CW commented that there is only a requirement for Headteacher Report once a term. The second half of term would be entitled Headteacher Business (verbal report). This will be a flexible arrangement. This was discussed and agreed to set up a task and finish group consisting of HR/RC/MS/GW.

8 Budgetary issues update on submission to FIPS

- i) Governors were advised on the College approach to managing finance. This stemmed from a meeting on 10 December 2012 with Finance and HR Officers. Significant financial pressures are anticipated for the next financial year. MS wrote to FIPS with a long-term strategic proposal.
- ii) The model proposed would lead the College to a positive financial position in 2 years time. The trajectory plotted would achieve £98k in surplus. This does not cover Year 3. The College has demonstrated that it has taken reasonable steps to maintain a balanced budget.
- iii) The outcome from FIPS is uncertain as TAVCC is not high priority due to some schools being in a redundancy position.
- iv) Staff will be informed on a case by case basis.
- v) The detailed FIP submission has been scrutinised by the F&P Committee.

9 Adjustment to staffing structures

- i) MS tabled an updated version of the proposal for formal consultation (Draft 2) which has more detail included.
- ii) If approved, the formal consultation will be held 9 February to 22 March 2013.
- iii) Consideration of the outcomes of the formal consultation and decision on adjustments to staffing structures by the FGB will be arranged during w/c 25 March 2013.
- iv) Current staffing levels are not sustainable. The College aims to manage the forecast deficit for 2013-2014 through action short of redundancy (e.g. ending temporary contracts and expenditure reduced). The College will only be able to manage the forecast deficit for 2014-2015 through further action next year which may include redundancy.
- v) Options discussed included restructuring of the Behaviour Support Team, the Support Centre staff, TAs and Learning Support Teams.

Governor Challenge: what numbers of children are involved? Not

necessarily behavioural as assists Year Heads who may have vulnerable pupils which is why consistency is crucial. Pupils excluded in the future will have alternative provision funded by the College.

vi) The curriculum remodelling process will also reduce teaching commitments. **Governor Challenge:** when would teacher surplus be reduced? Temporary contracts will be terminated on 31 August 2013. Not until Year 9 Options are defined can resources be agreed and additionally some staff will leave or retire. For support staff the timeframe would commence after Easter 2013.

Governor Challenge: proposal does not reflect best value for money and would improve by having an action plan or annotated notes to explain why these decisions have to be taken. A change to headings under Staffing Structure Options as Benefits and Risks instead of Rationale/Advantages and Disadvantages was agreed. D3 Options to be changed to Proposals. An additional comment regarding curriculum modelling to be included.

vii) Proposal will be made to staff on Monday 11th February 2013.

Governor Challenge: can Governors help with demographic issues regarding falling roles or help promote the College to attract more students through better media coverage and newsletters to parents.

The proposal to adopt this paper was made by GW and seconded by SE and was **approved** unanimously.

- viii) Whilst appreciating the external pressures that are currently being placed on the education system in general and TAVCC in particular reduced funding, falling pupil numbers, major curriculum changes the governors of TAVCC are fully aware that two of their accountabilities are:
- a) To provide an appropriate curriculum for all students
- b) To ensure financial balance

We expect the Headteacher and his leadership team to implement all the necessary adjustments and alterations that are appropriate in order to fulfil these.

We have every confidence that the measures being proposed here, and discussed at length in Agenda Items 8&9, are appropriate. Nevertheless governors request that, in order to assist in fulfilling their strategic role, they are regularly kept informed by the headteacher of the progress of these measures.

This would be best achieved by having a standing item of the agendas of the FGB and any appropriate Committee entitled "Progress of the financial/staffing/curriculum/restructuring actions".

GW/MS

10 School Improvement Focus

Report on College Performance Committee 30 January 2013

- I) Notes taken at the meeting will be finalised and circulated.
- ii) Raisoneline was discussed as it is the main document that drives the Ofsted process. Headlines regarding attainment are satisfactory but College has been adversely affected by English Grading in Summer 2012. Measures have taken place in the English Department to address issues. Other schools may not have used the same Exam Board so cannot be compared.
- iii) The overall VA measure has been lower than average. Students in other schools are gaining points by studying non GCSE courses i.e. vocational courses. An analysis will be carried out to compare the two curriculum programmes and the impact on VA.
- iv) The APS is low which may trigger an inspection.
- v) There are several stresses within Raiseonline and therefore TAVCC needs to position itself carefully. Achievement as Grade 3 would mean "requires improvement" which affects the overall judgement as requires improvement.
- vi) MS commented that the College should position itself in the self-assessment document by demonstrating the situation is short term and that strategies are being employed to make improvements.

