

The Axe Valley Community College

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
Thursday 10 October 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	12.09.2014
CW	Dr Carol Woodhouse	Y	Community	05.10.2017
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	Y	Parent	29.11.2016
MS	Mr Martin Smith	Y	Headteacher	
GK	Mr Geoff Kerr	Y	Local Authority	21.05.2017
SE	Mrs Stephanie Evans	N	Parent	21.05.2017
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	<p>Apologies from the following members of the governing body were received and sanctioned: Ruth Coghlan; Harvey Robinson; Stephanie Evans; Louise Wain</p> <p>Observers: Dr Vincent Parkes; Jane Boulton; Darren McLeod</p>	
	<p><u>Presentation on The Way the College tracks Individual Progress, Teacher Response and Monitoring by Kevin Cumming</u></p> <p>i) KC explained the change to use of SIMS only which provides a single point of data entry and retrieval for staff.</p> <p>ii) Data is presented directly to the member of staff and is analysed for them immediately once data is entered.</p> <p>iii) All information in SIMS e.g. attendance is also analysed.</p> <p>iv) Predicted grades will be used for Year 10 and Year 11 however data at the start of Year 10 is for internal use only and not sent to parents.</p> <p>v) Students will be measured against milestones and targets. This allows intervention to be given for the next data period to the most relevant students.</p> <p>vi) Reading age variance is also measured to aid teachers with differentiation.</p> <p>vii) FFT estimates and teacher set targets are useful criteria for assessment.</p> <p>viii) As well as individual data, summary information can be obtained for cohort and/or focus groups</p> <p>ix) Analysis of %s above, on and below targets.</p> <p>x) Data flows into summary sheets which are annotated with notes for use by Year Leaders/SLT.</p> <p>xi) The impact of intervention is also measured by the positive or negative change to the Value Added Score.</p> <p>xii) Subject Leaders will be asked to complete Subject Record Cards and add comments.</p> <p>xiii) EBACC Raise Report has been modelled and performance against national results provided. This only gives indication of coefficients.</p> <p>xiv) Student View is an overview and Assessment Key Indicators have been</p>	

	<p>added as a new Section.</p> <p>xv) A new structure for reports is being progressed. Information on all four data entry points will be provided on a report which is cumulative for parents to review easily.</p> <p>xvi) Performance Management Value Added figure appears on every subject mark sheet and measures student performance.</p> <p>xvii) Governor Challenge: will parents be able to view reports online? Not as yet - paper versions of the report are communicated four times a year. This links to the Achievement Committee which will also meet four times a year.</p> <p>Governor Challenge: targets can be changed at teacher request as FFT is global estimates – GCSE grades use FFT data. Governor Challenge: when assessment made and students do not achieve the targets how is that information fed into the system? Validated data sheet – Year 11 Prediction Variation Sheet which highlights assessment and predicted grades. In schools variation in assessment is a big challenge internally.</p> <p>Governor Challenge: how do you ensure that data entry is completed within deadline? Most staff do meet deadlines. Governor Challenge: How do you think this will affect performance? Intervention is key. Focus on Year 7 is a strategic shift together with a whole school engagement for staff and pupils.</p> <p>Governor Challenge: intervention required if a student is above target? – teacher needs to have a conversation with the individual student.</p> <p>MS thanked KC for his presentation and his hard work in developing these systems.</p>	
2	<p>Declaration of Pecuniary Interest in the Meeting</p> <p>None declared.</p>	
3	<p><u>Minutes of the FGB Meeting 4 July 2013</u></p> <p>These were agreed as a true record and signed by the Chair.</p>	
4	<p><u>Matters Arising</u></p> <p>i) The Staff Governor vacancies have increased to two. Dr Vincent Parkes was approved as Staff Governor.</p> <p>ii) Co-operative Trust Presentation at next meeting (40mins).</p> <p>iii) Feedback to Parent Forum is on-going. MS and DH to meet.</p> <p>iv) Date for Link Governor Meeting should have read 23rd September 2013.</p> <p>v) Stable start to the year regarding staffing not “a quiet year for recruitment”.</p>	GW/CW
5	<p><u>Chair’s Business</u></p> <p><u>Election of Chair and Vice-Chair</u></p> <p>i) GW was elected as Chair for one year – proposed by GG and seconded – by DM.</p> <p>ii) Vice-Chair election – GG was willing to stand for one more year but not as a potential successor for the Chair. Governors were asked to consider their role as Vice Chair. GG was elected Vice Chair – proposed by CS and seconded by MS.</p> <p><u>Core Values and Purpose</u></p> <p>i) On College website. Governors should refresh their knowledge on an annual basis.</p> <p>ii) The School’s Motto is included on presentation slides.</p> <p><u>Representation at Parents Evenings 2013-2014</u></p> <p>i) Sheet circulated re availability – responses by 18th October to Chair so that a</p>	

