

# The Axe Valley Community College

*“Share our ambition to be outstanding in every way”*

## MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

5:30pm on Thursday 17 March 2016

The Conference Room, Sixth Form Centre

Attending				Declaration of Pecuniary Interest
HB	Heather Burnett	Chair	Y	Nothing to declare
DM	David Mortimer	Vice-Chair	Y	Nothing to declare
MS	Martin Smith	Headteacher	Y	Nothing to declare
CW	Carol Woodhouse	Governor	Y	Nothing to declare
GK	Geoff Kerr	Governor	Y	Nothing to declare
PE	Paul Evans	Governor	Y	Nothing to declare
MH	Martin Huscroft	Governor	Y	Nothing to declare
WC	Wendy Cryer	Governor	Y	Nothing to declare
JP	Julie Paddick	Governor	Y	Babcock
JW	Jeremy Walden	Governor	Y	Nothing to declare
LW	Louise Wain	Governor	Y	Nothing to declare
MC	Mary Cleare	Governor	Y	Nothing to declare
GW	Graham Watts	Governor	Y	Nothing to declare
CJ	Carol Jennings	Clerk	Y	Nothing to declare

	Item	Action
	<b>Governors formally thanked their outgoing Headteacher, Martin Smith, and previous Chair of Governors, Graham Watts.</b>	
2016.03.17-1	Apologies: None – no absences Declaration of Pecuniary Interest – see above.	
2016.03.17-2	<p><b>Head-teacher’s Report</b> - for information and discussion</p> <p><u>Governors Statement:</u> HB congratulated MS for the excellent reports submitted over his time.</p> <p>1. Leadership</p> <ul style="list-style-type: none"> <li>Handover Arrangements <u>Governors Challenge:</u> Are there any dates planned for Karen Powsland to meet the schools? MS said no, this is to be rescheduled and it is not likely that a meeting will be arranged before he leaves.</li> <li>Safeguarding audit: on-line safety evening – HB asked MS to feedback to Laura Jenkins and Kevin Cumming governors’ thanks for organising the on-line safety evening. <u>Governors Challenge:</u> GW asked if the positive comment received from a parent would be going into the newsletter. MS said he will put this in the newsletter and on the front page of TAVCC’s</li> </ul>	

