

The Axe Valley Community College

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
Thursday 7 March 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	N	Community	06.10.2013
GG	Mr Graham Godbeer	Y	Local Authority	01.09.2017
CS	Mrs Carol Simpson	N	Local Authority	23.11.2014
RC	Mrs Ruth Coghlan	Y	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	N	Local Authority	21.05.2017
SE	Mrs Stephanie Evans	Y	Parent	21.05.2017
AW	Mrs Anita Whipp	Y	Staff	17.02.2015
JO	Ms Jo Osborne	Y	Staff	17.02.2015
HR	Mr Harvey Robinson	N	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: Carol Simpson; Julie Layzell; Carol Woodhouse; Harvey Robinson; Wendy Cryer; Geoff Kerr	
2	Declaration of Pecuniary Interest in the Meeting None declared.	
3	Minutes of the Previous Meeting These were agreed as a true record and signed by the Chair.	
4	<p>Matters Arising</p> <p>i) Student Council will be invited to attend the July FGB meeting. HT to invite</p> <p>ii) HR Officer appointment is in abeyance pending budget forecast.</p> <p>iii) WC has organised in-house training for the Learning Alliance. All TAVCC governors are encouraged to attend -Finance & Pupil Premium 6.00-8.00pm 25 March TAVCC. -Governor role and the SEF 6.00-8.00pm 29 April TAVCC.</p> <p>iv) Co-operative Trust Task Group to report back to next FGB.</p> <p>v) Headteacher Reports – The Task Group met to discuss the focus of the report and Headteacher’s workload. It was agreed that the Headteacher will report at both termly meetings using the four Ofsted Themes as headings together with pupil numbers and other College information. The first report to be more detailed. This will be trialled for the next two terms.</p> <p>vi) CS report on Governor Awards to be on next agenda.</p>	<p style="text-align: center;">MS</p> <p style="text-align: center;">Task Group</p> <p style="text-align: center;">CS</p>
5	<p>Chair’s Business</p> <p>i) <u>Dates of Governor Meetings 2013-2014</u> These were approved.</p> <p>ii) <u>Statutory Policies Checklist</u> DfE has produced a list of policies required by schools and Babcock LDP subsequently produced a template based on that form.</p>	

	<p>This has been customised for TAVCC and has a manageable review cycle.</p> <p>Governor Challenge: how much detail do Governors need to know for Ofsted Inspection? It is more important to know the key issues regarding school improvement and how they are actioned/reviewed in the College.</p> <p>iii) <u>Governor Reappointments</u> SE, GK ,GG and JL have indicated that they wish to be reappointed for a further term of office. This was approved.</p> <p>iv) <u>Analysis of Governor Self Assessment of Skills</u> GW circulated the analysis which will be reviewed annually. A Community Governor needs to be appointed preferably with legal expertise. The second section on Understanding School Improvement highlights areas where training may be required. Appendix circulated for Governors to report on training, attendance at College events and Parents Evenings.</p> <p>v) <u>INSET Day 17 April</u> Governors are invited to join Departments for lunch at 1.20pm. MS to inform staff as to the purpose as an introductory event. LW to circulate to Governors absent. Governors to email MS. Only satisfactory if majority of Governors can attend.</p> <p>vi) The Chair suggested a presentation on Pupil Tracker. HB also requested information on Value Added. The next opportunity will be Autumn Term 2013. HT to arrange</p> <p>vii) <u>School Data Dashboard</u> School Data Dashboard has been promoted as a simple, accessible way for governors and parents to review their school's performance, which does not require in-depth knowledge of school statistics http://dashboard.ofsted.gov.uk/</p> <p>viii) The presentation on ASPIRE has been rearranged for the FGB on May 9th.</p>	<p>LW</p> <p>MS</p>
6	<p>Headteacher's Report</p> <p>i) The paper was noted.</p> <p><u>Achievement</u></p> <p>ii) Overall, current Year 11, based on Dec 2012 teacher assessment, are performing below target (based on FFT25 estimates – that is, in relation to progress of best 25th percentile of schools). Average Point Score (APS) and Capped Average Point (CAPS) are just below target, 5AC is 71% below target of 79%, 5ACEM is 54% below target of 62%, 5A*A is 13% above target of 10%. EBACC is up to 23% (just below target), but well above 2012 result of 6%. This reflects more on the options taken. The above data does not include L1 and L2 course data from students studying at Bicton College and Exeter College, which will add slightly to APS and CAPS figures.</p> <p>iii) At subject level courses are performing reasonably well: single science attainment is up sharply as a result of consistent teaching and timetabling improvements; French/German up sharply as a result of single sex teaching (French) and clearer understanding of controlled assessments. English and Maths are both on 69% and have clear plans to boost these percentages.</p> <p>Governor Challenge: how are targets changed from last year? No change for this particular cohort. Current Year 10 have only two non GCSE subjects (including ICT) which will count so this will impact on progress and VA.</p> <p>Governor Challenge: does single sex teaching improve success rates regarding predicted grades? This is affected by student numbers and staff resource and is one of a number of strategies used in the College including support plans. This was an experiment to improve achievement but equality issues may also be considered. More information will be available in April 2013.</p> <p>iv) A level January results were available 7th March and a full picture of Sixth Form by 15th March. Early indications are strong results in Maths and Physics.</p>	

