

The Axe Valley Community College

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
Thursday 9 May 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	Y	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	N	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	Y	Parent	21.05.2017
AW	Mrs Anita Whipp	N	Staff	17.02.2015
JO	Ms Jo Osborne	N	Staff	17.02.2015
HR	Mr Harvey Robinson	N	Parent	07.12.2015
LWai	Mrs Louise Wain	N	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	Apologies from the following members of the governing body were received and sanctioned: Jo Osborne; Julie Layzell; Anita Whipp; Harvey Robinson; Louise Wain; Ruth Coghlan.	
	<p><u>Presentation on Aspire by Rebecca Levi</u></p> <p>i) Rebecca provided information on why the Aspire Programme was established and the ambitions for the Programme.</p> <p>ii) The route into the Aspire Programme starts at Year 5 (Primary) when pupils are nominated and will continue in Year 7 at TAVCC. If not on the Aspire Programme at Primary School, all pupils are reviewed at Year 7.</p> <p>iii) The criteria set to join the programme are for Year 5s to achieve a 5b in Eng Maths Science, Year 6s Level 6c in same subjects. SATs are also taken into account.</p> <p>iv) Pupils are asked to take a full and active part in the Aspire Programme.</p> <p>v) The programme has been split into two schools – Lower and Upper due to the wide age range involved.</p> <p>vi) Some of the activities undertaken include a wide mix and range of events. These have been timetabled after school to avoid disruption to lessons.</p> <p>vii) Master Classes can be conducted by staff at TAVCC. Parents have been invited to join Master Classes alongside their children.</p> <p>viii) Sustained projects have been introduced e.g. Bridge Building Engineering Project over a number of weeks.</p> <p>ix) Aspire Coaching – a number of external volunteers offer their skills and experience on a mentoring/coaching basis and helped to identify relevant skills e.g. team building, creativity etc and helped to develop workshops. Older students have had 1:1 mentoring sessions.</p> <p>x) Development of Partnerships is an important aspect of the programme. Partners include local businesses such as Axminster Power Tools; University of</p>	

	<p>Exeter, The Met Office.</p> <p>xi) Aspire Arts was set up as a small programme this year for Drama/Music/Art with approximately 5 students in each year group.</p> <p>xii) DP has carried out an evaluation of the Aspire Programme for KS3 and KS4 2011-2012. Comparative data on All Student Performance against Aspire Student Performance was presented which reflects the success of the Programme.</p> <p>xiii) The Programme has already achieved one of the KPI set for 2016.</p> <p>xiv) A number of benefits of the Aspire Programme were outlined including community cohesion. In some instances, students outside of the programme have also benefited from resources and opportunities provided.</p> <p>Governor Challenge: the perception of parents of primary school children when applying for TAVCC/Secondary School – does Aspire impact on their choice? The programme has had a positive impact, created challenge and helped raise the profile of the College. Governor Challenge: only open to Primary Feeder Schools – could we spread net to include wider area? There is a protocol in place which would not support this.</p> <p>Governor Challenge: programme aimed at disadvantaged children – does this assist University application, is the programme extended for 16-18yrs and if available to less G&T pupils would this impact on results? Aspire does assist in University application and are helped via the STAR programme in University. Aspire does extend into Sixth Form. Tried to widen – 10% of students has increased to 20% of the Year Group. The Aspire Model will be used to develop the Reach programme which will focus on careers and boost English and Maths. The Reach Programme will begin in September 2013.</p> <p>Governor Challenge: Single sex teaching improve results?</p> <p>Governor Challenge: is there any animosity between Aspire and Non-Aspire students – a ‘Them and Us’ situation? Had to manage communication with the students carefully, initially by letter and then developed by email. Parents often challenge why their child is not on the Programme. Governor Challenge: any movement in numbers on Programme? Not a flexible in-out programme as built on clear and rigorous criteria. The support will be provided long-term for duration of school life. Governor Challenge: boys tend to be late developers – is there any flexibility? Conversation with HOYs if in top 10%. There is a capacity issue and challenges have to be considered. MS commented that the significant success is due to skills set and drive of Rebecca and her relationship with external partners.</p>	
2	<p>Declaration of Pecuniary Interest in the Meeting None declared.</p>	
3	<p><u>Minutes of the FGB Meeting 7 March</u> These were agreed as a true record and signed by the Chair.</p> <p><u>Minutes of the Extraordinary FGB Meeting 27 March</u> These were agreed as a true record and signed by the Chair.</p>	
4	<p><u>Matters Arising</u></p> <p>i) It was agreed to invite Student Council to July Meeting and Presentation on Pupil Tracker in Autumn Term 2013.</p> <p>ii) The Chair thanked WC for arranging training re Pupil Premium and Ofsted Preparation.</p> <p>iii) Departmental Reviews – MFL Review has been delayed due to staff absence. This is to be progressed.</p>	MS

