

The Axe Valley Community College

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
Thursday 17 July 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	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	N	Local Authority	23.11.2014
RC	Mrs Ruth Coghlan	N	Parent	25.05.2015
DM	Mr D Mortimer	N	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	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	

1	<p>Apologies from the following members of the governing body were received: Darran McLeod, Carol Simpson, Stephanie Evans, Heather Burnett, Vincent Parkes, David Mortimer, Rob Selby, Harvey Robinson, Ruth Coghlan</p> <p><i>The Chair found it difficult to sanction some of the apologies as no reason had been given. Governor attendance record for this academic year will be made available. Chair will circulate for information to Governors.</i></p>	
2	<p>Declaration of Pecuniary Interest in the Meeting None declared.</p>	
	<p>A presentation was given on Reconstitution of Governing Bodies September 2015. On next agenda for approval.</p>	
3	<p>Minutes of the Meeting held on 22 May 2014. These were agreed and signed as a true record</p>	
4	<p><u>Matters Arising</u></p> <p>i. RE Progress Report on Autumn Term Agenda ii. Security Policy to be circulated to FGB. iii. There will be a change of format for Budgetary Reporting next term. iv. Rescheduled dates for Governor Meetings have been circulated. LW to email with the minutes.</p>	<p>GW LW</p> <p>LW</p>

5	<p><u>Chair's Business</u> i) Departmental Links The list of allocation of Governors to subjects was noted. Following discussion, changes were made and the revised list to be circulated. MS to provide date for first meeting.</p>	MS
6	<p><u>Headteacher's Report</u> The report was noted. <u>Achievement</u> <u>Year 11 Battleplan</u> Each year an action plan is produced that focuses on targeted support for Year 11. The main elements of this year's plan (which is still being formulated and a summary version will sit with Development Planning) are as follows:</p> <ul style="list-style-type: none"> • Year-wide mentoring support for students that are significant underachievers • Focusing short-term coaching, led by tutors, for moderate underachievers • Year-wide intervention for students in English and Maths who are D in either subject and have 'outside chance' of a C • Programme of one-to-three tuition and peer tuition to support underachievers • Structured calendar of revision and catch-up sessions across the year published to parents and students <p><u>Introduction of fine grading at KS4</u> As part of the development of our new assessment system we will be moving to a more refined judgement for Predicted Grades for examined subjects. This will be useful for the Achievement Committee to evaluate impact more precisely.</p> <p>The new predicted grades will be what is known as fine grades so rather than grade C being prediction, it could, under the new system, be either C1, C2 or C3 where:</p> <p>C1 – Grade C - Secure C2 – Grade C - Most likely grade but needs more progress to move to C1 C3 – Grade C - Insecure could easily become Grade D if for example wrong questions come up etc.</p> <p>The reasons for doing this are</p> <ul style="list-style-type: none"> • To give greater weight to teacher's professional judgement, • Allow interventions to show progress i.e. Moving from C3 to C2 or C2 to C1 etc. • Allow us to more easily identify those students at risk of not reaching their target grade. <p>Reports to parents will continue to use standard grades i.e. A*, A, B, C, D, E etc. and as this year predictions will only be reported Year 11.</p> <p>Governor Challenge: Only for Grade C? No for all Grades. Governor Challenge: in terms of moderation, will fine grades provide more opportunity for error? Staff are able to assess within a grade and are more likely to divide into two sub-grades rather than three.</p> <p><u>Teaching</u> <u>Innovation and Excellence Team (IET)</u> From September the College are planning to introduce a new team led by Dave Perks and Laura Jenkins that focuses on bring innovation to the classroom. The team would be comprised of 'lead' teachers who have new coaching roles in the staffing structure. The IET team would meet regularly to undertake the following:</p> <ul style="list-style-type: none"> • Present cutting edge practices that have been sourced through visits, networks 	

and social media

- Update each other on actions and progress made with respective roles; provide mutual support and advice
- Plan fortnightly IET Newsletters and contributions to Teaching Staff briefing, IET Staff Meetings and training events.
- IET Meetings should be held in different classrooms across the college, to highlight best practice in classroom environments.

Several members of staff and MS attended an excellent conference at Exmouth Community College on Auditory Processing, which was led by Educational Psychologist John Maxwell-Batten. He explained that roughly 35% of students experienced some form of difficulty with working memory. Working Memory is a good alternative term for auditory processing disorder.

Governor Challenge: connected to dyslexia? Can be mis-diagnosed as dyslexia.

Governor Challenge: have lead teachers been identified? Some historic positions and as a result of the restructuring process, two more positions have been appointed.

Governor Challenge: have they had training? Leadership Coach has identified some training needs regarding coaching skills.