	<p>rota can be created. ii) Engagement of parents in their own children’s learning is the main focus and provided by a questionnaire issued at Parent Evenings.</p> <p><u>Safeguarding Policy</u> i) This policy was ratified. Proposed and seconded CS/CW.A signature sheet was circulated to Governors to confirm that they had read and understood the policy.</p> <p><u>Governor Visits Policy</u> i) This policy was ratified.</p> <p><u>Finance Policy</u> Deferred to next F&P Committee meeting in November 2013 for approval.</p> <p><u>Attendance at Meetings</u> Two Committees were not quorate – F&P and S&B. The Chair reminded Governors that it is essential to respond to emails received. Attendance Sheet for Committees and FGB 2012-2013 was tabled.</p>	GK/LW
6	<p><u>Clerk’s Housekeeping</u> i) Governing Body Membership – once New Governor details are added - will be circulated. ii) Committee Terms of Reference, Membership and Dates of Meetings Circulated and changes are due to be made. If any Governors want to express a preference to either change or stay put, email GW and/or LW by 21st October. iii) Terms of Reference for CTL, Achievement and S&B Committees were received and ratified. The number of Governors for CTL to be quorate should be 3 not 5. Terms of Reference for F&P to be approved at the next meeting.</p>	ALL GK/LW
7	<p><u>Headteacher’s Report</u> i) The paper was noted.</p> <p><u>Achievement</u> <u>Additional strategies for raising attainment with current Year 11</u></p> <ul style="list-style-type: none"> • 22 students have been identified who are at risk of significantly underachieving. A programme of mentoring will be put in place, which includes regular meetings with parents, to guide them through the obstacles they currently face • Key information will be shared in staffroom so staff can keep a track of who is subject to additional support • At a subject level, support plans have been developed for Science, English and Modern Foreign Languages. These plans are additional to normal leadership and management practices. For example, extra tuition might be provided to support some students to make improvements. I will share these plans with Link Governors and CTL Committee • Governor Challenge: ‘Mocksted’ highlighted variance in reports from Ofsted – distinguish between performance day and nurturing the students over the long term. When Inspection – need to be ready. Last two Inspection processes were unsettling as some of the staff were told they needed improvement but overall have students fully engaged in the class. 	

Need to be tighter with observations? Do need to do this to be more in sync with Inspection process. **Governor Challenge:** lesson plans optional – should not be a choice during the Inspection process. Difficulty is timing as 24hrs notice for staff to prepare. A lesson plan does not need to be lengthy but does provide structure. Inspectors are only interested in progression of students.

- **Need to improve levels of CPD** – working together to look at differentiation and peer observation – admin time into CPD events to make more effective. Research shows that the most effective way to improve student learning and progress is high quality training for staff that focuses on improving teaching and learning
- Accelerated Reader Scheme is successful as reporting reading levels to parents and targeted support to close gap between reading age and chronological age.
- A new programme has been introduced for Year 12 that develops independent learning skills. We have identified what we consider to be the key elements of the independent learning i.e. Critical thinking, Research skills, Cultural awareness, Debating skills

Teaching

i) **Lesson observation data**

Year	Outstanding %	Good %	Needs improvement %	Inadequate
10-11	28	58	14	0
11-12	32	55	12	0
12-13	21	70	9	0

Dave Perks provided the following analysis to CTL Committee:

What's working well from evidence in 2012-2013:

- Assessment at KS4 and 5 is improving
- Use of data to help plan for and create differentiated learning objectives
- Use of data to help groupings within classrooms
- Engaging learners with what they have to do to improve e.g. next 20 marks in Maths, scrutiny of past papers and learning from mistakes – History / Geography
- Comment based marking on substantive pieces of work

