

The Axe Valley Community College

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY Thursday 5 July 2012 at 7.00pm in the Business Centre

Initials	Eligible to attend	Attending	Type of Governor	Office terminates
GG	Mr Graham Godbeer (Chair)	Y	Community	09.04.2013
CW	Dr Carol Woodhouse	Y	Community	06.10.2013
GW	Mr Graham Watts	Y	Local Authority	31.08.2013
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	28.11.2012
MS	Mr Martin Smith	Y	Headteacher	
JL	Mrs Julie Layzell	Y	Staff	29.04.2013
GK	Mr Geoff Kerr	Y	Local Authority	20.05.2013
SE	Mrs Stephanie Evans	N	Parent	20.05.2013
AW	Mrs Anita Whipp	Y	Staff	17.02.2015
JO	Ms Jo Osborne	Y	Staff	17.02.2015
HR	Mr Harvey Robinson	N	Parent	07.12.2015
CT	Mrs Caren Taylor	Y	Parent	07.12.2015
LWai	Mrs Louise Wain	N	Parent	07.12.2015
LW	Miss Lin Walkerdine	Y	Clerk	

	<p>Presentation by Ian Leech, Subject Leader and Gill Watson, Assistant Subject Leader Maths Department.</p> <p>The Department is working well with support from MS who respects views of the Maths team and helps with additional teaching time etc.</p> <p>Issues raised included:</p> <ul style="list-style-type: none"> • Good teaching environment but need additional classroom. • The team meet regularly on a weekly and termly basis • KS5 teacher has improved the A level results. • Good team – a good mix of experience and skills – 4 FTs and 2 PTs and Specialist – next year increasing to 6 FTs and 1 PT and other specialist. 2 TAs and a small amount of TA support which comes with statemented children. • Timetabling creates difficulties – some students are locked into particular class due to timetable arrangements. MS looking to improve this next year. Another classroom is required – Year 10 & 11 classes taught by Mr Leech are held away from the Department. • Non-specialist teaching does not work this year. More specialist teachers are required to raise standards. Next year the timetable will have specialist teachers in KS4 and this will result in split classes. • Insufficient time for lesson planning especially outstanding which take time to plan. Not much time to organise clubs. No real numeracy programme for Level 2 students at KS3. No option to develop other areas of responsibility to offer staff regarding finance and time. Would like to develop new role of Numeracy Co-ordinator. • Behaviour and SEN Departments have become split in terms of line management and do not work as one unit. Behaviour and time out policy is confusing regarding students working in the 	
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	<p>corridor/time out room and being given time to apologise. Now students can arrive to the next lesson and apologise as the lesson starts without using break or lunchtimes to meet the relevant member of staff to give their apology.</p> <ul style="list-style-type: none"> • Students are being extracted from Maths lessons to attend behaviour related interviews – students should attend these during break and lunchtimes. • Homework is not managed well – core subjects have more to do – one policy needed for all subjects. Follow up procedure if homework not done – electronic register allows entry to record no equipment/poor behaviour. Lack of equipment or homework does not seem to be followed up and acted on immediately. Currently reported every half term which is not proactive. • A level extra class has facilitated setting of students. Still need more time to complete the coursework. A level classes are often not covered if staff are absent – work may be left but students still need to be supervised. • Supply teachers – generally not good standard at the moment. Often agency does not provide specialist supply teachers. • Technology within the classrooms – improvement and well supported by ICT Dept. However if major problem e.g. interactive whiteboard – lengthy to repair. • Aspire – great idea – impact is negative for students outside of the programme – too much extraction from classes – e.g. 20 out of 30 in top set. Programme should be held outside of lesson time. Selection process for Aspire could be improved. Perhaps ask Heads of Core Subjects for their ideas. • More time at key points in the year – timetabling, setting, lesson plans are sacrificed at this time. Whole school activity days are positive and would welcome them back – MS commented that they are on the calendar for next year. • Governors expressed their congratulations to the department – Governors cannot change many of the points raised but important they are aware. Which are the priorities? What is the next stage? Recruitment of the Numeracy Co-ordinator post. • Governor Challenge? Would part of their remit be to look at the Primary Schools and levels of progress? Used to have liaison with Primary teachers but funding was no longer available. Possible to link with numeracy co-ordinators in Primary Schools. This needs further exploration. • Governor Challenge? How many students fall into the category of not achieving Grade C? Currently 16 in Year 7, in Year 10 success is possible with additional support. <p>The Chair thanked the team for their presentation. The Link Governor will continue to monitor and support and report back to FGB. GW commented that more structure and guidance should be provided for Departments regarding future presentations. MS to progress. The Link Governor needs to be the conduit for issues raised.</p>	<p>MS 5/9/12</p>
1	<p>i) Apologies from the following members of the governing body were received and sanctioned: Stephanie Evans; Harvey Robinson; Louise Wain.</p>	

