

**The Axe Valley Community College**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY  
Wednesday 11 February 2015  
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	Local Authority	11.09.2018
CW	Dr Carol Woodhouse	Y	Co-opted	05.10.2017
GG	Mr Graham Godbeer	Y	Co-opted	10.04.2017
CS	Mrs Carol Simpson	Y	Co-opted	22.11.2018
DM	Mr David Mortimer	Y	Parent	29.11.2016
MS	Mr Martin Smith	Y	Headteacher	
GK	Mr Geoff Kerr	N	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
JB	Mrs Jane Boulton	N	Co-opted	16.10.2017
DM	Mr Darren McCleod	N	Co-opted	16.10.2017
VP	Dr Vincent Parkes	N	Co-opted	16.10.2017
JP	Mrs Julie Paddick	Y	Parent	18.12.2018
MH	Mr Martin Huscroft	Y	Parent	18.12.2018
LW	Miss Lin Walkerdine	Y	Clerk	

20150211-1	Apologies from the following members of the governing body were received: Jane Boulton, Darran McLeod and David Mortimer. These were <b>sanctioned</b> . Absent: Vincent Parkes	
	<p><b><u>Presentation by Laura Jenkins, Assistant Headteacher</u></b></p> <p><b><u>Year 11</u></b></p> <p>Attendance is a concern in particular vulnerable groups especially SEN and PP. PP represents a quarter of the year group. FTEs 37 sessions in Year 11 which is relatively low but the majority are non PP males and repeat offenders. Internal exclusions have been introduced and improvements seen from T1 to T2. KC provides excellent analysis of performance data using fine grades which has improved tracking. PP gap is reducing this year but aim is to have no gap. The College needs to focus on PP. Huge amounts of intervention and support is being provided. T3 should see significant increase. Making 4 levels of progress is a difficult challenge.</p> <p><b>Governor Challenge:</b> is there a difference between boys and girls in PP? English has a slight gap between the two, VAs are less than -1 between them. It is also an even split gender wise.</p> <p>Year 11 progress in Maths is more of a concern. Concerns re progress against national 4+ LoP and PP progress.</p> <p><b>Governor Challenge:</b> what is CID DIRT? Past paper marking is now high focus.</p> <p>Summary against KPIs. Some are close but all have not met targets. PP impacts on data particularly borderline students with no English and Maths. There is also a group of students who do not have one or the other. Target will be for one or both. Focus on 3 levels. 4+ levels of progress is challenging but staff are trying hard to improve. Mocks given before finished course – data did not match T2 data. This has provided teaching staff a wealth of information and</p>	

	<p>engaged students.</p> <p><b>Year 10</b></p> <p>Issues regarding behaviour and attendance – boys are a focus group for staff. Multi-agency approach has been taken and parents engaged. The aim is to reduce unauthorised absences particularly in SEN and PP groups. FTEs higher than in Year 11 which is not unexpected however there is a group of males causing concern which has necessitated the PSP process.</p> <p>ASPIRE is a cause for concern in T2. Progress 8 overall is above floor standard. This is a focus group for LJ and JSc (HOY).</p> <p>English progress looking weak for PP (4 levels of progress non-existent), maths is a more positive picture.</p> <p><b>Governor Challenge:</b> we applaud individual strategies.</p> <p>MS commented that LJ is making huge changes in KS4 – involves a lot of agencies to improve students’ progress however this should pay dividends in Year 11.</p> <p>The Chair thanked LJ for her presentation on behalf of the Governors.</p>	
20150211-2	<p><b>Declaration of Pecuniary Interest in the Meeting</b></p> <p>None declared.</p>	
20150211-3	<p><b>Minutes of the Meeting held on 11 December 2014.</b></p> <p><b>These were agreed and signed as a true record.</b></p>	
20150211-4	<p><b>Matters Arising</b></p> <p>i Tour of the school for Governors to be arranged</p> <p>ii. <b>SEF on March agenda</b></p> <p>iii. <b>Strengths and Weaknesses to be provided on the front page of the SEF</b></p> <p>iv. Presentation on strategic plan of the site for next agenda</p> <p>v. Training session on ‘Secondary Curriculum and RAISE (for Governors)’ 6.00-8.00pm 9 March – Colyton Grammar and Woodroffe School have been invited.</p>	
20150211-5	<p><b>Chair’s Business</b></p> <p>i) <b>Correspondence</b></p> <p>None received</p> <p>ii) <b>Information and Notices</b></p> <p>Rob Selby has decided to resign due to work commitments. The Chair is considering recruitment to existing vacancies and will advise the FGB.</p> <p>iii) Thanks to Governors who offered their time to providing a mentoring service to students.</p> <p>iv) NGA have advised that the DFE guidance 2015 on FTE and Permanent Exclusions has been withdrawn for legal reasons so Governors will need to revert to the 2012 guidance</p>	
20150211-6	<p><b>Link Governors</b></p> <p>i) The Proposal was discussed fully. It was recommended that subjects were grouped as faculties so that Governors could be linked to them effectively. It was <b>agreed</b> that Safeguarding and SEN were too big a group for one Governor. PP, ASPIRE and SEN would be linked one group. MS asked for CiC to be added to the group. Two Governors should be allocated to this group. This was <b>agreed</b>.</p> <p>ii) <b>Governor Challenge:</b> English, Maths and Science should have a single focus – discussed and <b>agreed</b>.</p> <p>iii) As part of their remit, the Safeguarding Governor needs to attend Safer Recruitment Training.</p> <p>iv) MS suggested PE be included in the category of Performing and Creative Arts. This was <b>agreed</b>.</p> <p>v) Safeguarding Governor role was discussed. The Safeguarding Audit takes place in December each year. LW to discuss with CS before making a decision..</p>	