Even better ifs:

- Questioning and including as many learners as possible
- Range of differentiation strategies limited
- Use of learner passports and collaboration with TA was improved
- Independent learning – students overly reliant on teacher
- Pitching learning at low level – not enough stretch and challenge in some lessons
- Low level disruption issue in a small amount of lessons
- Feedback too slow and not always aimed at improving learning

Behaviour

i) **New Behaviour Policy**

- The key focus of our new Behaviour Policy is to tackle low level disruption. Among the measures, we are emphasising students' rights and

responsibilities and in particular 'the right to learn'. Students automatically receive an after school detention for 5 recorded negatives a week, and we will seek to lower threshold in the future.

- There is more 'carrot' too with the introduction of the Vivo Reward scheme, which enables students to redeem their positives for prizes using the award winning vivo web site.

New On-Call System

- On Call is about college leaders being highly visible in lessons and across the site to reinforce college's expectations, as set out in the Behaviour Policy.
- The aims are to reduce negative behaviour incidents, send strong message disruption to learning is unacceptable and lastly to hold students to account for their conduct
- Operationally, On Call is undertaken by SLT and Year Leaders

Improvements to Pastoral Support Department

- Pastoral Support Department (formerly Behaviour Support Department) has moved to re-furnished accommodation, which includes coordinator offices, meeting room, separate time-out and isolation rooms
- This has made a significant impact on morale of team, which previously was housed in ageing temporary classrooms

The early signs are positive with a significant reduction in overall negatives for behaviour compared to same month last year. However, we should factor in a later starting date (4 days). The number of rewards given for achievement are down, especially in the sixth form. Other observations:

- Current Year 8 have made a poor start
- Current Year 10 have improved significantly (NB that the year group were subject to extra support through our College Development Plan last year) compared to their start last year
- Current Year 11 are performing well compared to last year's Year 11 (although note this was a larger year group)

****BSP = Behaviour Support Plan**

Data on Rewards and Sanctions for September

The early signs are positive with a significant reduction in overall negatives for behaviour compared to same month last year. However, there is a need to factor in a later starting date (4 days). The number of rewards given for achievement is down, especially in the sixth form. Tends to be in a year group's progression, pattern or flow of behaviour.

Governor Challenge: is the mantra regarding disruptive behaviour in every classroom? In pupil books – school motto needs to be better publicised. Consistent approach.

Leadership

i) Overview

In the summer term the College consulted and advised staff of changes to the way assessment data would be collected, managed using School Information Management Systems (SIMs), and be built into a college wide system for

analysing performance and targeting class-level intervention. This system is now built into our calendar and leadership documentation.

Big picture

- 4 assessment and reporting periods
- Analysis will be across the year groups, not just exam years
- Focus on Value Added at pupil group and teaching class level
- Emphasis on data being used to inform teacher-led intervention
- Information about target groups shared across staff effectively

Curriculum and Qualification Review

Between Oct-Nov a review will take place to ensure that we have an effective curriculum that meets students' needs and enables them to maximise their achievement. Some questions that need exploring are:

- How many options should students take at KS4?
- What contribution should core subjects make to qualification portfolio?
- Is there value in starting new timetable in May rather than September?

Governor Challenge: would be a good idea to have a one week taster? Helps with retention – to opt out rather than opt in. Chair commented that this is an operational issue. To be considered by all Governors not just CTL Committee. Year 9s starting KS4 courses in the Summer Term is to be considered.

Governor Challenge: this could be a potentially continuous process once Year 9s move to Year 11. **To be continued as a debate and Governors involved.**

- Should we develop a foundation curriculum for students well below national average in Year 7?

To be discussed at next C,T&L Committee.

General

i) Open Day and Evening were positive events. Attendance during the day was higher than expected but the evening lower.

Some Even Better lfs: more time during tours in lessons, smaller groups, and better timing (fair was on in Axminster). Good to get feedback across the day. GW represented Governors at the Evening Event and was impressed by displays and interaction activities for parents and students provided by staff throughout the building – Year 6 induction evening impressive. Useful to get feedback from parents.

