

# CLYST VALE ACADEMY TRUST

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## Minutes of Board Meeting held in Meeting Room 1, at 6 pm on Monday 22nd May 2017.

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| <b>Part I Minutes</b> |
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| Attendees           | Initial | Attendees         | Initial               |                                   |
|---------------------|---------|-------------------|-----------------------|-----------------------------------|
| Gina Stroud (Chair) | GS      | Co-opted Governor | Greg Evans            | GE<br>Member Appointed Governor   |
| Kevin Bawn          | KB      | Principal         | Ceri Johnson          | CJ<br>Parent Governor             |
| Paul Colin          | PC      | Staff Governor    | Simon Sanger-Anderson | SS-A<br>Member Appointed Governor |
| Michael Davies      | MD      | Co-opted Governor | Crawford Winlove      | CW<br>Member Appointed Governor   |

| Apologies      | Initial |                           |
|----------------|---------|---------------------------|
| Ben Brook      | BB      | Parent Governor           |
| Melanie Prance | MP      | Staff Governor            |
| Dorothy Ruscoe | DR      | Member Appointed Governor |
| Lévon Stephan  | LSt     | Co-opted Governor         |
| Tina White     | TW      | Parent Governor           |

| Absent | Initials |  |
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| In Attendance | Initial |     |
|---------------|---------|-----|
| Adrian Green  | AG      | SLT |
| Paul Sutton   | PSu     | SLT |

| In Attendance | Initials |       |
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| Jill Collins  | JC       | Clerk |
|               |          |       |

**Minutes**

The Clerk had provided timely notice of the meeting and the meeting was quorate.

| Item Number |  | Owner | Date due |
|-------------|--|-------|----------|
| 16/17.54    | <b><u>Declarations of Business Interests</u></b><br>None   | GS    |          |
| 16/17.55    | <b><u>Attendance and Apologies</u></b><br>Apologies were received from Ben Brook, Mel Prance, Dorothy Ruscoe, Lévon Stephan, and Tina White.   | GS    |          |
| 16/17.56    | <b><u>Minutes of the last meeting 20-3-17</u></b><br>The Part I minutes of the meeting on 20 <sup>th</sup> March 2017 were discussed, approved and signed by the Chair. Part II minutes from the extra-ordinary meeting on 20th April 2017 were tabled at the end of the meeting. The minutes were approved and signed by the Chair. | GS    |          |
| 16/17.57    | <b><u>Matters arising</u></b><br><b><u>16/17.42</u></b> Report on CCTV discussed at F&P 11-5-17<br>1 costing had been received – more are being sought.<br><b><u>16/17.43</u></b> Use of TAs discussed at C,L&T 4-5-17<br>PSu talked briefly to his presentation given at C,L&T.   | GS    |          |
| 16/17.58    | <b><u>Principal's Report</u></b> (Standing Item)<br>KB had provided a written report which had been circulated.  | KB    |          |

Headlines included-

Introduction

Outcomes and Evaluation

KB discussed the impact of the new syllabi and grading systems and the impact on school stats of children who don't achieve. KB explained the steps AG had taken to minimise the impact. AG noted that subjects could only be dropped if really necessary but some students were proving difficult to get into school. PSu noted that the LA will not pursue non-attendance for year 11 at this point in the year.

Improvement Plan (See next item)

Curriculum, Learning & Teaching

Safeguarding

An on-line software package (Educare) had been purchased which was very good. PSu noted that Governors should be encouraged to complete the training package and it was possible to dip in and out of modules as you wish. PSu was tasked with registering all Governors to give access to the software.

KB explained work currently underway to cost out ground marking in the coach park for pedestrian conflict zones, CCTV and making the Reception area more secure. This area was of interest to Ofsted during a previous visit.

Extra-Curricular and Students

A list of activities had been provided in KB's report. KB noted that these activities did not take place in 'directed time' but were volunteer led. KB expressed his hope and confidence that these would continue to run, coming out of staff goodwill.

Sixth Form

There are 63 applicants for 6<sup>th</sup> form, but of those 11 have expressed a preference for Exeter College and 11 have applied to alternative providers in addition to CVCC. Expected numbers are 80-90 students in 2017/18. CJ asked KB which subjects would be affected in 2017/18. KB stated that some subjects won't run e.g. PE due to insufficient numbers.

