

The Axe Valley Community College

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
Thursday 11 December 2014
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	11.09.2018
CW	Dr Carol Woodhouse	Y	Community	05.10.2017
GG	Mr Graham Godbeer	N	Local Authority	10.04.2017
CS	Mrs Carol Simpson	Y	Local Authority	23.11.2014
DM	Mr David Mortimer	Y	Parent	29.11.2016
MS	Mr Martin Smith	Y	Headteacher	
GK	Mr Geoff Kerr	N	Local Authority	26.07.2018
LWai	Mrs Louise Wain	Y	Parent	07.12.2015
WC	Mrs Wendy Cryer	Y	Local Authority	17.04.2016
HB	Mrs Heather Burnett	Y	Parent	08.02.2016
JB	Mrs Jane Boulton	N	Community	16.10.2017
DM	Mr Darren McCleod	N	Community	16.10.2017
VP	Dr Vincent Parkes	N	Staff	16.10.2017
RS	Mr Rob Selby	N	Staff	11.12.2017
LW	Miss Lin Walkerdine	Y	Clerk	

20141211 -1	Apologies from the following members of the governing body were received: Rob Selby, Geoff Kerr, Graham Godbeer, Jane Boulton, Darren McLeod, Vincent Parkes, Carol Simpson. These were sanctioned .	
	<p><u>SEND Presentation by John Confrey</u> Children and Families Act 2014 – an expectation that multi-agency approach with Health and Care will be adopted. DAF – Devon Assessment Framework facilitates funding (£9k per pupil) without going to EHCP (old statement). SEN (was SEND). Much more paperwork to complete.</p> <p>Overview:</p> <ul style="list-style-type: none"> • Extend SEN system to 0-25 • Replace statements of SEN and LDAs with Education, Health and Care Plans (EHCPs) • Requires LA and Health Authorities to work together • More fully includes children, young people and their parents/carers in planning for and reviewing SEND • 60 children with SEN at TAVCC –Key Worker meetings are held termly for each child. Meetings are held termly for parents/carers. • SA and SA+ replaced with SEN Support • All of provision in Code of Practice applies to all schools including academies and free schools • Introduction of the Local Offer – link needs to be posted onto College website. This will provide information on what is offered. <p>JC has reduced the number of pupils on the SEN register. Government wants the register to be approximately 7%. When pupils are taken off the register they will still receive support on a Watch List which gives time to assess if</p>	

	<p>right decision has been made. Not many students will be EHCP registered with complex education, health and care needs. Categories of need were presented. Relationships with social workers are key – health aspect has challenges i.e. wait lists and resources. Moved to more efficient support of learning. Governor Challenge: how do you assess interventions? Difficult to measure effectiveness of in-class support. Interventions now are literacy based i.e. reading age and spelling age. Similarly with Maths. Governor Challenge: 12 children per group – are the pupils grouped with similar problems or a mix in each group? JC has taken more difficult children or children with difficult parents. Emma Collins takes a number of pupils struggling with lessons – not necessarily badly behaved also inwardly not coping – anxiety etc. Review of groups and process takes place. Governor Challenge: A major cost is JC's time – this was discussed - JLx assigned partial costs of English and Maths. Governor Challenge: 60 students identified – is that a College decision? Anyone on SEN Register in Primary School retains status on arrival. Now reassessed. Do all 60 need a DAF? JC confirmed that a DAF1 would be in place. Does the EHCP cover anyone else in the system? Statement Review uses new paperwork for Years 5, 9 and 11 (LA recommended) but TAVCC uses paperwork for all year groups. May move to DAF2 My Plan. Governor Challenge: does waiting lists re Health impact on funding and for pupil in school? The College phones GPs etc – a crisis re Mental Health is growing. Chair thanked JC for his presentation</p>	
20141211 -2	<p>Declaration of Pecuniary Interest in the Meeting None declared.</p>	
20141211 -3	<p>Minutes of the Meeting held on 23 October 2014. These were agreed and signed as a true record.</p>	
20141211 -4	<p><u>Matters Arising</u> i Tour of School on next agenda ii E Files on next agenda</p>	
20141211-5	<p><u>Chair's Business</u> i) Code of Conduct – to be added to New Governor Handbook. Two Parent Governors are due to be elected and ballot papers have been distributed to all parents by email. ii) Governor Section of website – the Chair expressed his thanks on behalf of the Governors to Roz Brake for her hard work.</p>	
20141211-6	<p><u>Clerk's Housekeeping</u> i) The TAVCC Annual Cycle of Business 2014-2015 was noted. ii) The new version of the Instrument of Governance was tabled with no changes to the original proposal made. The new Instrument of Governance will take effect from 1 January 2015. iii) Governor Board in Reception – photos are required for new governors.</p>	
20141211-7	<p><u>Headteacher's Report</u> The report was noted.</p>	

