

The Axe Valley Community College

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
Thursday 23 October 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)	N	Community	11.09.2018
CW	Dr Carol Woodhouse	Y	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	N	Parent	25.05.2015
DM	Mr D Mortimer	Y	Parent	29.11.2016
MS	Mr Martin Smith	Y	Headteacher	
GK	Mr Geoff Kerr	N	Local Authority	26.07.2018
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	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	Y	Staff	16.10.2017
RS	Mr Rob Selby	N	Staff	11.12.2017
LW	Miss Lin Walkerdine	Y	Clerk	

20141023 -1	Apologies from the following members of the governing body were received: Graham Watts, Rob Selby, Jane Boulton, Geoff Kerr, Ruth Coghlan, Darran McCleod. In the absence of the current Chair, the meeting was opened by the Vice-Chair, Graham Godbeer,	
20141023 -2	Declaration of Pecuniary Interest in the Meeting None declared.	
20141023 -3	Minutes of the Meeting held on 17 July 2014. These were agreed and signed as a true record.	
20141023 -4	<u>Matters Arising</u> i. None to report.	
20141023-5	<u>Chair's Business</u> i) Election of Chair and Vice-Chair GW was proposed and seconded by GG/MS. Unanimous vote in favour was recorded. Two self-nominations for Vice Chair were received – HB and CW. Candidates were asked to provide a summary of their reasons for standing for the role. A secret ballot was held and Heather Burnett was elected Vice Chair by a majority vote. Heather Burnett then chaired the rest of the meeting. ii) Reconstitution of the Governing Body The proposal was agreed with a unanimous vote. Stephanie Evans has tendered her resignation due to family commitments and asked for a letter of thanks to be read to Governors.	

	<p>iii) Governors' Annual Statement The statement was noted. A long-term strategy for succession planning needs to be added to the report. The report reflects the Governors forward thinking on change without a detrimental impact on pupils' experience. The Vision is different to succession planning. Safeguarding the future of the school in terms of headteacher's potential leave of absence needs to be considered as potentially this is a risk which needs to be mitigated. Change in Ofsted criteria provides a clear idea of strengths and weaknesses and quality of teaching. Governors should be challenging SLT, YLs and SLs in Achievement Committee meetings. It was agreed to include details on this in the Governor statement.</p> <p>iv) Terms of Reference for Committees These were approved for CLT, F&P, S&B and Pay Committees.</p>	
20141023-6	<p><u>Clerk's Housekeeping</u></p> <p>i) Register of Business Interests Details of business interests were circulated as a reminder to Governors. If they wish to register any new interests or have previous details removed from their file, to email the Clerk. A new spreadsheet will be produced for the newly reconstituted GB in January 2015.</p> <p>ii) Correspondence Newsletters from DAG, NGA and the Gold Sheet have been circulated.</p> <p>iii) Child Protection Policy and Procedures A signature sheet for Governors was circulated. This needs to be completed by Governors who were absent at the meeting.</p> <p>iv) Health & Safety Policy The policy was approved by the Sites and Buildings Committee and ratified by the FGB.</p> <p>v) Finance Policy The policy was approved by the Finance & Personnel Committee and ratified by the FGB.</p>	
20141023-7	<p><u>Headteacher's Report</u> The report was noted.</p> <p><u>Achievement</u> <u>2014 Exam results</u></p> <ul style="list-style-type: none"> • English results have improved and are now in line with NA • Science results have improved and are now above NA • Maths results were lower than previous years; the grade boundaries among the lower grades have shifted and therefore students moved from Es to Us. This affected progress measures. • Progress in English and Maths is in line with NA • The overall progress measure 'Best 8 VA' is still low (983 on a more recent modelling) and is likely to be 'Significant –in RAISE. However this is the last year that we operated the Alternative Learning Programme (where students only sit 5 GCSEs). If you remove the ALP students from the calculation then the Best 8 VA score is 1000.5 (1000 is average) • The main negative arising from 2014 results was the gap between non-Pupil Premium and Pupil Premium students increased to 26%. This is largely because profile of PP students was more lower-attainers than in previous years. Gap for 2015 is predicted to be significantly lower and in line with 2013 data. • As a result of non PP / PP gap Laura Jenkins will now take on responsibility for PP and has written a report on current and future direction. The LA undertook a mini-review in September of PP and is 	

