

CLYST VALE ACADEMY TRUST

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Minutes of Board Meeting held in the Post 16 Study Room, at 6 pm on Monday 5th December 2016.

Part I Minutes

Attendees	Initial	Attendees	Initial	
Gina Stroud (Chair)	GS	Co-opted	Ceri Johnson	CJ Parent Governor
Kevin Bawn	KB	Principal		
Ben Brook from 6.15pm	BB	Parent	Dorothy Ruscoe	DR Member Appointed
Paul Colin	PC	Staff	Simon Sanger-Anderson Left at 8.25 pm	SS-A Parent
Greg Evans	GE	Parent	Lévon Stephan	LSt Co-opted
Teresa Grieve	TG	Parent	Crawford Winlove Left at 8.15 pm	CW Member Appointed

Apologies	Initial	
Michael Davies	MD	Co-Opted

Absent	Initials	

In Attendance	Initial	
Adrian Green	AG	SLT
Christine Dormand	CDo	SLT for item .21

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
16/17.17	<u>Declarations of Business Interests</u> None	GS	
16/17.18	<u>Attendance and Apologies</u> Apologies received from Michael Davies	GS	
16/17.19	<u>Minutes of the last meeting</u> The minutes of the meeting on 26 th September 2016 were approved and signed by the Chair.	GS	
16/17.20	<u>Matters arising</u> GS expressed thanks to SS-A for his tenure as outgoing Chair for 2015/16.	GS	
16/17.21	<u>Post 16 Review</u> – Paper circulated At C,L&T Committee, TG and CDo had been tasked with undertaking some analysis of the P16 viability in the light of falling numbers of students. CDo stated that recruitment to p16 is looking difficult. She explained that she is addressing this by interviewing all year 11 students with the capacity to enter P16. These are ‘Careers’ type interviews and the process will be finished by end of term. GE asked if CDo was talking to students at Cullompton. CDo confirmed that she does visit but this doesn’t usually	CDo	

	<p>result in students coming to CVCC. GS noted that the budget position for next year is fixed with a reduced year12 (40max) going forward. TG noted that Governors have looked at the analysis and aware of the situation and await further information from CDo once the situation becomes clearer. GE expressed thanks to CDo for her focussed work to address the situation. LSt queried how long the situation could be left. KB responded to say that a strategic decision had been made to maintain P16, as it provides a better position for CVCC should it be decided to enter a MAT. CDo stated that a means of cutting costs is to cut subjects but this brings a risk of making CVCC less attractive. CDo is gathering information on student choices and will know the outcome by Christmas. GS noted that funding is based on previous year student numbers. LSt stated that P16 is a valuable asset though KB felt that an uneconomic one is less attractive. GE raised the possibility of gaining students from Cullompton if part of a MAT. CDo pointed out that cutting P16 wouldn't cut costs overall as the buildings still need to be run and staff employed. TG had attended a P16 open evening had reported favourably on her experience and the feedback received from other parents at the event. GS expressed thanks to CDo and TG for their report which had aided their understanding.</p>		
<p>16/17.22</p>	<p><u>Principal's Report</u> (Standing Item)- circulated</p> <p>KB stated that his report is encouraging aside from the financial situation.</p> <p>Headings were - Introduction <u>Outcomes & Evaluation</u> KB expressed his preference that this should be discussed at C,L&T rather than a Workshop as that was scheduled first. Improvement Plan Curriculum, Learning & Teaching Extra-Curricular and Students Sixth Form <u>Staff Issues</u> LSt asked about staffing in Geography and AG went through the arrangements to cover a staff member who is leaving. PC talked to rearranging of groups to protect exam groups. LSt talked about the vacancy of Finance Officer under recruitment and the level of replacement. After discussion the current level at least AAT3 was felt to be sufficient. <u>Finance</u> Governors and Parents need to write to MPs about the School funding crises, using a template (not yet received). Meeting in mid -January. Heads associations in Devon 5-9th as parliament goes into recess for Christmas.</p>	<p>KB</p>	