5	<p><u>Chair's Business</u> <u>Link Governor Lunch Outcomes</u> i) Governors found this very useful. ii) A suggestion from Curriculum Committee was to schedule an hour annually. iii) A paper "Governor Visits and Links to Departments" was tabled. It was agreed that WC will be Link Governor for PE in September 2013. HB to be Link Governor for Technology. CW to be Link Governor for Social Sciences/Health & Social Care. iv) The process needs to be centralised and adopt a more Faculty approach. v) Early October would be optimum time once Departmental Plans are agreed. It was agreed that governors would receive a copy of departmental MIFs prior to any meeting and after departments had analysed their results and agreed priorities for the year vi) Jo Pike suggests that monitoring should be on areas other than subject focus such as specific groups, attendance, exclusions. Pupil Premium is an important focus and requires a Governor Link. CS to be Link Governor for PPG. Sixth Form Review to be held in October 2013. vii) Subject Presentations were discussed. It was suggested that English and Maths presentations be held annually for the FGB. Other subject presentations could be held at Curriculum Committee Meetings. Alternatively it was suggested that Subject Leads produce a summary report for Governors to consider. viii) The Chair thanked Governors for their support and commitment to this process.</p> <p><u>Governor Awards</u> i) It was agreed Governor Awards would be linked to core values rather than academic achievement. CS has discussed this with the HOY of Year 9 and Sixth Form who have suitable nominations. The prize will be awarded to the pupil decided by the HOY. CS to discuss with HOY. ii) Funding was discussed for two cups and two prizes. It was agreed that Governors would be asked to contribute to the prize on a voluntary basis. iii) It was agreed that it should be known as the 'The TAVCC Governors' Award'.</p>	<p>WC/HR/ CW</p> <p>MS</p> <p>CS MS</p>
6	<p><u>Headteacher's Report</u> i) The paper was noted. <u>Achievement</u> ii) Current Year 11</p> <ul style="list-style-type: none"> • This is a challenging Year Group with unbalanced gender split (96 boys / 67 girls) • We are likely to miss targets but headline figures are comparable to 2012 • Individual subjects are likely to perform well and English will show recovery from exam board changes from 2012; Science will remain lower than average • Progress will be above average for En, Ma, Hums and MFL but below for Best 8 and Science <p>iii) Last year disappointed with grades due to English marking – this year will be a challenging year group due to gender in-balance. iv) Current Year 10 are excellent. v) After half term Year 9 will have a risk assessment for each child and develop an individual learning plan, staff are monitoring children with poor attendance. vi) MS to produce a data framework for Governors.</p>	<p>MS</p>

Teaching

i) 47 lesson observations have been conducted between October 2012 and March 2013: of which 4 were judged Grade 3 (Requires Improvement), 34 Grade 2 (Good) and 9 Grade 1 (Outstanding). Both Mock and Ofsted Inspections showed lower rates of good and outstanding lessons with Grade 3 accounting for approximately 1/3 of lessons observed.

ii) Secondly, there are key differences between the way we and Ofsted observe lessons. The College plans in advance whereas Ofsted is short notice and teachers do not know what lessons are going to be observed. This advantages teachers and enables them to maximise the chance of doing well.

iii) Ways forward: monitoring of teaching needs to be tightened and more rigorous; leaders will require more training and all teachers further training in the inspection process; professional development opportunities will require increase and more opportunities for sharing effective practice; increased support and action to address Grade 3 teaching.

iv) Staff need to appreciate that 25mins for an Ofsted Lesson Observation is sufficient for a judgement to be made.

v) **Governor Challenge:** lesson plans would be good for lesson observations however schemes of learning are a useful resource. For inspection, staff may need to produce a detailed plan. A pro-forma facilitates the process by providing prompts such as differentiation. Due to short notice it may not be realistic to expect lesson plans in the turn-around time for Ofsted Inspections.

Summary findings on Homework Policy

- KS4 and KS5 are areas in which the standards are being well met H1-H4
- KS3 is an area that needs to have improvements made to it particularly in standards H1, H4 and H5
- H5 needs to improve in all Key Stages
- There needs to be more variety of homework set
- Homework needs to be well explained and if possible modelled and/or exemplars shown
- Enough time needs to be given for completion-at least 2 days
- Feedback [www] and 'feed forward' [ebi] needs to be provided in a timely manner-within 2 weeks

Governor Challenge: Parent View – some parents have commented on homework as dissatisfied. Unable to quantify if too much or too little. The issue is consistency internally. 86% agreed that their child receives appropriate homework. 10% is dissatisfied. **Governor Challenge:** Parent signing planner is not monitored – not too much emphasis is given to this process as homework is now on the learning platform.

Summary findings on Marking Policy

- When www and ebi (what's working well / even better if) are used students appreciate them and feel their work is valued
- Marking symbols need to be used more consistently
- www/ebi on exams would help learners to close their gaps in knowledge, skills and understanding
- ebi when written as a question that learners have to respond to immediately are very effective and help link the learning and close gaps in knowledge etc.

Governor Challenge: are all staff setting homework? Being addressed. DP is feeding back to staff on what improvements are needed. **Governor**

Challenge: how is marking monitored? Subject Leaders are asked to monitor their team, SLT have discussed this with a selection of students and a student survey has been carried out.

Behaviour

i) New system to be introduced to reduce low level disruption in the Autumn Term.

ii) Overall attendance is 94.1% against LA target of 94%.

Leadership

Implementation

- Move to 6-week (broadly two per term) assessment data entries: the expectation would be that that the 6 week would be based on informal assessment (e.g. homework, classwork and teacher observations) and the 12 week assessment entry would be based on a formal assessment (test, end of unit exam, etc.) and
- Provide parents with 6 reports per year.
- A clear system that co-ordinates data analysis will be needed to clearly map different levels of intervention (wave 1 – in-class, teacher level intervention; wave 2 – small group, TA or teacher level intervention outside of lesson; wave 3 – individual, specialist level intervention)
- Time built into calendar for staff to carry out the necessary analysis and planning of their responses
- Training for staff in how to use new SIMs-based system and how to analyse data and formulate their responses based on Personalised Learning agenda
- Adjust Teaching and Learning and Assessment Policies to reflect new system
- Adjust Managing Improvement Framework to reflect new system

General

Staffing

- Compromise agreement has been reached with a member of teaching staff who has been subject to capability procedures – member of staff has resigned from 1st May
- Capability procedures have been invoked with a member of Teaching Assistant team
- There are currently no conduct procedures in place
- A phased return has commenced for a member of Teaching Assistant team who was on long term absence
- There is currently one member of Teaching staff on long term absence (Since start of March 2013) and one member of Teaching Assistant Team (Since Sep 2012)
- Emma King (Assistant Head of Sixth Form and Subject Leader for Social Science) has gained promotion to a school in Wiltshire
- We are currently recruiting the following posts: Subject Leader for Social Science (Perm, Full Time), Teacher of History (Perm, 0.8), Teacher of French (Perm, Full Time), Sixth Form Assistant (Perm, Full Time)

Pupil Numbers

- Latest figure for Admission is 130 students. We had forecast 125 in our census.
- Latest figure for Sixth Form is 55 students. We had set ourselves target of 75. **Governor Challenge:** why low numbers in Sixth Form? Exeter College is a big attraction.
- Total number 833 as at April 2013.

