

**The Axe Valley Community College**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY  
Thursday 22 May 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	N	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	Y	Parent	07.07.2014
HR	Mr Harvey Robinson	Y	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	Y	Parent	08.02.2016
JB	Mrs J Boulton	N	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	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: Carol Woodhouse, Jane Boulton, Darran McLeod, Vincent Parkes	
2	<b>Declaration of Pecuniary Interest in the Meeting</b> None declared.	
3	<b>Minutes of the Meeting held on 27 March 2014.</b> <b>These were agreed and signed as a true record</b>	
4	<b><u>Matters Arising</u></b> i. Catch-Up Premium to be posted on the website after half term. ii. Newsletter is being sent to all Governors electronically. iii. <b>RE Report on Autumn Term agenda.</b> iv. Update on Technology Support Plan: SL has collated review data. Concerns have been raised and concerted efforts made. Results will be reviewed in September and action plan next steps agreed. v. <b>Governor Links to Departments on next agenda.</b>	
5	<b><u>Chair's Business</u></b> i) <b>Re-Election of Governors</b> Governors will have to consider reconstitution for September 2015 based on Government recommendations. LW to present information at July meeting. Compliance may mean a change to the classification of Governors however the current skills sets are comprehensive. A Governor skills audit is carried out every year to address the balance of skills. Currently, Legal skills are required. Following discussion it was proposed that GW/GK/CS are reappointed as LA Governors. This was agreed. <b>The decision has to be communicated to Babcock LDP for</b>	

	<p><b>consideration by their LA Appointment Committee.</b> CS commented that she may not be in a position to fulfil the 4-year term of office due to personal commitments. It was <b>agreed</b> that SE would be reappointed as Parent Governor.</p> <p>ii) Dates of Governor Meetings 2014/2015 were circulated for approval. <b>The dates were agreed.</b></p> <p>iii) <b>Presentation Topic for the next FGB meeting will be ‘Reconstitution of the FGB.’</b></p> <p>iv) Special Needs Training will be held on 9 June (6-8pm) at TAVCC. Governors to email WC to reserve a place.</p>																
6	<p><b><u>Headteacher’s Report</u></b></p> <p>i. The paper was <b>noted.</b></p> <p><b><u>Achievement</u></b></p> <p><b><u>Year 11 Update – April 2014</u></b></p> <ul style="list-style-type: none"> <li>• Attainment compared to FFT20 targets: 5AC up slightly; 5ACEM down slightly, mainly due to predictions in Maths; Capped Average Point Score (CAPS) and Average Point Score (APS) very slightly down</li> <li>• Progress indicators: down slightly in English, Maths and Science but up for Languages and Humanities</li> <li>• College Development Plan targets: below Value added targets for EBACC and Best 8, with exception of English; 54% of subjects on/above FFT20 – below target but improving trend; on track to achieve CDP target of 5ACEM being +5 over National Average; CAPS below National Average; APS for English and Maths – both on target to be above NA; group level vast majority groups above NA expect for CAPS</li> <li>• Overall, FFT20 targets are achievable but will rely on strong performance in English and Maths</li> <li>• CDP targets: good when compared to NA for attainment; groups performing well; however Progress targets remain a concern (again strong performance in English and Maths will be essential).</li> <li>• Intervention such as additional classes and ‘pep talks’ have been welcomed by students. Some staff have sent thank you cards to students for their hard work – good luck cards have also been appreciated.</li> <li>• Intervention remains variable amongst departments and needs to be monitored.</li> <li>• After school tutorials and booster revision sessions have been well received. The Chair commented that we should be striving to get to the point whereby staff do not have to work so hard preparing students for exams.</li> <li>• Science is causing concern. Students taking 3 Sciences are still receiving work from the syllabus.</li> <li>• Since the last report the focus has been on exams and restructuring. Next term will focus on learning walks and T&amp;L.</li> </ul> <p><b><u>Attendance update</u></b></p> <table border="1" data-bbox="247 1765 1362 2004"> <thead> <tr> <th>Year</th> <th>Overall Attendance (May 2013)</th> <th>Overall Attendance (May14)</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>95.1</td> <td>95.9</td> </tr> <tr> <td>8</td> <td>93.9</td> <td>94.6</td> </tr> <tr> <td>9</td> <td>93.7</td> <td>94.7</td> </tr> <tr> <td>10</td> <td>94.1</td> <td>94.6</td> </tr> </tbody> </table>	Year	Overall Attendance (May 2013)	Overall Attendance (May14)	7	95.1	95.9	8	93.9	94.6	9	93.7	94.7	10	94.1	94.6	
Year	Overall Attendance (May 2013)	Overall Attendance (May14)															
7	95.1	95.9															
8	93.9	94.6															
9	93.7	94.7															
10	94.1	94.6															

11	93.9	95.6	
Total	94.1	95.1	

This represents a significant improvement attributable to stricter national guidelines on holidays taken in term time. All year groups have improved on their previous year's attendance with the exception of current Year 8. The biggest improvement is with Year 11. This stems from the reward scheme linked to attendance and tackling some cases of persistent absence effectively including non-uniform days and integration slowly into the classroom using resources and the behaviour support centre. Other incentives e.g. hoodies have proved successful. Each student is reviewed as an individual case and a suitable strategy adopted. The personal touch is often more productive than the multi-agency approach.