- clear that we need to use resources available in a more targeted way.
- **Governor Challenge:** this significantly changes results as a whole.
 - **Pupil Premium: LA note of visit – to be circulated.**
 - **Governor Challenge:** how many PP students were boys? Worst focus group was the white PP boys. **Governor Challenge:** does the LA understand these statistics? MS confirmed.
 - In the South West progress of disadvantaged students is less successful than national progress.
 - **Governor Challenge:** change in funding formula? MS responded by informing Governors that increased funding is projected for April 2015 as part of the Fairer Funding campaign. In terms of funding, Devon is £300 below average per pupil. Poorly funded authorities may be using additional funding to maintain their school/ college levels of expenditure.
 - There are 26 PP children in Year 11, of which 14 are boys. Half were low attainers.
 - There have been some inaccuracies in April teacher predictions. (Accuracy rate of 50%). In some cases pupils did better than predicted. Those that did not achieve predicted grades were due to a number of factors – e.g. shift of grade ranges, over-marking of teacher moderated controlled assessments. Another possibility was the department not having a robust understanding of what constitutes the grade descriptors. **Governor Challenge:** the last one is the worst scenario - however it may be the first time the subject has been delivered.
 - The impact of this inaccuracy is that intervention is misplaced. If staff are not accurate to avoid demotivation of pupils, pupils believe they will achieve this grade. Students can be left confused and let down which leads to loss of confidence in the school. **This is an important issue for this year.**

Teaching
Lesson observation

Year	Outstanding %	Good %	Needs improvement %	Inadequate %
10-11	28	58	14	0
11-12	32	55	12	0
12-13	21	70	9	0
13-14	15	69	15	1

- Lesson observation data for 2013-2014 was lower than previous years. This in part reflects the full application of the new Ofsted criteria when grading lessons. All middle and senior leaders were trained in the new criteria last year. However the data also reflects that there are too many lessons where one or more element requires improvement.
- **Governor Challenge:** it would be good to have information on the total number of lesson observations which have taken place. This was **agreed.**
- The data is supported by learning walk data.
- 15% of lessons require improvement and this needs to be challenged to shift to outstanding
- **Governor Challenge:** outstanding % is reduced – MS confirmed that a more rigorous and a tougher regime is required
- **Governor Challenge:** how is College approaching this? MS informed Governors that more meeting time relating to CPD programmes is being

organised e.g. Reflective teacher programme, Whole school focus is on triple impact marking – getting pupils to improve their work based on marking and feedback.

- **Governor Challenge:** are parents aware of peer marking – another child marking their book? Response: An awareness raising exercise may be needed. **Governor Challenge:** at some stage the teacher needs to make comments/moderate.
- Laura Jenkins led whole staff training recently on developing more effective approaches to marking. ‘Triple Impact Marking’ is a strategy that places the focus on students *acting* on feedback from teachers, peer and themselves to actually *improve* their work.
- Research from the EEF / Sutton Trust shows that improving effectiveness of marking can have a significant impact on progress

Behaviour

- The last 3 years has seen a decline in fixed term exclusions: 2013/14 106 days lost, 2012/13 170 days lost, 2011/12 193.5 days lost, which represents 83% reduction.
- The improvements stem from setting higher expectations for students through new Behaviour Policy (introduced in September 2013), a better curriculum and timetable that balances setting arrangements in KS3, a strong pastoral support team that quickly challenge students and hold them to account for their actions and a stronger ethos overall across the college.
- However, the system could be improved further by making rules clearer and simpler, having greater consistency in application of sanctions and greater robustness in how sanctions are applied.
- In addition the Vivo reward system has had a patchy impact and should be reviewed to consider if this is the best system available – recognition should be the reward
- **Governor Challenge:** College declares exclusions – does College declare ‘time out’ hours? MS Response: No as not officially required but needs to be monitored.
- **MS recommended that it would be good for Governors to have a tour of the school when pupils are here.**

Leadership

East Devon Sixth

- MS has taken on the role as Chair of this new partnership between sixth forms of Axe Valley, Clyst, Honiton, King’s and Sidmouth
- Initial steps are to share trips, enrichment activities and develop elite sports teams across the partnership so that students enjoy the benefits of belonging to small sixth forms without losing out on the opportunities experienced by those in larger FE colleges like Exeter
- Secondly, we are forming subject networks so best performing subjects can support lower performing ones.
- Axminster Tools and Machinery have kindly agreed to develop marketing materials that will be used at the sixth form open evenings for all schools
- The next stage is to develop effective methods for sharing course delivery across the partnership using new technologies and tuition sessions. This will be a complicated process with staffing and timetable issues to resolve.
- **Governor Challenge:** good for students to experience the wider picture