7	<p><u>Budget 2013-2014 for approval</u></p> <p>i) Budget to be approved with staff changes incorporated to minimise impact on the school and achieve a break even budget. The budget shows adjustments made this financial year for next year which will include redundancies.</p> <p>ii) In January, the College is leading a restructuring and downsizing exercise. The scale of the adjustment will be Teaching staff: 4.5 FTE and Support Staff: 2 FTE TAs or equivalent as outlined in the FIPS submission.</p> <p>iii) Class sizes will not be as generous.</p> <p>iv) Governor Challenge: catering income – why reduction? This is a contra entry due to budget headings.</p> <p>v) The Budget 2013-2014 was approved and voted unanimously.</p> <p>vi) This budget has been carefully considered by SLT and the F&P Committee over a number of years.</p>	
8	<p><u>New Arrangements for Performance Related Pay</u></p> <p>i) New arrangements for Performance Related Pay for Teaching Staff will come into force September 2014. The Pay Policy needs to be adjusted to comply with the new arrangements. Pay increase is not automatic and therefore a significant issue for staff. F&P Committee have been invited to attend a meeting on 24 May in preparation for the implementation of these changes.</p> <p>ii) Policy needs to be approved before September 2013 if possible.</p>	
9	<p><u>Co-operative Trust Proposals</u></p> <p>i) The paper produced by the Task and Finish Group had been circulated. The Chair thanked the Group for their comprehensive report.</p> <p>ii) In setting up a Co-operative Trust, existing partners (Aspire Programme) could become involved.</p> <p>iii) The Governors could become Trustees of the Trust and other schools could join the Trust e.g. members of the Axe Valley Learning Alliance.</p> <p>iv) College would continue to function in its current status.</p> <p>Governor Challenge: no clear benefits. Owning own land and buildings provides greater control on decision making. Ownership of own admissions arrangements and setting own PAN is an advantage over the current LA arrangements who can set the maximum capacity of the school.</p> <p>MS commented that TAVCC has been through Academy conversion and Federation proposals. In each one of those stages, there were benefits to moving forward – feel less clear on gains and benefits.</p> <p>v) Chair commented that he was keen on the ethos and philosophy of Co-operative Trusts.</p> <p>vi) Governor Challenge: if consultation takes place this will be third option which is not successfully implemented. Therefore should not go to Stage 2 until all issues are clarified. Stage 1 may involve an opportunity to invite a rep of Co-operative Trust to meet with Governors re Q&A.</p> <p>vii) MS commented that there is a need to focus on Teaching & Learning and Achievement plus installation of the All Weather Pitch which will provide tangible results for the College and the Community.</p> <p>viii) It was agreed that more information is required before an informed decision can be made. The Co-operative Trust to be contacted to extend an invite to attend an FGB meeting in second half of Autumn Term 2013.</p>	CW/MS

