

**Clyst Vale Academy Trust**  
**COMPANY NUMBER: 07564519**  
**A Company Limited by Guarantee**  
**Registered in England**  
**Clyst Vale Academy Trust is an exempt charity**

**Minutes of Full Board Meeting**

**Minutes of Board Meeting held in Post 16, Clyst Vale Community College,  
at 18:00 on Monday 16<sup>th</sup> December 2019**

<b>Governors in attendance</b>					
<b>Kevin Bawn</b>	<b>KB</b>	<b>Principal</b>	<b>Sophy Norris</b>	<b>SN</b>	<b>Parent Governor</b>
<b>Gina Stroud</b>	<b>GS</b>	<b>Chair</b>	<b>Laura Waycott</b>	<b>LW</b>	<b>Parent Governor</b>
<b>Ceri Johnson</b>	<b>CJ</b>	<b>Co-opted</b>	<b>Paul Colin</b>	<b>PC</b>	<b>Member Appointed</b>
<b>Simon Sanger-Anderson</b>	<b>SSA</b>	<b>Member Appointed</b>	<b>Dorf Ruscoe</b>	<b>DR</b>	<b>Member Appointed</b>
<b>Dave Walter</b>	<b>DW</b>	<b>Parent Governor</b>	<b>Peter Skelton</b>	<b>PS</b>	<b>Parent Governor</b>
<b>Ben Brook</b>	<b>BB</b>	<b>Parent Governor</b>			

<b>Additional attendees</b>	<b>Initial</b>	<b>Role/Organisation</b>
<b>Sara Jacobs</b>	<b>SJ</b>	<b>Deputy Principal – CVCC</b>
<b>Paul Sutton</b>	<b>PSu</b>	<b>Deputy Principal – CVCC</b>

<b>In Attendance</b>	<b>Initial</b>	<b>Role</b>
<b>Mareena Anderson-Thorne</b>	<b>MAT</b>	<b>Clerk</b>

<b>Apologies</b>	<b>Initial</b>		<b>Apologies accepted by the Board</b>
<b>Susan Diffey</b>	<b>SD</b>	<b>Member Appointed</b>	<b>YES</b>
<b>Crawford Winlove</b>	<b>CW</b>	<b>Member Appointed</b>	<b>YES</b>
<b>Michael Davies</b>	<b>MD</b>	<b>Co-opted</b>	<b>YES</b>

<b>ITEM NO.</b>	<b>ITEM</b>	<b>Actions</b>
<b>19/20.30</b>	<b><u>Declarations of Business Interests</u></b> None declared	
<b>19/20.31</b>	<b><u>Attendance/Apologies</u></b> SD – Away CW – Meeting in London MD – Work commitment PC – Family commitment	
<b>19/20.32</b>	<b><u>Minutes of the last meeting, 23.9.19</u></b> Agreed and signed off	
<b>19/20.33</b>	<b><u>Matters arising</u></b> <b><u>Healthcare Hub</u></b> – Update not available from CW (reference made in Principal's report)  <b><u>Behaviour policy</u></b> – Update was given on implementation of the new policy; reviewing the first term. SD has been in post since 1.11.19 and has made a big difference. Building relationships with staff, students and parents. Students are on board with the pathway and attitude is better.	<b>CW to update FB at next meeting</b>

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	<p>Some inconsistency with staff following the process, in particular logging incidents in SIMS. More training is also required for restorative meetings. Some staff are excellent at the restorative aspect, some need more guidance. Training in planned, however other development areas have taken a priority.</p> <p>Governors asked if the new policy has had an effect on our fixed term exclusion rate.</p> <p>PSu confirmed we had no fixed term exclusions the first half term, however the second half of the term saw a spike. The fixed term exclusions were for several different reasons, that didn't include classroom behaviour.</p> <p>Overall the College is pleased with the progress we're making.</p> <p>Update of MFL – an update was given in the Principals report sent prior to the meeting. We are having difficulty in recruiting a Spanish teacher. An advert for 0.8 - 1 FTE will be going live after Christmas. Possible option is to change the MFL curriculum plan and go to one language for Year 7, but this would need more thought and wouldn't come into effect this year.</p>	
19/20.34	<p><b><u>Governor training</u></b></p> <p>Feedback was given on the Appeals Panel training run by Babcock that several governors attended. On the whole it was found to be useful. However Governors felt that it would be beneficial to understand the process before it gets to appeal. Independent review panel training would also be good.</p> <p>PSu agreed that it would be useful for Governors to see the process followed before an exclusion taken place.</p>	<p><b>SSA to liaise with PSu and arrange background training for the PX process (DR,DW &amp;PS to also attend)</b></p>
19/20.35	<p><b><u>CVCC Accounts 18-19 – Sign Off</u></b></p> <p>Governors are happy with the accounts presented to them. Accounts were signed off as correct 16.12.19.</p>	<p><b>MAT to return signed accounts to Bishop Flemming</b></p>
19/20.36	<p><b><u>Principal's Report (Standing item)</u></b></p> <p>KB read through the Principals report. Staff illness is proving difficult to manage, especially in Science and DT. Local supply agencies are also finding it difficult to provide cover; 3 out of 10 days, they had no one they could send.</p> <p>Curriculum plan – Curriculum came under scrutiny by Ofsted. Outcomes also justify a curriculum review. We need to ensure that the curriculum offered is aspirational, challenging and offers choice. One option may be to reduce the number of GCSE's to 9. This would enable students to have more periods per subject they study, and would reduce the exam pressure at the end of year 11.</p> <p>SLT are discussing this with staff at the moment, one consideration is to not make B&amp;V a compulsory GCSE. Some B&amp;V Education is compulsory, however the compulsory curriculum could be delivered in 2 periods a fortnight, and that would give extra periods to other subjects.</p> <p>Governors challenged the proposal and were concerned that we could be limiting students by only doing 9 subjects for GCSE, however SLT reassured Governors that the students want to achieve high grades in the subjects they do, and often become disinterested in those subjects they don't feel offer career opportunities later on. By listening to the students, it will allow them</p>	

