

The Axe Valley Community College

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD Thursday 14 July 2016 6.00pm in the Conference Suite, Sixth Form Centre

Initials	Eligible to attend	Attending	Declaration of Pecuniary Interest	Type of Governor	Office terminates
HB	Heather Burnett (Chair)	Y		Parent	06.02.2016
DM	David Mortimer (Vice-chair)	Y		Parent	05.12.2016
CW	Carol Woodhouse	Y		Co-opted	12.01.2019
GK	Geoff Kerr	N		Co-opted	12.01.2019
JW	Jeremy Walden	Y		Co-opted	20.05.2019
JL	Julie Lockwood	Y		Co-opted	16.05.2020
JP	Julie Paddick	Y	Babcock	Parent	17.12.2018
LH	Liz Heron	Y		Co-opted	22.03.2020
LW	Louise Wain (arrived 6:04)	Y		Co-opted	08.02.2020
MB	Martin Brook	Y		Executive Headteacher	
MH	Martin Huscroft	Y		Parent	17.12.2018
MC	Mary Cleare	N		Staff	27.03.2019
PE	Paul Evans	Y		LEA	25.05.2020
SL	Sean Little	Y		Co-opted	16.05.2020
SG	Steve Green	Y		Headteacher	
WC	Wendy Cryer	N		Co-opted	12.01.2019
BD	Bec Davey	Y		Clerk	

	Item	Action/Decision
2016-07-14-1	Thanks to outgoing governors: HB gave thanks to CW, GK & WC and presented CW with a gift. (GK & WC were not in attendance). HB also welcomed new governors JL & SL to their first FGB meeting. (LW arrived 6:04)	Clerk to advise Babcock
2016-07-14-2	Apologies: Mary Cleare, Geoff Kerr & Wendy Cryer – received and sanctioned Declaration of pecuniary interest: See above	Approved
2016-07-14-3	Minutes of the Previous Meeting: To agree the following minutes as a true record: i) FGB meeting (19.05.2016) ii) FGB meeting Part II (19.05.2016) The Minutes were agreed as a true record of the meeting.	Approved and signed
2016-07-14-4	Actions from Previous Minutes: All complete Matters Arising not covered elsewhere in the agenda: None	
2016-07-14-5	Committee Minutes: i) Curriculum, Learning and Teaching (13.05.16 & 23.06.16) ii) Finance & Resources (17.05.16 & 28.06.16 Draft) The minutes were noted .	Noted
2016-07-14-6	Chair's Business: i) Correspondence and notices: <ul style="list-style-type: none"> • Letter received from Sue Clarke regarding budget letter prepared after agreement with governors at previous FGB. 	

SignedHeather Burnett, Chair Date:

	<ul style="list-style-type: none"> HB attended meeting with Simon Niles (DCC) regarding expansion due to growth in primary school numbers. Another meeting to be held in the autumn term <p><u>Governor challenge and comment:</u> <i>JW – Thought new schools could only be free schools? No.</i></p> <p>ii) New governor appointments/nominations/vacancies: 2 new co-opted governors: Sue Higgs and Mandy McDonagh, both members of staff. (Staff are eligible to be Co-opted governors however the total number of staff, including the headteacher, must not exceed one third of the total governing body membership). No nominations received for Parent Governor. Will try again in the Autumn Term.</p>	<p>Notify parents of parent governor vacancy in Autumn term</p>
2016-07-14-7	<p>Academy conversion:</p> <p>i) Consultation Results: 6 responses – all positive.</p> <p>ii) Vote:</p> <p>a. To convert to an academy: Governors voted unanimously.</p> <p>b. To join a MAT with Holyrood (subject to fulfilment of the Service Level Agreement): Governors voted unanimously.</p> <p>c. To change the name of the college: HB went through the suggestions received. Unanimous agreement that ‘Axe Valley’ should be retained. PE proposed ‘Axe Valley Academy’ as a working title then continue with consultation with help of student council. Governors voted unanimously.</p>	<p>Governors voted unanimously in all sections</p>
2016-07-14-8	<p>Partnership update: Part II</p>	
2016-07-14-9	<p>Head-teacher’s Report: HB thanked SG for comprehensive report. Report summarised key changes and demonstrates how action being taken is creating an impact. (See report).</p> <p>Concerns over year 10 data. Data comes out immediately after mocks. Need teachers to predict year 11 results not just give year 10 mock results.</p> <p>Sixth form: In addition to details in report have also appointed a head of year 12/13 (internal).</p> <p><u>Governor challenge and comment:</u> <i>JL – Sixth form bursaries – can we offer actual figures?</i> <i>SG – Difficult as don’t know how many will apply so don’t know how much will be available.</i> <i>JL – What about offering a minimum of £100 to all eligible sixth form students (for both years)?</i> <i>HB proposed in principal to offer £100 bursary. Governors voted unanimously.</i> SG to write to all year 11 regarding the bursary before the end of term. <i>JW – Teaching, Learning & Assessment. Does SG agree with internal or independent results?</i> <i>SG – Independent. (Any items in green in report are SG comments). Shift focus to classroom teaching. Those teachers not reaching required standard will go on support plans. Should have accurate figures by the end of next term. May not be solved by then, but will have accurate report.</i> <i>HB – SEN department. SEN governor must continue to monitor changes.</i> <i>PP (Pupil Premium) funding?</i> <i>SG - Difficult to target just PP students.</i> <i>MB – Fully understand the responsibility with PP funding.</i> <i>PE – Governing body need to be confident that PP students get majority of help and funding has more of an impact on PP pupils.</i> <i>DM – Have a think where PP has been allocated and under what budget it has been spent.</i> <i>HB - Must narrow the gap in results.</i></p>	<p>Governors voted unanimously. Write to all year 11 students about bursary.</p> <p>SEN Governor (JP) to liaise with DSL (LJ)</p>

