



**Minutes of the Axe Valley Academy Local Governance Committee Meeting
held on Tuesday 24th September 2019 at Axe Valley Academy**

Attendees	Initials	Attendees	Initials
Amanda Bujniewicz	AB		
Laura Jenkins	LJ		
Dave MacCormick	DMC		
Julie Paddick	JP		
Jeremy Walden	JW		
Joanne Govier-Clerk	JG		

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
Matt Brookman	MB	Kevin Cumming	KC
Christian Digby-Firth	CD-F		
Lorraine Heath	LH		
Mike Huskins	MH		
Jacqueline Russell	JR		
Louise Wain	LW		

Signed as a correct record of the meeting:

Date:.....

1. Welcome and Apologies

JW welcomed all to the meeting apologies given.

2. Declarations of Interest

JP declared an interest as employed by Babcock. DMC declared an interest as Deputy Headteacher, Holyrood Academy.

3. Completion of Annual Business Items

Business Items had been circulated in advance of the meeting and the following items were completed and signed –

- Code of Conduct
- Declarations of Pecuniary Interest
- Safeguarding Self Declaration
- Privacy Notices were issued
- Terms of Reference had been circulated

4. Election of Chair and Vice Chair

JW had been nominated as Chair by AB and had been seconded JP.

All Governors unanimously AGREED to elect DMC as Community Governor.

A Vice Chair was not appointed at this meeting due to Governor Attendance and will be revisited in November.

5. Minutes of the meeting held on 25th June 2019

JW signed the minutes as a true and accurate reflection of the meeting held on the 25th June 2019.

Matters Arising:

Confirmation of LCG meetings for the forthcoming year:

- Wednesday 20th November 2019@5pm
- Wednesday 12th February 2020@5pm
- Wednesday 22nd April 2020@5pm
- Wednesday 17th June 2020@5pm
- SEND Policy to be updated on put on the Website - completed
- Mobile Phone policy use to be updated - to be updated in line with policy cycle
- Governor attendance to be published - completed
- Pupil disciplinary Governor training to be completed. MBR and CD-F attended. Attendees to present at the next meeting - To be postponed until the November meeting MB/CD-F
- Statutory Policies to be updated on the Website – only statutory policies on website. Vector policies stand until replaced by UAT policies. A statement is on the website.

6. Heads Report

This had been circulated in advance of the meeting. Presented by LJ and discussion followed. Governor Challenge by section below.

SEND

- **Governor challenge-** can we not use the SENCO at UAT? LJ, at this time we are unable to do this however JSC remains named SENCO and will undertake his qualification if this round of applications is unsuccessful.
- **Governor Challenge-** How well are staff trained in supporting students with ASD/C? LJ-JSC is looking to implement whole Academy training. Specialist SEND support staff provide Teachers with strategies to help the students in the classroom. Parents report that their children are well supported.
- **Governor Challenge-** Will the trust supply specialist EAA training? Yes this is ongoing. EAA structured formal testing- provides a strong evidence base. This is carried out in Year 9 to cover GCSE's sat in year 10 and 11. All staff supported in facilitating these provisions.

Safeguarding

- **Governor challenge-**How do you know all staff have completed their training? There is a safeguarding register that must be signed on completion of training. On-line training that has been completed with printed certificates.

7. Achievement and Standards

Kevin Cumming, Assistant Headteacher, presented outcomes information. There was a strong discussion around the results and plans for 19-20 which addressed Governor Questions and as such further Governor Challenge. Governors felt the SEF was accurate and the circulated AIP addressed the issues appropriately to continue to improve outcomes.

8. Academy Improvement Plan

This had been circulated in advance of the meeting. The individual sections will be discussed as we move through the academic year with Governors. There are 3 key strands that AVA must focus on this academic year that run throughout the AIP –

- Curriculum
- Enrichment (invested curriculum design)
- Literacy

Leadership and Management

Laura Jenkins remains Headteacher Designate with Lyndsey Kane appointed to Deputy Headteacher until Christmas. Extensive quality assurance work with middle leaders is underway for 2019-2020.

Staffing

Roles currently advertised include part time librarian, part time SENDCo, full time technology teacher and site team member.

9. Standing items

9.3 Governor visits / link Governors was discussed and this needs to be resolved to ensure a clear link Governor is allocated and effectively evaluating all statutory areas.

10. Items brought forwards by the chair

JW presented the draft Governor Development Plan (GDP). After discussion a GDP day was booked for Wednesday 09.10.19 to meet, learning walk and look at the quality of T&L and standards of behaviour and work on the GDP. Link Governors would be allocated and a visit note produced from the day. Governors' main priority is to be more visible and involved in school improvement.

JW has contacted the kitchen to ensure they have appropriate contingency plans for Brexit. He asked we check medical supplies contingency supplies in place.

Date of next meeting

Wednesday 20th November at 5.00pm

The meeting closed at 7.15pm.

ACTIONS

Agenda item	Action	Who	Deadline
4	Vice Chair needs to be nominated and elected	Govs /JW	20.11.19
5	Outstanding presentation from Governor exclusion training to be completed in the next meeting and a training summary provided in advance.	MB/CD-F	20.11.19
8	Feedback on progress toward appointment of SENCo to AVA after interview process now window has closed (high level of Governor challenge)	LJ	20.11.19
10	Review Governors skill set and recruit from within areas of identified need	JW/LJ	Ongoing
10	Attend the Governor development day to understand the quality of T&L at AVA and develop and action the GDP	All Govs led by LW	09.10.19
10	Agree Date for Learning Walk and Focus Areas, to include Safeguarding Update for Governors	JW/LJ	Ongoing