

## The Axe Valley Community College

### MINUTES OF THE MEETING OF THE FULL GOVERNING BODY Thursday 12 December 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	10.04.2017
CS	Mrs Carol Simpson	Y	Local Authority	23.11.2014
RC	Mrs Ruth Coghlan	Y	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	27.07.2014
SE	Mrs Stephanie Evans	N	Parent	07.07.2014
HR	Mr Harvey Robinson	N	Parent	07.12.2015
LWai	Mrs Louise Wain	Y	Parent	07.12.2015
WC	Mrs Wendy Cryer	Y	Local Authority	17.04.2016
HB	Mrs H Burnett	N	Parent	08.02.2016
JB	Mrs J Boulton	Y	Community	16.10.2017
DM	Mr Darren McCleod	Y	Community	16.10.2017
VP	Dr Vincent Parkes	Y	Staff	16.10.2017
RS	Mr Rob Selby	Y	Staff	11.12.2017
LW	Miss Lin Walkerdine	Y	Clerk	

1	Apologies from the following members of the governing body were received and sanctioned: Stephanie Evans; Heather Burnett, Harvey Robinson	
	<p><b><u>Presentation 'Values Make a Difference: Co-operative Schools in 21<sup>st</sup> Century' by Wilson Forster, The Co-operative College</u></b></p> <p>i) A number of presentation slides were given on Co-operative Trust Schools.            ii) These schools were made possible by 2006 Education and Inspections Act            iii) Schools become a Foundation School – a charitable company limited by guarantee            iv) The school holds land and buildings 'in trust'            v) Benefits of the Co-op Trust supporting the school include:</p> <ul style="list-style-type: none"> <li>• Helping to shape the long term strategic vision and ethos of the school</li> <li>• Encourages innovation through external partners</li> <li>• Promotes community engagement, accountability and involvement</li> <li>• Allows Governors to continue to run the school and receive delegated budget</li> <li>• Allows Governors to set Admission criteria within the School Admissions Code</li> <li>• Allows Governors to employ staff without a TUPE process</li> </ul> <p>vi) The Stakeholder consists of elected representatives from Parents, Staff, Learners and the Community            vii) The process:</p> <ul style="list-style-type: none"> <li>• Agree the model, identify trust partners, agree to consult on proposals to become a Foundation School and/or join a Trust</li> <li>• Prepare documentation including vision and rationale for conversion</li> </ul>	

	<ul style="list-style-type: none"> <li>• Public consultation over four weeks</li> <li>• Collate responses, prepare report and consider next step</li> </ul> <p>viii) Resources:  <a href="http://www.co-op.ac.uk">www.co-op.ac.uk</a>  <a href="mailto:wilsonforster@gmail.com">wilsonforster@gmail.com</a></p> <p>ix) Costs:</p> <ul style="list-style-type: none"> <li>• Basic cost = £3750 + VAT</li> <li>• Each additional school = £625 + VAT</li> <li>• Legal Costs = £1500 + VAT</li> <li>• Statutory Notice = £600</li> <li>• Land and Asset Transfer to Trust = up to £1500 per school</li> <li>• Once initial outlay no further costs</li> </ul> <p><b>Governor Challenge:</b> what is the responsibility/involvement of the LA if the school converts? Still responsible for buildings etc and can still monitor results unlike their relationship with Academies</p> <p><b>Governor Challenge:</b> advantages of developing partnerships in the community – TAVCC already successful what are the advantages? Formalise the Forum for Stakeholders which takes some time and gives a voice to members of the community</p> <p><b>Governor Challenge:</b> what do you expect to come out of the Forum? Too early to say.</p> <p><b>Governor Challenge:</b> consider rationale as to why want to change – already doing much of the process – what would existing schools say about what they have gained? In Cornwall, waiting for feedback. Secondary network of Devon Co-operative Schools established. Autonomy is a real benefit.</p> <p><b>Governor Challenge:</b> significant issue to gain land and premises in trust and trustees make decisions in agreement with Governors</p> <p><b>Governor Challenge:</b> in trust – Co-operative Trust or own Trust? Own Trust.</p> <p><b>Governor Challenge:</b> is relationship between Trustees and Governors clear? Governors are the employer, Trustees have more strategic vision. Usual to have more than one school in the Trust.</p> <p><b>Governor Challenge:</b> arrangements with schools in other countries? Many schools do that. Still too new in Devon to comment. Schools on European mainland available to join.</p> <p><b>Governor Challenge:</b> own Admissions authority? Confirmed provided within the Admissions Code. Set up an Admissions team to deal with Appeals. Set the Pupil Admission Numbers (PAN) following a process of consultation.</p> <p><b>Governor Challenge:</b> school improvement – does Co-operative College have a team of experts? Can buy services but normal practice is to meet with other schools/colleges. Secondary Co-operative schools meet to discuss? In Devon schools met at Okehampton a year ago and have continued to meet. There are opportunities in the wider field for training and development of membership e.g. CPD, Co-operative values into the curriculum.</p> <p><b>Governor Challenge:</b> advantage over Academy status is to still have support of LA. Governors remain in control of the budget.</p> <p><b>On next agenda for discussion.</b></p>	<b>GW/LW</b>
2	<p><b>Declaration of Pecuniary Interest in the Meeting</b> None declared.</p>	
3	<p><b><u>Minutes of the FGB Meeting 10 October 2013</u></b> These were <b>agreed</b> as a true record and signed by the Chair.</p>	

