

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 21st September 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 |

| Additional attendees | Initial | Role/Organisation |
|-----------------------------|----------------|--------------------------|
| Paul Sutton | PSu | Deputy 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 | 3 month LOA | Yes |
| Simon Sanger-Anderson | SSA | Holiday | Yes |
| Dave Walter | DW | Working | Yes |

AGENDA

| ITEM NO. | ITEM | Actions |
|-----------------|--|---|
| 20/21 - 1 | <u>Declarations of Business Interests</u> Governors confirmed no changes to previous years Declarations of Business Interests. News forms to be signed and returned to MAT | Governors to return forms to MAT |
| 20/21 - 2 | <u>Attendance/Apologies</u> SSA – Holiday BB – 3 month Leave of absence granted by the board due to work commitments | |
| 20/21 - 3 | <u>Minutes of the last meeting, 09.07.2020 –</u> Minutes agreed by the board | GS to sign all minutes agreed during lockdown. |
| 20/21 - 4 | <u>Election of the following positions;</u> The following positions were appointed for the 20-21 academic year - <u>Co-Chair of Governors</u> GS & SSA <u>Vice Chair of Governors</u> PS | |

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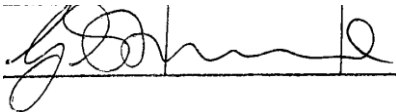
| ITEM NO. | ITEM | Actions |
|------------|--|--|
| | <p><u>F&R Committee Members:</u> SSA/ MD/ LW/ KB/ GS/ DR/ CW/ BB <u>Chair of F&R:</u> SSA</p> <p><u>CL&T Committee Members:</u> GS/ PC/ SD/ PS/ SN/ CJ/ DW/ CW <u>Chair of CL&T:</u> PC (SD to shadow)</p> <p><u>Pay Committee Members:</u> SN/ CJ/ MD <u>Chair of Pay Committee:</u> SN</p> <p><u>Discipline Committee:</u> DR/ LW/ SD/ PS/ MD (or governors available at time requested)</p> <p><u>Appeals Committee:</u> SSA/ MD/ LW/ SD (or governors not used in the Discipline hearing)</p> <p><u>Health & Safety Governor:</u> GS</p> <p><u>Safeguarding Governor:</u> DW</p> | |
| 20/21 – 5 | <p><u>Governor Links agreed/reviewed –</u> last year’s document reviewed and links maintained. Additional link given to Science - SN</p> | MAT to update document and circulate |
| 20/21 - 6 | <p><u>Budget Update – Teachers Pay award</u> Documents circulated 19.09.2020 Update given on the budget position following Covid 19 impact and future implications. Governors discussed the proposed Teachers Pay award at length. Governors voted to implement the pay award, (pending Union and DFE approval) as per the Government proposal, plus 2.75% at all leadership pay points, TLR’s and SEN rates.</p> | CVCC to implement Teachers pay award once approved by DFE and Unions. |
| 20/21 – 7 | <p><u>Principal’s Report (Standing item)</u> - circulated prior to the meeting. Update given by KB. Attendance figures above 90% and student numbers on roll are now 932. SJ have an update on curriculum planning, departments are on track. 1st twilight session on 7th Oct will look at blended learning approach, to ensure we are ready for a second lockdown. <u>College Improvement Plan –</u> The CIP shared in June/July was more aspirational that the one attached prior to the meeting tonight. Current CIP is more practical, with a focus on recovery & future proofing. Single biggest issue is now how to blend classroom and on-line learning. Governors are happy for the CIP to remain agile and fluid with the current needs. <u>Outline Priorities for 2020-21</u> P16 recruitment needs more input. Numbers this year are low. Lots of ideas surrounding this. Increased use in social media. Governors suggested surveying Y11 students that didn’t attend P16, for their reasons why. CW confirmed Healthcare Hub was ready to go. Time has been booked & Lecturer signed up.</p> | |
| 20/21 – 8 | <p><u>Letter from ESFA to be viewed by trustees – Viewed and noted.</u></p> | |
| 20/21 - 9 | <p><u>Policies –</u> 20-21 Terms of Reference for all Governors committees were viewed and accepted. To be signed by each committee at the start of their first meeting.</p> | MAT to include in first agenda of each committee. |
| 20/21 - 10 | <p><u>Items at the discretion of the Chair / AOB</u></p> | MAT/KB to liaise with |

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| | <p><u>Principal's Appraisal</u> – needs arranging. Governors felt for continuity, same 3 Governors should be involved this year, as undertook it last year. They were GS, CJ & DW.</p> <p><u>Members/Staff</u> Members should no longer be employees – from March 2021 KB can no longer be a Member. Independent Corporate lawyer needs to give advice on our Articles of Association, as they may need to change to reflect this. MAT advised that 2 people have expressed an interest in becoming Members or Governors, should vacancies arise, and is in discussion with them regarding recruitment. More action will be at AGM.</p> <p><u>Safeguarding update</u> – MAT reminded Governors that they needed to complete their safeguarding training by 30th September 2020.</p> | <p>Governors and independent party to book appraisal.</p> <p>Legal advice required.</p> |

The meeting ended at 19:12.

Signed CHAIR:-



(electronically)

Approved as a true and accurate record of the Meeting on Monday 21st September 2020.

Date of Next Meeting: Thursday 12th November 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 |