

**The Axe Valley Community College**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY  
Wednesday 15 July 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
DM	Mr David Mortimer	N	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	N	Parent	08.02.2016
JB	Mrs Jane Boulton	Y	Co-opted	16.10.2017
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
LW	Miss Lin Walkerdine	Y	Clerk	

20150715-1	Apologies from the following members of the governing body were received: Geoff Kerr, Heather Burnett. Jeremy Walden These were <b>sanctioned</b> .	
20150715-2	<b>Declaration of Pecuniary Interest in the Meeting</b> Julie Paddick – Employee of Babcock LDP.	
20150715-3	<b>Minutes of the Meeting held on 21 May 2015.</b> <b>These were agreed and signed as a true record with the following amendments:</b> i) Student rep of FGB ‘would be’ amended to ‘could be.’ ii) Remove the adjective from College Marketing strategy in minutes.	
20150715-4	<b><u>Matters Arising</u></b> i) Student Council on next agenda. ii) Babcock Safeguarding Audit Visit note – report has been received from Jane Lake. iii) There are 186 current Year 5s from feeder Primary Schools – letters to be sent to Year 5 parents re Open Day and Evening 17 September 2015. iv) Year 7 – a support plan for next year has been drafted. v) Planned staff absence policy is in place. Its impact is difficult to assess as this is an unusual time of the school year – it would be more effective to compare next half term with the same period in the previous year. vi) Year 10 Parents’ consultation analysis on E-Safety on next agenda/actioned in early September.	<b>MS</b>         <b>HB</b>
20150521-5	<b><u>Chair’s Business</u></b> <b>i) Correspondence and Notices</b> A response to the letter sent by the Chair of the F&P Committee has been received from Adrian Fox, Devon Finance. The FRS report is better designed for academies with financial accounts. Functionality issues have been noted in the letter. A letter from Lord Nash regarding the Regional Schools Councils has been	

	<p>circulated -Sir David Carter has been tasked to focus on schools converting to academy status as soon as possible. A letter from Sue Clarke (Head of Education) has informed schools that pressure has been brought to bear on the LA re maintained schools.</p> <p><b>New Governor Appointments and Nominations</b> Two Governors are leaving today. GW has managed to find one person to join from September 2015 – Mr Paul Evans, Retiring Head of Colyton Grammar School. The Chair asked Governors to support this nomination. <b>A unanimous vote in favour was recorded.</b></p> <p><b>Committee Structure and Membership</b> 13 Governors are eligible to sit on Committees – 11 with 2 vacancies – quoracy is often an issue. A move to 2 committees i.e. CLT with F&amp;P/S&amp;B as one other committee was discussed. Advantages would be fewer meetings for MS and provide a better match for personal preferences and expertise. There is an existing overlap between F&amp;P and S&amp;B e.g. AGP. A disadvantage would be the possible increased size of the agenda that would need to be carefully monitored and prioritised. GW has emailed the Chairs of Committees and two have responded in favour one to respond. <b>Governor Challenge:</b> the two committee structure is a common model in other schools. GW to speak to DM and seek opinion - if in favour two committees will start in September and revised dates of meetings issued. GW proposed that Committee minutes should be an earlier agenda item after the FGB minutes. This was <b>agreed.</b></p>	
20150715-6	<p><b>Clerk's Business</b></p> <p>i) An Action Log for 2014-2015 and a list of policies approved this academic year was noted and will be used to cross reference the Governor Development Plan and as an annex to the Governors' annual statement. ii) A model Babcock LDP Code of Conduct was discussed and <b>approved.</b> iii) The College website has been updated with recent letters to parents. There are currently no parents' consultations. A refresh of the website is in progress.</p>	<b>FGB</b>
20150715-7	<p><b>Headteacher's Report</b> The report was <b>noted.</b> The last half term has been a highly productive and rewarding period for the college. There have been some great whole college events: Sports days, PSHE day, Work Experience week, Transition day and Bugsy Malone. On top of this there have been a range of extra-curricular events such as East Devon Athletics at Exeter Arena, Sixth form and Year 11 proms, and a reward trip for Year 10 to Thorpe Park. New polices have been developed and a new behaviour policy developed through consultation with staff. New marketing material has been developed. These will all help put the college on a strong footing from September.</p> <p><b>Teaching</b> An updated Learning and Teaching Policy has been developed by Dave Perks, which will go before CLT Committee in September. The main features of this are the incorporation of Ofsted's grade 1 descriptors, which replace the 'standards' of the old version. Developed out of the Triple Impact Marking pilot work this year, the new Feedback for Learning Policy sets out the whole college approach to marking from September 2015. This is a crucial policy. Research shows that getting</p>	

students to respond to feedback and improve their work is one of the most effective ways to raise standards.