4	<p><b><u>Matters Arising</u></b></p> <p>i) Parent Forum – HB provided a summary report. Parents are pleased with changes to Careers Delivery. LWa commented on the difference made. Parents are also positive with regard to their involvement with the College.</p> <p><b>Parent Forum meeting summary 25<sup>th</sup> November 2013</b></p> <ul style="list-style-type: none"> <li>• Darren Holland gave the members a brief overview of the Careers Information and Guidance provision now in place in the College followed by a brief tour of the new, very impressive Careers Facility.</li> <li>• The Forum discussed delivering the next questionnaire. A paper version was handed out at the Yr 12 &amp; 13 parents' evening but there was some concern that parents did not want to do two questionnaires, one for Parent Forum and the electronic College questionnaire. Martin Smith suggested that the questionnaires could be combined if the Parent Forum questions were worded differently.</li> <li>• The Forum discussed investigating views regarding parents' evenings with a particular interest in targeting parents who don't attend these events. Delivery of such a questionnaire would have to be via a route other than parents' evenings.</li> </ul> <p>ii) Link Governor Meeting has been scheduled on <b>28<sup>th</sup> April 2014</b> to tie in with Departmental meetings.</p>	
5	<p><b><u>Chair's Business</u></b></p> <p><b><u>Committee Restructuring</u></b></p> <p>i) A revised Committee Membership list has been circulated. The Chair has tried to balance numbers so that quorate is more easily attainable and the level of time commitment more balanced for individual Governors.</p> <p>ii) Sites &amp; Buildings Committee not quorate this half term.</p> <p>iii) Governors need to amend Committee Meeting dates in diaries.</p> <p>iv) A Nominations and Appeals Committee will be required for the Redundancy Policy. The Appeals Committee will remain static for all Appeals. GW to approach 5-6 Governors to be on Nominations Committee. The time commitment for this will be at least half day pre-meeting and the actual Nominations Committee 1.5 days in February/March 2014. Consultation process begins in January 2014.</p> <p><b><u>Finance Policy</u></b></p> <p>i) The policy was <b>ratified</b>. GK proposed and RC seconded. Unanimous vote recorded.</p> <p><b><u>Charging &amp; Remissions Policy</u></b></p> <p>i) The policy was <b>ratified</b>. WC proposed and CS seconded. Unanimous vote recorded.</p> <p><b><u>Child Protection Policy</u></b></p> <p>i) This policy was <b>ratified subject to addition of personnel information</b>. Unanimous vote recorded.</p> <p><b><u>National Leader of Governance (NLG) Application</u></b></p> <p>i) GW has applied to the DfE to become a Leader of Governance. This is a supporting role up to 10 days over and above existing commitments.</p> <p>ii) Application subject to Governor and Headteacher approval.</p>	