10	<p><u>Ofsted Focus – Feedback from Inspection</u></p> <p>i) The Chair thanked MS and the Staff for their hard work and commitment and thanked the Governors who attended meetings with the Inspection Team.</p> <p>ii) The Ofsted Inspection Report dated 18 and 19 April 2013 had been circulated.</p> <p>iii) Overall effectiveness achieved Grade 2 - Good. A good school is effective in delivering outcomes that provide well for all its pupils' needs. Pupils are well prepared for the next stage of their education, training or employment.</p> <p>iv) Areas for Governors – to challenge on quality and consistency of teaching and professional development of teachers.</p> <p>v) MS commented that the work starts now in preparation for the next Ofsted. SEF needs to take descriptors from Ofsted Framework and keep targets green.</p> <p>vi) A SEF update to be written for Governors on a termly basis.</p> <p>vii) The SIP indicated there would be a new Ofsted Framework for September 2013.</p> <p>Governor Challenge: how as Governors are we going to monitor on “needs to improve” items. How can we demonstrate to future Inspectors that we have monitored? School Development Plan will reflect the areas of improvement.</p> <p>A standing agenda item on progress made against the SDP was agreed.</p> <p>viii) MS suggested that the Mock Inspection Report and Ofsted Inspection Report should be reviewed to prioritise items for the SDP. Need to review the 3 year Strategic Plan in light of new Framework and remain focused on this plan.</p>	GW/MS
11	<p><u>School Improvement Focus</u></p> <p>i) The existing Committee structure was discussed.</p> <p>ii) Membership of The Achievement Committee was discussed which would meet 4 times a year and be a focal point for progress data tracking.</p> <p>iii) It was agreed to set TOR for the Committee with a core of Governors in place and formal minutes taken. GW/CW/CS/GK/HB/GG/HR/Lwei were nominated.</p> <p>iv) Curriculum Committee to change to Teaching & Learning Committee. This was agreed.</p> <p>v) Dates for Governor Meetings to be amended – GW and MS to meet and finalise for September 2013.</p>	GW/MS
12	<p><u>Governor Development Plan</u></p> <p>i) Parent Forum reports were circulated.</p> <p>ii) The Parent Forum requested approval for the Consultation of Year 6 parents during the transition process using the Years 7 & 8 modified questionnaire. MS to discuss with HB.</p> <p>iii) Years 7 & 8 to be consulted this term at parents' evenings with a modified questionnaire.</p> <p>iv) When questionnaires are handed to parents suggest complete whilst waiting to see teachers. Ensure more responses are received.</p> <p>v) Communication between the College and parents should be the next focus for a questionnaire. MS suggested that letters and forms should be scanned onto website.</p> <p>vi) The Chair circulated a training pro-forma for update of courses attended by the FGB.</p>	MS/HB
13	<p><u>Committee Minutes</u></p>	
	<p><u>Site and Buildings Committee</u></p> <p>i) The minutes were noted.</p>	

	<u>Curriculum and Community Committee</u> i) The minutes were noted .	
	<u>Finance and Personnel Committee</u> i) The minutes were noted . Governor Challenge: What funding is available from grants - The College Connect Team are focusing on grant applications this term.	
15	<u>Regional and National News - Dee/DAG/NGA/Babcock</u> i) DAG Conference 11 May 2013 at County Hall. ii) Axe Valley Governor newsletter to be circulated.	
16	AOB i) Two Governors CW/GW office due to expire in Calendar Year and are willing to be re-elected. This was agreed. LW to action.	LW

The meeting closed at 9.25pm

Next FGB meeting 6.00pm on 4 July 2013

Summary of Action Points

Minute	Action	By Whom	By When
4	It was agreed to invite Student Council to July Meeting and Presentation on Pupil Tracker in Autumn Term 2013.	MS	July/Aut 2013
5	WC will be Link Governor for PE in September 2013. HB to be Link Governor for Technology. CW to be Link Governor for Social Sciences/Health & Social Care. CS to be Link Governor for PPG.	WC/HB/CS	Sept 2013
5	Sixth Form Review to be held in October 2013.	MS	Oct 13
6	MS to produce a data framework for Governors.	MS	July 13
9	It was agreed that more information is required before an informed decision can be made. The Co-operative Trust to be contacted to extend an invite to attend an FGB meeting in second half of Autumn Term 2013.	CW/MS	Oct 13
10	A SEF update to be written for Governors on a termly basis.	MS	Termly
10	A standing agenda item on progress made against the SDP was agreed.	GW/MS	On-going
11	Curriculum Committee to change to Teaching & Learning Committee. This was agreed. Dates for Governor Meetings to be amended – GW and MS to meet and finalise for September 2013.	GW/MS	Sept 13
12	The Parent Forum requested approval for the Consultation of Year 6 parents during the transition process using the Years 7 & 8 modified questionnaire. MS to discuss with HB.	MS/HB	May 13
16	Two Governors CW/GW office due to expire in Calendar Year and are willing to be re-elected. This was agreed. LW to action.	LW	May 13

Signed
Graham Watts, Chairman

Date.....