Governor Challenge: Language Schools used audio only, not written. Out of favour now as not stimulating enough - pupils expect multi-media experiences.

Governor Challenge: note taking as a good learning technique was discussed. It is important to offer a variety of learning opportunities.

Behaviour

Data on exclusions was discussed. Most exclusions are for one day or half day. An isolation unit is a good deterrent regarding exclusions.

2011/2012 193.5 days were lost to exclusion.

2012/2013 170 days were lost to exclusion

2013/2014 106 days were lost to exclusion

Leadership

Springboard Curriculum

Aims

The Springboard Curriculum is designed to provide support for pupils in Year 7 who are not ready to access KS3. By providing specialist provision and a focus on literacy, numeracy and skill development, the aim is to prepare them to access fully the KS3 curriculum at the start of Year 8.

Criteria

Pupils in Year 7 would be selected on the basis that they are sub-level 4 in English and/or Maths. They have been identified secondly by their primary school as having weak organisation skills or confidence. They may have SEN needs. The Springboard Curriculum would form part of the Year 7 Catch-up Programme, which we receive funding for from Department for Education.

Curriculum Structure

The Springboard curriculum is based on pupils being withdrawn from their Art and Humanities subjects. This accounts for 16 hours a fortnight. During this time they would be taught by, principally, Jenny Stockton as well as other specialist teachers. The idea would be to deliver an Art strand, a Literacy strand a Humanities strand, Numeracy strand, a SEAL strand and a Learning-to-Learn strand with a possible focus on auditory processing.

CW/MS

	<p>Governor Challenge: who is responsible for driving this? Jenny Stockton is driving this initiative.</p> <p>Governor Challenge: who leads the Catch Up Programme? Currently via Maths and English staff.</p> <p>Springboard Curriculum for discussion at Curriculum Committee next agenda.</p> <p><u>Key Performance Indicators</u></p> <p>The college's Strategic Development Plan has been updated to provide targets for the next three years. Year 1 (2014-2015) is relatively straightforward. However further investigations will be required for Year 2 and 3 to fully understand the details of the new accountability measures that take effect with the current Year 9. Once we understand in detail how these are going to be calculated and what criteria will be used when making judgements we will be able to set our own targets.</p>	
	<p>It was proposed that the 'Strategic Development Plan' is renamed 'Key Performance Indicators'.</p>	
	<p>The Chair agreed that more focus is important. The SDP/KPIs document is basically a Governor's document i.e. Governors agree and hand to the Headteacher.</p> <p>Governors to review and approve the document at next meeting.</p> <p>Governor Challenge: it is difficult to combine the two documents as one relates to the future and one to the past. The Chair confirmed that Governor involvement is important.</p> <p>Governor Challenge: why change of name? SDP is a set of targets.</p> <p>Governor Challenge: do we have a strategic long-term document? The vision/mission statement should be the SDP.</p> <p>Governor Challenge: concerned if Strategic Plan is not in place.</p> <p>Governor Challenge: set of 3 year targets is a strategy for the College in terms of Governor monitor and challenge.</p> <p>Governor Challenge: it is not just about setting targets - identifying means of achieving targets is equally important. This is an operational plan. Governors and HT agreed.</p> <p>The Chair confirmed that Governors were happy to accept 3 year targets as the Strategic Plan.</p> <p>MS: 3 year targets are milestone targets to achieve Ofsted Outstanding.</p> <p>Governor Challenge: KPIs are targets to define strategy.</p> <p>MS: there are two documents here – milestones document and under the 4 headings of Ofsted what we want to achieve.</p> <p>Governor Challenge: should combine these documents including the CDP for one year (the current year).</p> <p>MS: strategy then would be the KPIs and CDP in the one document. Not necessary to include operational.</p> <p>JB: Vision and Mission are the strategic direction and KPIs are working towards. The document should be changeable and organic. The Mission statement should be succinct and known by all.</p> <p>GW/MS to discuss and on October FGB agenda.</p> <p><u>Evaluation Form and Development Plan</u></p> <p>The forms for both evaluation and development planning have been updated. From September Year Leaders will complete the same process as Subject Leaders. The key improvement throughout these management processes are:</p>	<p>GW</p> <p>GW/MS</p>

