

The Axe Valley Community College

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
Thursday 10 December 2015
6.30pm in the Conference Suite, Sixth Form Centre**

Initials	Eligible to attend	Attending	Type of Governor	Office terminates
GW	Dr Graham Watts	Y	Local Authority	11.09.2018
CW	Dr Carol Woodhouse	Y	Co-opted	05.10.2017
DM	Mr David Mortimer	Y	Parent	29.11.2016
MS	Mr Martin Smith	Y	Headteacher	
GK	Mr Geoff Kerr	Y	Co-opted	26.07.2018
LWai	Mrs Louise Wain	Y	Parent	07.12.2015
WC	Mrs Wendy Cryer	Y	Co-opted	17.04.2016
HB	Mrs Heather Burnett	Y	Parent	08.02.2016
JP	Mrs Julie Paddick	Y	Parent	18.12.2018
MH	Mr Martin Huscroft	Y	Parent	18.12.2018
MC	Ms Mary Cleare	Y	Staff	27.03.2019
JW	Mr Jeremy Walden	Y	Co-opted	
PE	Mr Paul Evans	Y	Co-opted	07.10.2015
VD	Mrs Veronica Dower	Y	Temporary Clerk	

	Welcome HB welcomed Veronica Dower as temporary clerk to the meeting.	
20151210-1.	Apologies: No apologies. Declarations of Interest: JP is from Babcock LDP. No other declarations.	
20151210-2.	Minutes of the Previous Meeting To agree the following minutes as a true record: i) FGB meeting Part II (05 October 2015). These were agreed and signed as a true record. ii) FGB meeting (08 October 2015). These were agreed and signed as a true record. iii) EFGB meeting (23 November 2015). These were agreed and signed as a true record.	
3 i ii iii iv v	Matters Arising Student Council – this item to be deferred to the next meeting. The Aspire presentation by Liz Slade to be deferred to the next meeting. Refocus on Core Subjects – English, Maths and Science. Triple Marking etc on a rolling programme of presentations to Governors. These will be sorted by HB and MS. Committee Structure – updated and out. Training is ongoing. Safeguarding audit – an information evening on online safety and child sexual exploitation will be held in the spring term	

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vi	Item 12 – GW noted that the paper circulated as a training document from the Ofsted training session was very useful.	
4	<p>Committee Minutes:</p> <p>Curriculum, Learning and Teaching (19.11.15). The minutes of the C, L&T Committee held on 19th November had been previously circulated and questions were invited.</p> <p>Governor challenge: Class sizes were discussed but were not in the minutes. In the Pupil Premium plan there is a mention of using some of the funding to keep class sizes smaller to improve the quality of the teaching. MS clarified, the fund is being used to keep class sizes smaller, it is currently funding another set for the year group, ie six sets instead of five.</p> <p>Finance & Resources (08.12.15). The minutes have not yet been agreed by the Chair and MS but will be circulated.</p>	
5.	<p>Chair's Business</p> <p>i) Correspondence and notices A letter was distributed for governors to read. MS commented that the school has clear complaints policies, this letter is anonymous so impossible to respond to. The items raised have been addressed.</p> <p>ii) New Governor appointments/nominations/vacancies HB updated governors on new governor appointments. There is one person interested in becoming a governor, Andy Franklin, a member of staff and groundsman. He would be best placed as an associate governor on F&R. As an associate governor he would not have a vote but he would provide valuable input. Governors agreed that he would sit on F&R as an associate governor.</p> <p>iii) Behaviour policy – amendment for approval. MS had made a small amendment, in the section on permanent exclusion – 'persistent disruption' was inserted. There was some ambiguity to the wording that needed tidying up. Governors were unanimously in favour, the amended policy was ratified.</p>	
6.	Headteacher Recruitment – Part II	
7.	The future status of TAVCC – Part II	
8.	<p>Head-teacher's Report The report was distributed prior to the meeting. The Chair invited questions.</p> <p>Governor challenge: What steps have been taken with regard to FGM, since the change in the law? Staff are aware of this, it is in the child protection policy.</p> <p>Governor challenge: At a recently attended training course, there is an issue around challenges, it might be worth thinking about what governors would like to see in the HT report. For example should the new Ofsted headings be followed in the future? MS agreed to update HT report using new OfSTED headings</p>	
9.	<p>Standing item: Budgetary issues The AGP - update on possible proceedings. MS informed governors that the latest legal advice is that there is no solid case.</p>	