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	<p>website.</p> <p>JP stated that Vodafone parental awareness magazine can also be given out to parents. HB commented that this is already available to parents from reception.</p> <p><u>Governors Challenge</u>: MH asked if the evening had been for all parents or for those of transition students. MS said all the parents had students at TAVCC.</p> <p><b>Action Point: MH will ask someone from Police Safeguarding to attend the next on-line safety evening.</b></p> <ul style="list-style-type: none"> <li>• CSE Policy on the website– <u>Governor’s Challenge</u>: HB said that it was a priority that TAVCC’s policy was put on the website. <b>Action Point: MS confirmed that this will be done.</b></li> <li>• Keys to success – evaluation visit on Tuesday 15<sup>th</sup> March. <u>Governor’s Challenge</u>: GK: asked if feedback had been received from the evaluation? MS said that David Lowes’ report would be discussed later in the agenda.</li> </ul> <p><b>2. Teaching, Learning &amp; Assessment</b></p> <ul style="list-style-type: none"> <li>• Lesson Observations Data: <u>Governor’s Challenge (HB)</u>: asked what is being done to improve the data? MS acknowledged that whilst learning walks are the responsibility of subject leader and consistency is the goal this is not always easy to achieve and there are still individual teachers who need to make improvements. MS said that there will be a whole school work scrutiny on Wednesday. <u>Governor’s Challenge (MC)</u>: is there a tracking log? MS said patterns are quite straightforward and problems usually crop up around the same areas. <u>Governor’s Challenge (JP)</u>: do all subject leaders go in with same approach, using the same criteria? MS said yes but not all apply it. <u>Governor’s Challenge (JP)</u>: has shadowing been done? MS said yes, including Ofsted trained. The challenge is to be objective and vigorous when shadowing and this can be difficult due to close working relationships with teachers – middle leaders need to be challenged to get to the next level. <u>Governor’s Challenge (JP)</u>: what sort of support is given to verbal rather than written/recorded work in cases where a child may be articulate but not fluent in literacy? MS acknowledged that there is a danger that such children may not be recognised but in the future a strong SEN Department will address this and prioritise both verbal and written evidence of learning. <u>Governor’s Challenge (MC)</u>: at the whole school work scrutiny on Wednesday will the books be chosen at random? MS said that the book scrutiny on Wednesday will be a random selection. <u>Governor’s Statement (GW)</u>: the key issue is that the development and support of middle leaders is needed and a mechanism is needed to support them to take that responsibility; monitoring is an important part of teaching. MS confirmed that monitoring has gradually intensified.</li> </ul>	<p>MH</p> <p>MS</p>
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	<p><b>3. Personal Development, Behaviour and Welfare</b></p> <ul style="list-style-type: none"> <li>Behaviour points  <u>Governors Challenge (HB)</u>: asked MS to clarify the difference between counts and points. MS said that these related to incidents and conduct and both need to be looked at because they can identify behavioural problems. MS expanded on the fact that from this data he has learnt that in the last two years the autumn term elicits the worst behaviour, possibly due to cold and shortening daylight.</li> </ul>	
2016.03.17-3	<p><b>Standing item: Budgetary issues</b>  This will now be deferred to the April FGB.  The F&amp;R Committee will have a Budget meeting on 22<sup>nd</sup> March.</p>	
2016.03.17-4	<p><b>Sixth Form development</b>  The Character Education Grant initiative – final report</p> <p>MS gave an update on the meeting on 15<sup>th</sup> March at Deer Park. He reported that it was great to see the spectrum of activities that take place and all the opportunities that had arisen through the programme. He said that a little bit of money went a long way to create a “feel-good” factor and a lot can be learnt from this. STEM co-ordinators got £500 in their budget and this is something to look into.</p> <p><u>Governor Challenge (GW)</u>: will there be an evaluation report? MS confirmed that the University of Exeter are writing this report and it will be produced for DfE.</p>	
2016.03.17-5	<p><b>Standing item: School Improvement Focus</b></p> <p>(i) Updated SEF</p> <p>MS reported on the SEF and said that this will be used if OFSTED visit as this creates a narrative and the Inspectors can see the organisation understands what it is doing and why. Consistency of view should be strong.</p> <p><u>Governor Statement (HB)</u>: Recommendation that all governors become familiar with the two-page summary.  <u>Governor Statement (PE)</u>: All Department Heads need to see that summary document.  <u>Governor Statement (DM)</u>: if subject leaders are defensive about monitoring etc. then they can be shown that monitoring is referred to in the summary which identifies strengths and weaknesses of teaching and learning.</p> <p>(ii) The “Excellence for All” Programme (Keys to Success)</p> <p>MS gave a verbal report: this corroborates what the SEF says. Broadly they have seen further improvements but not enough progress and the</p>	

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	<p>general lack of consistency needs to be addressed. The lessons were found to be mainly teacher led and more variation, creativity and active learning was needed which ties into personal development and fosters learning. However they did cite strengths as well, including governance.</p> <p><u>Governor Statement (HB):</u> They have said what to do but not said how – no additional options have been given other than what TAVCC is already doing. The College needs someone working with us to improve SEN and so far support has been limited.</p>	
2016.03.17-7	<p><b>Minutes of the Previous Meeting</b> To agree the following minutes as a true record:</p> <ul style="list-style-type: none"> <li>i) FGB meeting (4<sup>th</sup> February 2016) these were <b>agreed</b> and signed as a true record.</li> <li>ii) FGB meeting Part II (4<sup>th</sup> February 2016) these were <b>agreed</b> and signed as a true record.</li> <li>iii) Achievement Committee (09 March 216) these were <b>agreed</b> and signed as a true record.</li> </ul>	
2016.03.17-8	<p><b>Actions from previous minutes</b> - only those that have <b>not</b> been done will be discussed.</p> <p>Item 2016.02.04-4 - MS and two governors were to meet to plan market research into parental choice for secondary school – this has not yet been actioned.</p> <p><b>Action Point: MH and JW are to meet to liaise on this action.</b></p> <p>MS said that Governors are welcome at next Wednesday’s whole school work scrutiny. He proposed between 3.15 -5.30 to be the Governors’ slot and they can then have conversations with their linked departments. If anyone cannot make it then they are to let MS know.</p> <p>JW, WC, PE and HB all agreed to attend. JP said that she would also attend but would have to come later.</p> <p><b>Action: MS will email a structure that Governors can use as a template.</b></p>	<p><b>MH/JW</b></p> <p><b>MS</b></p>
2016.03.17-9	<p><b>Matters Arising</b> not covered elsewhere in the agenda. None</p>	
2016.03.17-10	<p><b>Committee Minutes:</b></p> <ul style="list-style-type: none"> <li>i) Curriculum, Learning and Teaching (02.03.16) The Minutes of the last CL&amp;T Meeting had been previously circulated and the contents were noted.</li> <li>ii) Finance &amp; Resources (08.03.16) The Minutes of the last F&amp;R Meeting had been previously circulated and the contents were noted.</li> <li>iii) Achievement (09.03.16) The Minutes of the last Achievement Committee Meeting had been previously circulated and the contents were noted.</li> </ul>	