	<p>ii) Wendy Cryer, LA Governor was introduced to the Governors by the Chair. Wendy has been involved in the Learning Community SBM project, responsible for training and development for teachers and pupil resources. From September 2012 WC will be employed on PT basis to cover BB secondment.</p>	
2	<p>Declaration of Pecuniary Interest in the Meeting None declared.</p>	
3	<p>Minutes of the Previous Meeting These were agreed as a true record and signed by the Chair.</p>	
4	<p>Matters Arising i) Special Access arrangements: MS reported that tighter criteria introduced has resulted in fewer students being eligible to receive special access support.</p>	
5	<p>Chair's Business i) Stoney Lane Planning Application has gone through. EDDC have modified plans in order to protect trees and therefore moved the path back by 1m towards the school playing fields. The hedge will remain. The height of the fence will be reduced to 1.8m to match others on the hard surface. ii) Work will be carried out in school holidays and be ready in September. iii) The closure of the existing gateway onto Stoney Lane has been suggested but will stay open at present. iv) The planning application should not impact on the artificial pitch.</p>	
7	<p>Headteacher's Report The paper was noted. A key word in the coming months is 'rigour'. This is going to be at the heart of our journey from good to outstanding. It applies to all areas of college and how we work. For example, a more rigorous approach to setting and returning homework; more rigour in line management to ensure that we respond quickly to the areas we have identified as needing improvement and ensuring that we act in a timely manner to implement recommendations we ourselves have made. It will be a key message in September to staff.</p> <p><u>Homework and Marking</u> Recent reviews of homework and assessment in departments have highlighted the need for greater consistency in both areas. A draft Marking Policy has been written and a draft Homework Policy is being developed ready for September. The Marking Policy will tie in strongly with Literacy Policy.</p> <p><u>Establishing Excellent Behaviour</u> Tackling low level disruption is a key feature of raising standards of behaviour. Pam Tollett and MS have developed a draft policy which aims to provide higher expectations, greater clarity and consistency in how the policy is implemented. We are looking to build a thorough consultation process that engages all groups in the college and will aim to introduce the new policy only when we feel the policy is understood</p>	

<p>by everyone. Behaviour and SEN need to work together and recruit external support if required. Allocation of time and resources is a challenge. MS commented that the College will raise expectations and develop a clear policy which is consistently applied by staff. MS would like to reset the expectations and build towards a day when change begins. If peer pressure can be harnessed this may provide powerful leverage when applying the policy. Governor Challenge: Every child has rights and responsibilities within the classroom.</p> <p><u>Writing and Literacy</u> Over the last three years we have embedded the Accelerated Reader programme. We now need to turn our attention to writing. This will be a key feature of next year's training programme. We are looking to work with the renowned trainer Pie Corbett to support us.</p> <p><u>Outstanding Teacher Programme</u> Dave Perks, and a team of lead teachers, spent a day in the Board Room of Axminster Power Tools designing an innovative training programme for teachers. We plan to provide a high quality development experience for up to six teachers at a time to explore the essential elements of outstanding teaching and have the opportunity to work in coaching trios to reflect and master these elements. There will opportunities created through the Woodroffe Teaching School. MS was convinced we have expertise in-house. The College is now ready for six teachers to be recruited for the training programme. JO attends a Middle Leader course at Colyton and will go onto the Outstanding Teacher course. Next year 12 teachers in two cohorts will be offered training and if successful this will be doubled the following year which will result in 40% of staff being able to deliver outstanding lessons.</p> <p><u>Achievement for All (SEN programme)</u> We have bought into the A4A programme which nationally has had a significant impact on progress of SEN students. One of the main elements of the programme is training staff to conduct 'structured conversations' with parents and ensuring that all staff are focused on progress on SEN students. Good links here to parental engagement agenda. We will be supported by an A4A coach, Lyne Watson. This will be at the heart of the parental engagement strategy. CS will be meeting John Confrey on 6 July and will report back to Governors.</p> <p><u>Homework Review</u> A thorough review has been conducted by MS and Dave Perks looking at the impact of the changes introduced to homework in September 2011. The report is in draft at present. Our view is that the changes introduced were innovative and had some positive outcomes but were insufficient to address some of the long standing weaknesses in the system. There is not a strong buy-in to the system by many of the stakeholders and most staff feel it is an area of weakness. Students feel it is onerous. Standards of the new policy are what students want i.e. homework is relevant, time is given to understand the purpose and it is varied. Homework should be checked, marked and return in a timely manner. The Draft policy will be given to Staff and Governors for approval in next academic year. The challenge of the policy is consistency in</p>	<p>CS 4/10/12</p> <p>MS 4/10/12</p>
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application. Recording instructions on the Learning Platform together with deadlines will enable parents to see information. This paves the way for SLs to monitor how and when homework is being set. Attachments can be added e.g. worksheets. This is also useful for TAs.