	<p>iii) Funding of £2k will be made available for the school as GW waived his expenses.</p> <p>iv) The Governors <b>approved</b> GW's application. May be rejected on basis of College's results. CW commented that this will provide a good experience on working with other GBs. GG proposed and CW seconded.</p>	
6	<p><b><u>Clerk's Housekeeping</u></b>  <b><u>Annual Cycle of Business</u></b>  i) For 2013-2014 was presented and will change annually re policy review.</p> <p><b><u>Term Dates 2014-2015</u></b>  i) Dates for Non-pupil days approved.  ii) <b>Approval of 2015-2016 needed at request of parents. On next agenda for approval.</b></p>	MS/LW
7	<p><b><u>Headteacher's Report</u></b>  i) The paper was <b>noted</b>.</p> <p><b><u>Achievement</u></b>  i) Year 11 Achievement – broadly speaking doing well and if the cohort achieve predicted grades, this would be real success but reality of Mock Exams may change this. The Year Group has a good aptitude to Mock Exams.  <b>Governor Challenge:</b> 98% Higher and 100% Middle targets? Confirmed.  ii) Mentoring programme has been put in place.  iii) Share key information with staff largely due to Report Card system now in place. Data richer and available at an earlier stage (November).  iv) Support plans for Science, English and MFL have been in place since September. These plans are additional to normal leadership and management practice.  iv) English Language on Target in terms of Value Added but below in A*-C (target 83%, predicted 78%),  v) Science Additional slightly below in terms of Value Added and below in A*-C (target 92%, predicted 86%)  vi) Triple Science slightly below in terms of Value Added but on for A*-C (target 100%, predicted 100%)  vii) BTEC Science well above in terms of Value added but below on A*-C  viii) French on target for Value Added but below in terms of A*-C but below on A*-C (target 89%, predicted 72%)  ix) German below in terms of Value added and below on A*-C (target 89%, predicted 74%)  x) Ambitious targets – have to take into account pupils numbers. Overall all 3 subject areas are predicting results that if achieved would significantly narrow the gap in performance between them and other subjects.</p> <p><b><u>Teaching</u></b>  <b><u>Lesson Observation and Learning Walks</u></b>  i) Learning walks have taken place over the last 2 weeks with the focus on Learning and Progress. Next phase will have a different focus. Observer makes a judgement on that focus. Controversial as to how a judgement can be made.  ii) Lesson observation training will take place next half term for middle and senior leaders using an Ofsted Inspector.  iii) By February half term all teachers should have been observed at least once.  iv) DP to record more data from lesson observations focusing on areas for development over a period of time. This will then lead to training for next phase. Teacher toolkits/CPD are specifically targeting the areas of development.</p>	