A first draft of the Able Learner Policy, drafted by Andrew Otty (Able Learner Co-ordinator), has been reviewed by SLT and CLT. This policy for the first time makes explicit how teaching and learning in classes of able learners differs from other class settings. This is an important step forward. We have a highly developed ASPIRE programme, which provides a superb enrichment programme but does not impact on classroom practice. With this new policy, we can start to set the highest expectations for able learners.

Ofsted are very clear that they don't have a prescribed approach to Teaching. The key for them is that a school has a clear policy, follows this consistently, and can demonstrate that this is having the desired impact. If it is not, then timely action is taken to address this. It is essential therefore that the new policies above are understood and implemented by all and that leaders are effective in their monitoring.

### **BEHAVIOUR AND SAFETY**

SLT presented the 'Improving Behaviour – discussion paper' to staff on 1 June 2015. Many departments responded through the consultation process.

New 'Core values' and 'Rights and responsibilities' will form the basis for setting and reinforcing our expectations for behaviour across the school. A3 Posters will be displayed prominently in every classroom for September. These should be referred to routinely in lessons.

**Governor Challenge:** Were pupils consulted? MS consulted pupils on Core Values and rights and responsibilities in assemblies. Parents not consulted but may wish to be involved in six monthly review.

### **LEADERSHIP**

#### Lesson Observation training

10 middle leaders undertook lesson observation training with Jo Pike on Wednesday 8<sup>th</sup> July. This included a workshop on Ofsted approach and then paired observations with Jo to practice and moderate judgements. Feedback from Jo and participants was extremely positive.

#### HMI Middle Leadership training

Regional HMIs held training events for middle leaders. Ian Leach, Naomi Gribler and Siobhean McCarthy attended on Friday 18<sup>th</sup> July. I would recommend that the FGB invite the three core SLs to present to them in September on the main points covered on the training.

#### Safeguarding

We are hoping to appoint Catherine Morgan (currently our Educational Welfare Officer) on a part time basis from September in the role of Inclusion Officer. The role will provide support to Laura Jenkins in the area of safeguarding and attendance, for example, by attending key multi-agency meetings, home visits, and MASH referrals.

#### Marketing

The new prospectus is excellent.

**Governor Challenge:** it is important to maintain current information on Year Groups. The Student section to include postings not specific year groups.

MS reported that a successful presentation to Year 5 parents at Seaton and Axminster Primary Schools took place earlier this term.

There has been excellent press coverage over the last few weeks – a variety of good stories and photographs.

### **Student Numbers**

Numbers for Year 7 are looking higher than expected. This term has seen a steady number of in-year admissions so our numbers at the end of the year are slightly higher than at the start. This may be a result of new housing. Increases in sixth form numbers should off-set the loss of our last 150+ size year group. There has been a flurry of in-year admissions from Woodroffe and Holyrood. **Governor Challenge:** prospectus should be put in show homes and Estate Agents in Axminster and Seaton and the Tourist Information Office.

### **Security Fencing**

Jacky Lomax has completed the tendering process. The installation of new fencing will take place at the end of August in time for new term. Students and staff have been briefed on changes. Parents will be sent details week beginning 13<sup>th</sup> July.

### **Science and Music Refurbishment**

Pre-Construction meetings were held Thursday 9<sup>th</sup> July with work planned to begin on Friday 24<sup>th</sup> August. Science will have a new roof, doors, windows, heating system and flooring in the main corridor. Music will have new windows on north side, new ceilings and new flooring.

### **Signage**

Over the summer holiday, new, framed posters will be put up in every classroom, including: Core Values and Rights and Responsibilities (A2), Presentation Standards (A3) and Health and Safety (A3). New signage will be installed for parking and access arrangements by AGP.