	<p><u>Raiseonline Data</u> Raiseonline data was circulated to Governors by email and noted. MS commented that the data was better than anticipated and did not have a BTEC data bubble that would impact on overall summary. APS and Total PS are now consistently above national average in a majority of key areas. In terms of VA progress, the College is above national average now – 49th percentile. In EBACC, Science and Humanities strong. Other than English, good progress has been made. It was agreed that bullet points on Raise progress and attainment would be useful for Governors. On next agenda. Governor Challenge: What is the focus for Learning Walks? MS confirmed that the focus is learning and progress of students. Governor Challenge: when will the analysis be available? MS confirmed in the February HT Report. Governor Challenge: Hayley Dean is due to be replaced by Steve Everington – is he qualified to teach ICT? MS confirmed not ICT qualified. Why this decision? Hayley Dean is a Science Teacher – the ICT post will be 0.4 post for this academic year only. Year 11 students will have a more experienced teacher (KC/MB). Governor Challenge: when curriculum moves to Computing how will that be taught? KC is a specialist and with MB will cover. ICT dropped as a Core subject from this year. Year 11 one group ICT and for the new Year 10s the Computing Course will be offered as an Option subject. The deployment of specialist teachers only creates its own challenges as less flexibility to move staff. The current staffing policy is specialist teachers for English and Maths only. Most teachers are trained in a subsidiary subject. Governor Challenge: how is SLT bedding in with the new member of the team? MS commented that it had been an intense term and Safeguarding has been identified as taking up considerable time for SLT. It is a dynamic team working together well. LJ has built respect from Year Leaders and staff due to her high expectations of behaviour.</p>	MS
20141211-8	<p><u>Budgetary Issues</u> <u>Progress toward the acquisition of the AGP</u> An open meeting was held on 3 December. Minutes on website. DM commented it was important to monitor Health & Safety practices whilst building work takes place.</p>	
20141211-9	<p><u>School Improvement Focus</u> <u>Progress towards 2014 targets in the Strategic Development Plan (SDP)</u> The document was noted. <u>RE Delivery Mechanism</u> The document was noted and MS to report on progress. CLT Committee has previously reviewed this information. <u>New KPIs</u> Updated version to be circulated. MS to update. At each data point, the score card is to reflect actual figures. It would be useful for Governors if information reflecting trends was included within the document. Governor Challenge: ambitious targets are they achievable? MS responded by informing Governors that targets have been adjusted to reflect high expectations. A careful balance between realistic and challenging targets is required.</p>	

	<p>College is making large strides towards individual targets and accurate assessment.</p> <p>Governor Challenge: Stakeholder view was 80% of all parents or of those who responded? MS confirmed it was 80% of those surveyed. MS agreed that College needed to improve parental engagement.</p> <p>Governor Challenge: pressure on teachers not to give Time Outs? MS would not go to staff to ask why they had sent pupils to Time Out and it was not used as an indicator of teacher's behaviour management.</p> <p>Governor Challenge: Bullying no figures in report? – MS has now added to the report. The School Council gave a presentation on anti-bullying to the CLT Committee. They indicated that there is a wide range of bullying but it tends to be defined as persistent behaviour.</p> <p>Governor Challenge: Governors at least 50% are active? Guidance for score card ASL data. Measurement of the impact of Governors on the outcomes of pupils on progress and achievement to be included.</p> <p>Governor Challenge: the impact difficult to assess – low medium high?</p> <p>Governor Challenge: Performance Management in the document is this the College performance or for staff? This is the impact of PM for staff.</p> <p>Governor Challenge: Safeguarding is a major focus – can recommendations be implemented this year? The recent Safeguarding Audit highlighted some areas for improvement particularly with reference to data security. Site security is being improved. Some changes are quickly implemented others longer. An Annual report to Governors is recommended with the involvement of the Link Governor for Safeguarding.</p> <p>The Chair commented that once the document has been updated it will still effectively be the Strategic Development Plan (SDP) and Governors need to have ownership of this doc. This was approved subject to the inclusion of final data and the historic year on year outcomes sheet. It was voted unanimously in favour.</p> <p><u>College Evaluation Form (SEF)</u> On next agenda.</p> <p><u>SIP Visit Note</u> This document was noted.</p>	
20141211-10	<p><u>OFSTED Focus</u> <u>College Strengths and Weaknesses OFSTED Q1</u> Included in the SEF. A summary for Governors to be included.MS to action. GW: worth buying in Mocksted January 2016. This was agreed.</p> <p><u>Update of Governors' e-files</u> List of documents for Ofsted Inspection is being updated by the Chair.</p>	
20141211-11	<p><u>Future status of TAVCC</u> East Devon Sixth Form document was noted.</p>	
20141211-12	<p><u>Governor Development Plan</u> <u>2014-2015</u> This document was approved. Attendance at meetings to be added. Priority 3: The allocation of Link Governors needs to be reviewed once new Parent Governors are appointed. On next February agenda. Any</p>	