Staffing

- Currently x1 TA in final phase of capability procedures
- X1 TA Hearing linked to attendance due shortly
- X1 TA long term absence
- X1 Conduct investigation active at present

Pupil Numbers

	<p>Our new intake for Year 7 was in line with our forecast (125). Numbers are holding up well compared to similar schools (Honiton, Sidmouth). It would be fruitful to undertake a demographic study again to look at future numbers for next five years. The LA could assist in this process. Sixth form numbers remain stubbornly lower than we are aiming for.</p> <p>The Chair thanked MS for his report.</p>	
8	<p><u>Observers/New Governors</u> The Chair asked the Observers/New Governors to introduce themselves and provide some background information on their skills and experience. Jane Boulton – HR Director Axminster Power Tools. Darren McLeod – Director Axminster Power Tools. Vincent Parkes – Staff Governor. The two Community Governors were proposed by GG and seconded CW. Their appointment was approved.</p>	
9	<p><u>Budget – Admission to FIPS</u> i) No updates provided.</p>	
10	<p><u>School Improvement Focus</u> <u>Results 2013</u> i) Year 13 – steady improvement on previous years – as trend. More students achieving Cs or better and APS rose. This stems from emphasis on private study and raising aspirations for students. ii) Year 12 – some subjects reported under-performance. Science AS was a concern – steps will be taken to address this at start of Year 13. iii) Year 11 - results were disappointing, lower than anticipated headlines. Difficulties in this cohort – ethos and attitude. 53% in English achieved a C or better whereas three years ago more like 70%+. Some schools have continued to do well and others taken a big hit. Single English (amalgam of Eng Lit and Eng Lang) – biggest impact on lowering of boundaries. Separate Lit and Lang was not affected. Conflict in marking standards between the two. The College has abandoned Single English. The HOD has visited successful schools to gain information. Some schools were taking multi exams and banking the higher grades – also taking International and Domestic GCSE to provide more opportunities. Now, the first paper taken in Year 10 is the one that counts. Small group tuition is being held after school to focus on skills. Aim to move grades to a much stronger position. Governor Challenge: Is Literacy being marked in other subjects? If English is strengthened then this will assist in success in other subjects as a structured response is required to achieve high marks. Literacy Across the Curriculum Co-ordinator is developing strategies for students including question level analysis. iv) The College profile on League Tables will look weak as a result. A positive is that a lot of Option Subjects performed well e.g. PE. Subjects that received Support Plans have improved e.g. Music. VA Mean is the difference between target and exam. Successful Departments are now delivering training for less successful to provide strategies for success. This will be reviewed four times a year and not just in September when results are analysed in hindsight. v) Governors need to challenge at group level. KC presentation useful in developing Governor skills in data analysis. Governor Challenge: how will the SLT ensure students are aware of targets. Governor Challenge: gender difference in some subjects however the large number of boys in last year's Year 11 affected the culture of the cohort. Gender difference will be a lot</p>	

	<p>smaller in the current Year 11.</p> <p><u>The Strategic Development Plan 2013-2016</u></p> <p>i) The Strategic Development Plan (SDP) covers three years, from September 2013 to September 2016. It sets out, against the Ofsted criteria for Outstanding, where the college needs to be by September 2016 (when we expect the next inspection) and provides annual targets. Alongside this the key strategies that have been selected to achieve these targets are listed. The College Development Plan (CDP) is produced annually and sets out in details how these and other strategies will be used to bring about required developments. SLT have considered this and refined it. Jo Pike to approve. Once set – translated into clear targets for staff. The Governors approved the plan which was proposed by GW and seconded by GK.</p> <p><u>The Role of the Achievement Committee</u></p> <p>i) MS will provide the Committee with documentation and prompts for use at the first meeting. Most important is to challenge and raise awareness of important issues. Potential training issue with Jo Pike highlighting the need for challenge. Partly role of Link Governor at Subject Level but Committee will have a broader role. Quality of observation and challenge is key. Need information in advance to review. About scrutiny and detachment of SLT and FGB. Jo Pike invited to attend.</p>	
11	<p><u>Ofsted Focus</u></p> <p><u>Pupil Premium and Catch Up Premium</u></p> <p>i) A paper and a Budget Summary was tabled and noted.</p> <p>ii) Annual report on PPG and plan for current academic year. £600 last year per child. PPG programme included – Year 6 Summer School, free music tuition for 17 children, Aspire Programme and Support and Intervention for English and Maths.</p> <p>iii) More detailed scrutiny by F&P is required. Evaluation of Summer School from comments made by children and parents is being progressed.</p> <p>iv) Gap has narrowed between all students and PPG students.</p> <p>v) Working towards Aspire Sports in January 2014.</p> <p>vi) Launch of the Reach Programme – students that lack focus direction and not engaged in learning – career focused approach.</p> <p>vii) Funding now £900 per student.</p> <p>viii) Balance will be C/F to next year's programme.</p> <p>ix) Governor Challenge: does allocation increase year on year? Subject to Government Policy.</p> <p>x) Governor Challenge: Ofsted focus – need to have this come back to us? Report incomplete and needs to be addressed at FGB. Will go on the website when complete.</p> <p>xi) Governors felt that their monitoring of the Pupil Premium was sufficiently important to be included on the agenda of the full FGB as a regular heading under the standing item "School Improvement" so that its effectiveness could be regularly monitored"</p> <p>xii) Carol Simpson is the Link Governor for Pupil Premium.</p>	
12	<p><u>Governor Development Plan</u></p> <p><u>Priorities and Actions for 2013/2014 GDP</u></p> <p>i) Review in December – training and recording training.</p>	