	<p>KB went through intake for student first preferences for 2017 compared to previous years. More information will be available in March. Student mobility is increasing.</p> <p>GS raised questions about Cranbrook paying for students outside of their catchment to go to Cranbrook. KB noted that this may be predatory behaviour. To be investigated.</p> <p>LSt asked about the action on the day of the flood. KB explained that the school didn't close early for students. The school didn't stay open late to allow site staff to leave early to get home safely.</p> <p>Strategic Issues KB invited questions or comments.</p>		
16/17.23	<p><u>Improvement Plan</u> Highlight – Brief snapshot provided. KB Invited comments. GE asked KB where Literacy was at present across the curriculum. KB explained that it was being monitored through link meetings.</p> <p>AG talked about Literacy Co-ordinator. NS has been 2 years in post. GE noted the need to look at common threads across the curriculum and demonstrate progress/attainment. Numeracy is a new requirement and CVCC doesn't have a Co-ordinator in post at present. This agenda needs a renewed push to ensure that 'Common Threads' is pursued.</p>	KB	
16/17.24	<p><u>SIP Report 23-11-16</u> circulated KB noted that JS comments have been more directive and recommendatory in response to Governors' request to be so. KB invited comments or questions on the report circulated.</p> <p>TG questioned whether Raise on Line would go to the next Workshop. It was decided that this would go to C,L&T in January and all Governors would be invited to attend.</p> <p>AG talked to proposed changes to structure the way SLT manages its links. SLT to conduct more Learning Walks (more strategic and directed at areas of expertise) and more delegation of operational areas. Recording outcomes on a Pro-forma. More Middle Manager monitoring.</p> <p>KB noted that large teams cope much better than smaller teams and how are SLT making adjusting for that as the processes are the same for all regardless of size.</p> <p>AG stated that there is a need to embed the sampling culture into all teams to some extent (regular but not as frequent). PC noted that adjustments are made for this in practice.</p> <p>KB/GE/GS have expressed their thanks to JS (SIP) for his improved style.</p>	KB	
16/17.25	<p><u>Annual Accounts & Trustees' Report</u></p> <p>The report had been discussed at F&P Committee and minor amendments were to be made by Bishop Fleming. TG confirmed that Governors had approved the report as suitable for recommendation to Full Board.</p> <p>The Clerk reported that the final report had not been</p>	GS	

	<p>received in time to check it through in time for the meeting of Full Board, but on first glance it was apparent that there were errors which had been introduced since the original draft and amended draft from F&P. TG had raised the issue of random changes to versions with Simon Drake from Bishop Fleming at F&P. He had explained the 'cut and paste' process into templates used to produce the report. Noted that the accounting part of the process was fine but the Trustees Report was subject to variance. It was decided that JC would check the report and liaise with BF to ensure that only the changes agreed at F&P had been incorporated and that others would be corrected. The Board agreed delegated authority to Co-Chairs to sign off the report once the issue was sorted out.</p> <p>Clerks note: This process was conducted as agreed. The report was signed by Co-Chairs on 8-12-16 and delivered back to Bishop Fleming by the Clerk.</p> <p>Clerk's note – The report was hand delivered to BF on 8th Dec 16.</p>		
<p>16/17.26</p>	<p><u>Monitoring Update & Raise-on-line</u></p> <p>John Shears (SIP) had discussed Raise data with DW and SISRA data and key indicators are awaited. Changes to the Raise system will come in March as the contract has ceased. The system will be contracted out for schools to buy into and the data will change substantially in presentation.</p> <p>TG asked about the Fisher Family Trust. KB responded that the position was still unclear. It is thought that they are the company behind the new system, but this is not confirmed yet. KB stated that the new system would not only show performance data but efficiency on other datasets.</p> <p>GS asked about the Sutton Trust.</p> <p>AG – Sutton Trust is focussed on Educational research & impact of teaching strategies rather than providing educational management information. PC noted that data on the use of TAs can also be shown.</p>		
<p>16/17.27</p>	<p><u>Training</u> – cascade</p> <p>GE talked to the Leadership & Academies summit. A day spent at talks some useful, Rebecca Clark SW Regional Schools Commissioner had outlined her vision for the South West to 2020.</p> <p>There had been a good talk by Simon Rose, Senior HMI for SW. He had noted a focus by Ofsted on disadvantaged and most able students. Looking at data to support outcomes. Able to demonstrate that teaching is good. MATs had been discussed where there was a lack of knowledge of Trustees regarding structures.</p> <p>Presentation by an Olympic rower on improving performance. 'If you do what you've always done you get what you always got'. The Babcock presentation wasn't good.</p> <p>No prescriptive way of setting up a MAT but look at the MATS which do work due to a clear vision.</p> <p>GE gained networking opportunities and he will be meeting with others in Devon.</p>		