	vii) The options for declaring 'Requires Improvement' or 'Good' in the Self-Assessment response document was discussed at length. viii) GW/MS to distribute meeting notes to FGB.	
	Feedback from SIP Visit	
	i) MS met with Jo Pike, SIP and meeting notes will be circulated to the	
	Curriculum Committee. Very positive comments were made.	
	ii) Maths outstanding	
	iii) Attendance and SEN are strong	
	iv) Subjects have improved significantly following intervention	
	v) Upward trend on attainment	
	vi) 96% retention rate for Year 12 to Year 13	
	vii) Improvement is taking place but it is the pace of improvement which Ofsted	
	may be critical of.	
11	Academy Status – report from Task and Finish group	
	i) Paper presented was noted.	
	ii) Having reflected on the evidence, the T&F group consider that there are still	
	not yet sufficient clear benefits to TAVCC converting to an Academy.	
	Conversion will not contribute significantly to our core purpose of improving outcomes for all our pupils – indeed it may detract from it in the short term. We	
	consider that governors should continue to investigate other mechanisms to	
	support school improvement such as collaboration, soft federation and learning	
	alliances within the local area.	
	iii) We therefore recommend that, at this point in time, we do not seek	
	conversion to Academy status but resolve to revisit the issue at a later	
	date. The recommendation was proposed, seconded and voted	
	unanimously in favour.	
12	Axe Valley Learning Alliance Update	
	i) Continues to develop with useful network meetings where teachers meet to	
	share good practice at KS1 and KS2.	
	ii) Common threads of training needs have been identified for staff and Governors.	
13	Governor Development Plan	
10	i) Parent Forum: met on 16 January 2013. There are 12 active members of	
	the Forum who are spread across year groups. TOR has been agreed. First	
	item is career progression – feedback via email on website.	
	ii) Governor email address on website for parents to contact Governors.	
	ii) More detailed report will be presented at next FGB.	
14	Committee Minutes	
	Site and Buildings Committee	
	i) The minutes were noted .	
	Curriculum and Community Committee	
	i) The minutes were noted .	
	ii) Presentation was given by John Mythen.	
	ii) Detailed discussion on Pupil Premium took place.	
	HUBBER BOOK MOREONDOLL COMMITTOD	
	Finance and Personnel Committee i) The minutes were noted	
16	i) The minutes were noted .	
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16	i) The minutes were noted . Regional and National News DfE/DAG/NGA/Babcock i) NGA 11 March SW Regional meeting. CW to email details to FGB. ii) DAG Conference 11 May at County Hall.	

17	AOB	
	i) Aspire Presentation at next FGB.	
	ii) Dates for Governor Meetings in next academic year to be presented at next	
	meeting.	
	iii) EGB meeting 6.00pm 27 March 2013	
	iv) GG met with Head Flybe Academy to discuss apprenticeships in	
	engineering. GG to progress.	
	v) Meeting with Scott Rowe - WC to ask for potential interest in Community	
	Governor	
	v) Apologies 7 March – CW/GK	

Next FGB meeting 6.00pm on 7 March 2013

Summary of Action Points

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Minute	Action	By Whom	By When
1	Governor attendance at Events to be added to website.	GW/LW	Feb 13
1	Student Council to be invited to FGB meeting.	MS	Mar/May 13
1	Zip files of SDP and other documents relevant to Ofsted Inspection will be circulated. Governors must replace documents with the most recent versions when relevant.	GW/LW	On- going
5	GW to produce final analysis of Governor Self-Review once completed. c/f	GW	Mar 13
5	ASPIRE programme staff to present to a FGB meeting next term.	GW/MS	Spring Term 13
5	At LC March meeting, HTs feedback on Governing Body views – MS to write to Sue Clarke with consolidated proposals.	MS	Spring Term 13
5	Appointment of HR Officer/Solicitor - MS to research and report back to FGB.	MS	Mar 13
5	CW to collate training needs for the Learning Alliance onto a matrix for next Learning Alliance meeting in January 2013. WC to progress.	WC	Mar 13
5	Co-operative Trust – Task and Finish Group to be established. HR/CW/LWai	HR/CW/ LWai	Mar 13
7	Headteacher Reports – it was agreed to set up a task and finish group consisting of HR/RC/MS/GW.	HR/RC/ MS/GW	Mar 13
9	Adjustment to Staffing Structure: This will be a standing item on the agendas of the FGB and any appropriate Committee entitled "Progress of the financial/staffing/curriculum/restructuring actions".	GW/MS/ LW	On- going
10	GW/MS to distribute notes from College Performance Committee to FGB.	GW/MS	Feb 13
13	Governor Development Plan – a more detailed report will be presented at next FGB.	GW	Mar 13
16	NGA 11 March SW Regional meeting. CW to email details to FGB.	CW	Feb 13
17	EGB meeting 6.00pm 27 March 2013	All	Mar 13

The meeting closed at 9.10pm.

Signed	Date
Graham Watts, Chairman	