

## CLYST VALE ACADEMY TRUST

Company Number 07564519  
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### Minutes of Board Meeting held in the Post 16 Study Room, at 5:30 pm on Monday 26th September 2016.

#### Part I Minutes

Attendees	Initial		Attendees	Initial	
Gina Stroud (Chair)	GS	Co-opted	Teresa Grieve	TG	Parent
Kevin Bawn	KB	Principal	Ceri Johnson	CJ	Parent Governor
Ben Brook	BB	Parent	Mel Prance	MP	Staff Governor
Paul Colin	PC	Staff	Dorothy Ruscoe	DR	Member Appointed Left at 7.30 pm
Michael Davies (from 5.55 pm)	MD	Co-Opted	Simon Sanger-Anderson	SS-A	Parent
Greg Evans	GE	Parent	Lévon Stephan	LSt	Co-opted
			Crawford Winlove	CW	Member Appointed

Apologies	Initial	

Absent	Initials	

In Attendance	Initial	
Adrian Green	AG	SLT

In Attendance	Initials	
Jill Collins	JC	Clerk

#### Minutes

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

Item Number		Owner	Date due
16/17.01	<b><u>Renew Declarations of Business Interests</u></b> Forms were received by the Clerk	Clerk	
16/17.02	<b><u>Election for Chair of Board and Vice Chair</u></b> The Clerk asked Governors if they would wish to stand for the position of <u>Chair</u> . Gina Stroud and Greg Evans stood as Co-Chairs. GS/GE outlined their reasons for standing and their vision for the coming year. The year would be a difficult one and the Principal would need support. Having Co-Chairs would be beneficial in providing the required support. The job is substantial and having 2 persons would help. KB noted that Co-Chairing is permissible, appropriate and common practice. SS-A stated that it is good to have competition and he supported the joint proposal and he wouldn't stand in opposition. No other Governor stood in opposition. GS/GE were elected unopposed. KB noted the importance of defining roles so that it is clear where responsibilities lie. GS/GE agreed and would divide according to skills. The Clerk established that GS would chair this meeting.  The Clerk requested Governors to stand for <u>Vice Chair</u> .	Clerk	

	Ceri Johnson stood and was supported by LSt. No other Governor stood in opposition. CJ was elected unopposed.		
16/17.03	<p><b><u>Election for Chairs of Standing Committees</u></b></p> <p><u>Finance &amp; Premises</u> – Chair BB supported by SS-A  <u>Curriculum, Learning &amp; Teaching</u> – Chair GE  <u>Audit</u> – TG outlined changes to the requirements. Staff Governors are no longer permitted to sit on Audit Committees and The Principal and College/Business Manager should attend. With this in mind TG proposed that the Audit function should move to be incorporated into the F&amp;P Committee. It was resolved that Audit Committee should be dissolved and the function will move to F&amp;P Committee.</p> <p>Membership was agreed for:  <u>Pay Committee</u> – SS-A; TG; BB  <u>Appeals Committee</u> – GS; CJ; LSt  <u>1<sup>st</sup> Discipline Committee</u>- DR; SSA; GS  MD entered.</p>	GS	
16/17.04	<p><b><u>Agree and sign Terms of Reference</u></b></p> <p>The Terms of Reference were discussed. It was agreed that the Terms of Reference would be adopted. The Clerk was asked to investigate other templates more suitable for Academies.</p>	Clerk	asap
16/17.05	<p><b><u>Attendance and Apologies</u></b></p> <p>No apologies for absence were received MD advised that he would be late. All Governors were present.</p>		
16/17.06	<p><b><u>Minutes of the last meeting, 11-7-16</u></b> - circulated</p> <p>The Part I minutes of the meeting on 11<sup>th</sup> July 2016 were discussed and approved with minor amendment. The Chair signed an amended copy post meeting.</p>	GS	
16/17.07	<p><b><u>Matters arising</u></b></p> <p>15/16.26 <u>Discuss Links Document</u></p> <p>GS noted that the Links schedule needs to be revised. KB noted that there may be an impact from the next workshop on 17<sup>th</sup> November, which will look at Governors' Self Evaluation. Links should reflect CIP priorities. GE noted the importance to link to needs and provide support. MP stated that Staff Governors should also have a link. GS noted the need for action as Finance has no link since the resignation of SC. It was decided that SS-A would now be the Link Governor for Finance. Also clarified-</p> <p>KB link to GS/GE  AG link to TG  PC link to GE  DW link to CJ  CDo Link to DR with support from LSt  AH linked to SS-A  PSu linked to GS</p> <p>15/16.26 <u>Dates of meetings for 2016/17</u></p> <p>The schedule had been circulated. After discussion it was decided that the dates of C,L&amp;T and F&amp;P in June 2016 will be swapped. C,L&amp;T on 26<sup>th</sup> June and F&amp;P on 22<sup>nd</sup> June 17.</p>	GS	