16/17.28	<p><u>Report from AGM</u> Agreed to stay with current format of 5 members. GE/SS-A to transfer to Member Appointed as no longer parents of children at CVCC. Accounts External Auditors. Few issues with BF poor admin but accounting side very good so staying with BF.</p>		
16/17.29	<p><u>Report from Standing Committees:</u> <u>C.L&T</u> -3-10-16 Minutes had been circulated. GE reported that DW had talked on assessment and changes coming to reporting. A new Art Teacher has been appointed Post 16 was discussed. Policies approved. GE invited questions and there were none.</p> <p><u>Finance & Premises</u> 1-12-16 BB reported that the BF accounts had been considered. The revised Terms of Reference to include the Audit Committee function had been agreed at F&P. (The copy to be signed by the Chair after the meeting). NB: Clerks note action completed). AG questioned when the next Audit is due. TBC. Budget is looking at 23k worse than originally thought due to less high needs funding than anticipating. Admin costs have gone up slightly. TG noted that high needs funding is not within CVCC's control and had it not been she would be concerned at the impact on the budget. F&P is looking at the situation for next year proposal to ensure that we have a budget that balances cumulatively. KB is to do a proposal on how to balance the budget and how Governors will be involved in that process. Care needs to be taken to ensure that Governors are protected for appeals.</p> <p><u>Workshop –</u> 17-11-16 GS Skills audit completed. Recruitment for new Governors to focus on Finance and Safeguarding.</p> <p><u>Pay Committee</u> BB reported that a more targeted approach for next year had been agreed at the meeting. Noted: to appoint the Chair at the 1st meeting of the year to allow the Chair to select sample to be considered.</p>		
16/17.30	<p><u>Governor Visits –</u> Not for discussion TG SSA – 2</p>		
16/17.31	<p><u>Policies</u> <u>Pay Policy</u> (KB) – Approved. <u>Children with Medical Needs</u> (PSu) (Deferred) <u>Governors' Code of Practice</u> – Approved and noted that to go to FB for approval in future rather than C,L&T. <u>Staff Leave of Absence</u> (F&P Changes to DCC Policy) KB talked to changes which have been fully consulted on. Feedback received regarding reasons for leave with pay (Approved Conferences) variance between allowance for teachers and admin staff. To be bought in line so that</p>		

	<p>discretion applies to all. External Examinations max 5 working days allowed. Burgundy book allows for up to 30 days per year. This was discussed. It was agreed that a maximum of 5 working days with further leave at the discretion of the Governing Body. With the amendment the Policy was approved.</p>		
<p>16/17.32</p>	<p><u>Items at the discretion of the Chair</u> <u>MATs discussion</u> KB talked to the slides of a powerpoint presentation which had been circulated. A meeting with feeder schools (LLC) had taken place. The next stage is for all schools to talk to their Governing Body in order to obtain an ‘agreement in principle’, to proceed. Governors were invited to put themselves forward to be a top level ‘Member’ of the Board. This Board would then appoint a Directorship and create the Articles of Association. Members hold the Trustees to account. Discussion followed. LSt asked who appoints the Company Secretary This isn’t yet known but SS-A suggested that this isn’t an important role as it is administrative. SSA noted that under such an arrangement CVCC would need to retain its ethos and identity. There would be a formal process for appointment of Directors with interviews prior to appointment based on skills. KB referred to the document and noted number 4 as the preferred model. A scheme of delegation determines where responsibilities (Governance and Financial) lie and is a very important document, requiring advance work. He noted the concerns around loss of autonomy of feeder primary schools. Timescale is a minimum of 9 months to 2 years. GE talked about MATs which haven’t been successful and the possible reasons for that. Also that there is a current push towards larger MATs (secondary schools with primary hubs). CJ discussed the financial situation with regard to entering a MAT. GS noted that the strategy needs to be in place with answers ready for a ‘due diligence’ process. CW discussed eligibility to be a ‘Member’. AG noted that he had attended a speech by Rebecca Clark which gave a clear steer that there should be a watertight case for the benefits to children’s Teaching and Learning if moving to a MAT and in doing so it makes sense to ensure an alignment of school systems.</p> <p>Discussion followed on impact to staff and contracts. In effect every member of staff becomes an employee of the MAT, providing opportunity for movement and flexibility, although there are risks. KB asked Governors if they sanctioned a move to the next stage which would be exploratory talks. This proposal was APPROVED. There were no potential ‘Members’ at this time.</p>		