GS asked how many drop outs there were from year 13. PC confirmed that there were very few. KB noted that AH had changed the budget forecast to reflect the numbers.

Staff Issues

KB's report outlined the progress of the staffing reduction process which was now complete. Savings of over £460,000 had been achieved. Further appointments are to include a .5fte teacher of Art and a fixed term 6<sup>th</sup> Form Co-ordinator. No further add backs will be possible for 6<sup>th</sup> Form due to lower numbers. A Geography teacher (replacement post) had been appointed; The Finance Manager had left and a Head of Geography (replacement post) is to be appointed shortly.

CB had resigned as Head of School but would remain as teacher of B&V. This has resulted in consideration of whether to review the number of Schools, with a possible move to 3.

PSu discussed the importance of the link between the ATHoS and Head of School particularly in pastoral work.

A move to 3 schools will result in increased pastoral

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|  | <p>workload for the 3 ATHoS. SLT is considering keeping Red, Yellow and Green schools. There are 202 students in Silver School.</p> <p>Discussions had taken place on how to make the best use of funding released from the 4<sup>th</sup> Head of School post and suggestions included-</p> <p>Reduced teaching load for Heads of Schools (2 hours remission)</p> <p>Grade increase for ATHoS (D to E)</p> <p>Grade increase for CP (Additional Support) (C-D)</p> <p>Grade increase for JB who will now act as PA to KB (D-E)</p> <p>All Grade increases to be fixed term for 1 year pending a review of admin staffing structures.</p> <p>KB advised that there would also be movement within the Finance Office support staff, also fixed term.</p> <p>GE noted the need to review Job Descriptions to reflect the differential in roles and KB confirmed that this would be done.</p> <p>PSu noted the work done by ATHoS and HoS to prevent issues impacting on the classroom.</p> <p>KB noted that a Job Evaluation exercise was undertaken about 7 years ago and it was due again. These changes would be temporary for 1 year.</p> <p>SS-A asked whether this would be fully described to staff and KB confirmed this.</p> <p>GE asked that the changes should be shared with staff for clarity and KB agreed, highlighting the huge responsibility ATHoS take on.</p> <p>SS-A asked about JB's role in taking work as KB's PA. KB noted that it is a difficult time for her in the light of CDo leaving at the end of the year and discussions were on-going.</p> <p><u>Finance &amp; Premises</u></p> <p>Student numbers were provided.</p> <p><u>Strategic Issues</u></p> <p>KB reported on the current political climate with regards to education. The funding crisis in education continues and the Conservative manifesto is awaited.</p> <p>KB noted that it isn't clear how the Government's Grammar school agenda will work with the MATs agenda.</p> <p>KB reported that he had received confirmation that John Searson, from the Exeter Diocese will be able to attend the Governors' workshop on 12<sup>th</sup> June 2017 to discuss the impact of VA/VC Articles.</p> <p>KB requested a planning meeting with Co-Chairs prior to the workshop.</p> <p>KB talked to the funding problems for schools in Devon and a current campaign which made the national news. 27 Devon schools had collaborated to detail losses for next year. CVCC comparison figures were provided which showed that CVCC was not the worst in Devon in terms of losses.</p> <p>KB is to provide the Clerk with a link to information which is to be provided to all Governors. (Clerk's note: KB circulated this link). KB had also provided information on funding to all parents for information.</p> <p>SS-A discussed funding nationally across schools and the inequality of allocation of funding; and the focus of the</p> |  |  |
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|          | <p>impact of funding for Devon rather than funding for education generally. He drew Governors' attention to an article in the Economist.</p> <p>KB noted the inequality and fall in funding per child in Devon with class sizes of 40 in some schools. Also some schools are proposing to close early or ask parents for contributions e.g. science equipment. GS highlighted the need for funding to keep pace with inflation.</p>   |       |  |
| 16/17.59 | <p><b><u>College Improvement Plan</u></b></p> <p>KB had provided a written 'highlight' report which was circulated. He stated that "we are making as good progress as we can".</p> <p>AG talked to strategies in place for 'Disadvantaged Learners' for all year groups as outlined at the last C,L&amp;T meeting. He is pleased with most year groups (7-10) but not so pleased with current year 11 as the gap has widened slightly. Individuals not attending are a problem and will impact on figs. Exit grades are encouraging. 16 improved and 4 have gone backwards.</p> <p>AG advised Governors that CVCC has invested in Specialist in Education input from a visitor from Woodroffe who is helping in Maths.</p> <p>SS-A asked whether results in Maths were of concern or declining. AG responded to say that results for the last 3 years were not as good as previously. They were still 'Good' but not hitting the progress target. KB confirmed that Maths was a focus subject for the College Improvement Plan. The Head of Maths was working with Woodroffe on ideas for implementation. Maths have been outward looking this year and collaborating with other schools.</p> <p>PC talked to the 'Most Able' group. He stated that Teachers were reluctant to predict A* (or 9 under the new system), as interpreting results was difficult. Looking at SAIF. There is a 'tail' of boys who are behaving badly with many interventions taking place. Boys in year 11 are disengaged and girls are quite weak resulting in a narrowing of the gap.</p> <p>GS asked whether this was a trend or just a quirk of this year. PSu felt that it isn't a trend.</p> <p>KB discussed 'Improving the Impact of Teaching' as detailed in his report. AG noted the need for a sustainable system for monitoring next year. KB reported that he is looking at converting lesson observations to learning walks. A plan is needed to be put in place.</p> | KB    |  |
| 16/17.60 | <p><b><u>MATs - Update</u></b></p> <p>KB reiterated that John Searson will be coming in to the Workshop on the 12<sup>th</sup> June and this will inform discussions at a MAT meeting 2 weeks later.</p> <p>SS-A advised the group that he had been approached by the Chair of a local Primary school who had enquired about progress regarding a proposed link with CVCC. KB was asked to contact the school in question.</p>  | GS/KB |  |

