

Meeting 1402 Minutes							
Date and Time	24 September 2014 18:03	Location		Conference Room			
<b>Governors Present</b>	<b>Initials</b>			<b>Governors Present</b>	<b>Initials</b>		
Kevin Wilson	KW	Co-opted Gov until 20:18		Helen Salmon	HS	Principal	
Peter Rodgers	PR	Parent Gov		Alan Jones	AJ	Foundation Gov (Chair)	
Jonathan Coupland	JCoup	Co-opted Gov		Julie Stevens	JZS	Foundation Gov	
Philip Sanders	PS	LA Gov		Nigel Larcombe-Williams	NLW	Co-opted Gov	
Sharon Samuel	SS	Parent Gov until 19:12		Cicely Alsbury	CA	Co-opted Gov	
Jan Montague	JM	Parent Gov until 19:14		Alex Jackson	AJA	Staff Gov	

Apologies	Initials	Reason for Absence/ (Category of Governor)
Alan Wroath	AW	(School visit) Co-opted Gov
Marianne Hastings	MH	(Illness) Co-opted Gov

Absent without Apology	Initials	

In Attendance	Initials	Capacity	
Jay Hooper	JH	Clerk to Governors	
Aimee Mitchell	AZM	Vice Principal	From 18:25 Out between 19:14 – 19:48
James O'Connell	JO'C	Head of 6 <sup>th</sup> Form	Until 18:58
Gareth Smith	GS	Head of Maths	

Minutes to
All Gobs; Notice board; Website

	Agenda Item	Led by
1	Apologies	Clerk
2	Declarations of Interest and confidentiality	Chair
3	Minutes of previous meeting	Chair
4	Matters arising and not on the agenda	Chair
5	Welcome new governors	Chair
6	SEN Report	JC/SS/NL-W
7	KS4 / 5 Data outcomes	JO'C / GS
8	Development Plan	HS / AZM
9	ICT Strategy	HS
10	Task & Finish Groups	Chair
11	Major Projects	Chair
12	Governor communication	Chair
13	What Difference?	Chair
14	I Am – You Are?	All

Agenda Ref	Action or Decision	Owner	Date Raised	Date Due
1402.1	AW (school visit); MH (illness)			
1402.2	Reminder issued; none declared.			
1402.3	Minute ref: 1318.4 – AJ to recirculate information Meeting notes 1318 09.07.14 agreed as true record and signed. Prop: KW Sec: NL-W carried unan.			
1402.4	AJ informed that Solar schools fundraiser Tavi Rockfest all set for 17 <sup>th</sup> October and any involvement or help welcomed. NL-W volunteered to bring technical crew. Brief discussion re: ideas for PR and advertising, ticket price, ticketing arrangements, etc. All asked to forward any ideas or offers of help via JH.	ALL	24.09.14	asap
1402.5	New Governors CA (Co-opted) and AJA (Staff) welcomed; MH ill at present but keeping in touch with agendas and documentation. CA will join Resources Committee, and AJA Curriculum Committee.			
1402.6	JC provided outline of SEN involvement of by three governors, which include regular meetings with Head of SEN. Report circulated following faculty visit in July by JC & SS, who gave particular highlights: <ul style="list-style-type: none"> <li>• Transition work</li> <li>• Screening at Year 7</li> <li>• How well arrangements support new SEND structures and terminology</li> </ul> PR asked questions in relation to parental communication, and how satisfaction or concerns of parents are picked up. HS noted there is always more that could be done, but focus remains on the quality of information, and on physical engagement with parents. Governors noted recent Ofsted comment and national Inclusion Award which provide positive evidence. Discussions included particular points: <ul style="list-style-type: none"> <li>• Staff perception and training needs relating to TA restructure</li> <li>• Monitoring of new structure &amp; impact on students</li> <li>• Parental feedback</li> <li>• Data collection (hard data available from January)</li> </ul>			
1402.7	JO'C presented KS5 data and Yr11 performance. Overall performance hovering around mid-range nationally, with A level results nationally full of peaks & troughs; Ofsted have warned that we cannot use this year's results for comparison purposes. All 6 <sup>th</sup> formers wanting university achieved a place, with 80% at the university of choice. Outlined the areas for focus this year: <ul style="list-style-type: none"> <li>• Work ethic</li> <li>• Attendance</li> <li>• Data</li> <li>• PIXL tools</li> </ul> Governors noted that the College has 80% retention into 6 <sup>th</sup> form, but need to be absolutely sure that the offer is right for all; it may be more appropriate to signpost and assist elsewhere in order for individuals to achieve their full potential.			