	<p>CW suggested that it would be an opportunity to recruit skilled persons to sit on the Board.</p> <p>SS-A expressed a wish to sit on a working group if one were set up. GS stated that at present discussion is within Heads and Chairs.</p> <p>GE noted that the Articles are key and early joiners have most influence on them.</p> <p>KB noted that funding is available for some costs e.g. legal advice.</p> <p><u>Budget</u></p> <p>KB talked to the current funding issues. CVCC is looking at a £500k in year deficit and the position could worsen as EGS cut is awaited (further £50k possible). Possible £20k for HSC.</p> <p>Devon County are reducing the AWPU to shore up 'High Needs' funding. CVCC may need to make a £600k saving. A person from ASCAL is in College today going through modelling. She believes that this saving can be made but the cuts would be brutal with few options.</p> <p>Discussion followed on the options available to the college.</p> <ol style="list-style-type: none"> 1) ASCAL advised KB that he could go to the EFA and ask for redundancy costs to be covered. 2) A loan and recovery plan <p>KB advised Governors that he will be briefing staff at a meeting on Tuesday. The impact on staffing and timetabling for the curriculum was discussed. 264 periods could be lost. 6th Form offer reduced. Non staff items £40k factored in. Would like to factor in a 3-year GCSE.</p> <p>AG proposed that CVCC move to a 3 year GCSE (Key Stage 4) moving forward. He stated that this move wouldn't cost much more.</p> <p>SS-A asked why CVCC would do this.</p> <p>AG stated that this is a nationwide trend providing for more rigorous in-depth study from year 9 in a more formal way. Year 9 is seen as a preparation year at present. The move would provide greater understanding and development in the classroom. Options would be reduced from 5 to 4 per fortnight but across the 3 years the teaching time would be greater. A down side is that students need to choose options earlier but CVCC students do want to start to focus earlier. Year 9 can be a 'limbo' time spent doing subjects they don't want to do later.</p> <p>BB asked how this option can be cheaper to run as likely to cost £50k.</p> <p>AG/PC stated that it depends on how many groups are run. KB can be worked out in the fine tuning. KB noted that EFA have suffered staff cuts which will impact on response time.</p> <p>BB noted that the numbers of 'Financial Notices to Improve' to Academies are increasing. Colleges need to prove good financial management.</p> <p>SS-A asked when the unknowns would be known. KB went through the timing of funding commitment announcements to come. Pupil numbers are looking optimistic but P16 numbers are not known.</p> <p>SSA lack of clarity about funding means that any consultation would need to be on a 'worse case' scenario.</p> <p>If a loan from the EFA were not possible, CVCC would</p>		
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	<p>need to cut even deeper. KB stated that CVCC couldn't cut any deeper.</p> <p>BB asked whether any modelling on the likely cost of redundancies had been done. KB responded that not at this point. Proceeding carefully but will be working on this over Christmas.</p> <p>KB asked that Governors meet for an Extraordinary Board meeting in January to present further information, make decisions and a date of 16th January 2017 was decided.</p> <p>SSA noted the importance of this in the context of MAT discussions.</p> <p>AG noted that curriculum decisions would also go to that meeting. KB noted that the Budget and Curriculum sit closely together.</p> <p><u>Language Teaching</u></p> <p>AG asked Governors to consider a move to compulsory teaching of languages at top level ability group at Key Stage 4.</p> <p>CW queried this move as ML was not a high performing subject at CVCC.</p> <p>KB noted the impact on the discussion on cost savings on staffing i.e. limiting scope for ML.</p> <p>SS-A talked to how the consultation process would run in the context of advice from HR.</p> <p>PC noted that the options process is due at the end of January, so a decision is needed soon. CW left at this point. GE noted practice in other schools, within option bands. PC noted that MFL decision is key.</p> <p>. AG stated that league tables include Modern Language subjects and performance is improving though he agreed that 'protectionism' isn't valid as it should be curriculum driven.</p> <p>BB asked KB whether he felt that this is the right thing to do. KB noted that he had reservations and wanted to take advice from external agencies.</p> <p>SS-A when the formal consultation is done point out that certain decisions had to</p> <p>GE stated that CW's point was pertinent in that MFL is not a good performing subject.</p> <p>AG noted the league table position in relation to EBacc. He noted that the department is very positive that 50% of students can achieve good results.</p> <p>BB asked AG whether he had confidence in their statement.</p> <p>AG noted that he wanted to see the decision on languages as a separate issue to staff cuts. Staffing should be driven by curriculum.</p> <p>KB stated that the issue is the advice from ASCAL is that staff within departments should not be protected. GE noted that it could be justified that the decision was made on curriculum grounds.</p> <p>SS-A advised KB on the approach to Somerset HR.</p> <p>KB agreed and outlined how Governors would conduct such a process. SS-A left at this point.</p> <p>GS stated that Governors need to know how cuts will be achieved and the impact on the curriculum. All agreed. GS noted that it is difficult to make a decision on MFL in isolation. AG stated that the time is right to make this</p>		
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	<p>change in a cost neutral way. It is a positive thing at this point. 25% will already opt for MFL already. Doesn't impact on other subjects greatly.</p> <p>GS went around the table for opinions on the topic.</p> <p>BB felt that his concerns had been answered.</p> <p>TG raised concerns about limiting alternative options for students who are good at languages and this was discussed at length.</p> <p>CJ as a parent raised concerns about MFL being compulsory. AG noted that Spanish and MFL performance is improving. TG noted the increase in class sizes and PC stated that class sizes would not be large.</p> <p>PC/AG noted that all students could opt in to languages if they wished.</p> <p>GS stated that Governors would support the decision made by KB and SLT.</p>		
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The meeting ended at 8.45 pm.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on the 5th December 2016.