

**TAVISTOCK COLLEGE**  
**FULL GOVERNING BODY MEETING REF:1507**  
**DATE: 02 December 2015**  
**INNOVATION CENTRE**  
**MEETING NOTES Approved**

<b>Governor</b>	<b>Present / Apols / Absent</b>		<b>Governor</b>	<b>Present / Apols / Absent</b>
Kevin Wilson (KW) <b>CH</b>	Present		Julie Stevens (JS)	Present
Alan Jones (AJ) <b>VC</b>	Present		Jon Coupland (JC)	Present
Philip Sanders (PS)	Present		Sharon Samuel (SS)	Present (from 18:06)
Peter Rodgers (PR)	Present		Tim Alexander (TA)	Present
Jan Montague (JM)	Present (from 18:31)		Ralph Crook (RC)	Present
Nigel Larcombe-Williams (NLW)	Present		Caroline Jordan (CA)	Present
Alex Jackson (AJA)	Present		Cicely Alsbury (CA)	Apologies
Sarah Jones (SJ)	Present		Sean Sweeney (SSw)	Present

**Also Present**

<b>Name</b>	<b>Designation</b>		<b>Name</b>	<b>Designation</b>
Jay Hooper	Clerk		Alison Horn	Strategic Business Leader (until 19:05)
Ian Courtney	Chair NGA (item 6 only)		Bert Rodgers Katyia Church	Head Boy Head Girl (item 5 only)

**Agenda**

<b>Item No</b>	<b>Lead</b>	<b>Topic</b>
1	Chair	Welcome and Apologies
2	Chair	Declarations of interest
3	Chair	Minutes of previous meeting
4	All	Matters arising and not on the agenda
5	BR / KC	Report of the Head Boy and Girl
6	Chair	Visit from IC
7	All	Discussion

8	SJ	Principal's report
9	PS, PR, AJo	Committee reports
10	Chair	Policy amendments

<b>Meeting Open: 18:04</b>				
<b>Ref</b>	<b>Action / Decision</b>	<b>Owner</b>	<b>Date</b>	<b>Complete by</b>
1507.1	CA sent apologies			
1507.2	None declared; reminder issued			
1507.3	Meeting notes 1502 29.09.15 agreed and signed Prop: PS; Sec: JS carried unan. AJA left the meeting 1502 PTII minutes agreed and signed Prop: PS Sec: JC carried unan AJA returned to meeting			
1507.4	None			
1507.5	BR and KC provided a verbal report highlighting things that are working well for students within the college, and some areas where improvement might be made. Their highlights included: <ul style="list-style-type: none"> <li>● enriching experiences through trips and visits both locally and abroad</li> <li>● Level of support for sixth form students, and guidance through UCAS processes</li> <li>● KC has helped to set up a student wellbeing group, which is hoped will expand and continue</li> <li>● KC has been a part of the college Art Council, setting up art groups</li> <li>● School drama productions, which are well received and students hope will continue to be resourced</li> <li>● Events such as Sports Personality of the Year and product of the Year</li> <li>● Single year tutor groups in the sixth form have been a major improvement</li> </ul> Areas for improvement: <ul style="list-style-type: none"> <li>● Look at ways to make some of the expensive trips available to more students</li> <li>● Extend work experience programme to include Yr9, to assist in choosing GCSE options</li> <li>● Consider reinstating the House system, using local names to provide a more</li> </ul>			

	<p>community - centred link and provide students with an in-school community and sense of belonging</p> <ul style="list-style-type: none"> <li>● Provision of lockers would be helpful, especially for 6th form</li> <li>● Bring more structure to tutor time for Year 12 and lower years</li> <li>● Set a full hour's work for students on occasions of teacher absence</li> <li>● Consider reinstating Park Life event in the summer</li> </ul> <p>Governors asked some questions, which included:  Support being provided to 6th form from Tutors  Co-operative values and inclusion  Accessibility of school trips  BR/KC acknowledged a good level of support from tutors with help through their UCAS applications; where teachers new, others with more experience have been helping.  Some trips have been completely free to students (such as, Cambridge Aspire), but finding ways to make others more accessible would be good.  Governors pledged to look at the suggestions for improvement, and to report back to BR / KC at the next meeting. Thanked for their input, and wished KC well with pending Cambridge University interview</p>			
1507.6	<p>KW introduced IC, who provided governors with an overview of the NGA, and it's primary function of supporting education and providing a national voice for educational issues. The NGA is funded entirely through membership, and is therefore politically unbiased, providing an independent voice for education and schools governance nationally. IC explained the relationship with the major teaching unions, who agree with the NGA the points on which they can speak as a common voice. Currently, these are Fair Finance / Capital, Recruitment (especially to senior leadership in small primaries) and Retention. The NGA meets with John Nash the Minister for Schools (unpaid) 4 - 5 times each year to bring forward the issues facing schools, and the constraints sometimes applied.  IC went on to discuss the future educational landscape in the context of a Regional Commissioner, and the difficulty in finding independent information about school structures in the future.  IC is also Chair of Governors at Okehampton College, now a Federated Trust school. He discussed the structures in place, and the impact in respect of Ofsted. Governors questioned and discussed several issues, including:</p>			
1507.6 (cont)	<ul style="list-style-type: none"> <li>● Government direction of travel has caused</li> </ul>			