	<ul style="list-style-type: none"> • Focus on impact • Reduction in content; greater focus on priorities. <p><u>General Staffing</u></p> <ul style="list-style-type: none"> • All staffing appointments are complete: Lin Walkerdine has been appointed as Head's PA from September. Governor Challenge: raised the issue of Head's PA and Clerk as same role due to potential conflict of interest. • Di Roberts has been appointed as 'Learning Resource Centre' Co-ordinator; Celeste Bond has been appointed as Teacher of Science (Temp contract) • College receptionist has been on sick leave for last month following foot operation • There are currently no conduct cases or capability cases active <p><u>Complaints</u></p> <p>One complaint was made by a local company about the conduct of a member of staff while supervising a day with students at the organisation; this is currently being dealt with.</p>	
7	<p><u>Budgetary Issues</u></p> <p><u>Progress toward the acquisition of the AGP</u></p> <p>AGP application is now with the Football Foundation and will be heard at the end of July with a decision by mid-August 2014.</p> <p>Draft partnership arrangement issues have been resolved regarding a potential loan which the College is not allowed to take. The College's vulnerable budget position was noted by DCC but with the redrafted agreement which safeguards the College from any liability, the LA are satisfied with the arrangements. College will still receive £30k from LED.</p> <p>A Professional Sports consultant has produced the business plan.</p> <p>Mini Tenders have raised further issues regarding the car park. These issues may increase project costs to over £400k which would mean £13k from the College capital funding to reduce level to below £400k. This was considered a small amount of money in terms of scale of project. If the project goes to plan, contingency monies would become available.</p> <p>Alternatives explored included reduction in the size of the car park and changing the car park surfacing. If required to go back to planning, this would delay the project start.</p> <p>A proposal was made that in principle the allocation of £13k should be used to supplement the AGP project if required. A decision in favour was taken with a unanimous vote. An Extraordinary FGB will be held if required.</p>	
8	<p><u>School Improvement Focus</u></p> <p><u>Progress towards 2014 targets in the Strategic Development Plan (SDP)</u></p> <p>The document was noted.</p> <p>SIP Note of Visit 14 July 2014 – Jo Pike</p> <p>Purpose of the Visit: To review progress with SDP and evaluate the impact of the school's improvement strategies.</p> <p>Main findings:</p> <ul style="list-style-type: none"> • At present the College Development Plan does not make clear what the impact has been from the actions taken. The plan covers a wide range of priorities. The headteacher will be refining the plan to provide a sharper focus on the key priorities so that the impact on these is clearer. • The college has now put in place systems to raise achievement and improve 	

	<p>teaching both across the college and for underperforming subjects. Pleasingly attainment and progress are predicted to rise especially in English and triple science.</p> <ul style="list-style-type: none"> • There are signs of a positive impact from tackling underachieving students but this is not consistent across subjects or year groups. The next step is to identify what strategies are working well so that they can be maximised. <p>Next Steps to consider:</p> <ul style="list-style-type: none"> • Refine the College Development Plan to have a sharp focus on the key priorities to improve achievement and teaching • Ensure that the impact from the plan is regularly evaluated so it is clear what is working and what is not. <p>Governor Challenge: 2014 Target? This is what the LA has set based on FFT to provide an overall score for pupil based on cohort. FFT50 used (average percentile of schools). College uses FFT 20. Best estimate is that the majority exceeds FFT50 but not all FFT20.</p> <p>Increase of accuracy of predictions made is partly due to the nature of the cohort and increased improved monitoring.</p> <p>The Chair requested that FFT 20 targets are included in the data table.</p> <p>The SIP report does not clearly state that the head had identified clearly and independently how to make the improvement cycle more effective.</p> <p>This is important to note as Ofsted can request to see SIP reports. MS to respond to the report and request an amendment if possible to indicate that it was MS that was proactive in identifying various areas for improvement.</p> <p>Governor Challenge: the key issue is that the College can self-evaluate.</p> <p>Governor Challenge: 11% have targets of A*-A in triple science. SIP challenged target of 0% for A*-A grades (Art, French and Product Design) and recommended that the College should be targeting national average as a minimum.</p> <p>MS: SIP recommended College to set aspirational targets for A*-A regardless of prior attainment of the students.</p> <p>Governor Challenge: it is a comfort that the SIP accepts the Governor's moderation?</p> <p>Governor Challenge: is it a criticism that Governors did not challenge some of the issues raised?</p> <p>MS: Achievement Committee is well rehearsed in this regard. None of the data is new to Achievement Committee. The table is useful for FGB as it is a summative picture on a termly basis. The Score Card is included in the HT Report on a termly basis.</p>	
9	<p><u>OFSTED Focus</u></p> <p><u>The future status of TAVCC and possible collaborative arrangements</u></p> <p>On investigation, there was nothing to contribute in terms of Sue Clarke attending. MS is taking a strategic view on Sixth Form collaboration in Devon. It is useful to get DASH involved.</p> <p>This is an East Devon issue not all Devon. MS attended CEDASH meeting and progress has been made. There are a number of pressing issues including financial Post 16 funding. A number of schools are coming to terms with this.</p> <p>Transportation of students is not an option.</p> <p>Marginal subjects are conducive to other forms of technologies e.g. MFL, Further Maths.</p> <p>Subject Leaders to network to provide opportunities for enrichment and collaboration in terms of sports, visits etc.</p> <p>Governor Challenge: Did Colyton Grammar School attend the East Devon Sixth</p>	