	<p><u>Link Governor Meetings</u> i) 7 out of 12 Governors attended on 23 September. LW to email document. ii) For non-attenders – Governors need to make an informal visit. iii) Agreed that a second meeting in Feb 2014 similar arrangement. iv) MS to send out Subject Self Evaluation Development Plans. v) Governor Visits Form is attached to the Governor Visits Policy.</p>	
13	<p><u>Committee Minutes</u></p> <p><u>Curriculum, Teaching and Learning Committee</u> i) The minutes were noted. ii) CS/HB will Chair meetings in CW's absence.</p>	
	<p><u>Site and Buildings Committee</u> i) The minutes were noted.</p>	
	<p><u>Finance and Personnel Committee</u> i) The minutes were noted.</p>	
14	<p><u>Regional and National News - DfE/DAG/NGA/Babcock</u> i) Held over to next meeting.</p>	
15	<p>AOB i) Achievement Committee – 2.00pm-5.30pm 27 November 2013. ii) Invitation to Governors to attend High Tea for Volunteers 22 October at 4.00pm. iii) MS asked Governors to use Amazon via the Axe Valley Website. Free of charge to purchasers and raises 1% of purchase for the College. iv) School calendar of Christmas Events to be issued.</p>	

The meeting closed at 8.50pm

Next FGB meeting 6.00pm on 12 December 2013

Summary of Action Points

Minute	Action	By Whom	By When
4	Co-operative Trust Presentation at next meeting (40mins).	GW/CW	Dec 13
5	<u>Representation at Parents Evenings 2013-2014</u> Sheet circulated re availability – responses by 18 th October to Chair so that a rota can be created.	ALL	18 Oct
5	Finance Policy deferred to next F&P Committee meeting in November 2013 for approval.	GK/LW	Nov 13
6	Committee Membership: If any Governors want to express a preference to either change or stay put, email GW and/or LW by 21 st October.	ALL	21 Oct
6	Committee Terms of Reference: The number of Governors for CTL to be quorate should be 3 not 5. Terms of Reference for F&P to be approved at the next meeting.	LW/GK	Oct/Nov 13
7	Curriculum & Qualification Review: To be discussed at next	CW/MS	Nov 13

	C,T&L Committee.		
10	Jo Pike invited to attend the first Achievement Committee	MS	Nov 13
11	Governors felt that their monitoring of the Pupil Premium was sufficiently important to be included on the agenda of the full FGB as a regular heading under the standing item "School Improvement" so that its effectiveness could be regularly monitored.	GW/MS	Nov/Dec 13
12	<u>Link Governor Meetings</u> For Governors who did not attend in September they will need to make arrangements for an informal visit. It was agreed that a second meeting be held in February 2014 similar arrangement. MS to send out Subject Self Evaluation Development Plans.	ALL/MS	Oct 13 /Feb 14

Signed
Graham Watts, Chairman

Date.....