More robust sanction and support systems are needed. **Governor Challenge: the bigger problem is how homework is marked and how it is monitored.** This will be flagged in Subject Review meetings. Product I am Learning (similar to My Maths) has been purchased and will build on skills to provide rewards i.e. access to games. **Governor Challenge: numbers of parents who do not have access to computers?** Not known at present.

Assessment Reviews

Assessment reviews have been conducted in Science, Technology and English, with Geography to follow before the end of term. We are on track to complete all departments by February 2013, in line with target set by Governors and School Improvement Partner (Jo Pike). Results so far are inadequate and good.

Year 7 Intake for September 2012

Our current number stands at 127 against a forecast of 125.

Attendance

The college's attendance of 94.3% was the best ever and above target.

ASPIRE ARTS Gifted and Talented Programme

ASPIRE ARTS provides an exciting range of high quality experiences for learners who have talents in Art, Drama and Music. These subjects are treated separately and the programme offers specific opportunities that support development in these areas. Annually there will also be activities that bring together all three subjects within ASPIRE ARTS (e.g. themed projects and whole college productions). MS recognised the impact of non-selection for some pupils.

Appointments, resignations and other changes

We are currently recruiting a Behaviour Support Co-ordinator for September 2012 to replace Amie Letheran who is embarking on a career in teaching next year. Internally we are recruiting a new Lead Teacher to replace Max Wallace, a joint Assistant Subject Leader Maths to replace Vikki Bayliss and a new Outdoor Education Co-ordinator to replace Dawn Adam.

Staff absence

We have a member of the teaching staff on long term absence (since Dec 2011). One member of the support staff is currently undertaking alternative duties within college as part of return to work arrangements following long term absence. One member of PE teaching staff is recovering from surgery and will be fit to return in September.

Jurassic Coast Teaching School Alliance

The Woodroffe School were successful in securing Teaching School status. This gives them a key strategic role in the area in supporting

	<p>staff development, leadership programmes and initial teaching training. There are significant opportunities here for TAVCC and we plan to play an active role.</p> <p><u>Axe Valley Learning Community</u> MS has been elected as Chair for a second year.</p> <p><u>Finance</u> Devon's 'Schools Funding Reform Task Group' has published a proposed formula to apply new arrangements for local level distribution of funds to schools. The modelling of the proposed methodology shows that TAVCC would gain by £130,606, which is significant and would have an extremely beneficial impact on school improvement in coming years. This would equate to an extra £173 per student. The consultation will be completed by Monday 17th September 2012 and introduced for next financial year. Consultation will be held during July and decision made in October 2012.</p>	
8	<p>Future Status</p> <p>i) A positive meeting was held on 21st June with representatives from six local primary schools (Beer, Musbury, Membury, Hawkchurch, ACPS, and St Marys). Three TAVCC governors attended. It was agreed that there was a strong basis for developing an informal partnership to support school improvement through joint leadership and management exercises, staff meetings and resource sharing. A detailed proposal will be developed by the end of term and sent out to schools ahead of a follow up meeting of heads in September.</p> <p>ii) Academy Status. MS recommended a thorough evaluation in the Autumn Term of the impact of academy status on schools that were early convertors. From this we can make a full appraisal of the pros and cons and decide if this is an option that should be considered. We also need to consider views of our primary partners.</p> <p>iii) Co-operative Trusts are also to be considered.</p>	
9	<p>Governor Development Plan & Parental Engagement Governor Development Plan & Parental Engagement</p> <p>i) The draft evaluation of the Governor Development Plan for 2011/2012 was presented. Whilst a number of the targets had been achieved some actions will carry forward to 2012/13 GDP.</p> <p>ii) GW reported on the priority areas and the following actions were agreed:</p> <ul style="list-style-type: none"> • Governors to carry out a further self-review in September 2012 against the current <u>OFSTED</u> framework. • Working group to approach parents of pupils on Aspire programme to form a <u>Parent Council</u> with a view to expand at a later date. The Working group will contact new intake parents early in September 2012. • <u>Link Governors' visits</u> should be arranged on a regular basis and considered a priority by governors. All visit reports to be forwarded to the Clerk for scrutiny by the C and S committee. Staff will need to be briefed regarding visits by Link Governors – MS to raise this at Subject Leader meetings. 	<p>Parental Engagement Working Group Autumn 12</p> <p>MS On-going</p>