	vi) The next meeting for Link Governors is <b>2 March 2015</b> . It was <b>agreed</b> that the current structure remains for this meeting. MH to attend Maths. The proposal was <b>agreed</b> and will be implemented at a later date in this academic year.	
20150211-7	<p><b><u>Committee Membership</u></b> The new proposal was discussed. Governor training may be required. This was <b>agreed</b>.</p> <p><b><u>GDP</u></b> 7 priorities are listed and all have actions against them. The Chair asked Governors to keep monitoring the plan as the next FGB meeting is time for the half-year review.</p>	
20150211-8	<p><b><u>Clerk's Housekeeping</u></b> The Clerk reminded Governors to complete a Record of Learning Impact Form following attendance at training sessions. A copy should be circulated to the Clerk and Chair and reported at FGB.</p>	
20150211-9	<p><b><u>Headteacher's Report</u></b></p> <p><b><u>Achievement</u></b> The report was <b>noted</b>. <b>Governor Challenge:</b> comparison with Devon schools is provided – is there national comparison? MS commented that it is possible to do this against schools with similar profile. National performance tables can be analysed by searching on Devon schools.</p> <p><b><u>Teaching</u></b> <b>Governor Challenge:</b> lesson plans linked with regular work scrutinies have been introduced – how are staff reacting to increased workload? MS commented that staff are feeling pressure. Schools like TAVCC are vulnerable regarding Ofsted. We can identify and review some of the pressures. SLT are very supportive of staff. Having discussed this, there is a need for a balance – key barrier to school improvement is not SLT but Middle Management taking more responsibility for learning within their Departments. Staff are having to deal with less resources to achieve higher expectations e.g. DAF is a time-costly process and curriculum changes e.g. English impact on workload. The College is also 10% down on staff last year to do the same workload. <b>Governor Challenge:</b> Ofsted look at pupil engagement which lessons or groups are analysed? Learning styles for different groups? MS responded when observing a lesson the criteria makes it clear to look at the progress of all groups. Challenge of lesson observation data is to look at patterns. Work scrutiny may be easier way of analysing learning. Engaging boys generally this is improved by strong teaching.</p> <p><b><u>General</u></b> The Character Education Grant has highlighted the need for a professional bid writer. As the application was made on behalf of the East Devon Sixth, the Consortium can share the cost to achieve the benefits.</p>	
20150211-10	<p><b><u>Budgetary Issues</u></b></p> <p><b><u>Progress toward the acquisition of the AGP</u></b> Delay to the construction works have been noted in the Committee minutes. Core samples taken by geologists have not been satisfactory in terms of the project progress and should not impinge on our contingencies. A surveyor has been employed, however the delay could have potential financial implications. Discussions need to take place with the Football Foundation. <b>It was felt that the college should take legal advice as to whether the surveyor was at fault.</b></p>	