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| 16/17.61 | <p><b><u>Report from Standing Committees:</u></b></p> <p><b><u>Finance &amp; Premises – 11<sup>th</sup> May 2017</u></b><br/> In BB's absence CJ and MD talked through the F&amp;P meeting.<br/> 2 Companies had presented their food to compete for a new catering contract. It had been decided to recommend a new company (Caterlink). SS-A had attended the presentation and reported positively. Caterlink project a 20% growth in revenue. Staffing was discussed. Staff currently employed by CVCC would be retained. There would be a 'stand still' period.<br/> A proposal to bring the Payroll in house was considered and approved.<br/> GE reported that he had been made aware of concerns about the security off staff personal data after staff had been asked to leave data forms in pigeon holes. These issues had been resolved. SS-A reported that he had been tracking this through his link meetings with AH. A 4k saving would be achieved and AH had been very positive about this initiative.<br/> Budget reports and the 17/18 Budget had been approved. GS questioned an amount set aside for Sports Hall repairs. KB reported that money was budgeted for possible repairs to the roof and if it went ahead CVCC would be expected to contribute. He noted that Leisure East Devon would prefer that CVCC take over responsibility for the Sports Hall but KB would not wish this.<br/> <b><u>C.L&amp;T – 4<sup>th</sup> May 2017</u></b><br/> GE ran through the last meeting. The Behaviour Support Policy is due to be presented at the June meeting. PSu had presented on CVCC's use of TAs at the last meeting.</p> |           |  |
| 16/17.62 | <p><b><u>Governor Visits – Circulated</u></b> Not for discussion<br/> Dorf Ruscoe with C Dormand Feb 17<br/> Simon Sanger-Anderson with Ann Hopkins March 2017<br/> Ceri Johnson with D Walters March 17<br/> Gina Stroud with Paul Sutton Nov 16</p>   | <b>GS</b> |  |
| 16/17.63 | <p><b><u>Policies</u></b><br/> Corporate Risk Register c/f to next meeting</p>  | <b>GS</b> |  |
| 16/17.64 | <p><b><u>Items at the discretion of the Chair</u></b><br/> None</p>   | <b>GS</b> |  |

The meeting ended at 7.30 pm.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on the 22nd May 2017.