**Governor Challenge:** what would be a challenging target for attendance? National average is 93% anything above that is a success criteria.

### Teaching

#### **CPD Monday – 17<sup>th</sup> March 2014**

With more precise data available on the quality of teaching and learning, College is delivering training sessions that focus on areas for development. Last week a 'CPD Monday' activity was held which focused on Questioning skills. Teachers are elected to attend toolkits delivered by colleagues who have particular strengths in these areas.

### Leadership

SLT meet every 2 weeks including Laura Jenkins (newly appointed Assistant HT). A balanced budget has been set for the next 2 years with staffing levels established. The challenge that leadership now faces:

- Put in place a robust induction for new staff starting in September to ensure that new staff are effective from the start
- Ensure that transition between staff members is effectively managed to ensure key knowledge and information is shared
- Put in place a robust training programme for teachers new to teaching A Level in September
- Communicate changes to stakeholders

The restructuring process will have long term benefits. SLT will manage the expectations of staff. A new raft of teachers in Sixth Form will boost A levels. SLT plan to hold 'An introduction to teaching an A level course' for relevant staff next term.

SLT will communicate clearly to staff the changes and process for the new regime. This will be the focus for next half term.

### General

#### **Complaints**

F&P Committee asked for details on complaints received. GW commented that no further details are required whilst in progress as this may prejudice First and Second Committee meetings if required. A statement on the outcome and impact on reputation is important for Governors to consider.

### Other staffing

- Conduct cases currently live – none
- Capability cases currently live – none
- Informal support plans – one
- Staff absence issues at present - none

	<p><b><u>Informal complaints received</u></b></p> <ul style="list-style-type: none"> <li>• Two complaints from local residents about balls etc. entering their gardens and the inconvenience this causes. In response,</li> <li>• One complaint received by parent whose child's fractured arm was not picked up first aiders of staff.</li> </ul> <p><b><u>Formal complaints received</u></b> None</p> <p><b>Governor Challenge:</b> complaints may impact on the reputation of the College. Safeguarding incidents are important. MS commented that there is a need to establish a process for the receipt of complaints. A record of complaints should be kept in the College. F&amp;P Committee are monitoring numbers and trends of complaints. S&amp;B Committee are receiving reports of medical incidents/accidents. It was <b>agreed</b> that Governors only need to know those complaints which are being dealt with by the HT.</p> <p><b><u>Student Numbers</u></b> Total 781 (May 2014). 133 students have been offered places at TAVCC (estimated 125). 78 Year 11s have opted for Sixth Form at TAVCC as first choice, which is the highest number ever.</p> <p>The Chair thanked MS for his report which highlights the workload for him and the College over this last term. There has been pressure to improve progress and attainment at the same time as the restructuring process continues. Staff have displayed professionalism at all times.</p> <p><b>Governor Challenge:</b> should Governors make allowances for new staff and for new processes to embed? There should be a realism about change and impact of change. High quality induction procedures and strong leadership are key. Temporary contracts have been issued to some staff to give them an opportunity to fulfil their potential.</p> <p>The Chair commented that he was pleased with the appointments for September 2014.</p>	
7	<p><b><u>Budgetary Issues</u></b> <b><u>Budget 2014-2015</u></b></p> <p>Considered and approved by F&amp;P Committee and therefore to be ratified by FGB. This was agreed and the budget was <b>ratified. GW/WC proposed and seconded and a unanimous vote in favour was noted.</b></p> <p>A balanced budget for the next 2 years was presented. Restructuring has facilitated this.</p> <p>Additional funding allocated by central government to the LA has not been included as uncertain in terms of total sum and timing.</p> <p>Income from Visits Donations/Voluntary Contributions was queried however this is an 'in and out' entry.</p> <p><b>Some cost centres and reporting lines have changed. F&amp;P Committee to discuss at next meeting.</b></p> <p><b>Governor Challenge:</b> Curriculum cost per pupil? Amount of money designated to the curriculum for resources. Taken out from Total Cost per Pupil which includes staffing costs.</p> <p><b>Governor Challenge:</b> Budget Year 3 -why large fall off for Year 3 and not step fall from Year 2? One factor is High Needs Top Up Funding – statements no longer in place, less students funded and therefore ongoing fewer numbers.</p>	