	Agenda Item	Led by			
1402.7 (cont)	<p>Governors targets and tracking, and the links between targets, predictions and actuals. JO'C left meeting at 18:58</p> <p>GS presented KS4 data, highlighting particular achievements:</p> <ul style="list-style-type: none"> <li>• FSM gap closing</li> <li>• Number of A* improvements</li> <li>• 100% A* - in Dance &amp; Drama</li> <li>• English Language, Japanese, Media Studies, Science and Psychology</li> </ul> <p>Areas for improvement:</p> <ul style="list-style-type: none"> <li>• C grade and lower ability</li> <li>• Mathematics (Action Plan in place)</li> <li>• Gap between girls and boys (Army and Argyle offering intervention)</li> <li>• Art (hard hit by Moderator), Music, RS and ICT</li> </ul> <p>Confidence in the data and consistent moderation are clear areas for focus in the coming year. AZM / JM left meeting 19:14</p> <p>Governors discussed the SIMS gateway and ability of parents to access student data including homework (what has been set, and due date). Parental feedback will be facilitated on half termly basis. GS left meeting 19:38</p>				
1402.8	<p>Governors discussed monitoring arrangements for development plan, where a task &amp; finish group will continue to put sound process in place.</p> <p>HS noted the improving figures around Narrowing the Gap, and recent praise from Ofsted (still awaiting official notification).</p> <p>School business cycle mapped against governor meetings</p> <p><b>Action:</b> AZM will annotate SLT business cycle with DP target number</p> <p><b>Action:</b> Place as standing item on FGB agenda</p>	AZM JH	24.09.14	immediate	
1402.9	<p>HS provided background and context for ICT strategy, based on 3-phase plan:</p> <ul style="list-style-type: none"> <li>• Phase 1 rewiring and infrastructure</li> <li>• Phase 2 WiFi</li> <li>• Phase 3 Hardware and Software</li> </ul> <p>Recent email vote to approve additional £12K to Phase 1 budget: Approved.</p>				
1402.10	<p><b>Academies Investigation</b> – will retain a watching brief, Task is Finished</p> <p><b>Skills Audit</b> – Group still active until all information received from governors.</p> <p><b>Action:</b> re-circulate skills audit</p> <p><b>Development Plan Monitoring</b> – Group still active</p>	JH	24.09.14	immediate	
1402.11	<p>Discussion on how governors can identify major infrastructure and maintenance projects. This would ensure that these could be clearly prioritised and identified for budget setting and/or fundraising.</p> <p><b>Agreed:</b> Convene group from Resources Committee, with clear ToR and consistent reporting proforma.</p> <p><b>Action:</b> discuss and convene via email</p>	JH	24.09.14	October	
1402.12	<p>As of 1<sup>st</sup> November, governors will be using GoogleDocs to share all communication. Log-on instructions will be circulated.</p>	AJ	24.09.14	01.10.14	
1402.13	<p>Ability of Governors to question data</p> <p>Discussion on how to protect and improve the learning environment</p> <p>Monitoring and support for SEN</p> <p>Parental involvement, via SIMS gateway</p>				



**Final Draft**

**TAVISTOCK COLLEGE  
FULL GOVERNING BODY MEETING  
24 SEPTEMBER 2014**

	Agenda Item	Led by				
	The meeting closed at 20:20 Next meeting: Wed 10 December 6pm					