

**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 Full Board Meeting held virtually, using MS Teams software,  
at 17:30 on Thursday 12<sup>th</sup> November 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
Laura Waycott	LW	Parent Governor	Sophy Norris	SN	Parent Governor
Crawford Winlove	CW	Member Appointed	Sue Diffey	SD	Member Appointed
Dave Walter	DW	Parent Governor			

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

In Attendance	Initial	Role
Mareena Anderson-Thorne	MAT	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
Ben Brook	BB	3 month LOA	Yes

### AGENDA

ITEM NO.	ITEM	Actions
20/21 - 11	<u>Declarations of Business Interests</u> No new declarations mentioned	
20/21 - 12	<u>Attendance/Apologies</u> BB – 3 month LOA	
20/21 - 13	<u>Minutes of the last meeting, 21.09.2020</u> – approved as correct.	
20/21 - 14	<u>Principals Appraisal</u> Governors confirmed as GS, DW & CJ. Richard Steward will conduct appraisal.	<b>KB will email Governors concerned and organise a date before end of December.</b>
20/21 – 15	<u>Brief Budget Update – Snapshot of budget, focussing on Covid implications</u> AH gave an overview on the current budget position, focussing on Covid costs, both 19/20 and 20/21 Covid cost implications.	

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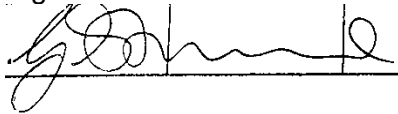
ITEM NO.	ITEM	Actions
	<p>At the time of the meeting, we had received £17k back from the Government, following the claim we had submitted. We are still waiting to hear on the £42k claim (relating mainly to Caterlink closure fees and additional costs after the July deadline)</p> <p>Cleaning materials have obviously increased significantly, with the introduction of hand sanitiser being widely used.  Staffing costs have also increased (approx. £10K) due to the change in timetable (only having 30 minutes for lunch) and an additional £17.5k on extra cleaning hours.  Overall carry forward for 19/20 is approximately £56k, which is better than anticipated.  20/21 is looking okay. Will update F&amp;R on 3<sup>rd</sup> Dec. Have now received the 21/22 figures. Still look viable for next 5 years.</p> <p>Governors thanked AH for her work in getting the update together. They asked where additional covid funds come from, and how long we have budgeted for it.  AH informed the Governors, money comes from Central Government. We aren't expecting any more to become available and no further funding has been promised by Government.  AH confirmed we have budgeted for Covid for the academic year 20/21.</p> <p>Governors asked when the Management accounts will be ready. AH confirmed Accounts up to July 20 are done. Aug 20 is nearly there (waiting on final adjustments from accountants). Sept 20 reports were pulled off today, so by the end of next week Aug &amp; Sept should be done.</p>	<p><b>AH to send up to date management accounts out by Fri 20.11.20</b></p>
<p><b>20/21 - 16</b></p>	<p><b><u>Principal's Report (Standing item)</u></b></p> <p><b>Covid Update</b>  KB gave update on the College approach to Covid. Staff are rallying together. 4 CEV staff have been shielding from 4<sup>th</sup> November until 2<sup>nd</sup> Dec.  15 positive cases amongst households, and 1 staff member has had to isolate for 14 days.  3 recent Y9 covid cases amongst the student body. Whole year group were isolating after the first confirmed case. Second case was asymptomatic. The 3<sup>rd</sup> case a close friend of the first. Lots of lessons learnt on how to manage future cases. Test and trace doesn't apply at school, so 2m social distancing and seating plans become key to tracking possible close contacts.</p> <p><b>Blended Learning</b>  Is going well, we now have staff teaching classes remotely from home, whilst shielding, as well as students accessing their lessons in school remotely. Aba and SJ have been key in developing this method of learning, and are making great progress.</p> <p><b>CLT Update</b>  Update given by SJ. Governors to link with HOD. MAT/SJ will liaise to add CL&amp;T Governors to HOD teams.</p>	<p><b>MAT &amp; SJ to add CL&amp;T Governors to HOD Teams channel.</b></p>

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	<p><b>Admissions</b>  On roll numbers still increasing. Up to 937. We are feeling the squeeze in Y9, with class numbers rising to nearer 30.  Sept 21 provisional figures are in – 147 1<sup>st</sup> choice &amp; 96 2<sup>nd</sup> choice.</p> <p><b>CIP</b>  Due to Covid workload and pressures this hasn't been written out fully yet. Principals behind it and highlights are done. Full CIP will be done for next meeting.</p> <p><b>Healthcare Hub update</b>  CH has emailed Dr Dom, but nothing confirmed yet. CW confirmed the delays have been University's end.</p>	<p><b>KB to produce CIP for next meeting 14.12.20</b></p>
20/21 – 17	<p><b><u>Policies –</u></b>  2022 Admissions Policy (Y7 – Y11 &amp; P16) – Agreed  PAN for 2022 agreed at 180.</p> <p>Pay policy – Governors felt this was a much more comprehensive policy. They approved it for staff consultation period (10 working days).</p>	<p><b>AH to send out for staff consultation and return to FB one consultation ended.</b></p>
20/21 – 18	<p><b><u>Items at the discretion of the Chair / AOB</u></b></p> <p>Governors wanted to thank all staff for their hard work and staying positive though these unprecedented times.</p>	

The meeting ended at 18:59.

Signed CHAIR:-



(electronically)

Approved as a true and accurate record of the Meeting on Thursday 12<sup>th</sup> November 2020.

Date of Next Meeting: Monday 14<sup>th</sup> December 2020 at 18:30

**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