

Clyst Vale Academy Trust
COMPANY NUMBER: 07564519
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Minutes of Full Board Meeting

**Minutes of Full Board Meeting held virtually, using MS Teams software,
at 17:30 on Thursday 9th July 2020**

| Governors in attendance | | | | | |
|--------------------------------|-----|------------------|---------------|----|------------------|
| Kevin Bawn | KB | Principal | Gina Stroud | GS | Chair |
| Michael Davies | MD | Co-opted | Paul Colin | PC | Member Appointed |
| Simon Sanger-Anderson | SSA | Member Appointed | Dorf Ruscoe | DR | Member Appointed |
| Ceri Johnson | CJ | Co-opted | Peter Skelton | PS | Parent Governor |
| | | | Sophy Norris | SN | Parent Governor |

| Additional attendees | Initial | Role/Organisation |
|-----------------------------|----------------|----------------------------|
| Paul Sutton | PSu | Deputy Principal – CVCC |
| Allen Bailey | Aba | Associate Principal - CVCC |
| Ann Hopkins | AH | College Manager - CVCC |
| Sara Jacobs | SJ | Deputy Principal - CVCC |

| In Attendance | Initial | Role |
|-------------------------|----------------|-------------|
| Mareena Anderson-Thorne | MAT | Clerk |

| Apologies | Initial | Reason | Apologies accepted by the Board |
|------------------|----------------|---------------|--|
| Ben Brook | BB | Working | Yes |
| Laura Waycott | LW | Childcare | Yes |
| Dave Walter | DW | Working | Yes |
| Crawford Winlove | CW | AWOL | No |
| Sue Diffey | SD | AWOL | No |

AGENDA

| ITEM NO. | ITEM | Actions |
|-----------------|---|---|
| 19/20.70 | <u>Declarations of Business Interests</u> – None | |
| 19/20.71 | <u>Attendance/Apologies</u> BB – Working SN – Will be late (travelling home) DW – Working LW - Childcare SD – AWOL (no apologies received) CW – AWOL (no apologies received) | |
| 19/20.72 | <u>Minutes of the last meeting 11.05.2020</u> – Agreed by the board | |
| 19/20.73 | <u>Matters arising</u> <i>Aba leaves meeting at 19:05.</i> <i>Part 2 Item discussed</i> | All changes agreed. KB can confirm with colleagues. |
| 19/20.74 | <u>Principal's Report (Standing item)</u> | |

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| | <p>Rising roll. Have gained 4 students whilst we have been closed. September numbers are 930-935 on roll. Expecting 970 in Sept 21.</p> <p>Staffing Levels – several staffing changes, all detailed in supporting paperwork. HOD in Tech will advertise for in Sept. Filled all the other roles, including 3 TA positions filled today. New Staff Induction arranged for Monday 13th July on site – looking forward to meeting them in person. Staff Welfare – 1 or 2 colleagues have had difficult lockdowns. Lots of support for colleagues. ABa has staffed ECP and MAT has provided support for those people struggling. Communication with colleagues has been key in alleviating the anxiety and stress when looking at coming back to work.</p> <p>Quality of Education – We’ve moved Y9 into Y10, which has been very successful. Y10 & 12 are now back on site, which has also been successful. Curriculum update given by SJ in CL&T Update</p> <p>Outcomes and Evaluation – League tables this year are off limits, and we won’t be inspected on those. In terms of the grades - massive praise to Aba for co-ordinating this, an awful lot of work went into this. Ran it through Fisher Family Trust to ensure we got the most accurate grades. This will be the first Y7 we have no baseline assessment data for, as no SATS have taken place. Still waiting for appeals information and refund information for exams.</p> <p>Behaviour, attitude and attendance – We do pick up on out of school incidents. No serious incidents in school, with only 70-80 students on site. Attitude to learning has remained positive. The Y10 & 12 coming back into school has been beneficial for them. Socially, emotionally and educational. We are expecting behaviour and attitude to be difficult in Sept. Attendance figures this year are now meaningless but will be a focus for September onwards, especially with the Government now going to prosecute those who don’t attend. SLT feel we need to take it on a case by case basis. Governors were asked for their opinion – They agree, case by case management is best practice.</p> <p>Welfare & Personal Development ECP provision that we’ve offered and the welfare provision has been fantastic. We very nearly opened a 6th bubble. The Welfare team have been amazing. The work they are doing every week, having conversations, supporting families, visiting, taking out exercise books, dongles, Free school meal provision etc, has been brilliant. It would be wonderful if as Governors, we could acknowledge the work that these colleagues during Covid. Governors agree GS will liaise with MAT for nominations.</p> <p>Safeguarding – been handled very well. No concerns. Staff have handled live lessons well.</p> <p>Parent Governors were asked for their feedback – They have been very impressed with the efforts that have been made to keep the students feeling part of the College family during the last few months. Massive</p> | <p>SLT to give MAT nominations for Governors recognition award.</p> |

