

The Axe Valley Community College

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
Thursday 27 March 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	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	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	Y	Community	16.10.2017
DM	Mr Darren McCleod	Y	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: Vincent Parkes, Harvey Robinson	
2	Declaration of Pecuniary Interest in the Meeting None declared.	
3	<u>Part I Minutes of the FGB Meeting 13 February 2014</u> These were agreed as a true record and signed by the Chair. <u>Part II Minutes of the FGB Meeting 13 February 2014</u> These were agreed as a true record and signed by the Chair. <u>Minutes of the Extraordinary FGB on 13 March 2014</u> These were agreed as a true record and signed by the Chair.	
4	<u>Matters Arising</u> i. Catch Up Premium to be posted onto the College website. ii. Electronic newsletter – Governors to receive MS to action. Results of Parent Consultation on RE in the curriculum have been included in the last newsletter. iii. RE report on progress to be on the Autumn Term agenda iv. Technology Support Plan – Line Manager has been challenged on the data. Next set of data will be available on 28 March 2014.	
5	<u>Chair's Business</u> <u>I) Term Dates 2015-2016</u> The dates were approved and will be communicated to staff and parents. There was a unanimous vote in favour.	

	<p><u>ii) Committee Membership</u> i) The revised document with meeting dates was noted.</p> <p><u>iii) New Governor Handbook</u> Governors were asked to email any comments regarding the handbook. Acronyms section has been included but needs to be continually updated.</p> <p><u>iv) SFVS and SLA</u> These documents are discussed and agreed at F&P on an annual basis for audit purposes. They have been signed by the Chair and sent to the LA.</p>	
6	<p><u>Headteacher's Report</u> i. The paper was noted.</p> <p><u>Achievement</u> <u>Years 10 and 11</u> Every opportunity has been given for students to succeed – trialling 'Walking and talking Mocks'. Ten Year 11 students are taking part in a trial of the iGCSE English Language. The 'international' GCSE has been lauded by Government for having a more traditional exam format. Practically many schools have started using iGCSEs because they are more accessible. An extra class has been created for the group which will sit the exam instead of the GCSE English Language. If successful the iGCSE will be considered for current 'foundation' level (C-G grade) students in current Year 10 next year. Governor Challenge: how does this compare with the IB? IB is a more A level equivalent. Governor Challenge: will pupils be taking normal GCSE as well as iGCSE? Same qualification but under a different Board. Governor Challenge: How did you select students? Students targeted up to a Grade C – the exam is better for them as more accessible. Governor Challenge: Random ability? No Grade D/C students. Governor Challenge: Separate Group? Separate Group but same curriculum. 10 students are involved which is 8% of total cohort. Assurance that students are not jeopardised and exams are applicable for the future. Old style GCSE allows coursework as well as controlled assessment (under exam conditions). Governor Challenge: Is the exam valued? Counts in statistics in the same way. It was agreed that the Achievement Committee will discuss this with the Year 10 Leader regarding monitoring that specific group. Governor Challenge: Maximum Grade? Foundation is C, both papers are C. The College will not use the higher iGCSE. Less able students will achieve better grades. Continuing to challenge Year 11 students. Revision Guide and starter pack of revision materials have been issued.</p> <p><u>Year 10</u> Some of the focus provided to Year 11 is being introduced into Year 10, as this year group have traditionally sat a smaller number of final GCSE exams. All Year 10 are entered for GCSE English Literature and GCSE Science in May this year. To support them the College has:</p> <ul style="list-style-type: none"> • Held a well-attended information evening to provide advice and guidance to parents on how best to support their son / daughter to prepare for exams • Mock exams for English and Science will be held to give students experience of a full exam • Walking-Talking mocks shortly before all final exams 	

- In addition, students will sit a full range of mock exams in June to assess their progress at the half way stage of KS4

It was noted that some students are not clear regarding Mocks in Science, this needs clarification with the Department.

Year 10 students are aware staff are trying to guide and support them.

Teaching

CPD Monday – 17th March 2014

With the more precise data available on the quality of teaching and learning the 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.

Behaviour

No update since February Report

Leadership

Vision to Reality – Babcock LDP

The final evaluation of the 'Vision to Reality' programme took place on Tuesday 18th March. The focus was looking at how effectively middle and senior leaders worked together to plan and deliver improvement that impacted on students. The College elected to use 'Effective Use of Assessment Data Strategy' as a focus for the programme, alongside any departmental improvement areas. Babcock Advisers were positive in their verbal feedback and the written report is awaited.

The form to be emailed to CTL Committee. On next agenda.

Lesson observation training

A further 12 middle leaders have completed a two part Lesson Observation training programme. Kate Mythen, who recently qualified as an Ofsted inspector, delivered training on Ofsted Framework. All participants applied training to real observations and then conducted a follow up session focusing on skills of recording.