	<p>Form Partnership Meeting? Benefits for them are different to other schools but they are keen to join discussions. Add to next agenda.</p>	
10	<p><u>Governor Development Plan</u> <u>Evaluation of progress against priorities 2013-2014</u> Any comments to Chair for inclusion. HB had requested that a pupil consultation on E-Safety is held. Also to be pursued with parents as a focus for next year and include in parents evenings/forums. HB to set up consultations on E-Safety. This was agreed. Presentations for Parents and Governors were discussed. The Chair asked Governors to email details of training attended to the Clerk.</p> <p><u>Priorities for 2014-2015</u> It was agreed to continue with the priorities from the previous year. GW to produce draft plan and present at next meeting.</p> <p><u>Governors' Annual Statement</u> GW to draft a statement. To be published on the website.</p>	
11	<p><u>Committee Minutes</u></p>	
	<p><u>Achievement Committee 26.06.2014</u> The minutes were noted.</p>	
	<p><u>Curriculum, Learning and Teaching Committee 01.07.2014</u> The minutes were noted. CW commented on the interesting presentation from pupils on Anti-Bullying which included E-Safety. This will feed into the policy. Pupil Presentations are a good way forward for the future.</p>	
	<p><u>Finance and Personnel Committee 14.07.2014</u> The minutes were noted.</p>	
	<p><u>Site and Buildings Committee 03.07.2014</u> The minutes were noted. Site security: advice is being sought on site security systems. Governor Challenge: Image of school and security measures needs to be balanced. It is normal in local secondary schools to have security systems. The door from Reception into the site may require swipe card access. Governor Challenge: how many incidents have there been over the last few years? Only one during a football match. Governor Challenge: Governors have to take responsibility for the site.</p>	
12	<p><u>Regional and National News - DfE/DAG/NGA/Babcock</u> Nothing to Report.</p>	
13	<p>Items for the next agenda</p> <ul style="list-style-type: none"> • Reconstitution of the FGB • RE Update • Parent Forum focus for September – E-Safety • Governor Development Plan 2014-2015 • Strategic Plan/KPIs • Sixth Form Partnership Meeting • Future Collaboration 2014-2015 • Consultation on Pippins to run services from the building – could be Sixth Form Centre to accommodate sixth form increased numbers. Expression of interest to be submitted by 28 July 2014. • SLT to meet Governors at next meeting • LLC minutes 	

	<p>The Chair thanked Governors for their hard work and MS thanked Governors for their attendance at events.</p> <p>MS will provide a summary email to Governors on results.</p>	
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The meeting closed at 9.01pm
Next FGB meeting 6.00pm on 23 October 2014 (GK apologies)

Summary of Action Points

Minute	Action	By Whom	By When
1	Governor Attendance at Meetings: Chair will circulate for information to Governors.	GW	July 14
2	A presentation was given on Reconstitution of Governing Bodies 2015. On next agenda for approval.	GW	Oct 14
4	RE report progress on Autumn Term agenda	GW/MS	Oct 14
4	Security Policy to be circulated to FGB.	LW	July 14
4	Rescheduled dates for Governor Meetings have been circulated. LW to email with minutes.	LW	July 14
5	Departmental Links: MS to provide date for first meeting.	MS	July 14
6	Springboard Curriculum for discussion at Curriculum Committee next agenda.	CW/MS	Oct 14
6	SDP/Key Performance Indicators: Governors to review and approve the document at next meeting.	GW	Oct 14
6	SDP/KPIs: GW/MS to discuss and on October FGB agenda.	FGB	Oct 14
8	SIP Report: MS to respond to the report and request an amendment if possible to indicate that it was MS that was proactive in identifying various areas for improvement.	MS	July 14
9	The future status of TAVCC and possible collaborative arrangements. Add to next agenda	GW	June 14
10	HB to set up consultations on E-Safety. This was agreed.	HB	Sept 14
10	GW to produce draft Governor Development Plan 2014-2015 and present at next meeting.	GW	Oct 14
10	Governors' Annual Statement: GW to draft a statement. To be published on the website.	GW	Sept 14
13	SLT to meet Governors at next meeting	GW/MS	Oct 14
13	MS will provide a summary email to Governors on results.	MS	Aug 14

Signed
Graham Watts, Chairman

Date.....