	<p>LSt asked about staffing in Modern Languages. KB went through recent staff changes in leadership and leavers/appointments. LSt asked about implications for EBACC and the impact of a changing demographic given the building of new homes in Westclyst within CVCC catchment area. KB responded to say that it is difficult to predict how many of these new houses will result in rising student numbers. It is predicted that 10 houses equals 1 child. PC noted that numbers are improving for next year (Lag).</p> <p>GE noted the need to get prospectuses into show homes. SS-A noted the Finance issues and the need to get to grips with it. KB suggested a sub group to look at possible redundancies and it may be necessary to contact the EFA for advice. In the mean-time AH has been asked to look at every individual budget line.</p> <p>BB explained how the process works in his school, with the possibility that the EFA picks up the cost of pre Acadamisation redundancy costs.</p> <p>LSt discussed the impact on possible Grammar Schools being created i.e. lost students. KB went through the local schools' situations as presently known and stated that he is keeping an eye on the situation.</p>		
<p>16/17.09</p>	<p><b><u>Summer 2016 Exam Results:</u></b></p> <p>KB had provided a paper which had been circulated detailing results. Some comparators were out of date and the report was indicative only. KB noted that the results were ok but somewhat disappointing.</p> <p>LSt asked KB about the low Geography results. KB explained that they had been affected by high prior attainment resulting in negative value added.</p> <p>GS asked whether CVCC would continue with AS levels now that they were optional. KB responded to say that CVCC would not continue with AS.</p> <p>The implications of this were discussed.</p> <p>PC noted that AS commits students to 2 years of study. LSt felt that AS could help improve overall results.</p> <p>TG asked if all schools were adopting this move and this was the case.</p> <p>KB stated that it isn't possible to co teach due to the Gove reforms.</p> <p>MP raised the risk of taking 3 A Levels should students drop a subject. They would need to take 4 to end up with 3.</p> <p>CW noted that University admissions only look at the best 3 A levels.</p> <p>TG raised concerns about losing students to Exeter College.</p> <p>PC noted that this item is on the C,L&amp;T Agenda and CDo will attend to discuss. DF left.</p> <p>Discussion moved to 'Progress 8'</p> <p>KB confirmed that these results won't be known until November. AG stated that some information will be issued today.</p> <p>KB went through a whole range of factors which may affect the figures e.g. threshold rise; Grade boundaries issues; harsh marking; Tiers; new moderators; MP also raised the</p>		

	<p>issue of boys who didn't want to work.  BB asked about risk to Pupil Premium and KB stated it was at floor target.  AG noted that the gap has narrowed on the previous year.  GS referred to the 3 levels of progress indicator and asked why, if the cohort was less able, had they not made better progress. KB responded to say that progress is not a perfect measure. Lower ability students are less likely to make the progress hike. The figures were disappointing, though not dreadful. PC noted that they are provisional.  BB noted that it is Governance process to look at the figures and the reasons behind the outcome.  GE noted the need for Heads of Schools to talk through the results and decide on an action plan going forward.  TG talked to a statistical analysis she had compiled. It was felt that it would be useful to inform future discussions with AG.  KB noted that explicit data is required for a proper comparison as small factors can affect the results. There is a need to focus on the current cohort now.  MP explained that staff are currently looking at using various Boards as boundaries vary and there is an issue of varying standards between Exam Boards.</p>		
<p><b>16/17.10</b></p>	<p><b><u>College Improvement Plan</u></b>  KB noted the need for the Governors' Mission Statement to be reviewed and updated.  'Boys' is an emerging issue. The actions listed would carry a cost of 15k. KB drew Governors attention to page 11, on Strategic Planning and the lag in funding was noted, but the picture will be clearer in mid-October. September 2018 is earliest date for information on the National Funding Formula.  TG stated that she would like to see figures on the subsidy for 6<sup>th</sup> Form to look at the viability.  SS-A agreed that this was a strategic issue.  GS stated that she would like to hear what CDo has to say and KB thought that in 2 or 3 weeks' time would be a suitable time frame. BB noted that any change to P16 offering would need Secretary of State approval.  GS stated that all of the alternatives need to be looked at.  BB moved the discussion to MATs. KB outlined the current position with the local Primary Schools and other Secondary Schools. SS-A noted his discussions with KB on this topic. SS-A suggested that the question should be asked of other Schools regarding interest.  KB stated that he would need Governor involvement in order to take a solid proposal to other schools. There is more work to be done.  GS asked if talk on possible structures have taken place. And KB outlined the possibilities and advised that he had spoken to the Schools Commissioning Office. MP left.  PC noted that a 'third way' would be for schools to collaborate to help alleviate budget issues.  SS-A noted the need to get on with it.  .  AG noted the possibility of forming or joining an existing Co-operative Trust</p>		

	GS stated that Governors need to consider all possible models and chose the best. GE offered to work with KB to compile a document for the next meeting. The College Improvement Plan was approved.	<b>GE/KB</b>	5-12-16
<b>16/17.11</b>	<b><u>Performance Management</u></b> <ul style="list-style-type: none"> <li>• Staff process is taking place at the moment.</li> <li>• Principals Appraisal will take place on 28-9-16</li> </ul>		
<b>16/17.12</b>	<b><u>Approve Business Cycle for 16/17</u></b> Termly schedules had been circulated. With 1 amendment to correct the timing for discussion of Exam Results (to September meeting as per agenda), the schedules were approved.		
<b>16/17.13</b>	<b><u>Confirm arrangements for AGM.</u></b>  The AGM will be on 5 <sup>th</sup> December prior to the Full Board.		
<b>16/17.13</b>	<b><u>Report from Standing Committees:</u></b> None as no meetings have been held to date. <b><u>Finance &amp; Premises</u></b> <b><u>C.L&amp;T</u></b> <b><u>Workshop</u></b>		
<b>16/17.14</b>	<b><u>Governor Visits –</u></b> Not for discussion M Davies had visited with KB on 18/7/16		
<b>16/17.15</b>	<b><u>Policies</u></b> None		
<b>16/17.16</b>	<b><u>Items at the discretion of the Chair</u></b> None		

The meeting ended at 8.15 pm.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on the 26<sup>th</sup> September 2016.