	<p><i>MH – Anything the governors can do to help with English/Maths? MB – Need more teachers but cannot afford them at the current time. Additional CPD and collaboration across both schools.</i></p>	
2016-07-14-10	<p>Budgetary issues -</p> <p>i) Impact of mocks and exam remarks/retakes on budget: If a paper is remarked and the results change, there is no charge. However, if there is no change, a charge of £60 per exam is made. SG proposed that the default position should be for parents to pay any applicable charges (unless SG feels that should be remarked). Governors voted unanimously.</p>	Governors voted unanimously.
2016-07-14-11	<p>College Improvement Strategies</p> <p>i) College Marketing Strategy – update: Defer until January 2017 (entry into MAT). JW & MH to meet to discuss (then meet with SG & MB before next FGB). CW recommended drip feeding information to public through the media to build a picture.</p> <p>ii) College Website: Out of date. PE has checked and is compliant with DfE requirements. May need to dig for information, but it is there. MB – Need someone responsible for all media; press, radio and website. This is a very important, big, full time job. Look at doing over partnership. No capacity to add to a member of TAVCC job description. Perhaps a parent would be willing to take website on?</p> <p>iii) Careers information and Guidance Strategy – Update: Heart of South West and Careers and Enterprise Company have found the college two business partners. Jane Boulton at Axminster Tools and Machinery and Julie Hawkins at Cosmic IT (Honiton). Key item – they want highly educated apprentices with A levels for post 18 not post 16 apprenticeships. TAVCC and Holyrood are part of a pilot scheme database where former students re-engage to become involved in the schools. (No financial implication). Alumni network/database. www.networks.futurefirst.org.uk lets college know that someone is interested.</p> <p>iv) Three year KS4: SG – Children to choose options in year 8 so can have a 3 year KS4. (Next year both years 8 & 9). New GCSE's more demanding and children will need more time. Research shows that majority of children know what they want to do by year 8. Governors voted unanimously to move to three year KS4.</p> <p>v) Three options at KS5: SG - Significant changes to A levels. Two year linear course. Harder – more content. Students will still be allowed to pick 4, but by October half-term majority will have to choose which 3 to follow through. (Most able learners will still be able to continue with 4 subjects). University offers involve 3 results. New linear teaching does not allow dropping one after a year – that year's work will mean nothing, no AS levels. A level is taught over two years. Governors voted unanimously to move towards three options at A level.</p> <p><u>Governor Challenge & Comment</u></p> <p>iii) <i>SL – Any more business partners? HB – Always looking.</i></p> <p>iv) <i>MH – Will this be an opportunity to timetable more Maths, English and Science? SG/MB – Yes, current KS4 only really allows 5 terms, this will allow 8 terms to cover curriculum.</i></p> <p>v) <i>DM – Also offer BTECs. SG – Yes, and EPQ's if possible. HB – Art exhibition has been a great success.</i></p>	<p>Defer until 2017</p> <p>Forward Website Monitoring Schedule to all Governors</p> <p>Governors voted unanimously.</p> <p>Governors voted unanimously.</p>
2016-07-14-12	<p>Governor development:</p> <p>i) Review the functioning of governing board during the year:</p> <p>a. Combination of two committees to F & R: Works well, happy to continue.</p>	

SignedHeather Burnett, Chair

Date:

	<p>b. Policy review: HB – Policies will be divided between governors to check rather than whole committees. Then just ratified at meetings (excluding those that need ratifying by whole FGB).</p> <p>c. Any other issues: JP – What to do with visit reports? HB – Send to member of staff involved to comment on then forward to Clerk who will pass to SG for comment then to CLT.</p> <p>ii) Review any changes which may need to be made in September (e.g. delegation to committees): Clerk advised FGB of skills audit devised by NGA. BD to forward to all governors to complete and return so a skills matrix may be completed to show the strengths and weaknesses within the governing board.</p> <p>iii) Governor Training: HB confirmed that all governor training is encouraged and once attended to give BD the certificates for filing. SL & JL to attend New Governor training as soon as possible. (LH has attended this). PE has attended Safeguarding Children training. Clerk confirmed training details inside new Devon Governors edition handed out a meeting.</p>	Forward Skills Audit to all governors
2016-07-14-13	Proposed meeting dates for 2016-2017: Proposed dates approved with one change (CLT change from 28 September to 5 October).	Forward to all governors and SLT
2016-07-14-14	Items for the next agenda MH: Minster Challenge – PTA really need help with organisation and backmarkers, marshalls etc. Offer advertising space on the day?	

Meeting ends 8:20pm

SUMMARY OF ACTION POINTS

Minute	Action	Ownership
2016-07-14-1	Advise Babcock of resignations	Clerk
2016-07-14-6	Notify parents of parent governor vacancy	Clerk
2016-07-14-9	Write to all year 11 students regarding bursary	SG
2016-07-14-11 i)	Meet to discuss college marketing	JW & MH, then with SG & MB
2016-07-14-11 ii)	Forward Website Review details to all governors	Clerk
2016-07-14-12	Forward Skills Audit to all governors to complete and return	Clerk/All governors
2016-07-14-13	Forward to all governors and SLT	Clerk

SignedHeather Burnett, Chair

Date: