

The Axe Valley Community College

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY**  
**Thursday 8 October 2015**  
**6.00pm in the Conference Suite, Sixth Form Centre**

Initials	Eligible to attend	Attending	Type of Governor	Office terminates
GW	Dr Graham Watts	Y	Local Authority	11.09.2018
CW	Dr Carol Woodhouse	N	Co-opted	05.10.2017
DM	Mr David Mortimer	N	Parent	29.11.2016
MS	Mr Martin Smith	Y	Headteacher	
GK	Mr Geoff Kerr	Y	Co-opted	26.07.2018
LWai	Mrs Louise Wain	Y	Parent	07.12.2015
WC	Mrs Wendy Cryer	Y	Co-opted	17.04.2016
HB	Mrs Heather Burnett	Y	Parent	08.02.2016
JP	Mrs Julie Paddick	N	Parent	18.12.2018
MH	Mr Martin Huscroft	Y	Parent	18.12.2018
MC	Ms Mary Cleare	Y	Staff	27.03.2019
JW	Mr Jeremy Walden	Y	Co-opted	
PE	Mr Paul Evans	Y	Co-opted	07.10.2015
LW	Miss Lin Walkerdine	Y	Clerk	

20151008-1	Apologies from the following members of the governing body were received: Carol Woodhouse, Julie Paddick, David Mortimer. These were <b>sanctioned</b> .	
20151008-2	<b>Declaration of Pecuniary Interest in the Meeting</b>	
	<b>Election of Chair and Vice-Chair</b> <b>Mrs Heather Burnett was voted unanimously as Chair of Governors and Mr David Mortimer voted unanimously as Vice Chair of Governors. These appointments are for the academic year 2015-2016.</b>	
20151008-3	<b>Minutes of the Meeting held on 15 July 2015.</b> These were <b>agreed</b> and signed as a true record with the following amendment that David Mortimer was absent at the meeting.	
20151008-4	<b>Matters Arising</b> i) Student Council – this item to be deferred to the next meeting. ii) The Aspire presentation by Liz Slade to be deferred to the next meeting on 10 December. iii) Refocus on Core Subjects – English, Maths and Science. Triple Marking etc on a rolling programme of presentations to Governors. iv) SIP visit feedback to be deferred to the next agenda. v) <b>Marketing group to meet. Marketing to be a standard item on Finance and Resources Committee.</b> <b>Governor Challenge:</b> marketing has not been driven within College apart from MS. <b>Governor Challenge:</b> unsure what we are marketing at this time. The plan for transition was the focus for MS's paper rather than marketing the whole school. The paper highlighted links with primary school parents and engaging students with educational and non-educational activities. <b>Governor Challenge:</b> need to promote the school, facilities and learning provision available here. Originally a marketing group was developed to infiltrate the primary GBs by asking for an invitation to engage with parents as governors. It was <b>agreed</b> that F&R report back to FGB on the marketing initiative. <b>Governor Challenge:</b> important to remember that an important marketing tool is the students.	

20151008-5	<p><b><u>Chair's Business</u></b></p> <p><b>i) Correspondence and Notices</b> One set of correspondence was tabled which was a letter of complaint re throwing of apples out of school hours. Site team has shaken the tree and tree removed. The matter is now resolved.</p> <p><b>New Governor Appointments and Nominations</b> Paul Evans was approved and welcomed as a new co-opted Governor. Three vacancies exist which needs addressing. We are registered with SSGOS who assist with recruitment of governors. Debbie Humberstone has resigned due to work pressures but may continue to support the College regarding support for MH issues.</p> <p><b>Committee Structure and Membership</b> <b>The paper tabled will need to be amended – HB to send out revised version.</b></p> <p><b>College Vision and Ethos</b> The Vision and Ethos need to be reconsidered annually. These were approved.</p> <p><b>Terms of Reference for Committees</b> CLT TOR – these were ratified. F&amp;R TOR – these were ratified Pay Committee TOR – these were ratified.</p>	
20151008-6	<p><b><u>Headteacher Recruitment</u></b></p> <p>GW rang Sue McCoombe regarding advertising costs. The premium Gold online only package is available via the TES at a cost of £1265 + VAT. This enhanced package places adverts at the top of the listings, including adding colour branding and the option of uploading documents. An example will be sent to the panel. <b>The Governors agreed to the Premium Gold package.</b></p> <p>GW had spoken with Sue Clarke regarding the college revised budget and a copy had been emailed to her for discussion with FIPS.</p> <p>Jo Pike's assistance with Panel meetings was also <b>agreed</b>.</p> <p>The salary range for the post was discussed as near the top of group at 10,500 whereas the top of the group is 11,000. This equates to a £63-£88k salary range. It was proposed to set the salary at the top of range as additional pupils will increase points and change levels of pay subject to performance management.</p> <p>It was <b>agreed</b> in principle to set salary at this level.</p> <p>Governors discussed the service provision offered by Babcock LDP. The purchased package which costs £2150 + VAT includes assistance with shortlisting, the interview programme, off-site support, preparation of assessment activities etc and feedback for unsuccessful candidates.</p> <p>It was proposed that the purchased package was adopted and this was unanimously <b>agreed</b>.</p> <p>The selection panel for recruitment was agreed as JW, HB, DM, PE, GW, WC, CW and Jo Pike. In their absence, DM and CW would be contacted by HB.</p> <p>The timeframe for the process is 9 weeks.</p> <p>The selection panel to meet 900am 15 October to finalise the advertisement and initial documents.</p>	
20151008-7	<p><b><u>Clerks Business</u></b></p> <p>Declaration of Interests to be completed and posted onto the website. Register of Business Interests to be signed for this academic year by all governors. Governors Annual Statement – the document to be amended and posted onto the college website.</p>	
20151008-8	<p><b><u>Headteacher's Report</u></b> The report was <b>noted</b>.</p>	

Naomi Gribler has been appointed as Associate Senior Leader for the year. This is an unpaid, CPD opportunity. Her responsibility will be for Disadvantaged Learners. Time has been allocated to enable her to fulfil this role. By the end of September she had completed the PP Evaluation of 2014-15 (shortly to be published on the website). She is currently writing the development plan for DLs.

MS has been very clear with members of SLT about their roles in driving the Development Plan for this year. These are clearly set out. It is essential that SLT are focused and monitor closely the work they lead. They will report to MS / governors on a half termly basis.

A number of subjects have been identified as requiring support from SLT. This is the result of weak exam results. Support will be written into the Subject Development Plan and marked clearly to show the 'support' elements. Subjects are: Maths, Science, Art, Social Science and RE. Link Governor will be provided with copies of development plans.

#### SEF and Development Plan update

Using the updated ASCL SEF docs, the college SEF is in the process of being updated. This will be completed by the end of October, although key judgements are in place now. We are waiting for data reports from student, parent and staff surveys which should be available within three weeks.

A draft development plan has been completed, based on the draft SEF and new Ofsted framework. This is very much written with Ofsted in mind. We will need to show impact quickly in key areas identified in the SEF: namely, Maths, Pupil Premium, and Sixth Form.

#### Prevent update

Devon will prioritise Prevent training for schools that are due Ofsted inspections on the Prevent duty. We expect this to be before half term. Once this is complete, we will need to ensure that we have a clear plan for implementing the Prevent Strategy. This is a priority safeguarding issue. Development Plan and Risk Assessment to be circulated to Governors. We need to appoint a Prevent Duty Link Governor – MH was **appointed** as Link Governor. This was **agreed**. **It was agreed that Prevent will be a standard item under Safeguarding and communicated to Safeguarding Governor.**

**Governor Challenge:** in some schools teachers have concerns regarding this. Have any staff raised any concerns? MS commented that staff need to be clear about censorship and risk of bias.

**Governor Challenge:** staff and governors have been asked to complete an online questionnaire relating to Prevent. Once completed, print a copy of the certificate and forward to the Clerk for filing.

#### External support

The Local Authority has a duty to support schools and is striving to achieve its goal of all Devon children in a good or better school. TAVCC, along with 8 other maintained secondary schools, has been identified as being at risk of not maintaining a good rating at the next inspection. As a result, we will receive a package of support through the LA's Excellence for All Programme (EAP). This will provide: school to school support (we will be working with The Kings' School who will support us and St Luke's in Exeter). Additional monitoring will be provided through Babcock. The first evaluation visit took place on 8<sup>th</sup> October which was helpful and provided some focus. Ofsted has a regional structure which has created county comparative data. December return to monitor impact – if no impact will issue a warning notice.

**Governor Challenge:** what would the measure be? Metrics will be internal

data and softer metric from visiting and judgements on learning walks etc. Clear development plan.

**Governor Challenge:** does the College require any extra assistance from Governors?

#### Marking and feedback policy

New policy was launched on 4<sup>th</sup> September. We held a CPD Monday on 21<sup>st</sup> September with 15 teachers, which will be followed up in early November. It's too early to assess impact, but we have a learning walk focus week taking place from Monday 5<sup>th</sup> October looking at marking and feedback and this will give us an early indication of impact on student progress. Effective feedback is shown to have the highest impact on progress, according to The Sutton Trust.

#### Able Learner Policy

As above. Andrew Otty, lead for able learners, will take part in Learning Walks from Monday 5<sup>th</sup> October focusing on how marking is supporting student progress in set P1 (able learner group at KS3).

#### Character Education update

A major personal development programme starts later in October with Year 12 students, through the Character Education Grant. Students will commence an award programme design to develop their learning habits in resilience, leadership, curiosity and community.

#### New Behaviour Policy

New policy was successfully launched in September. New reporting systems have been developed to help monitor and track achievements and behaviour. Early days (and arguably the honeymoon period in the year) but the signs are positive. After school detentions are down sharply. The number of exclusions for September was 5 sessions, compared to 8 for same month last year. From walking around site during lessons and after school, it seems calm and orderly. The new warning bells have improved punctuality. A full assessment of impact will be available at T1 data entry later this month.

#### Emotional Wellbeing update

All teaching and support staff (with educational roles) have received 2hr emotional wellbeing training. A further five staff (and two sixth formers) have received 1½ days training on delivery of the specialist emotional wellbeing programme for young people. This has been developed by leading experts in the field of Cognitive Behaviour Therapy. Training is delivered by specialists from the University of Exeter. The programme will be piloted by staff from TAVCC and Exeter with Year 9. The whole project is funded through the Character Education Grant. This is a key opportunity to put in place a strong emotional wellbeing programme and we expect to see a significant impact on mental health outcomes.

#### GCSE Results

Disappointing. Maths results continued decline for third year, bringing our 5ACEM to 53% (last year 56%). Gap for PP students narrowed but not significantly. Individual subjects – Science, Art, Drama, Technology, Business studies – all underperformed. The positives are that our Best 8 VA is 1022 (highest ever) and English shows a three year upward trend. A detailed report will be provided at Achievement Committee meeting.

Main reasons: assessment lacking rigour leading to false picture of individual standards. Targeted intervention often too late to have a meaningful impact.

	<p>Tackling these issues will be a priority in the development plan.</p> <p><b>Governor Challenge:</b> what was the proportion of students who did not get both English and Maths retake? <b>MS to report back.</b> A number of students did not get C in Maths. <b>Governor Challenge:</b> what were the main reasons for this? MS – issue of inaccuracy of predictions in Year 11. Interventions not targeted at the relevant pupils. Teaching is not good enough in some areas.</p> <p><u>A level results</u> Equally disappointing. Attainment in Year 13 saw a drop from 2014. One positive is that all students were able to progress to their university of choice. Year 12 was much weaker than expected. Disjointed year due to staffing issues. Achievement Committee will review examination data in greater depth.</p> <p><u>Pupil Numbers</u> 790 (October 2015) - numbers for Year 7 were above original forecast based on 1<sup>st</sup> and 2<sup>nd</sup> choice applications. Between June and September 2015 we had an additional 25 students join through in-year admissions which has made a significant difference. This may be a result of new housing. Increases in sixth form numbers have also offset the loss of our last full year group (155 Y11 last year). <b>Governor Challenge:</b> where did the 25 in-year admissions come from? MS responded by saying that 9 pupils were admitted into Year 10, the remainder are scattered across year groups. We had a positive response to Open Day and Evening.</p>	
20151008-9	<p><b><u>Committee Minutes</u></b> Move to between items 3 and 4 on next FGB agenda. CLT Committee Minutes were <b>noted</b>. F&amp;R Committee Minutes were <b>noted</b>. Amend Item 7 Budget – to monitor and evaluate.</p>	
20151008-10	<p><b><u>Budgetary Issues</u></b> <b>Finance Policy</b> The policy was <b>ratified</b>. <b>Charging Policy</b> The policy was <b>ratified</b>. <b>Bursary Fund Policy</b> The policy was <b>ratified</b>.</p>	
20151008-11	<p><b><u>School Improvement Focus</u></b> <b><u>The College Self-Evaluation Form</u></b> The SEF format has changed and will need to be amended to the new format. <u>CPD</u> Make sure marking and feedback is consistent in books – an example – measurement of 80% of books will have demonstrated that the marking and feedback policy is implemented across the college. <u>Link Governor Arrangements</u> Governors agreed the arrangements set up at last meeting. The paper now contains some starter questions for visits. <b>Governor Challenge:</b> are those questions shared with departments? Will be confirmed by MS. One hour timeframe needs focus for the visit. <b>HB to reissue.</b></p>	
20151008-12	<p><b><u>OFSTED Focus</u></b> i) <u>Preparation for Ofsted</u> SEF and Development plan needs to be in place. Ofsted take into account</p>	