Governor Challenge: feedback from staff? Found this really useful particularly Ofsted Framework training. **Governor Challenge:** lesson observations a challenge for staff? This provides an opportunity for middle leaders to increase their skills and carry on the process of development in their Departments and share expertise between Departments.

General

Industrial Action – Strike Day 26th March 2014

The College remained open on 26th March, which was a national day of strike action for NUT members. Eight teachers took part. It was estimated that approximately 1 in 10 lessons were affected. **Governor Challenge** how did you cover lessons? SLT took students in hall, studios e.g. MS gave a talk on climate change to 92 mixed-age students. The Chair commended staff for providing useful education whilst acknowledging the right of staff to take action.

Staffing update

- Christine Conroy, Pastoral Support Co-ordinator has resigned to take up a promotion in the Honiton Learning Community. As part of the college's

	<p>ongoing restructuring, the post will be left vacant.</p> <ul style="list-style-type: none"> • Kym Cross – temp / part time Teacher of Drama – has secured a permanent full time contract in Cornwall from September. • Currently two teachers are subject to informal support plans <p>Governor Challenge: where we need to replace do we need to ask FIPS? Confirmed. Pastoral Support Co-ordinator post will be left vacant.</p> <p>The Chair thanked MS for his report.</p>	
	<p><u>Budgetary Issues</u></p> <p><u>i) The restructuring process and FIPS</u></p> <p>i) Process is being progressed.</p> <p>Governor Challenge: people who have requested voluntary redundancy – has this had a positive impact on the budget? Final bottom line is still not clear.</p> <p><u>ii) Budget 2014-2015</u></p> <p>An extraordinary meeting of F&P will be held on 6 May to approve the 2014-2015 budget prior to ratification by the FGB on 22 May 2014.</p>	
9	<p><u>School Improvement Focus</u></p> <p><u>i) Support from the LA</u></p> <p>i) Nothing further to add. Extra time is being provided by Jo Pike, SIP to support the SLT.</p> <p><u>ii) Achievement Committee – proposed amendments</u></p> <p>Members of Committee are aware of adjustments to the mode of operation for the Achievement Committee.</p> <p>A different focus for the reports from Year Leaders has been suggested e.g. progress made since last report.</p> <p>The Chair emailed suggestions to MS who talked to YLs as a Group. The YLs generally welcomed the ideas but came back with a further suggestion that Governors receive the YL reports and questions from Governors are received by YLs in advance of the meeting.</p> <p>Governors require the Report Card (Summative Datasheet) and written report.</p> <p>Governor Challenge: progress v targets – only report on exceptional reporting and solutions to problems.</p> <p>Committee will agree the questions and hold a pre-meeting with SLT prior to the meeting with the YLs.</p> <p>In this way only one meeting will be required and with prior knowledge of data and questions, this will be good use of time for staff and Governors. A meeting with the YL may not be needed should Governors be happy with the data and report. RS expressed his concern regarding the expectation of YLs and the amount of work generated. The Chair commented that Governors are not likely to have that many questions as there is now an agreed format for the Report Card and Data.</p> <p>Governor Challenge: what would be the purpose of the pre-meeting with SLT? To have a dialogue about what the reports are saying and discuss common themes.</p> <p>Governor Challenge: Governors need reassurance that progress is being made and actions are being taken.</p> <p>Governor Challenge: this provides a good development opportunity for Governors on the Achievement Committee and for SLT as Line Managers.</p> <p>Governor Challenge: answers to questions do not need to be written up –</p>	

	<p>electronic response is more efficient and a verbal response may be needed at the meeting to provide an update. RS commented that YLs may need time to respond to some questions and to use the most current data may conflict re timescale required.</p> <p>iii) Progress towards targets in the CDP This will be added to Chair's action. Data has been received but not checked and formalised for the mid-year review. MS to email to all Governors and on agenda for next FGB meeting.</p>	
10	<p><u>OFSTED Focus</u> <u>The Updated Governor OFSTED file</u> The file has been distributed to all Governors. This is for reference purposes and will be updated on a regular basis. List of useful websites sent by separate email is to be added to the Ofsted file.</p>	
11	<p><u>Governor Development Plan</u> <u>Interim Review of Progress to Date</u> i) RAG document was noted. ii) The next meeting with Link Departments will be held at 3.45-4.45pm 28 April 2014. It is important for Governors to attend. Governors to meet in Conference Room at 3.30pm. The meeting will focus on progress with Department priorities. Department Development plans updated before the meeting to be emailed. Governors were asked to spend time in the Department meeting and send a report note to LW after the meeting. If Governors have two Departments, they need to arrange timings. Reports will be considered by the CTL Committee.</p> <p><u>Governor Training Record</u> i) Record includes attendance at events and training. The record will be updated regularly. ii) If Governors participate in the GEL training modules, they should provide a printed certificate to LW for the file. iii) HR training 3 March 2014 to be added to the record. iv) CW has circulated a questionnaire on training ideas for the Axe Valley Governors Group. The questionnaire is to be returned to CW by 31 March 2014.</p>	
12	<p><u>Committee Minutes</u></p>	
	<p><u>Curriculum, Teaching and Learning Committee</u> i) The minutes were noted.</p>	
	<p><u>Finance and Personnel Committee</u> i) The minutes were noted. ii) Governor Challenge: additional funding for Devon 2015-2016? This will be a bonus if it arrives – effectively will give some comfort rather than hand to mouth operation. There may be pressure on the budget in other ways.</p>	
	<p><u>Site and Buildings Committee</u> i) The minutes were noted.</p>	