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	<b>Break to say farewell to MS.</b>	
2016.03.17-11	<b>Presentation by Steve Green and Martin Brook - PART II MINUTES</b>	
2016.03.17-12	<b>Discussion on the future of TAVCC - PART II MINUTES</b>	
2016.03.17-13	<p><b>Chair's Business</b></p> <p>i) Correspondence and notices: HB had received a letter from The Cadet Movement with an invitation to a lunch in Totnes, she could not attend and asked if any other Governor would be able to go - no-one else was able to attend. <b>Action Point: CJ to email a reply explaining that no-one available to go at this time.</b></p> <p>ii) Governor appointments / vacancies: JW put forward the name of a candidate that he thought might be interested in becoming a governor. <b>Action Point: JW is to approach his potential candidate and ask him to meet HB to discuss.</b></p> <p>There is now a vacancy for one parent governor and one LA governor. CW confirmed that to appoint an LA governor the Board needs to put forward a name to the LA and they will authorise it. DM proposed PE to be the local authority governor, seconded by MC: <b>this was approved unanimously.</b></p>	<p><b>CJ</b></p> <p><b>JW</b></p>
2016.03.17-14	<p><b>Governor Development Plan</b></p> <p>i) New ways of working – HB's proposal to adopt new ways of working had previously been circulated and <b>this was approved unanimously</b></p> <p>ii) New Governor Pack – this had been circulated previously for discussion – there are some small points to be amended. <b>Action Point: HB to deal with these and recirculate.</b></p> <p>iii) Governor training – governors are to provide reports on any training courses they attend. <b>Action Point: CJ will book courses for governors as requested.</b></p>	<p><b>HB</b></p> <p><b>CJ</b></p>
2016.03.17-15	<p><b>Regional and National News:</b></p> <ul style="list-style-type: none"> <li>Regional and National News: GW circulated an information sheet he had prepared summarising relevant items of media information pertinent to TAVCC.</li> <li>JW had emailed CJ a link to an article in The Guardian relating to the future of parent governors. <b>Action Point: CJ will email the link to all governors.</b></li> </ul>	<p><b>CJ</b></p>
2016.03.17-16	<p><b>Dates of future meetings:</b></p> <p>a) CLT Committee: <b>4.00pm 05 May 2016</b></p> <p>b) F &amp; R Committee: <b>4.30pm 17 May 2016</b></p> <p>c) Achievement Committee (Governors): <b>3.45pm 18 May 2016</b></p> <p>d) FGB <b>6pm 19 May 2016</b></p>	
2016.03.17-17	<p><b>Items for the next agenda</b></p> <ul style="list-style-type: none"> <li>Receive HT's report</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Receive reports from Committees and consider implications</li> <li>• Review School Improvement Plan and SEF</li> <li>• Receive information on Performance Management</li> <li>• Review Vision for the School</li> <li>• Student Council – for discussion with new Head</li> </ul>	
	<b>Meeting closed at: 20.40</b>	

#### ACTIONS RECORDED

ITEM	ACTION	OWNERSHIP
2016.03.17-2	MH will ask someone from Police Safeguarding to attend the next on-line safety evening.	<b>MH</b>
2016.03.17-2	TAVCC's policy on CSE on the website will be put on the website.	<b>MS</b>
2016.03.17-8	MH and JW are to meet to liaise on a plan for market research into parental choice for secondary school.	<b>MH and JW</b>
2016.03.17-8	Governors attending whole school work scrutiny on Wednesday 23 <sup>rd</sup> March - MS will email a structure that Governors can use as a template.	<b>MS</b>
2016.03.17-13	CJ to email a reply to The Cadet Movement explaining that no-one available to attend the lunch.	<b>CJ</b>
2016.03.17-13	JW to approach his potential candidate for governor and ask him to meet HB to discuss.	<b>JW</b>
2016.03.17-14	HB to update New Governor Pack and reissue to governors	<b>HB</b>
2016.03.17-14	CJ will book courses for governors as requested.	<b>CJ</b>
2016.03.17-15	CJ will email to all governors a link to an article in The Guardian relating to the future of parent governors.	<b>CJ</b>

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