	<p><b>Governor Challenge:</b> can you talk about Grading? <b>MS:</b> Form has same grading elements as formal lesson observation. <b>VP:</b> staff are expressing concerns about grading – unions concerned about number of observations. MS believes does not count towards this. Useful to develop/widen the protocol and develop clarity on procedures.</p> <p><b>Accelerated Reader Programme</b></p> <p>i) Overhaul to system is progressing well. Quality of AR sessions has improved.  ii) Lisa Martin and Nessa Rutherford are providing targets based on STAR test.</p> <p><b>Behaviour</b></p> <p>i) A table of rewards and sanctions by Year Group was presented.  ii) In October additional rewards were provided for Year 11 pupils who were on or above target.  iii) <b>Governor Challenge:</b> what is happening in Years 12 and 13 regarding behaviour? Pupils are less motivated by the vivo system. <b>RS:</b> this pattern follows through year on year and is largely a KS3 model.</p> <p><b>Leadership</b></p> <p><b>Effective Use of Assessment Data Strategy</b></p> <p>i) The first cycle of the new strategy has been completed as planned.  ii) The whole college engagement in the process has been achieved culminating in Governors' Achievement Committee. Chair thanked Governors on the Committee for their support and contribution.  iii) The real proof of the system will be the impact on underachievers and this will only start to be seen in February as the second cycle is completed.  iv) Actions include:</p> <ul style="list-style-type: none"> <li>• Exemplars of Report Cards which show pupil numbers</li> <li>• Further training for middle leaders to fully understand the data analysis tools</li> <li>• Definition of 'predicted' needs to be sharpened so that there is consistency on judgements made</li> <li>• Clarifying the role of Year Leaders in terms of accountability for progress of students and the tools they will have available</li> <li>• Limit CIS list to a smaller number so that subjects can prioritise</li> </ul> <p><b>General</b></p> <p><b>Sixth Form Open Day and Evening</b></p> <p>i) Successful event giving students the chance to have taster lessons during the day.</p> <p><b>Staffing</b></p> <p>i) TA referral to Formal Hearing concluded</p> <p>The Chair thanked MS for his report.</p>	
8	<p><b>Budget – Admission to FIPS</b></p> <p>i) Budget deficit 2013-2014 is being clarified – still waiting for post 16 funding. More accurate picture will be reported at F&amp;P.  ii) MS to prepare report to FIPS in early 2014 (FIPS look at schools who are in financial difficulty and seeking assistance legitimately).  iii) Restructure which includes Redundancy will be instigated and the Redundancy Policy invoked which will involve FGB approving the Restructuring Plan. Once approved will move to consultation with staff. At end of that process FGB decide whether to uphold.</p>	

	<p>Formal process begins with Nominations Panel who reference the Restructuring Plan and current Staffing Structure. HR expertise will be valuable.</p> <p><b>Governor Challenge:</b> will approval require an Extraordinary FGB in January? Probably MS will confirm once met with HR Adviser.</p> <p>iv) Staff were made of aware of restructuring without redundancy in January 2013. This year restructuring will involve redundancy.</p>	
9	<p><b><u>School Improvement Focus</u></b></p> <p><b><u>The Strategic Development Plan 2013-2016</u></b></p> <p>i) Latest document (Nov 2013) outlines targets for next three years.  ii) Main Findings of Jo Pike (SIP) Visit concluded that there are ambitious targets and the challenge will be monitoring those targets. Impressed with the SDP and CDP. Positive on direction of travel.</p> <p><b>SIP Visit Report to be circulated.</b></p> <p>Headteacher Performance Management has been carried out and will be reported to F&amp;P regarding any financial implications.</p> <p><b><u>Pupil Premium Funding</u></b></p> <p>i) Document available on website.  ii) Discussed in detail at CTL Committee however it is an important document for all Governors re Ofsted.</p> <p><b><u>Departmental Development Plans and Link Governor Meetings</u></b></p> <p>i) All subject plans were distributed.  <b>ii) Governors to review with subject leaders during Link Governors 28 April 2014. Progress to be reviewed since last visit.</b>  <b>iii) Link Governors to be reviewed next September.</b></p>	<p><b>GW/LW</b></p> <p><b>FGB</b></p>
10	<p><b><u>Ofsted Focus</u></b></p> <p><b><u>Briefing on changes to accountability, curriculum and starting effective 2016</u></b></p> <p>i) A paper on KS4 Curriculum and Qualification Proposals (November 2013) was <b>noted</b>.</p> <p><b><u>Overall aims</u></b></p> <p>1. Create a curriculum and qualification structure that enables the College to achieve college-set achievement targets by 2016</p> <p>2. Respond effectively to the new accountability measures being introduced from September 2014 that apply to current Year 9 and lower year groups</p> <p>ii) Implications of what the College will be judged on in 2016 will have to be implemented for current Year 9.  iii) 9 replies to consultation to date. 50% support.  iv) <b>Governor Challenge:</b> Is this linked with redundancy? This proposal does not mean loss of staff – financial reasons are the main driver. Governors need to be clear on the distinction.</p> <p><b>Governor Challenge:</b> Do proposals need to come to Governors for ratification? MS confirmed through CTL Committee. Chair asked Governors to delegate responsibility to CTL Committee – this was <b>approved</b>.</p> <p><b><u>The position of RE in the curriculum</u></b></p> <p>i) CW commented that the position of RE as a Core or Option Subject had been</p>	