- **Governor Challenge:** name of the partnership? East Devon Sixth – professional leaflet for Open Evenings and to develop a website. Sports kit and other forms of branding are also being considered.
- **Governor Challenge:** funding for transport? MS Response: Pupils to be supported but cannot afford taxi buses etc. Not transporting pupils to lessons - may use Skype.
- Small Departments e.g. Psychology to work together or share staff.
- Less funding for sixth forms and reduced numbers have resulted in schools and colleges needing to be more proactive
- In future there will be a mechanism for emails, group lists, blogging etc

Safeguarding

- MS is currently the Designated Safeguarding Lead and Dave Perks and Laura Jenkins are Deputies. DP/LJ have to complete Group 3 Training.
- The Safeguarding Audit is to be submitted by 31 December 2014.
- SLT have identified areas that require improvement: use of SIMs for part of the record keeping process can cause some confusion, so it has been decided to move to a paper system in a filing cabinet. Also the arrangements for risk assessing students who are completing extended work experience could be tightened and this is currently being undertaken by Darren Holland and Anita Whipp.
- Since start of term, nearly all staff, including cleaners and canteen staff, have received Group 2 training and have read the new policy and compulsory sections for the latest safeguarding guidance. Those absent will have an opportunity to attend an alternative session.
- **Governor Challenge:** CS has information on record keeping to forward to MS.

General Staffing

- Staff absence has had a significant impact on the first half term. These include:
 - Year 7 Leader – out since 8th September with broken leg
 - ASPIRE Co-ordinator – out since 8th September following planned major surgery
 - Sub Level 4 TA – out since 8th September with broken ankle
 - Teacher of MFL / Law – out since 8th September
- This is on top of a significant reduction in staffing as a result of restructuring
- New roles created through restructuring have generally started well
- Overall staff absence has reduced capacity of SLT who are absorbing workload, particularly Darren Holland who is teaching A Level Law in addition to Business and Economics. The situation should improve quickly as staff return and people new to roles become more established
- There are currently no conduct or capability cases

Pupil Numbers

Total 782 as of October 2014. Worked hard with Year 6 recruitment – Open Days – newsletter and emails. A newsletter called Primary Update has been distributed to Primary Schools and will continue on half-termly basis. The Science Day at Seaton Primary was successful.

Governor Challenge: is the newsletter sent only to our catchment area? MS confirmed. **Governor Challenge:** copy posted on website? Yes with a new

	<p>tab called Primary.</p> <p><u>Incident Update</u> On Tuesday 21 October a Year 11 girl was assaulted near the Fire Station in Axminster. Student was not hurt but shaken. Police were called. A video statement was given at Exeter Police Station. Safety issue as the perpetrator remains at large – a safe passage home for students was high priority. Co-ordinated text and email were sent to all parents at lunchtime and to contact the College by 3pm if they wanted to collect their child. MS informed all local schools. All pupils were briefed with safety information and were given a note in assembly. The College maintained calm for students and parents. From an Emergency Management point of view who co-ordinates communication outside of school? This is a public notice issue. Governor Challenge: safety information – use of headphones?</p>	
20141023-8	<p><u>Budgetary Issues</u> <u>Progress toward the acquisition of the AGP</u> Meeting with Football Foundation has taken place. A construction team will be appointed on 7th November. DM to attend. Flamingo and LED invited Risk assessment needs to be carried out. A Public Meeting will be held once more information is available.</p>	
20141023-9	<p><u>School Improvement Focus</u> <u>Progress towards 2014 targets in the Strategic Development Plan (SDP)</u> The document was noted.</p> <p><u>TAVCC performance against 2013/14 Performance Indicators</u> Document plans how College would get to outstanding. INT Raise is internal raise built upon 2013 averages. FFT20 aspirational targets based on 20 best performing schools. KS5 data harder to model –new information will be available soon. Independent Learner Policy has proved problematic. Document amendment: Partially met on Document Section 1.5 to be changed. When Raise and PANDA data available need to scrutinise at Achievement Committee in February 2015. There is a gap in evidence – parent, staff and student surveys are needed to feed into the Evaluation Form. Fine grading has been introduced for GCSEs.</p> <p><u>New KPIs</u> MS to produce a more succinct set of key targets after half term. More focused. Governor Challenge: pupil premium in line with other groups given lower starting points – is the gap lower because they have achieved more? MS Response: 50/50 split progress against targets. Not progressing significantly worse than non PP students. Variation in attainment is wide. Depends on where they are at Year 6. In English VA score 999.9 for College against 1000 national average. Similarly for Maths. Contextual issues but have to do better with this group. Governor Challenge: SATs and In-house tests – use KS2 data – if wrong compared with our assessment. Can we use data side by side for comparison? Levels are being abandoned in future but there will be a 4-5 year transition period.</p>	