### **Parking and visitor access**

From September 2015, visitors will not be able to access reception via the Lyme Road entrance (bus park area). Visitors will instead need to access reception from the Chard Street. There will be six visitor car park spaces (and two disabled spaces) available so parking should not be an issue.

### **Staffing**

- There are no long term absences at present
- There are no disciplinary or capability cases at present
- Two maternity leaves are due to return before the end of term
- Sarah Easterbrook has been appointed to cover Nadia Flynn's maternity leave for Autumn term
- Richard Parker has been appointed to cover Nicola Bacon's maternity leave for next academic year
- Special mention: Jean Parker has operated the Network Office on her own since Matt Butler went off with ill health in January. He is due to return on Monday 13<sup>th</sup> July. Jean has done an amazing job at singlehandedly keeping the site operating smoothly.

Aiming for Excellence Part 1 has been issued to staff and parents. It is an exciting document and Governors look forward to Part 2.

Governor Challenge: has a meeting with residents re new Arts Centre taken place? Four objections have been posted regarding the position of windows as building elevation may impose on privacy. Amended plans have addressed this. Building work is due to start in January 2016.

20150521-8	<p><b><u>Budgetary Issues</u></b>  <b><u>Verbal update on AGP</u></b>  The College will take possession of the AGP in mid-August this year– the project is on schedule assuming there are no major issues. Bookings will start in September. College believes it has a case to lodge a claim but will not progress the claim until keys are handed over as College does not want to risk delay in completion. The claim may be against a range of people - the engineer through to consultants (RLF) and the FF as systems are not robust to protect clients. The Company Secretary at Axminster Tools and Machinery has offered advice. The Chair thanked them on behalf of the Governors.  <b>Governor Challenge:</b> Tour of college prior to next meeting? This was <b>agreed</b>.  <b>Governor Challenge:</b> Governor expertise re legal and accountancy needed? Annual skills audit to be carried out in September. Mike Griffiths, Lentells Seaton is a parent and to be contacted to see if available to join the GB – <b>JP to contact</b>.</p> <p><b><u>Pay Policy – Part II Minutes</u></b></p>	JP
20150715-9	<p><b><u>School Improvement Focus</u></b>  <b><u>The College Self-Evaluation Form</u></b>  Some key areas will be determined by exam results this summer. SLT want to stem the drop in results in Maths turning into a trend which is harder to defend. There may also be some vulnerability around the Sixth Form. Definitely need to gather more evidence in key areas – in general needs a revised document for October 2015 to be reviewed over the next academic year.  The Chair commented that MS had identified strengths together with areas for development. The next step is to demonstrate actions taken and impact. The priorities then feed into the CDP 2015-2016.  <b>Governor Challenge:</b> Re item 2.7 on SEN engagement with parents/carers – questionnaire to ask parents how it is working? SEN annual survey of parents – yellow highlighted areas for JP (SEN Governor) to follow up at the next Link Governor visit.  <b>Governor Challenge:</b> literacy included but not numeracy why? It was agreed to add to section 4.</p> <p><b><u>Consultation of Core Values</u></b>  Consultation has taken place with staff, parents and pupils.</p> <p><b><u>Verbal progress report on the collaborative arrangements for the Sixth Form</u></b>  Nothing to update at this stage – arrangements are dominated by the CEG.</p>	
20150715-10	<p><b><u>OFSTED Focus</u></b></p> <p>i) <b>The new OFSTED framework and its implementation in September 2015</b>  Guidance to Inspectors is available with an increased focus on quality of leadership. From a Governance point of view vulnerability may be around challenging the school and taking at face value information that the Headteacher and other leaders are reporting.  Presentation standards will be a focus for September. A letter from Sir Michael Wilshaw outlined the levels of inspection and implications of schools</p>	

