VECTOR LEARNING TRUST

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Minutes of the Axe Valley Local Governance Committee meeting
Held at Axe Valley Academy
On Tuesday 13th June 2017 at 6.00pm

PRESENT: Jeremy Walden, Juliet Henham, Liz Heron (arrived 6:13), Mandy McDonagh (arrived 6:04), Paul Evans, Julie Paddick (arrived 6:05), Louise Wain, Sean Little, Steve Green, Bec Davey (Clerk)

APOLOGIES: Martin Huscroft, Mary Cleare, Mike Huskins

ABSENT: None

IN ATTENDANCE: Laura Jenkins (LJ) – Deputy Headteacher, Jon Scott (JS) – Assistant Headteacher (arrived 6:24, left 7:19), Roger Evans, Chair of Holyrood Academy LGC

WELCOME
JW welcomed all to the meeting and introduced Roger Evans, Chair of Holyrood Academy LGC.

1. APOLOGIES AND CONFIRMATION OF QUORUM
Apologies were received and accepted from Martin Huscroft, Mary Cleare, Mike Huskins

It was noted that a quorum was present.

2. DECLARATION OF PECUNIARY INTERESTS
There were no declarations of interest.

3. MINUTES FROM PREVIOUS MEETING AND MATTERS ARISING
The minutes from 27th April 2017, both part I and part II (tabled at the meeting) were **agreed** as a **true record** and signed by the chair. (MM arrived at 6:04, JP arrived at 6:05)

Action	Update	Complete?
7. Create a list of subject/area, subject leader name and email and governor link	List created and circulated to all governors and subject leader	✓
8. Create a rotation timetable for SLT attendance to LGC meetings	Timetable completed and issued to SLT	✓
10. Request a place on Academy Clerk training event	Requested and attended	✓
10. Order 3 copies of Multi Academy Trust Handbook	Ordered	✓
12. Create a list of invitees to future events	List created (used to invite people to AVA open ceremony)	✓

12. Add governors to parents' evening booking system	Added	✓

4. SAFEGUARDING
No new issues.

5. FINANCE
See Part II minutes.

6. HEADTEACHER'S REPORT
Reports had previously been circulated. Questions were raised by MC that had been forwarded to SG prior to the meeting as she was unable to attend the meeting. These were;

Why has there not been much progress in the P8 figure? SG explained that due to the changes in GCSE grades, no school in the country can accurately calculate P8 at present, in fact DfE have warned not to try to predict P8 as it is not possible. SG has based data on comparisons between most recent and last data capture. There has been an improvement student to student but it is just not possible to compare properly at present. The small amount of non-attenders affects the total figures (Was 6 students last year. It is 4 this year). SG is hoping that an individual's impact on P8 will be capped to +/-2..

Year 12 Work Experience MC has concerns that not all year 12 have placements and it is due to take place during early July. SG confirmed around 12 students who do not have placements at present. SG asked if any of the governors knew of anywhere where work placements could be offered bearing in mind the statutory restrictions. JW offered to place details up at the Job Club. The majority of these students will be 17, with a few being 16.

Sickness Report MC requested the sickness report be a cumulative one. SG confirmed this was possible for the future reports.

Students off-roll SG confirmed that there has been an increase in number of children being removed to be home-schooled. There is no warning that this will happen, parents do not have to advise the school in advance. PE asked if the Local Authority get involved.SG said the LA says they visit the homes of the students. SG writes to the parents and students advising AVA do not feel it is in the best interest for the child and that they would be welcome back at any time. LW asked if it was specific year groups. SG confirmed it is across the board, although more in 7,8,9 than 10,11. No longer using LA EWO (Education Welfare Officer). Communication has changed. Currently there will be 10 fewer students next year. JW is worried that these children miss out on interaction with their peers. SG said it is a genuine concern. Need to look at why they do not want to attend school. Is it AVA or would it happen anyway?