	<p>disruption to existing working partnerships, which otherwise make sense educationally and geographically</p> <ul style="list-style-type: none"> <li>● Changing the label is no reason to suppose it's a better product</li> <li>● Risks and dangers, especially where structures are not sound and skills not appropriate</li> <li>● Governance within a Co-operative Trust</li> <li>● Where educational improvements are seen (e.g. standards of entry)</li> <li>● Effective movement of staff</li> <li>● Ofsted accountability and the key to good governance</li> </ul> <p>IC left governors with the question: " How can you as a governing body demonstrate your impact on progress and achievement"</p>			
1507.7	<p>KW provided an outline of 30-minute conversation with Sir David Carter, Regional Commissioner, and the key points taken from that conversation</p> <p>Governors discussed several issues, especially in relation to geographical location and existing working relationships.</p>			
1507.8	<p>SJ provided an outline of position after receipt of latest RAISE online data. This has highlighted some areas of concern, particularly in Closing the Gap (across all genders), and SEND.</p> <p>T&amp;L reviews brought these areas for improvement to the fore; the data has highlighted the scale of work to be done.</p> <p>Focus is therefore as described to Curriculum Committee; improving in-classroom feedback and marking, making it meaningful to all children at all levels. AJA provided governors of an example, with view that the steps being taken were correct and appropriate.</p> <p>Governors questioned what the data demonstrates is happening at point of entry; SJ agreed that it shows work is required at Primary level also.</p> <p>Governors pleased to accept the Principal's report in the format offered.</p> <p>19:32 Meeting moved to Part II. AJA left the meeting.</p> <p>19:37 Meeting moved back to Part I. AJA returned to the meeting</p>			
1507.9	<p>Committee meeting reports were provided:</p> <p><b>Curriculum</b></p> <p>PR noted that governors feel there is a robust method of looking at the curriculum, and there is confidence in the monitoring process. Governors who are members of staff are having a good input to meetings, which hold frank and open discussion.</p>			

	<p>PR, RC and KW participated in T&amp;L review in Humanities earlier in the day, and this gave insight into the way that SIP improvements are being acted on.</p> <p><b>Resources</b></p> <p>PS alerted governors to main points:</p> <ul style="list-style-type: none"> <li>• Ongoing issue of windows and need to replace; governors had not appreciated potential risks to students, actions being taken were outlined</li> <li>• AH has done really good job in bringing a stable financial position to Sports Centre</li> <li>• Reasonable to expect an end of year position within budget, but the impact of national issues (changes to NI, Pension contributions and Living Wage) are as yet unknown; AH is trying to use limited available information to model potential impacts</li> <li>• Important action point in managing the budget, is to improve student transfer and retention rates</li> </ul> <p><b>Chairs</b></p> <p>AJ provided update following Chairs immediately preceding this meeting</p>			
1507.10	<p>Policy amendments listed as per Committee Approvals and recommendations. Governors voted to accept recommendations: Prop: JC, Sec: AJA, carried unan.</p>			
Next meeting	<p>Scheduled for 20 April 2016. Governors acknowledged there may be a need to hold an additional meeting before that time</p>			

**Meeting Closed: 19:54**

<p><b>Additional item: Governors provided a view of the impact of the meeting on teaching and learning in the College, and what they have done in / for the College since the last meeting</b></p>
<p><b>Impact:</b></p> <ul style="list-style-type: none"> <li>• Awareness from head boy and girl of issues we need to look at for sixth form - poignant point made that staff changes and temporary staff do have a direct effect on pupils</li> <li>• The speaker was also important in terms of what we may need to consider in future decisions</li> <li>• Clarification of the effect of assessment on attainment</li> <li>• Clear focus on impact on children of any changes to school status</li> </ul>
<p><b>What governors have done:</b></p> <p>CA - I have been a member of our task and finish group for ensuring new governors join our team and contribute to our skills set, which will then contribute to the college's improvement on teaching and learning</p>

and other important areas of college development.

JS - I have been in to see three Marjon trainees since the last meeting and work in partnership with the Tavistock staff to support the trainees.

AJo - Since the last FGB I have been involved in recruitment.

AJa - I have developed an intervention plan in my new role so we can support those students who need it most, as much as possible.

RC - I have attended the New Governors Course with Babcock which was very useful. I have also reviewed and a report on the College Health & Safety Policy in Nov 15

PR - A member of task & finish group for ensuring robust recruitment process in place for appropriately skilled governors

SS - Review of Safeguarding policies, member of working party for future landscape funding - etc

JC&JM- Participated in governor panel, upholding the standards of the school

PS - Chaired governor panel, upholding standards of the school. Lobbied appropriate LA people in respect of capital programme

KW - Safeguarding online training, Chairs, head and clerks training, Organised and attended future educational landscape T&F group, Organised and attended recruitment T&F group, Spoke with Sir David Carter on behalf of college, Contributed to humanities faculty review, Attended Remembrance Service Participated in interview panel for vice principal, Organised off-site event