	<p>discussed at CTL Committee however it was agreed that it should be the responsibility of all Governors in the decision making process.</p> <p>ii) MS highlighted to the Committee that this is an important key decision on the nature of the curriculum. Governors have key role in determining this and have responsibility for this.</p> <p>iii) Decision on relative importance of RE – either as compulsory full GCSE for all pupils over 2 year period or providing more Option choice for students whereby RE would compete with Careers/PHSE etc.</p> <p><b>Governor Challenge:</b> some subjects e.g. Biology cover ethical topics and religious perspective such as IVF etc. May be worthwhile conducting a mapping exercise on the RE syllabus. RE continues throughout KS3. Statutory requirement to teach up to 16yrs – this is provided but not a timetabled lesson as RE.</p> <p><b>Governor challenge:</b> what happens at the moment? On timetable. Historically RE was timetabled 1 period a week and then removed.</p> <p>iv) <b>GK</b> declared an interest as had met with RE Subject Leader. Full course would have a high level of achievement which would be an easy win situation overall. There are also a number of students interested in A level RE. When RE is incorporated into tutorials the experience is greatly diminished.</p> <p>v) <b>CS</b> – discussion at CTL, who were in favour of keeping RE in Core as important to consider whole education for pupils.</p> <p><b>RC</b> – as Core, good choices can be made.</p> <p><b>DM</b> – does limit choice and may be to the detriment of other subjects.</p> <p><b>Governor Challenge:</b> Parent Forum consulted? Need to finalise in January and therefore time to do this. MS commented that CTL should look at views of different stakeholders.</p> <p><b>Governor Challenge: RS</b> Does not have a high value for students and therefore not motivated. As an Option, concerns from staff re subjects feeding into Sixth Form and viability of subjects at A level. Parents often want to know how many options are available.</p> <p><b>CS:</b> Governors need to ensure that students are not disadvantaged in terms of spiritual and moral education – not one dimensional students – a more rounded person.</p> <p><b>MS:</b> at present Year 10 have 3 choices for Options, under these proposals would have 4 plus half (History/Geography). If RE in Core, 3.5 options which is higher but if 4.5 significantly more choice. SL for RE is dynamic and proving to be engaging which makes this an interesting subject for pupils. Need to consider the principle of this decision i.e. delivery of spiritual, moral education or offer choice.</p> <p>vi) Chair suggested letter to parents directly from Governors. Not a voting situation more to solicit views. Governors could also discuss with Year 9 pupils and staff on a philosophical view. <b>Suggested that HB leads on letter to all parents quicker than PF meeting. Framing of letter in consultation with MS.</b></p> <p><b>FGB would need to make informed decision on 5<sup>th</sup> February 2014. On CTL agenda next meeting. CW to organise consultation.</b></p> <p><b>CS:</b> important to gain views from staff and sample of pupils in Years 8, 9 &amp; 10. Framing of the question is key.</p>	<p><b>HB/MS</b></p> <p><b>FGB CW</b></p>
11	<p><b><u>Safeguarding</u></b></p> <p>i) CS visit report dated 20 November 2013 was <b>noted</b>.</p> <p>ii) It is a requirement for FGB to note.</p> <p>iii) Safeguarding Audit held annually. All Governors needed to be informed of Safeguarding children and Safer Recruitment.</p> <p>iv) <b>Lettings Policy to be reviewed with regard to Child Protection.</b></p>	<p><b>DM/MS</b></p>