PE had requested an update on homework. SG tabled an update. Following a student survey and meetings with the Subject Leaders, both led by Matthew Child, and a staff forum led by both Matthew Child and Kevin Cumming a decision was made to use 'ClassCharts' software. This may even replace planners. It also links to the behaviour and reward points. SLT will be able to monitor teachers. The system is more transparent and much more user friendly. SL questioned if the homework would be set on this system. Incyte report criticised pieces of paper being stuck in workbooks. SG confirmed teachers will put the homework onto the system with a link to the worksheets. There will be no need to print the worksheet, just put the answer in the books. MM's daughter has admitted to her that there she has noticed a definite link between how she is doing in a subject and how much homework is set (the more

that is set, the better she does). MM is pleased that this new system will make teachers more accountable and hopefully ensure the correct amount of homework is set regularly.
JP wondered if there would be any opportunities for CPD linked to SEND and inclusion strategies. LJ confirmed that they had concentrated on a new strand of CPD with exam access including induction training for TAs. Learning walks have all been positive. SG stated there will be more next year. 3 hour blocks every half term.

SL wanted to say well done to all those involved in the Incyte report. Feels it is generally really good. It did, however, point out the need to 'raise expectations' several times. SG confirmed it was pointed out to Caroline McKee (College Improvement Partner) during her visits. SG feels the perception of a small number of students, teachers and parents is that AVA is third placed in the area and that 'good enough' is 'good enough' SG invited governors to view the DVD being created about AVA after the meeting. He wants to change the hearts and minds of the community. Over 200 year 5 pupils are attending an event – all being invited regardless of where they think they want to attend secondary education. SG is aware that it will not happen overnight. LJ said that they are getting a good communication link with local primary heads. SG advised that teachers from AVA are also going out and teaching year 5&6 pupils in their schools. SE is concerned that perhaps not all teachers are on board. SG replied that it is his job to motivate those teachers.

7. PORTFOLIO HOLDERS

In addition to the Lead Governors as discussed at the last meeting, under the Terms of Reference, the Trust also require Portfolio Holders. These will be as follows;

○ SEND (Special educational needs and disability)	Julie Paddick
○ Child protection/safeguarding	Louise Wain
○ H&S and premises	Martin Huscroft
○ Finance	Jeremy Walden
○ Standards	Sean Little
○ Performance management of staff	Paul Evans

8. PERSONAL DEVELOPMENT, BEHAVIOUR & WELFARE

JS presented a report to governors. Attendance is around 94% but he is confident that with new systems in place this will increase. There have been two EWO's in the last year which has meant sometimes things have not been dealt with quickly enough. Student Voice is a big success. LJ is working with them. Also Learning Ambassadors and Anti-Bullying Ambassadors. (LJ confirmed they had been on a learning walk today). . A parents' questionnaire is currently in the pipeline. LJ confirmed Year 11 students do a transition questionnaire which is very informative. JP suggested that the ambassadors visited the year 5/6 pupils to show them what they do. LJ did not foresee a problem with this. The Head Boy and Girl often go to transition meetings. JS also confirmed that they have a Buddy system where year 10 students meet year 6 students on transition day and are there for them through their schooling in Year 7. Year 10s need to apply for these posts and it feeds into the prefect system. RE wondered if there had been any collaboration between AVA and HA with regards to the questionnaires and results. JS confirmed there had, and he has regular contact with Sam Davison from HA. JW asked if there was any interest in a debating society. SG is keen to get this established but need to find someone who will take it on.

ACTION: SG to find someone willing to lead a debating society.

9. CHAIR'S BUSINESS
JW confirmed to governors details about the opening ceremony on 22nd June 2017.

10. CLERK'S BUSINESS
The clerk recommended that governors complete the survey being carried out by NGA (National Governance Association). This is an annual survey and the results are valuable. MM advised governors that having completed the survey, it takes 30 minutes rather than the 20 minutes it suggests.

11. POLICIES:
Policies will not be approved by the LGC; they are reviewed and decided by the Trust.

MEETING CLOSED AT 7:44 Governors were then given the opportunity to view the DVD being created to go alongside the AVA prospectus.

CHAIR:
Approved as a true and accurate record of the meeting;

..... Signed

..... Date

Action	By Whom	By When
Find someone willing to lead a debating society	SG	21st July 2017