	<ul style="list-style-type: none"> • Governors to be invited to <u>Departmental review meetings</u> with MS. A copy of the Department Review and Self-Review reports to be forwarded to the Link Governor prior to the meeting. • <u>Training</u> – all training attendance records to be forwarded to the Clerk. It was agreed that more Ofsted training be organised. • Access to Governor page on <u>website</u> to be improved and kept updated • Governors to attend parents' evenings/events as this year as this would assist with communication with staff. GW to arrange "rota" once school calendar is available <p>GW tabled draft GDP for 2012/13 for comment. More measurable success criteria have been included. Action: Governors to send comments/suggestions for amendment and inclusion to GW by the end of term. CW asked that under Priority 7 of the GDP 2012/13 mention be made of other ways governors are kept informed of national/local policy changes such as DGS attendance at area meetings, NGA news bulletins, DAG newsletters, DAG annual conferences, Axe Valley Governors Group and NGA South West Regional meetings.</p>	
10	Committee Minutes	
	Sites and Buildings Committee <ul style="list-style-type: none"> i) The minutes were noted. ii) KC and MS have met to check consistency re IT Disaster Recovery Plan. iii) Car Parking is an issue – MS to progress and report to Committee. iv) A feasibility study has been commissioned regarding the artificial pitch. 	
	Curriculum and Community Committee <ul style="list-style-type: none"> i) The minutes were noted. ii) Subject and Assessment reviews are very informative in terms of strengths and weaknesses. It is important that the Link Governor has access to the review. It is an important function of the Curriculum Committee to challenge outcomes of the review. iii) It was agreed to produce guidance notes on the role of the Link Governor, the role of the Committee and the role of the FGB regarding Subject Review – CW to produce template and circulate to FGB for comments. 	CW 5/9/12
	Finance and Personnel Committee <ul style="list-style-type: none"> i) The minutes were noted. 	
11	Regional and National News <ul style="list-style-type: none"> i) The date of the next Axe Valley Governors Meeting – 7pm on 9 July at Colyton Grammar School was noted. The Guest Speaker will be Judith Bennett, Past Chair of NGA and Secretary of Oxfordshire Governors' Association. She will be talking about Governing Body Relationships. 	

	ii) DAG Board met 2 July 2012. The report was noted . iii) NGA has increased membership from Academy Governors. iv) Any comments regarding GEL training to CW/DAG Board. v) NGA Conference – 16 June 2012 – Sue Hackman an excellent speaker on “12 Silver bullets”. EGM – CW voted on behalf of TAVCC and DAG – amendments to constitution regarding Directors’ term of office.	
12	AOB i) Summary of headings from FGB for Parent Newsletter next Friday– GW. ii) Rota on Governor box – JL agreed to check weekly. iii) WC – Committee Membership and Link Governor subject to be agreed. iv) Friday 20 July Staff Event. It was agreed that the Chair would send a letter of thanks to staff. v) Chair thanked the Governors for all their hard work during this academic year. vi) Results - 17th August A level and 24th August for GCSE. Next FGB meeting will start at 6.00pm on 4 October 2012	

Summary of Action Points

Minute	Action	By Whom	By When
SL Presentation	MS to provide more structure and guidance for Subject Leaders regarding presentations to the FGB	MS	5/9/12
7	CS will be meeting John Confrey on 6 July and will report back to Governors.	CS	4/10/12
7	The Draft Homework policy will be given to Staff and Governors for approval in next academic year	MS/PT	4/10/12
8	Academy Status. MS recommended a thorough evaluation in the Autumn Term of the impact of academy status on schools that were early converters. From this we can make a full appraisal of the pros and cons and decide if this is an option that should be considered. We also need to consider views of our primary partners. Co-operative Trusts are also to be considered.	MS/ Working Group	Autumn Term
9	Parental Engagement working group approach parents of pupils on Aspire programme with a view to expand at a later date. Contact new intake parents early in September 2012. Working group to meet in Autumn Term.	Parental Engagement Working Group	Sept 12
9	Staff need to be briefed regarding Link Governor visits – MS to raise at Subject Leader meetings.	MS	On-going
9	Governors to be invited to exam performance meetings with MS A copy of the Department Review and Self-Review reports to be forwarded to the Link Governor prior to the meeting. Staff need to be briefed regarding Link Governor visits – MS to raise at Subject Leader meetings.	MS	On-going

9	Training – all training attendance records to be forwarded to the Clerk. It was agreed that more Ofsted training be organised.	ALL	On-going
9	Access to Governor page on website to be improved and kept updated	RC/KC	On-going
10	It was agreed to produce guidance notes on the role of the Link Governor, the role of the Committee and the role of the FGB regarding Subject Review – CW to produce template and circulate to FGB for comments.	CW	5/9/12
11	Any comments regarding GEL training to CW/DAG Board.	ALL	On-going
12	Summary of headings from FGB for Parent Newsletter next Friday.	GW	6/7/12
12	Friday 20 July Staff Event. It was agreed that the Chair went send a letter of thanks to staff.	GG	20/7/12

The meeting closed at 9.55pm.

Signed

Date.....

Graham Godbeer, Chairman