	<p><u>College Evaluation Form (SEF)</u> Key phrases lifted from Ofsted criteria – PP is a main focus and could impact on overall judgement. MS to add more information on this and SDP and KPI. In a strong position to defend Good but need to improve PP and continue momentum in Core subjects. Schools can only report 2 BTecs which will impact on other schools. Exam levels have become harder to achieve. First exam grade is used so resits do not have the same impact. Some schools have published using the old system – which can be a dangerous situation. Governor Challenge: International GCSE - it worked well where students could enter the Home Board English and i-GCSE at same time. Now have to take first exam result and many schools have gone below floor standards.</p>	
20141023-10	<p><u>OFSTED Focus</u> <u>Changes to the OFSTED inspection guidance</u> Not significant change – it remains a statistical snapshot on the day – lesson observations and learning walks. Governance changes – quality of teaching is not the remit of Governance. <u>Update of Governors’ e-files</u> <u>On next agenda.</u></p>	
20141023-11	<p><u>Future status of TAVCC</u> <u>Collaboration for Sixth Form:</u> details of East Devon Sixth reported in HT Report.</p>	
20141023-12	<p><u>Governor Development Plan</u> <u>Draft Plan 2014-2015</u> This document was approved. Attendance at meetings to be added. <u>Link Governor Meetings</u> The next meeting will be held on Monday 3 November 2014. There is currently a vacancy for Link Governor for Maths.</p>	
20141023-13	<p><u>Committee Minutes</u> <u>Curriculum, Learning and Teaching Committee 02.10.2014</u> The minutes were noted.</p>	
	<p><u>Finance and Personnel Committee 14.10.2014</u> The minutes were noted.</p>	
	<p><u>Site and Buildings Committee 06.10.2014</u> The minutes were noted.</p>	
20141023-14	<p><u>Regional and National News - DfE/DAG/NGA/Babcock</u> Trojan Horse scenario debated. CW attending NGA Conference in November 2014. Permission was given for CW to represent the FGB and vote in NGA elections. AVLC AGM – interesting meeting – impressed with work in LC. Money used to support children in local area.</p>	
20141023-15	<p>Items for the next agenda: Update of Governor E-files NGA Conference feedback Safeguarding Audit</p>	

The meeting closed at 8.45pm.

Next FGB meeting 6.00pm on 11 December 2014

Summary of Action Points

Minute	Action	By Whom	By When
20141023-6	Child Protection Policy and Procedures A signature sheet for Governors was circulated. This needs to be completed by Governors who were absent at the meeting.	GB	Dec 2014
20141023-7	Pupil Premium: LA note of visit – to be circulated.	MS	Nov 2014
20141023-7	MS recommended that it would be good for Governors to have a tour of the school when pupils are here	FGB	Autumn/ Spring
20141023-8	<u>Progress toward the acquisition of the AGP</u> Meeting with Football Foundation has taken place. A construction team will be appointed on 7 th November. DM to attend. Risk assessment needs to be carried out. Flamingo and LED invited. Public meeting will be held once more information available.	DM/MS	Nov 2014
20141023-9	<u>TAVCC performance against 2013/14 Performance Indicators</u> Document amendment: Partially met on 1.5 to be changed.	MS	Nov 2014
20141023-9	MS to produce a more succinct set of key targets after half term. More focused.	MS	Nov 2014
20141023-10	Update of Governors' e-files on next agenda.	GW	Dec 2014

Signed
Graham Watts, Chairman

Date.....