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	<p>to feel more in control, and study subjects that they enjoy and are good at.            Long discussion was also had around Read to Learn, which is offered in Year 7. KB explained the benefits of the reading programme, and that it encourages critical and independent thinking and reinforces fundamental reading skills. No right or wrong answers, and this logic transfers into other subjects.</p> <p>DR Left at 19:00</p> <p>No further questions were raised by Governors. Agreed for SLT to finalise plan, propose at CL&amp;T meeting on 20.01.2020 with final decision at next FB meeting in Jan</p> <p><b><u>Outcomes</u></b>            Ofsted IDSR &amp; FFT reports were circulated prior to the meeting. Both of the reports are based on Summer results, and are now reflected in our priorities.            Governors challenged our position on a national level, as reports suggest we are not in line with national average.            KB Confirmed we are at the bottom of the range. Y11 TPR figures are encouraging. Attendance is better, but still a concern.</p> <p><b><u>College Improvement Plan (incl CIP Highlights)</u></b>            Note of thanks given to SLT colleagues for updating their areas of responsibility. Governors felt it easier to see where we are, mid-year and to question progress.</p> <p>Governors picked up that progress on Teaching &amp; Learning was in its early days.            SJ confirmed that we need to get the curriculum right, and this is a key focus for Spring term. Staff are really positive.</p> <p>Governors also questioned succession planning across the school. They would like to see a statement in the 5 year plan on succession planning, for all SLT and middle leaders.            The CIP is a 1 year plan, however, and Governors are happy with the contents and updates.</p>	<p><b>MAT to include on CL&amp;T Agenda &amp; FB Agenda in Jan 2020.</b></p>
19/20.37	<p><b><u>Performance Management</u></b>            KB had appraisal. He was happy with the process.            Main priorities are;            Support SJ on curriculum changes            Support PSu on Attendance/SEN/Behaviour            Join up student voice groups, in line with RRS – SLT need to champion RRS across the College.</p>	
19/20.38	<p><b><u>Report from Standing Committees:</u></b></p> <p><b><u>Finance &amp; Resources</u></b> – Meeting held on 02.12.19            Accounts were presented and scrutinised. Internal and external audit reports were looked at. Both reports picked up the Members overlap with Trustees, and that Staff Trustees still on the board. Best practice is to have Members that do not serve as Trustees (with exception of the Chair of Governors). DFE are also advising that Staff Trustees are no longer on the board.</p>	<p><b>MAT to run Staff Trustee recruitment campaign Spring term</b></p>

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	<p>However decision has been taken to retain staff trustees at CVAT, as our Articles of association state we can have up to 4. We will recruit 2 Staff Trustees in Spring term.            When the board can recommend independent Members, SSA and KB will come off as Members.            CIF bids were unsuccessful.            Question was raised over if we are able to make any contribution this year, either using reserves or loan funding. We get an extra 5 points if we are able to contribute.            AH is researching fund raising ideas, including loans available and will report back to F &amp; R.</p> <p>SSA left at 19:45</p> <p><b>Pay Committee</b> – Meeting held on 21.11.19            Process was positive. Pay policy needs reviewing, as does the Appraisal policy.            Committee have agreed to meet again after Easter to do min-year review of the process and talk over proposed new policy.</p> <p><b>C,L&amp;T</b> Not Applicable - Update received 14.11.19  <b>Workshop</b> Not Applicable Update received 14.11.19</p>	
19/20.39	<p><b><u>Finance Update – Budget levels &amp; spending priorities for 19/20 &amp; 20/21</u></b>  <b>No further update was given.</b></p>	
19/20.40	<p><b><u>Governor Recruitment/Resignations</u></b>            Appointed Health &amp; Safety Governor – Dave Walter            Appointment of F&amp;R Committee member(s) – To be agreed next meeting.</p>	<p><b>Further F&amp;R Committee members to be agreed next meeting.</b></p>
19/20.41	<p><b><u>Policies</u></b>            Code of Practice (Governors) – AGREED            Link Governors Policy – AGREED            Risk Register – attached – working party set up LW/SSA/BB/MD</p>	
19/20.42	<p><b><u>Items at the discretion of the Chair / AOB - NONE</u></b></p>	

The meeting ended at 20:00.  
 Signed CHAIR:-

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 Approved as a true and accurate record of the Meeting on Monday 16<sup>th</sup> December 2019.  
 Date of Next Meeting: Monday 27<sup>th</sup> January 2020 at 17:30

**Membership: 15 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		