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| | <p>thanks to all the staff for their efforts. The 1 day a week in school for Y10 has been hugely beneficial, if not from an academic perspective, definitely socially and emotionally.</p> <p>SN joined meeting at 18:14</p> <p>Finance & Resources Trips & Visits – We have now refunded ALL parents for any trips and visits due to be refunded due to Covid. Massive thanks to the Finance team for that, as it's not been easy.</p> <p>Government catch up funding – no details as yet – further info still awaited. Not been successful in any of the SIF bids, no news as to why yet, they haven't published the score cards.</p> <p>In terms of returning in Sept, SLT are having planning meeting almost daily. Government want us back in full, every day, and that is what we are planning for. We have a few options to think about, however it comes down to how much risk, we as a school, want to take. Good progress is being made. Sticking within the Government guidance, and interpreting them to allow as full as a curriculum as possible.</p> <p>Governors would like to be kept in the loop for the plans the College have in place, if SLT require Governor guidance/approval then they would be willing to meet again in August.</p> <p><u>College Improvement Plan - Latest Highlight Report</u> – Still relevant, despite Covid. No questions raised by the Governors.</p> <p>Outline Priorities for 2020-21 – Looking at next year's plan. They have derived from the Highlight reports. SEND students remain a priority. Recovery from lockdown will also be a priority in reality. Governors would like an update a few weeks into term with regards to what will be possible this academic year, once all the students return. Update to be given on the Improvement Plan once term has begun. 1st FB meeting may be too soon for an update – possible workshop?</p> | <p>SLT to notify MAT if Governors meeting required in August.</p> <p>KB/GS to liaise with MAT for agenda item.</p> |
| 19/20.75 | <p><u>Report from Standing Committees:</u></p> <p><u>Finance & Resources</u> – Virtual meeting held 18.06.2020. F&R Committee recommended final budget for FB approval – Approved unanimously. Update from F & R committee was given. Budget is on track. May be some additional positive variances if we get any refunds from Exams. One unresolved issue with Caterlink, but the budget is looking good.</p> <p><u>C,L&T</u> – Update given from meeting held 25.06.2020 Curriculum plans are coming along. Long Term plans in place for Sept. Will be using the Teams area more effectively so Subject leaders can share ideas. SLT can also go into those areas to see if departments are on track. Medium Term plans for next year, however several subjects are ahead of the game; Maths, Science, B&V, PE and already have their plans in place. As an SLT team, we will be conducting mock Ofsted Deep</p> | <p>Budget approved</p> |

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| | <p>dive meetings, so we can ensure HOD can articulate the rationale that sits behind their curriculum plans.</p> <p>We also want to make sure the curriculum really reflects the school context. Focus on how each subject will support the delivery of Rights Respecting School (RRS).</p> <p>Teaching & Learning update – Remote learning has been a big learning curve. Each half term we have changed things up a little bit. Started with email, then introduced Teams, then life lessons.</p> <p>Subjects have incorporated current affairs into their work. Science looking at Climate change, History looking at Black lives matter, Course 42 have been looking at mental health.</p> <p>We've really been able to engage a lot more with Technology. We will look to build that in for Sept, and in case we have another lockdown.</p> <p>Student feedback has been really positive.</p> <p>Governors asked how remote learning has gone with PL's or students that struggle with technology.</p> <p>SJ explained the pastoral support that is in place at CVCC has been brilliant. Starting with Tutors and their weekly calls to students, the Welfare team, providing laptops and dongles for IT access, running things out to students. We have also worked hard to get those students into school in ECP.</p> <p><u>Pay Committee</u> – Not Applicable Update received 16.12.19</p> | |
| 19/20.76 | <p><u>Governor Recruitment/Resignations</u></p> <p>LW will be stepping down as Vice Chair and Chair of F&P (will remain as a Governor).</p> <p>GS would also like to step down as sole Chair, happy to remain as Co-chair.</p> <p>Governors to think about what time they can commit to Governor duties next academic year and reply to MAT's email with their requests/nominations for positions on the board.</p> <p>MD term of office is due to expire (co-opted). He would like to continue. Board of Governors elect for new term of office – unanimous vote.</p> | <p>MAT to send email detailing positions that need to be filled in the first meeting.</p> |
| 19/20.77 | <p><u>Policies</u> - Governors thoughts/approval required.</p> <p>AH would like Governors to review the outdated policies, via email over the Summer break. Work needs to be done to identify which policies are purely operational, and do not need Governor approval. MAT will send policies that require approval to Governors for approval via email before the end of the Summer Holidays.</p> | <p>MAT to send policies to Governors that are due to be reviewed by them.</p> |
| 19/20.78 | <p><u>Governors Meeting dates for 20-21</u></p> <p>Meeting dates are agreed – with meeting on 9th Nov, rather than 19th Oct.</p> | <p>MAT to type up and circulate to Governors.</p> |
| 19/20.79 | <p><u>Items at the discretion of the Chair / AOB</u></p> <p>Term dates 21/22 – We propose moving from the Devon term times, to allow for extra time in-between Easter and Exams. 3 days moved from the end of Easter hols, to the beginning. - Agreed by Governors.</p> <p>Governors wanted to add thanks and appreciation for all the hard work of SLT, Teaching and support staff colleagues this year.</p> | <p>21/22 Term dates to be published</p> |

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The meeting ended at 19:28.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on Thursday 9th July 2020.

Date of Next Meeting: Monday 21st September 2020 at 17:30

Membership: 14 Governors – Quorum 4

| Name | Position | Name | Position |
|----------------|-------------------|-----------------------|-------------------|
| Kevin Bawn | Principal | Ben Brook | Parent Governor |
| Michael Davies | Co-Opted Governor | Ceri Johnson | Co-Opted Governor |
| Dorf Ruscoe | Member Appointed | Simon Sanger-Anderson | Member Appointed |
| Gina Stroud | Co-Opted Governor | Crawford Winlove | Member Appointed |
| Paul Colin | Member Appointed | Dave Walter | Parent Governor |
| Laura Waycott | Parent Governor | Susan Diffey | Member Appointed |
| Peter Skelton | Parent Governor | Sophy Norris | Parent Governor |