	<p>failing to achieve a Good or Outstanding judgement. There is an excellent video clip on the Ofsted website which explains this.</p> <p><b>ii) Governor Training by SIP 22 June 2015 – feedback on next agenda</b></p> <p><b>iii) Response to possible Radicalisation threat – MH</b> Guidance available called Prevent – MH to circulate document. British Values is also a focus. More information on the DfE website.</p>	
20150715-11	<p><b><u>Marketing Working Group</u></b> Have not met as yet – date to be agreed. Marketing paper presented by MS has been discussed at CLT and F&amp;P.</p>	
20150715-12	<p><b><u>CEG</u></b> The project has satisfied the DfE in terms of progress– building blocks are in place and ready for September. The funding is for one year and ends at the end of March 2016. Launch event was very successful. Assurance Group and Project Board meet on a regular basis. CW expressed concern that the Assurance Group agenda for the meeting was distributed at short notice. Keeping records of meetings is important. A report will be presented to the Project Board on 14 July. <b>Governor Challenge:</b> do all activities have to be completed by March 16? MS confirmed that all funding has to be committed by 31 March 2016 but activities can continue after that date.</p>	
20150715-13	<p><b><u>Governor Development Plan</u></b> Approved and to be published on the College website. Priorities for the next academic year will be set at the first FGB meeting. Self-review to be held in September. Jo Pike SIP training involved testing the role of Governors – evidence needs to be tested. GDP to ensure external training takes place as independent of the College. Priorities for next year include future status and marketing of the College. Let GW by start of term if want to change/add items. The plan was <b>approved</b>. Rotas for parents’ evenings will be circulated once the calendar is finalised.</p>	
20150715-14	<p><b><u>Committee Minutes</u></b></p>	
	<p><b><u>Curriculum, Learning and Teaching Committee 02.07.2015</u></b> The minutes were <b>noted</b>.</p>	
	<p><b><u>Finance and Personnel Committee 30.06.2015</u></b> The minutes were <b>noted</b>.</p>	
	<p><b><u>Site and Buildings Committee 29.06.2015</u></b> The minutes were <b>noted</b>. The canteen catering contract is due to renewal and it has been suggested that the College go out to competitive tender. A cashless system has also been proposed. JLx to progress.</p>	
	<p><b><u>Achievement Committee 04.06.15</u></b> The minutes were <b>noted</b>. The format remains difficult to follow – comment by GW.</p>	
20150715-15	<p><b><u>Regional and National News - DfE/DAG/NGA/Babcock</u></b> A summary document from the Chair was <b>noted</b>. DAG website registration – Governors to access as the website is worth review. The DAG newsletter is only accessible via the DAG website. <b>‘Better Governor’ platform is available via Babcock – register and available via a range of devices. JP to check and circulate via LW.</b> SW Regional Meeting NGA in Taunton October 2015 – useful to attend.</p>	

20150715-16	<b>Items for the next agenda:</b> i) Student Council ii) Terms of Reference for Committees and Committee Membership iii) Tour of College pre meeting iv) Aspire Presentation v) Governor Skills Audit vi) CDP and SEF	
	<p>The Chair expressed thanks on behalf of the Governors for the commitment of Jane Boulton (who has agreed to a two-year sabbatical due to work pressure) and Graham Godbeer who is leaving after his long service as Governor from 1992 and as Chairman since 1998. GG commented that he had seen through lots of changes and joined as a secondary modern school that converted to a comprehensive then a community college (business &amp; enterprise). It has been a very enjoyable journey but feels the time is right to step down. GG wished all Governors the very best for the future.</p> <p>GW gave his thanks to Governors for their hard work and to MS for his leadership and commitment.</p>	

The meeting closed at 8.50pm.

Next FGB meeting: 6.00pm on 8 October 2015 but with a tour of the site to be held beforehand.

#### Summary of Action Points

Minute	Action	By Whom	By When
20150715-4	Student Council on next agenda.	MS	Oct 2015
20150715-4	Year 10 Parents' consultation on E-Safety on next agenda/actioned in early September.	HB	Sept 2015
20150715-7	Invite the three core SLs to present to Governors in September on the main points covered on the Middle Leader training.	MS	Oct 2015
20150715-8	Tour of college prior to next FGB meeting.	MS/JLx	Oct 2015
20150715-9	MS to write formally to the Headteacher and Chair of Governors of Kings School to request an informal meeting.	MS	July 15
20150715-10	Governor Training by the SIP on 22 June 2015 – feedback on next agenda	GW/MS	Oct 15
20150715-11	Marketing Working Group to meet	Marketing Working Group	Autumn Term 15
20150715-15	'Better Governor' platform is a good source of information and available via Babcock LDP – Governors need to register and information is accessible via a range of devices. JP to check and circulate via LW	JP/LW	July 15

Signed .....Graham Watts, Chairman

Date: .....