	<p>what is happening in-year. As it stands more RI than Good. The Chair reminded Governors re the Crib sheet and list of documents in the zip file.</p> <p><b>Governor Challenge:</b> Can Ofsted arrive at any time of year? Confirmed.</p> <p><b>Governor Challenge:</b> Ofsted have a high priority for safeguarding and radicalisation, leadership and management is also a strong focus.</p> <p>ii) <u>Prevent</u> MH Police involvement re training has been superseded by Babcock LDP. Police will have a limited involvement in schools in general.</p>	
20151008-13	<p><b>CEG</b> GW attended a meeting today. There are lots of cross phase work which is very impressive. The work is evaluated by Exeter University. Funding is committed to Easter 2016.</p>	
20151008-14	<p><b><u>Other collaborative arrangements</u></b> East Devon Sixth – sports side of the project has started its early stages. Netball is going well – rugby is being widened re intake.</p>	
20151008-15	<p><b><u>Future status of TAVCC – Part II Minutes</u></b></p>	
20151008-16	<p><b><u>Governor Development Plan</u></b> <b><u>Governor Skills Analysis</u></b> Summary document circulated – however not all responses received. Personal skills recorded and training needs noted. Thanks to GW for his hard work. A discussion took place on change of Chair - succession planning has been in place. <u>Questionnaire on online safety</u> Paper circulated and <b>noted</b>. <b>Governor Challenge:</b> graphs on number of responses available? Representative of parent views? 30/40 out of 125 in each year group. About half of parents who turn up for parents evenings. <b>Governor Challenge:</b> plans for online safety? Online safety evening – KC to organise. This is an Ofsted focus. <b>Governor Challenge:</b> who is the lead professional? KC i/c online safety. HB to email document to KC and to report back to FGB on actions taken/to be progressed. <u>GDP Priorities 2015-2016</u> Governors agreed the priorities for 2015-2016. There is one additional priority from last academic year on marketing. <b>Governor Challenge:</b> It is a one year plan. Unanimously <b>agreed</b> to be adopted. Governor training to be reported via Committees and copies of certificates sent to the Clerk for the central record.</p>	
20151008-17	<p><b><u>Regional and National News - DfE/DAG/NGA/Babcock</u></b> Summary of news tabled.</p>	
20151008-18	<p><b>Items for the next agenda:</b></p> <ul style="list-style-type: none"> <li>i) <b>Student Council</b></li> <li>ii) <b>Aspire Presentation</b></li> <li>iii) <b>Re-focus on Core Subjects</b></li> <li>iv) <b>SIP visit feedback</b></li> <li>v) <b>Safeguarding Audit</b></li> </ul>	

The Chair thanked Graham Watts on behalf of the Governors for all his hard work. MS thanked Graham for his support, consideration, care and good counsel. MS is equally looking forward to working with HB.

The meeting closed at 8.52pm.

Next FGB meeting: 6.00pm on 10 December 2015

**Summary of Action Points**

<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>
20151008-4	Student Council on next agenda.	MS	Dec 2015
20151008-4	Aspire Presentation on next agenda.	LS	Dec 2015
20151008-4	Re-focus on Core subjects – triple marking etc	MS/SLs	Dec 2015
20151008-4	SIP visit feedback to be deferred to the next agenda.	MS	Dec 2015
20151008-5	Committee Structure and Membership The paper tabled will need to be amended – HB to send out revised version.	HB	Oct 2015
20151008-8	Governor Challenge: what was the proportion of students who did not get both English and Maths retake? MS to report back.	MS	Dec 2015
20151008-11	Link Governor Arrangements HB to reissue.	HB	Oct 2015
20151008-16	Training to be reported to Committees and copies of certificates to the Clerk for the central record	ALL	On-going

Signed .....Heather Burnett, Chair      Date: .....