

VECTOR LEARNING TRUST

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**Minutes of the Axe Valley Local Governance Committee meeting
Held at Axe Valley Academy
On Thursday 27th April 2017 at 6.00pm**

PRESENT: Jeremy Walden, Juliet Henham, Liz Heron, Mandy McDonagh, Martin Huscroft, Mary Cleare, Mike Huskins, Sean Little, Steve Green, Bec Davey (Clerk)

APOLOGIES: Paul Evans, Julie Paddick, Louise Wain

ABSENT: None

IN ATTENDANCE: Laura Jenkins (LJ) – Deputy Headteacher

WELCOME

JW welcomed all to the meeting

1. APOLOGIES AND CONFIRMATION OF QUORUM

Apologies were received and accepted from Paul Evans, Julie Paddick & Louise Wain

It was noted that a quorum was present.

2. DECLARATION OF PECUNIARY INTERESTS

As this was the first meeting of the AVA LGC, all governors furnished the clerk with new 'Declaration of Eligibility to serve as a School Governor' and 'Register of Business Interest' forms. No Pecuniary Interests were declared. A new Code of Conduct was also approved by the governors and signed by the chair.

3. MINUTES FROM PREVIOUS MEETING AND MATTERS ARISING

This was the first meeting of the AVA LGC, there were no previous minutes

Action	Update
N/A	

4. SAFEGUARDING

All staff are up to date on the safeguarding training. LJ advised that there is a large issue within the local community with possible child sexual exploitation and that the Academy is working with outside agencies to help deal with this.

5. FINANCE

Jenny Lomax, Business Manager, had spoken with the chair prior to the meeting to explain that due to new systems in place she had been unable to create a 5 month budget in time for the meeting. JL will forward a copy to JW once complete.

6. TERMS OF REFERENCE

These had previously been circulated.

New Terms of References for the LGC and Appeals Committee had been provided by Vector Learning Trust (VLT). MC proposed that the LGC accept the new ToRs. SL seconded. All in favour.

7. ROLES OF LEAD GOVERNORS/PORTFOLIO HOLDERS

SG advised that with fewer governors than before, the previous system would now be logistically impossible and recommended the role of the lead governor be changed.

Suggestions were offered; follow OFSTED options, Use the Improvement and Development Plan as a base, Do a joint review with senior leadership team (SLT) and governors, Faculty basis.

Questions were also asked as to the purpose of the lead governors and what outcome was desired. Outcome: to demonstrate to staff that governors are interested, that a dialogue is open between the two and it is also an opportunity to hold all levels to account. Governors would be able to do mini reviews, attend lessons, speak to TA's and middle leaders to build a link of trust. Have governor days, maybe one per term.

It was decided that each governor have an area linked to faculties. To initially hold a meeting with team leaders across their areas then hold individual meetings, meet support staff and visit classes.

ACTION: SG to create a list with the subject/ area, subject leader and their email and the relevant lead governor and distribute to those involved.

8. SLT PRESENT AT MEETINGS

SG explained how it may be necessary for some of the SLT to attend future LGC meetings but as it will not be feasible to discuss everything at every meeting he proposed that this be done using the four main areas of work and rotating them. There will be six meetings per year so two of the SLT will attend twice in one year and once the following year and vice-versa.

MH felt it was important to be able to call upon any member of the SLT to attend any meeting should it be necessary. This was agreed but as a minimum, the 4 area rotation would be put into place.

ACTION: SG to create a rotation timetable.

VLT have also provided details of agenda items they should like included at meetings during the year to allow consistency. It was agreed that a VLT area be created within the agenda to allow for this.

Confirmation was also given that agendas will be issued 14 days prior to meetings.

9. CHAIR'S BUSINESS

JW asked which governors would like to sit on the pay committee. It was agreed that the previous pay committee remain (PE, LH, JP & LW).

10. CLERK'S BUSINESS

The clerk provided all governors with a folder with information that should help them in their role as governor on the LGC. This will require updating as and when new information becomes available. The clerk will email the information to all governors for them to add to their folders.

The clerk requested that she attend a course run by Babcock 'Clerking in an Academy/MAT' in May to understand her role within the MAT and ensure she is providing the correct service to the LGC. The cost is £110. Governors approved.

The clerk also requested that the LGC purchase a copy of the guide prepared by NGA (National Governance Association) titled 'Welcome to a Multi Academy Trust' which explains practical information on MAT governance structure and practices. The cost is £6 per book. JW recommended 3 copies be purchased. One to be kept by the clerk, one for the chair and one to be retained in the academy office. Governors approved.

ACTION: Clerk to request a place on the clerk training and order 3 copies of the book.

11. HEADTEACHER'S REPORT

This had previously been circulated.

SG noted that there had been only 5 weeks between the last TAVCC FGB and this meeting and not all data was available for this meeting. T3 (predictions) deadline was not until 28th April so will be available shortly.

Staffing;

SG updated the meeting to advise that an internal position was being advertised for a trust wide marketing person to assist with recruitment and promotion of the trust and academies. To get details of events out to the community, advertise, create regular themes and update the website, although the website will not be their sole responsibility.

Meeting moved to part II for which there are separate minutes.

6th form attendance;

MC wanted to see evidence of how the 6th form attendance is improving. SG confirmed that current data shows no student over 90% attendance even though they have attended every lesson (If they miss tutor this creates a negative mark). Dave MacCormick is devising a new system to show more accurate data.

Year 7 Recruitment;

SG confirmed that the other schools will also not 'pitch' at Seaton and Axminster Primary Schools so AVA not missing out, but simply getting the children and parents to visit the site and see what is on offer for themselves.

A new prospectus is being created which will include a DVD. Need to show what is on offer.

Governors told SG that if he ever needs help he just has to ask, that there is more support if he needs it. SG thanked governors.

12. MARKETING

MH explained concerns over how events are being advertised and how small the numbers of attendees are at some of the events. Stressed he feels the need to improve the marketing, not just for the academy but also the pupils who take the time to prepare for the event.

LH suggested events be advertised on feeder school newsletters. JW suggested community noticeboards and also to perhaps suggest the Town Council hold one of their monthly meetings at the academy.

MH felt it would be valuable to invite certain groups and individuals to future events and will create a list of invitees.

ACTION: MH to create list and circulate to all governors to see if any other names should be added.

SG confirmed he was aware of the poor attendance at the event to which MH was referring. It is usually good but this had been overlooked. It was advertised within the school and newsletter but nowhere else. However, SG felt it is wrong to charge for admission to these events and proposed that this type of event be free in the future. The governors gave their support. SG thanked them.

SL also suggested that governors be available as an option at parents' evenings. Governors do currently attend the meetings but he felt it would be an idea if parents actually knew they were available to be talked to rather than seen to be 'milling around the corridors'.

ACTION: SG to see if it is possible to add governors to parents' evening booking system.

MEETING CLOSED AT 8:36

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

Action	By Whom	By When
7. Create a list of subject/area, subject leader name and email and governor link	Steve Green	13.05.2017
8. Create a rotation timetable for SLT attendance to LGC meetings	Steve Green	13.05.2017
10. Request a place on Academy Clerk training event	Clerk	08.05.2017
10. Order 3 copies of Multi Academy Trust Handbook	Clerk	08.05.2017
12. Create a list of invitees to future events	Martin Huscroft	08.05.2017
12. Add governors to parents' evening booking system	Steve Green	08.05.2017