



**Minutes of the Axe Valley Academy Local Governance Committee Meeting  
held on Wednesday 20<sup>th</sup> November 2019 at Axe Valley Academy**

Attendees	Initials	Attendees	Initials
Amanda Bujniewicz	AB	Christian Digby-Firth	CD-F
Laura Jenkins	LJ	Matt Brookman	MB
Dave MacCormick	DMC		
Julie Paddick	JP		
Jeremy Walden	JW		
Mike Huskins	MH		

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
Jacqueline Russell	JR	Kevin Cumming	KC

Signed as a correct record of the meeting: .....

Date:.....

## **1. Welcome and Apologies**

JW welcomed all to the meeting and apologies given.

## **Completion of Annual Business Items**

Business Items had been circulated in advance of the meeting and the following items were completed and signed – Clerk to resend documents to absent Governors as they having issues with internet access. Governors that have not yet completed this year's Safeguarding training to contact JSc directly to arrange this.

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

## **2. Declarations of Interest**

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

## **3. Election of Vice Chair**

No nominations had been received prior to the meeting. JW awaiting confirmation from the Directors of the Trust as to whether David Mortimor is able to take up this position.

## **4. Minutes of the meeting held on Tuesday 24<sup>th</sup> September 2019**

JW signed the minutes as a true and accurate reflection of the meeting held on the 24<sup>th</sup> September 2019.

## **Matters Arising:**

- MB- Delivered information on Governor Exclusion Training, delivered in June 2019 at Holyrood Academy. Priority for Governors to challenge the School if fixed term or permanent exclusions rise. MB provided a checklist and the importance of the correct process. Maximum of 15 days per term. Also, the impact on other students and the wider community need to be considered. 2 Governor's and one director from UAT will be present at any Hearing.
- LJ- SENCO has started. Gill Cooper, from Colyton Primary. Very knowledgeable, 24 year experience. Gill is already working on complex cases. SEND open morning-really positive. Low turnout emphasising that there are no concerns with students that have SEND.
- JW-Governor development visit update. Learning walk, very positive. Still a work in progress. Highlighted, the need to recruit more Governors. Governors reported how impressive the site looks. Great work completed by the site team.

- JW encouraged Governors to register with the NGA. Run by Jill Larcombe-Director of UAT.

## 5. Heads Report

This had been circulated in advance of the meeting. Presented by LJ and discussion followed. Attendance figures are increasing. We have an increase in first choice preferences.

Governor Challenge by section below.

- **Governor challenge**- Do you give out many fines for absenteeism? LJ, Yes, we continue to fine in line with the appropriate process.
- **Governor Challenge**- You are targeting 95% attendance. What is the National average? LJ, we are in line with Schools across Devon with 95%. Devon target 96%
- **Governor Challenge**- Are the same children always absent? LJ, we have a high level of absence for some students with medical appointments. We are working on appropriate provisions with getting the students back in to school. We are working closely with external agencies to support this.
- **Governor Challenge** –How is the new Inclusion Officer getting on? LJ, very thorough, improvements in attendance and procedures relating to this.
- **Governor Challenge**- What would you say is the biggest need in SEND? LJ- A lot of this revolves around Literacy and appropriate intervention, as well as growing SEMH concerns across Devon. More students are also receiving an Autism diagnosis.

## Safeguarding

New policy and all Safeguarding has been completed. This is done annually. School Nurse has started, supported by external agencies and on-line health services support.

- **Governor challenge**- Can you employ a Counsellor? LJ- referrals to external agencies and mentoring by PASCO's is ongoing. Currently, we do not have a vacancy for a counsellor.

## 6. Curriculum Changes proposal

Kevin Cumming, Assistant Headteacher, presented 2 curriculum models for discussion, and review. These had been circulated prior to the meeting.

Proposal unanimously agreed/approved by Governors.

- The school runs a 2-year KS3 and 3-year KS4 we believe this provides the correct balance in curriculum breadth to secure the best outcomes for our students. This is also evident in the improved outcomes for disadvantaged students.
- Rationale for 3-year KS4 at the academy are:
  - This allows students to study four option subjects rather than three, allowing for greater breadth of study across KS4.
  - The proportion of disadvantaged students has increased over recent years from around 25% for current year 11 to approx. 33% for years 7, 8 & 9. To help address deficiencies in cultural capital, vocabulary deficit etc. Greater time is provided for KS4 courses.

- The proportion of SEN students has steadily increased from 16% in year 11 to 35% in year 7, the extended time on KS4 allows students greater time to assimilate and develop the understanding of the knowledge required for KS4 courses.
- Throughout year 9 option choices remain flexible so that where students wish to change their option choices these are enabled wherever possible.
- Engagement in all lessons has improved for year 9 since the change in options process from year 9 to year 8.

All students have the option to select any subject from the EBACC suite of qualifications and all students have entitlement to study EBACC. Students are offered a 'free options' choice where their initial choices are not arranged in blocks. This is to allow the maximum number of students to gain their top choices and allow greater flexibility to the options process. All subjects are available to students but subjects cannot run where numbers who have opted for the course are too low.

## **7. Academy Improvement Plan**

Good progress made in almost all areas. Strong focus remains around curriculum and assessment. Priority around Literacy is ongoing. High focus on PSHE and extra-curricular enrichment.

### ○ Staffing

Roles currently advertised include, Ready to Learn Co-ordinator, PASCO and Cleaner. Technology Teacher, and Maternity Cover and have been appointed, to start in January. The new Librarian has made a huge impact, as have the two new site staff members.

## **8.0 Standing items**

8.1 Governors to arrange to meet JSc- Completion of Safeguarding training by 12<sup>th</sup> February 2020.

8.2 School food in England- JW- Canteen meets all requirements. Menu plans are available. These include-Vegan, Gluten free and Dairy free. Level 5-Food Hygiene. Overall-Excellent.

Single Central Record Meeting held 31/10/19- Completed, checked and signed.

8.3 Health and Safety- Any concerns to be raised with JLX

8.4 Links to Departments CD-F- English. JW- Maths and Safeguarding. AB- Languages and PP. JP-SEND. MH-Science. Governor visits / link Governors were discussed and this needs to be resolved to ensure a clear link Governor is allocated and effectively evaluating all statutory areas

8.5 Completed audits to be returned as soon as possible

## 9. Items brought forwards by the chair

LGC-Governors to continue Learning Walks. The next date arranged for Wednesday 22<sup>nd</sup> January 2020@12 noon.

Governors commented on the impression, presentation and behaviour of students whilst walking around the site, with visitors from other Schools. Students were engaging, kind and respectful.

### **Date of next meeting**

Wednesday 12<sup>th</sup> February at 5.00pm

The meeting closed at 6.55pm.

### **ACTIONS**

<b>Agenda item</b>	<b>Action</b>	<b>Who</b>	<b>Deadline</b>
1.	Annual Business Documents need completing and returning by Governors not at previous meeting	Govs	12.02.20
3.	Vice Chair needs to be nominated and elected	Govs/ JW	12.02.20
8.1&8.5	Safeguarding training and audits to be completed by Governors	Govs	12.02.20
8.1	Add County Lines to Safeguarding Policy	JSc	12.02.20
8.4	Governors to Update Website	JW/Gov' s	A.S.A.P
8.4	Agree Date for Learning Walk and Focus Areas, to include Safeguarding Update for Governors Wednesday 22 <sup>nd</sup> January 2020@12 noon	JW/LJ	Ongoing