12	<p><b><u>Governor Development Plan</u></b></p> <p><b><u>Governor Self Review and Skills Audit</u></b></p> <p>i) Document sent to FGB in October for completion.  ii) 9 replies received to date. 6 more to be completed. Hard copies were available.</p> <p><b><u>Progress review of Priorities and Actions for 2013/2014/GDP – link to CDP</u></b></p> <p>i) List of priorities were outlined as in the document.</p> <ul style="list-style-type: none"> <li>• Skills analysis ( to include personal expertise and skills)</li> <li>• Parent Forum</li> <li>• Monitoring progress and Link Governor Visits</li> <li>• Ofsted Inspection Framework</li> <li>• National Policy Changes</li> <li>• Attendance and Participation in School Events e.g. Carol Service 7.00pm <b>18<sup>th</sup> December 2013.</b></li> </ul> <p>ii) Presentations at FGB suggested - Sixth Form, Accelerated Reader, Art  iii) <b>CDP – mind map of focus to be emailed to Governors.</b></p>	<b>GW/LW</b>
13	<p><b><u>Committee Minutes</u></b></p>	
	<p><b><u>Curriculum, Teaching and Learning Committee</u></b></p> <p>i) The minutes were <b>noted</b>.</p>	
	<p><b><u>Site and Buildings Committee</u></b></p> <p>i) The minutes (notes on H&amp;S and Premises) were <b>noted</b>.</p>	
	<p><b><u>Finance and Personnel Committee</u></b></p> <p>i) The minutes were <b>noted</b>.</p>	
	<p><b><u>Achievement Committee</u></b></p> <p>i) The minutes were <b>noted</b>.  ii) Next meeting <b>5 February 2014</b>.</p>	
14	<p><b><u>Regional and National News - DfE/DAG/NGA/Babcock</u></b></p> <p><b>i) DEF</b></p> <ul style="list-style-type: none"> <li>• Consultative Board which involves representatives of the whole LA</li> <li>• 4 Secondary Headteacher Reps are on the Board – MS is one of them</li> <li>• Main priorities are to follow through on poor Ofsted findings of the Safeguarding Board</li> <li>• Social Services supporting Young Children was found to be failing and needs to be addressed. Huge backlog of referrals not dealt with. Team has been brought in to clear this</li> </ul> <p><b>ii) DAG</b></p> <ul style="list-style-type: none"> <li>• Conference held on 30 November very successful</li> <li>• Geoff Tew gave a presentation on performance related pay which was very informative</li> <li>• Other workshops included Small schools working together</li> <li>• Finance Briefing was given by Sue Clarke</li> </ul> <p><b>iii) Learning Community</b></p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> <p><b>iv) Axe Valley Governors</b></p> <ul style="list-style-type: none"> <li>• Meeting of Headteachers and Chairs was attended by Acorn/Musbury/TAVCC. It was agreed to obtain email addresses of new COGs and Clerks and contact them. A meeting on 27<sup>th</sup> January</li> </ul>	



	2014 will be held for Chairs who will review the role of the Axe Valley Governors.	
15	<b>AOB</b> i) <b>MS:</b> 'Grow a Tenner' scheme asks for donations which will be match funded by the Government. Details are available on College website. Possible to give a monthly donation or one-off payment.	

The meeting closed at 9.11pm

Next FGB meeting 6.00pm on 13 February 2014

#### Summary of Action Points

Minute	Action	By Whom	By When
1	Co-operative Trust Schools on next agenda	GW/LW	Feb 14
6	Approval of 2015-2016 needed at request of parents. On next agenda for approval.	MS/LW	Feb 14
9	SIP Visit Report to be circulated.	GW/LW	Dec 13
9	ii) Governors to review with subject leaders during Link Governors 28 April 2014. Progress to be reviewed since last visit. iii) Link Governors to be reviewed next September.	FGB	April 14 Sept 14
10	The position of RE in the Curriculum: HB to lead on letter to all parents quicker than PF meeting. Framing of letter in consultation with MS. FGB would need to make informed decision on 5 <sup>th</sup> February 2014. On CTL agenda next meeting. CW to organise consultation.	HB/MS FGB CW	Jan 14 Feb 14 Jan 14
11	Lettings Policy to be reviewed with regard to Child Protection.	DM/MS	Jan 14
12	CDP – mind map of focus to be emailed to Governors.	GW/LW	Dec 13

Signed .....  
Graham Watts, Chairman

Date.....