13	<p><u>Regional and National News - DfE/DAG/NGA/Babcock</u></p> <p><u>i) DAG</u> Spring Conference will be held on 10 May 2014 at County Hall, Exeter. The Chair encouraged Governors to attend. DAG are progressing with their communication strategy which includes an upgrade of their website.</p> <p><u>ii) Axe Valley Learning Community</u> No update from LC.</p> <p><u>iii) NGA</u> CW attended the SW Regional meeting on 22 March 2014.</p> <p>Discussions took place on time spent on governance by chairs.</p> <ul style="list-style-type: none"> • Groups reported between 4 and 10 hours per week • Recommended papers to GB meetings be single A4 summarising main points with access to main documents for those interested e.g. Dashboard style. • NGA Code of Practice (available on website) signed by all governors annually useful where governors have acted beyond their remit. <p>Policy Update</p> <ol style="list-style-type: none"> 1. School funding – although previously a new funding formula promised, £350 million for the lowest funded seems to be the only change before the next election. <ol style="list-style-type: none"> a. 62 LAs to benefit including Devon - £16.5 million most of which will be ‘consumed’ by items already in the pipeline e.g. Teachers’ Pensions £5 million. 2. SEN –work still to be done including greater clarity around ‘personal budgets’. 3. School Teachers’ Review Body leadership pay <ol style="list-style-type: none"> a. Able to take into account factors other than the number of pupils on roll in determining where to place head teachers on the pay scale. This applies to new appointments from September 2014. b. Governors can pay up to 25% more than current pay scale but needs to be justified. <p>Effective Practice</p> <ol style="list-style-type: none"> 1. Constitution of governing bodies of LA maintained schools <ol style="list-style-type: none"> a. Appears to be going ahead with all LA maintained schools having to reconstitute before September 2015. b. Changes include: 2 parent governors, 1 elected staff member, 1 LA member proposed by LA and elected by GB; co-opted governors based on skills they bring to GB. c. Minimum number of governors 7. 2. Pay Appeals <ol style="list-style-type: none"> a. Performance related pay from September 2014 is likely to result in pay appeals for which governors need to be prepared. b. If the appeals process is flawed then the appeal fails (maternity leave and sick leave are a minefield). <p>Dates for the Diary NGA Summer Conference: Saturday 10th May 2014 Autumn regional meeting: Saturday 11th October in Taunton</p> <p>AOB National College website: 3 free training places per school in Finance</p>	
----	---	--

14	i) MS reported that the AHT interviews are progressing with 10 applications to date (7 candidates have viewed the school). ii) Appeal Panel Meeting Wednesday 2 April. GW/WC/RC/DM. iii) Spring Concert will be held at 7pm on Tuesday 1 April. iv) Calendar function is now on the College website homepage.	
15	Items for the next agenda i) Parent Forum ii) Restructure iii) Reconsider and reform Governor links to Departments iv) RE update v) Policies – Statutory Update vi) Governor Meeting Dates 2014-2015	

The meeting closed at 7.40pm

Next FGB meeting 6.00pm on 22 May 2014

Summary of Action Points

Minute	Action	By Whom	By When
4	Catch Up Premium to be posted onto the College website.	MS	May 14
4	Electronic newsletter – Governors to receive MS to action	MS	Mar 14
4	RE report on progress to be on the Autumn Term agenda	GW/MS	Oct 14
6	Vision to Reality – Babcock LDP: The form to be emailed to CTL Committee. On next agenda.	CW/MS	May 14
9	CDP: MS to email to all Governors and on agenda for next meeting.	GW/MS	May 14
11	Link Governor Meetings: Governors were asked to spend time in the Department meeting and send a report note to LW after the meeting. Governors to meet in Conference Room at 3.30pm on 28 April 2014.	FGB	May 14

Signed
Graham Watts, Chairman

Date.....