	<p><b><u>New Building Proposal</u></b>  The College is currently targeted to receive a £2m new building to replace 4 temporary classrooms including Drama, Music and Art. The proposal has gone through various stages of approval – County has more funds than anticipated. Construction is due to start in the summer for a May 2016 completion.  <b>Governor Challenge:</b> what impact will be there during construction? Art classes would relocate to the Art Block. Drama and Music are under-used but would need to consider peripatetic classes.</p>	
20150211-11	<p><b><u>School Improvement Focus</u></b>  <b><u>KPIs</u></b>  The updated document was <b>noted</b> and will be further updated following the Achievement Committee meetings in February 2015.  <b>Governor Challenge:</b> If we were to achieve KPIs would we qualify for Outstanding status? MS confirmed.  Parent View was discussed. Terms and Conditions of the site include negation of any liability regarding comments made.  <b>Quotes to be obtained for Parent Questionnaires using a professional survey company as they provide better sampling and higher credentials for Ofsted. This was agreed.</b>  Score Cards are used to track data. Lesson observation data is currently not available so will need to be updated once confirmed.  At KS3 the targets go up between T1 and T2 which may explain progress made.  <b><u>SEND Healthcheck Report</u></b>  The report was <b>noted</b>.  <b><u>RAISE summary document</u></b>  This is a useful document for reference. The Chair suggested another column with actions taken on negatives and cross-referencing to priorities agreed in Sept/Oct. This summary relates to December 2014. It was <b>agreed that MS to add a column to the summary with a one line statement provided.</b></p>	
20150211-12	<p><b><u>OFSTED Focus</u></b>  <b><u>New Achievement Committee Arrangements</u></b>  The document was <b>noted</b>. New arrangements have been suggested to increase SLT input to the process. Meetings are minuted so that Governors can confirm that SLT understand the process and are holding Middle Managers to account. All information will continue to be available to Governors. The main focus for Governors is to ensure that College is on track to achieve the KPIs. MS apologised for lack of consultation.  <b>Governor Challenge:</b> the process has evolved well over the last year.  <b><u>Update of Governors' e-files</u></b>  <b>GW to put agreed set of documents into a zip file and circulate</b>  <b>GDP to include the record of Governor training.</b></p>	
20150211 -13	<p><b><u>Future status of TAVCC</u></b>  <b><u>East Devon Sixth Partnership</u></b>  Working with PE Network to promote Sports Teams representing EDS.  <b>Governor Challenge:</b> is Hockey available at TAVCC? Part of East Devon Sixth? MS commented that the four core sports are available. After half term, MS will present plans and costings to the Heads' Group meeting.  The lead on the Character Education Grant application is Kings' School as an Outstanding School.  <b>Governor Challenge:</b> workload impact? MS is the Chair and driving it. TAVCC is the smallest sixth form and has most to gain. This has huge strategic importance.</p>	

20150211 -14	<b>Committee Minutes</b>	
	<b>Curriculum, Learning and Teaching Committee 29.01.2015</b> The minutes were <b>noted</b> .	
	<b>Finance and Personnel Committee 03.02.2015</b> The minutes were <b>noted</b> .	
	<b>Site and Buildings Committee 02.02.2015</b> The minutes were <b>noted</b> . It was <b>agreed</b> to take legal advice on the delay in construction.	
20150211 -15	<b>Regional and National News - DfE/DAG/NGA/Babcock</b> A summary document from the Chair was <b>noted</b> . 14 March NGA Meeting at the Holiday Inn in Taunton. Governors to request a place via the NGA website.	
20150211 -16	<b>Items for the next agenda:</b> <b>Presentation on Site Strategic Plan</b> <b>SEF</b> <b>Term Dates and Training Days</b> <b>Budget</b>	
20150211 -17	<b>Items not on agenda</b> MS gave a proposal on change to the uniform (PE Kit). Samples with costings were circulated to Governors. Costings were mindful of parents' affordability and garment quality. The Falcon kit was recommended with standard brand shorts to reduce costs. PP pupils will be offered a 10% subsidy. New Year 7 entry (September 2015) will see the introduction of the changes. School logo and school colours will be used. Some items are optional. <b>Governor Challenge:</b> losing kit may be expensive. <b>Governor Challenge:</b> have pupils been consulted? Governors <b>agreed</b> to the proposal with a majority vote.	

The meeting closed at 8.40pm.  
Next FGB meeting 6.00pm on 26 March 2015

#### Summary of Action Points

Minute	Action	By Whom	By When
20150211-4	<b>SEF on March agenda</b> <b>Strengths and Weaknesses to be provided on the front page of the SEF</b>	<b>MS</b>	<b>March 2015</b>
20150211-11	<b>Quotes to be obtained for Parent Questionnaires using a professional survey company as they provide better sampling and higher credentials for Ofsted. This was agreed.</b>	<b>MS</b>	<b>March 2015</b>
20150211-11	<b><u>RAISE summary document</u></b> <b>This is a useful document for reference. The Chair suggested another column with actions taken on negatives and cross-referencing to priorities agreed in Sept/Oct. This summary relates to December 2014. It was agreed that MS to add a column to the summary with a one line statement provided.</b>	<b>MS</b>	<b>March 2015</b>
20150211-12	<b>GW to put agreed set of documents into a zip file and circulate</b>		

Signed .....Graham Watts, Chairman Date: .....