	<p>A full update will be provided to Curriculum Committee and in the Headteacher's Report at FGB.</p> <p><u>Teaching</u></p> <p>i) First cohort of 6 teachers have completed the Outstanding Teacher Programme; second cohort currently being recruited to start in Summer Term. First round of lesson observations for year has been completed and data will be available shortly. JO reported on the shared good practice and networking opportunities available from attending the Programme. More colleagues are interested in joining the next Programme.</p> <p>ii) First phase of teacher training for writing has been completed with twilight workshop followed by peer observation among colleagues; second phase scheduled for April. This skills staff to enable pupils to write well in all subjects across the curriculum.</p> <p>iii) Annual Sixth Form Review will take place after Easter (full report to go to Curriculum Committee); MFL Department Review currently taking place; Homework and Marking Review will take place week beginning 18th March to evaluate impact of new policies.</p> <p><u>Behaviour</u></p> <p>i) Number of negative incidents in Year 9 has been significantly reduced as a result targeted action (see 3.1 College Development Plan) and negatives are in line with whole college averages. An extra class has been added to the Year Group to enable more flexibility which is far more positive.</p> <p>ii) A small number of Year 11s have been exhibiting challenging behaviour in the last three months (4-6 students); Acceptable Behaviour Plans have been signed by students and parents to reduce occurrence of poor behaviour.</p> <p><u>Leadership</u></p> <p>i) The College Development Plan is progressing well and will be reviewed in the Summer Term by the College Performance Committee.</p> <p><u>Partnership</u></p> <p>i) Informal discussions with Honiton Community College are planned this term to explore future collaboration opportunities. Honiton is similar to TAVCC in falling rolls and there are mutual benefits to the partnership. If two schools are in a restructuring process, there are more opportunities to work collaboratively and develop staffing arrangements. The other common factor is the size of sixth form in the long term as smaller cohorts go through the College. Shared provision for students would be extremely beneficial to both Colleges.</p>	
7	<p>Budgetary issues update on submission to FIPS and Financial/staffing/curriculum/restructuring actions</p> <p>There is nothing new to report regarding the College's recent submission to FIPS (Financial Intervention Panel (Schools)).</p> <p>This submission has been considered in detail by F&P Committee and also at the February FGB. It was explained that the submission was necessary in order to support a future strategy to accommodate falling rolls where financial considerations might involve redundancy. The college will <u>not</u> be a priority for the FIPs panel this year.</p> <p>ii) There are no further updates but will remain a standing item on the agenda.</p>	
8	<p>School Improvement Focus</p> <p>i) Details of the February update of progress of the CDP including notes from the governors College Performance committee meeting of 30.01.13 were discussed and acronyms explained.</p> <p>ii) Main Issues to be addressed:</p> <ul style="list-style-type: none"> • Overall Value Added (VA): Progress is a concern and reasons need to be better understood before action taken 	