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<p>11. i)</p>	<p>Standing item: School Improvement Focus The College Self Evaluation Form (SEF) MS referred governors to the SEF which was previously circulated and highlighted the following points.</p> <ul style="list-style-type: none"> • There is a summary above every section. The school is positioning itself as a grade 3 school, but we need to make the case for being a 3+, and moving towards a 2- by the spring. The school recognizes it has some underlying challenges in its data, there are lots of elements that are 3, and the SEF contains evidence of what has been done. Is there enough in the SEF to say it is a good school? • The school must show it is addressing the problems. The progress of Pupil Premium and the Sixth Form is not good enough, and although Maths does not come up as a red flag with the RAISEonline data, it is recognised to be a weakness. <p>Governor challenge: Is there a school password which can be distributed for the RAISEonline summary/inspection dashboard for governors? Action: MS offered to email this, it would be useful and provides far more information than the performance summary. Governor challenge: Are the two key areas of weakness PP and the sixth form? Answer: Yes along with maths. The achievement meeting recognized PP and higher attainment as recurring issues which is being presented to the Achievement Committee on 15th Dec. There is a strong correlation between PP and SEN. If SEN is significantly improved and focussed upon, and if special access works more effectively the issue of PP could be addressed. A good screening system would help. If the school focusses on differentiation it might tackle SEN and also higher ability students at the same time. JP commented that this goes back to Quality First teaching. MS agreed, and noted that the critical thing is showing the evidence. With maths the evidence is there, in the Sixth form the folders are looking better. With PP the school must feel confident that the issue has been understood, but over time it needs to show improvement. Governor challenge: The Governors development plan references that the intention is to push to outstanding, does this equate with the school at grade 3, is there a disconnection? Answer: The strategic focus has been there, but the critical thing to ask is are the governors challenging enough? Have improvements been happening quickly enough? Governor challenge: Should there be more in the SEF Teaching & Learning section about making accurate baseline judgements, this was in the feedback from David Lowes? Answer: Baseline assessments should go in to the teaching section. Governor challenge: There should also be an emphasis on learning behaviours and risk taking and that should be a whole school shift. Could this be incorporated in to the SEF? It doesn't come through strongly enough. Answer: Learning attitudes can be incorporated in to the behaviour section, along with the learning culture of the school, this should feature all the way through. The learning culture could be built in to the ethos section of</p>	
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ii)	<p>Teaching & Learning. Action: MS will update the SEF and present at the next FGB.</p> <p>The “Excellence for All” Programme Update MS reported on the ‘Excellence for all’ programme. The second evaluation visit took place on Wednesday 9th Dec. The mood and tone of the advisers was positive. They recognized that there had been a significant shift since October in T&L and Leadership. They agreed that there is a bigger proportion of good or better teaching, and a bigger proportion of books showing progress and responding to feedback. What they want to find is consistency, for example they had seen 50% of books marked to the standard identified, they are now finding 66%, but would look to find 75%. At this stage the school is amber, not green, but it is now on track. Governor challenge: The behaviour problem, particularly in Y8 is still an issue. MS one of the problems with behaviour is that to address some of the issues requires money and resources. An extra classroom support worker will be focussed on Y8. Action: MS will send out the PowerPoint of the programme visit and notify governors of the next scheduled visit in March.</p>	
iii	<p>The “Teams Around the School” evaluation visit – verbal report</p>	
iv	<p>Learning walk report MS referred governors to the review of lesson observations and learning walks 2014-15. This was a report in to the quality of T&L from last year. It shows the learning walk gradings and summarises strengths and areas for development. The areas of feedback are being addressed (teacher feedback and TIM, sixth form). Higher attainers stretch and challenge, this needs to be widened to Quality First teaching. Challenge and engagement will also be a good response to passive learning and is the right way to address it. Governor challenge: During the learning walks, what criteria are used during lesson observations? Answer: We would use the Ofsted framework criteria, but on learning walks there would tend to be a focus, for example in October, marking and feedback and the quality of presentation of work. Governor challenge: There were a total of 41 lesson observations, but only 24 were observed for the second time, why was that? Answer: The deadlines for lesson observations often come up quickly and Middle leaders sometimes don’t organise their observations before the deadline, which is a source of frustration. Governors requested by February half term that every teacher should have at least one lesson observation, and from that feedback on what is being used from outstanding teachers to support those requiring improvement. This should be included in the Headteacher’s report. (Action: MS). PE commented that it might be helpful for middle leaders to ask them what they think they should be looking for in an outstanding lesson. MS commented that this is something that could be put together as a task for the next HT.</p>	
iv	<p>Sixth form review This was a report distributed prior to the meeting from 12 October. The report from David Perks was helpful, and highlighted strengths in lesson observations and areas for development observed in lesson observations.</p>	

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	In terms of overall judgement, the quality of teaching, learning and assessment requires improvement. Green shoots of improvement are however evident in lessons and student responses in interviews and the survey. Action points highlight priorities for improvement by the end of January 2016. Progress on these priorities will be reported back at the next FGB meeting. (Action: MS)	
12.	Standing item: OFSTED focus	
i)	Preparation for OFSTED – an update All governors have been given the latest update on the new framework.	
ii)	Governor Training Training by the SIP on 22 June 2015. This was conducted by Jo Pike, a lot of the issues have been addressed since June in HT reports. PE and JW both attended new governor induction, Ofsted briefing (Jurassic Coast Teaching Schools Alliance) was attended by JW and HB.	
13.	College Marketing Strategy – an update. This should be on the agenda for F&R as a standing item. Action: to be included on the next agenda for F&R - DM.	
14.	Sixth Form development	
i)	The Character Education Grant initiative HB updated governors, there was a meeting in October. It's all going well and there is nothing new to report.	
ii)	Other collaborative arrangements Nothing new to report	
15.	Governor Development Plan	
i)	Governor skills assessment. These were completed, but some governors are missing from the list of completed audits. Action: HB will send out the skills audit again. The first part of the audit is the skills audit, the second part covers knowledge of the school. <i>MH left the meeting at 8.55pm.</i>	
ii)	Identification of training needs JP highlighted 'Better governor', which is a new system on the Babcock website. Training courses have not been coming through, but will be distributed as soon as possible. (Action: HB). Governors were encouraged to access the spring courses through the website.	
16.	Regional and National News: To update governors on new developments coming from the DfE, LA/Babcock, DEF, DAG, AVLC, NGA GW a key message from Ofsted is that KS3 as not providing sufficient challenge and breadth to pupils. The Education Select committee launches an enquiry into the purpose and quality of education – deadline for responses is 25.01.16. Action: GW offered to provide this update again for the next meeting.	
17.	Dates of future meetings: a) Achievement Committee. (Govs): 3.45pm 15 December 2015 b) F&R budget meeting 19 January 2015 c) CLT Committee: 3.30pm 21 January 2015 d) F and R Committee: 4.30pm 26 January 2015 e) FGB 6pm 04 February 2016	
18.	Items for the next agenda	

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