	<p>Governors who did not attend last Link Governors meeting need to arrange an appointment.</p> <p>Business Studies, Drama and RE are subject to support plans. Governors should be involved in meetings to review. GW to discuss with MS.</p> <p>Achievement Committee has a better focus however MS feels that Governors still not challenging sufficiently e.g. a target that has not been met for some time. These challenges need to be discussed/agreed in the pre-meeting.</p> <p>Suggestions for Governor Presentations at meetings:</p> <ul style="list-style-type: none"> • KS4 progress LJ • Triple Marking and Assessment KC • Behaviour Management LJ and DP • Curriculum Changes 2016 • Strategic Direction of Site <p>GW to discuss with MS.</p> <p>The topic 'Changes to Secondary Curriculum' was proposed for the AVLC training in the Spring Term 2015. WC to confirm.</p>	
20141211-13	<p><u>Committee Minutes</u></p> <p><u>Curriculum, Learning and Teaching Committee 02.10.2014</u> The minutes were noted. Governor Challenge: RE at KS4 update – are we teaching British values? 3 religions have been chosen. Effective delivery might be an Ofsted question for governors. External visitors for assemblies – does that satisfy diversity?</p>	
	<p><u>Finance and Personnel Committee 14.10.2014</u> The minutes were noted.</p>	
	<p><u>Site and Buildings Committee 06.10.2014</u> The minutes were noted. It was agreed to change SIP to SDP.</p>	
	<p><u>Achievement Committee 27.11.2014</u> The minutes were noted.</p>	
20141211-14	<p><u>Regional and National News - DfE/DAG/NGA/Babcock</u> A summary document from the Chair was noted. Governing Matters magazine to be changed from CW to HB/Chairs of Committee. CW to present a formal note on the NGA Conference for next agenda. DAG website has been updated.</p>	
20141211-15	<p>Items for the next agenda:</p> <ul style="list-style-type: none"> E-files Presentation tbc SEF Governor Summary for RAISE Safeguarding Governor to be discussed 	

The meeting closed at 8.23pm.

Next FGB meeting 6.00pm on February 11th 2015

Summary of Action Points

Minute	Action	By Whom	By When
20141211-7	It was agreed that bullet points on Raise progress and attainment would be useful for Governors. On next agenda.	MS	Feb 15
20141211-9	Updated version of the KPI document to be circulated	MS	Dec 14
20141211-9	SEF on next agenda	MS	Feb 15
20141211-10	<u>College Strengths and Weaknesses OFSTED Q1</u> A summary for Governors to be included. MS to action.	MS	Jan 15
20141211-12	Priority 3: The allocation of Link Governors needs to be reviewed once new Parent Governors are appointed. On next February agenda	GW	Feb 15
20141211-12	GW to discuss Presentation topics for FGB	GW/MS	Dec 14
20141211-12	Changes to Secondary Curriculum was proposed for AVLC training. WC to confirm.	WC	Jan 15
20141211-14	CW to present a formal note on the NGA Conference for next agenda	CW	Feb 15

Signed
Graham Watts, Chairman

Date.....