	<ul style="list-style-type: none"> • Low VA score in science • Alternative Learning Programme (mostly boys) and small number of vulnerable students who underachieved are likely to be main reason. <p>iii) Conclusions for the Sixth Form There is steady improvement in attainment and progress but the pace of improvement needs to increase still further. The foundations are in place but there is still work to do to strengthen independent learning. The appointment of a sixth form assistant has had a significant impact on sixth form performance and this has resulted in higher aspirations as evidenced by an 85% application rate to UCAS.</p> <p>iv) Group of students who are ALP are being supported within the College.</p> <p><u>Self-Evaluation Form Summary (V.3 March 2013 25 2 13)</u> This document was noted.</p> <p>The main areas in the SEF summary to be addressed that will bring about improvement in OFSTED grades are:</p> <p><u>Achievement Grade: 3. Improvement Required (Borderline judgement)</u> To reach the next grade:</p> <ol style="list-style-type: none"> 1. Focus on Narrowing the Gap for following groups at KS4: Boys, FSM and SEN (See CDP 2012-2013) 2. Quickly address weaknesses in KS4 Science (See Science Support Plan Oct 2012) 3. Improve Learning and Progress at KS5 (See CDP 2012-2013) 4. Raise attainment at KS4 (See CDP 2012-2013) <p><u>Teaching Grade: 2 (Good)</u> To reach the next grade:</p> <ol style="list-style-type: none"> 1. Improve the quality of Teaching through the Outstanding Teacher Programme, supporting Satisfactory teachers and improving differentiation in lessons (See CDP 2012-13) 2. Rigorously implement Assessment Policy through programme of department reviews between May 2012 and Feb 2013 (See Review Guidance and Reports) 3. Improve Homework and Marking [See CDP 2012-2013] 4. Improve students' attitudes in 2014/15 Year Group through strategic timetabling, improved intervention and targeted pastoral support [See CDP 2012-2013] <p><u>Behaviour Grade: 2 Good</u> To reach the next grade:</p> <ol style="list-style-type: none"> 1. Eradicate disruptive behaviour through development of ambitious new Behaviour Policy (See CDP 2012-2013) 2. Improve behaviour in 2014-2015 Year group (Current Year 9) (See CDP 2012-2013) 3. Investigate further why small minority of students believe college could do more to tackle bullying and put in place effective action plan to address this (See CDP 2012-1013) <p><u>Leadership Grade: 2 (Good)</u> To reach the next grade:</p> <ol style="list-style-type: none"> 1. Creating a clear leadership focus at every level for Narrowing the Gap, especially for Boys, FSM and SEND 2. Reducing subject-level variation through effective implementation of Subject Support Plans (See SSPs) 3. Create an ambitious Careers programme that promotes high progression and aspirations for all students (See CDP 2012-2013) 	
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	<p>SMSC grade: 2 Good To reach the next grade: 1. Embed new PSHE and RE programmes (See CDP 2012-2013) A discussion took place on the impact of a 'Needs Improvement' overall judgement and the negative interpretation by the local community and parents. There may also be an impact on staffing and new Year 7 cohort. Some media press releases will be required regarding the new Ofsted Framework and progress since the last Inspection. Governor Challenge: are all categories weighted the same? Achievement is most important and more heavily weighted. Governor Challenge: negative impact on the Aspire Programme? Not anticipated as it is a positive initiative. If judgement is Requires Improvement the College will be re-inspected in two years but can request an earlier inspection. In the event of an Inspection as many Governors as possible are to be involved.</p>	
10	<p>OFSTED focus</p> <ul style="list-style-type: none"> i) The OFSTED Parentview website was reviewed. 13 Parents have submitted responses to the questionnaire to date. Governors were asked to be proactive in encouraging parents to complete the online questionnaire. ii) Parent Forum Meeting – Results of the PF consultation on Careers was discussed. One response received apart from parents on the Forum. Discussed reasons for lack of responses – disinterested/failure to see on newsletter or website (this was communicated 16 February)/questions not worded to illicit a response or would parents prefer anonymity. iii) Options to improve: <ul style="list-style-type: none"> • Send out text prompt/twitter feed • Improve website access by adding Parent Tab • Paper form followed by text prompt • Distribute at Parents Evening/complete an online survey. • Propose to re-launch questionnaire with additional questions once approved. First hard copies/online survey to be available at Year 9 Parents' Evening. iv) JO is HOY for Year 7 in September 2013 and wants to engage parents as soon as possible. The New Parents Evening in July would be a good opportunity. v) Parents consider it important to instigate a Careers programme across the College. vi) The timing of Work Experience and Apprenticeship Week was also discussed. vii) Individual questionnaires and psychometric testing used for Careers advice was discussed. 	
11	<p>Governor Development Plan</p> <ul style="list-style-type: none"> i) This forms part of the College Development Plan - Section 4.3 Leadership. ii) Governor Training record to be updated. iii) Governor visits and subject links are also to be updated. iv) Next review will take place at the end of next term. v) The Government Development Plan will be updated and posted onto the College website. 	
12	<p>Committee Minutes</p> <ul style="list-style-type: none"> i) The minutes were noted. 	

	ii) Traffic Management Policy is in process of review regarding access onto the site.	
	Curriculum and Community Committee i) The minutes were noted .	
	Finance and Personnel Committee i) The minutes were noted . ii) HR issues and the impact on the Headteacher's time were discussed. The Committee considered the funding of a shared HR resource within the Learning Community.	
13	Regional and National News DfE/DAG/NGA/Babcock i) NGA SW Regional meeting 11 March 2013. ii) DAG Conference 11 May 2013 at County Hall.	
14	AOB i) EGB meeting 6.00pm 27 March 2013 to ratify proposals for staffing adjustments. ii) Axminster Carpets – the Headteacher commented that it was important for the College to have a position. MS has spoken to Andrew Moulding to offer support such as IT Training, a venue for meetings. SLT agreed that half money raised during Red Nose Day will go to families affected by the closure. Governor Challenge: how many pupils have parents who have been affected? Not sure. FSM and Breakfast Club have been suggested. Council meeting will be held on Monday 11 March.	

Next FGB meeting 6.00pm on 9 May 2013

Summary of Action Points

Minute	Action	By Whom	By When
1	Student Council to be invited to FGB meeting in Summer Term	MS	July 2013
4	CS report on Governor Awards to be on next agenda.	CS	May 2013
4	Co-operative Trust Task Group to report back to next FGB.	Task Group	May 2013
5	LW to circulate details of INSET day lunch. Governors to email MS.	LW	March 2013
5	The Chair suggested a presentation on Pupil Tracker. HB also requested information on Value Added. The next opportunity will be Autumn Term 2013.	MS	Autumn Term
6	A level January results were available 7th March and a full picture of Sixth Form by 15th March. A full update will be provided to Curriculum Committee and in the Headteacher's Report at FGB.	MS	April 2013
11	Governor Training record to be updated. Governor visits and subject links are also to be updated. Next review will take place at the end of next term. The Government Development Plan will be updated and posted onto the College website.	FGB	April 2013

The meeting closed at 8.37pm.

Signed
Graham Watts, Chairman

Date.....