8	<p><b><u>School Improvement Focus</u></b>  <b><u>Progress towards CDP</u></b>  The document was <b>noted</b>.  <b>Governor Challenge:</b> assessment, marking and feedback issue? No mechanism to judge quality of marking yet? Staff look at quality of assessment and establish the Departmental approach to marking and homework. The use of marking codes relates to formative assessment and is not about quality of assessment more about consistency e.g. spelling. This is relevant to the Marking Policy as opposed to Assessment Policy. Assessment for Learning – comments are constructive and structured. College does have a strong focus on set of standards for assessment in lessons and formative/summative assessment.  <b>Governor Challenge:</b> Where are we for Year 1 Targets of Strategic Plan? Slow out of blocks for Literacy but new staff will drive this from September. Quality of teaching exceeds target for second half of this year.  In terms of achievement close to main achievement targets but pace of improvement/change not necessarily quick enough – exam results will address this. Issue for Governors regarding Year 2 of CDP. Need to adjust targets in Strategic Plan based on outcomes from CDP- setting goals for 2015/2016 needs to change.</p>	
9	<p><b><u>OFSTED Focus</u></b>  <b><u>Outcomes of Link Governor Visits 28 April 2014.</u></b>  Chair thanked everyone that attended (75%) and confirmed that the remainder have made arrangements to meet Departments. <b>Governors to inform Clerk once meeting has been confirmed.</b> Reports from visits – short note of the meeting was considered in the feedback meeting.  <b>Governor Challenge:</b> does HT find Link Governor reports useful? This was confirmed.  Babcock LDP have developed a training impact form for completion by Governors. It was agreed that this would be adopted. <b>LW to circulate for future visits. Section to be completed by GB following visit/training.</b>  <b>Governor Challenge:</b> informal meetings are useful and should not be influenced by reporting and monitoring? The Chair commented that the Governor role is to challenge and monitor.  <b>Governor Challenge:</b> Governor role is to monitor HT role and not staff as a whole. Governors are to support MS as a cross check that values and processes are being upheld. There is a protocol in place for Governor visits (refer to Governor Visits Policy).  <b>Governor Challenge:</b> information reported as a group rather than individuals. Verbal feedback in the meeting is beneficial and recorded evidence is important. The Governor Visits Form is useful as provides a focus and consistency for the visit. The next cycle of meetings is due in October. One collated report is more useful for MS.  <b>Governor Challenge:</b> when Governors are unable to attend at the scheduled time would this be an addendum to the report? Confirmed.</p> <p><b><u>Achievement Committee 26 June 2014.</u></b>  Agreed slight changes which will be implemented for next cycle.  Structural changes to report card have been agreed i.e. trends/VA charts.</p>	
10	<p><b><u>Governor Development Plan</u></b>  <b><u>Interim Report Parent Forum Consultation</u></b>  Chair thanked HB for the report which raised some important issues. HB thanked Governors for their contributions and support. Next report will be at the Autumn Meeting.  <b><u>Governor Training Record</u></b>  The Chair asked Governors to record any training or attendance at Conferences with the Clerk who will maintain the data sheet.</p>	

11	<b><u>Committee Minutes</u></b>	
	<b><u>Achievement Committee</u></b> The minutes were noted.	
	<b><u>Curriculum, Teaching and Learning Committee</u></b> The minutes were noted.	
	<b><u>Finance and Personnel Committee</u></b> The minutes were noted.	
	<b><u>Site and Buildings Committee</u></b> The minutes were noted.	
12	<b><u>Regional and National News - DfE/DAG/NGA/Babcock DAG</u></b> Spring Conference 10 May attended by GW/CW. Useful Careers information has been given to DH.	
13	<b><u>Dates</u></b> <b>Achievement Committee date tbc</b>	
14	<b>Items for the next agenda</b> i) RE Update ii) Parent Forum focus for September iii) Governor Links to Departments iv) Invitation to Sue Clarke (Extraordinary FGB)	

The meeting closed at 8.21pm  
Next FGB meeting 6.00pm on 17 July 2014

#### Summary of Action Points

Minute	Action	By Whom	By When
4	RE report progress on Autumn Term agenda	GW/MS	Oct 14
4	Governor Links to Departments on next agenda	GW	Oct 14
5	LA Governor Re-appointments: The decision has to be communicated to Babcock LDP for consideration by their LA Appointment Committee	LW	May 14
5	Presentation Topic for the next FGB meeting will be on Reconstitution of the FGB.	GW/LW	July 14
6	Site Security on S&B Committee agenda	DM/MS	July 14
7	Some cost centres and reporting lines have changed. F&P Committee to discuss at next meeting.	F&P	July 14
9	Link Governor Meetings: Governors to inform Clerk once meeting has been confirmed	FGB	Summer 14
9	Training Impact Form: LW to circulate for future visits. Section to be completed by GB following visit/training	LW	June 14
12	TAVCC needs to reconsider its position on the next agenda. MS to invite Sue Clarke to next meeting or an alternative date for an Extraordinary FGB.	MS	July 14

Signed .....  
Graham Watts, Chairman

Date.....