

CLYST VALE ACADEMY TRUST

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Minutes of Board Meeting held in Post 16 Study Room, at 5.30pm on Monday 24th September 2018.

Attendees	Initials		Attendees	Initials	
Gina Stroud (Chair)	GS	Chair	Mel Prance	MP	Staff Governor
Kevin Bawn	KB	Principal	Dorf Ruscoe	DR	Member Appointed Governor
Ben Brook	BB	Parent Governor	Dave Walter	DWs	Parent Governor
Paul Colin	PC	Co-opted Governor	Laura Waycott	LW	Parent Governor
Ceri Johnson	CJ	Parent Governor	Simon Sanger Anderson	SSA	
Sophy Norris	SN		Tina White	TW	Parent Governor

Apologies	Initials	
Michael Davies	MD	Co-opted Governor
Aude Odunlade	AO	Maternity leave
Crawford Winlove	CW	

In Attendance	Initials	
Adrian Green	AG	SLT
Paul Sutton	PSu	SLT
Catherine Prunty	CP	Clerk

Minutes

The Clerk had provided timely notice of the meeting and the meeting was quorate.

Item Number		Owner	Date due
18/19.1	<p><u>Renew Declarations of Business Interests</u> - attached Signed forms to be received by the Clerk</p> <p>To be reviewed at next meeting.</p>	<p>GS</p> <p>Clerk</p>	

<p>18/19.2</p>	<p><u>Election for Chair of Board and Vice Chair</u></p> <p>DR nominated GS as Chair of the Board. All in agreement.</p> <p>DR nominated LW as Vice Chair of the Board. All in agreement.</p>	<p>Clerk</p>	
<p>18/19.3</p>	<p><u>Elections for Chairs of Standing Committees –</u></p> <p>S-SA nominated LW as Chair of Finance & Premises. All in agreement.</p> <p>Curriculum, Learning and Teaching – PC was nominated. All in agreement.</p> <p>Committee membership was discussed and it was resolved that the committee members should be:-</p> <p>Pay Committee – BB, TW and CJ. Appeals Committee – GS, SS-A. DR, First Discipline Committee – DR, CJ, S-SA Governor Rep on Health & Safety Committee – DW</p> <p>AOB:</p> <p>The key thing is to Monitor the Agreement. Trustees need to see the report 6 times a year and in case of the chair, every month.</p> <p>Kerry will be link for safeguarding – Dave Walter designated safeguarding training for Governors.</p> <p>Paul Colin will be Adrian Green’s link.</p>	<p>Chair</p>	
<p>18/19.4</p>	<p><u>Agree and sign Terms of Reference for Board and Committees</u></p> <p>There was a question as to whether the terms of business agrees with our redundancy policy.</p> <p>Agreed terms of reference page 1 – redundancy. Point 4 to be struck out re staff redundancies – Agreed by all members.</p> <p>All members agreed with other terms of reference.</p>	<p>GS</p>	

<p>18/19.5</p>	<p><u>Attendance/Apologies</u></p> <p>No contact received from CW, GS to contact and DR to visit. – No resignation letter has been received.</p> <p>MD is still unwell and there is uncertainty as to when he will be well enough to return. DR and BB would like him to remain on the committee. All members in agreement.</p> <p>There is a space available for an additional member of the committee. An application has been received. BB to share details of possible parties that may be interested.</p> <p>Skills Matrix – A review was completed 2 years ago. A need was identified within the finance & premises committee. Where is it? To be reviewed when the official clerk is appointed. Time is an important factor as well as skills. We need governors who are available during the day.</p>	<p>KB</p>	<p>15/11</p>
<p>18/19.6</p>	<p><u>Minutes of the last meeting, 5th July 2018</u></p> <p>The minutes of the meeting held on 5rd July 2018 were approved and signed by the Chair.</p>		
<p>18/19.7</p>	<p><u>Matters arising</u></p> <p>KBa reported that the work on the roof was almost completed, the scaffolding has been taken down and the contractors should be off-site by the end of the week.</p> <p>The alarm systems have been installed, there were a few teething problems but most of these have now been resolved. The contractors were excellent!</p> <p>17/18.62 – Policies - Supporting Children with Medical Needs</p> <p>Suggestion that a line should be added <i>Parents responsibility to remind children not to share any medications. Parents should only give children the number of pills needed for that child, not a whole packet.</i></p> <p>This should be added to the Guidance for New Parents, and copy points 13-25 of the policy to them. Further comments needed prior to approval.</p> <p>Carry forward to next Full Governor’s meeting on 15th November.</p>	<p>GS</p> <p>PSU</p>	

18/19.8	<p><u>Business Cycle and Dates of meetings 2018-19</u> schedule attached</p> <p>The Governing body Annual Cycle document was approved.</p> <p>Some changes were requested. Highlight dates and enlarge – join column 1 & 2. Change the day of the meeting to the actual.</p>	Chair	
18/19.9	<p>5-Year Vision and Strategic Plan Update</p> <p>SLT summary that sits with the governor’s group. Date has to be set for group to meet with the committee which will be turned into a presentation for staff and participants.</p> <p>SN to send a timeline.</p>	Chair	25/11
18/19.10	<p><u>Principal’s Report (Standing item)</u> <u>College Improvement Plan</u></p> <p>KBa reported that it has been a positive start to the year.</p> <p>There are four main areas of focus within the Improvement Plan: Attendance, Maths, Priority Learners and A-Level outcomes.</p> <p>Achievement For All provides a lot of bespoke CPD training for colleagues.</p> <p>KBA recommended CVCC changes to Dartmoor Teaching School Alliance from to Jurassic Coast Teaching Schools’ Alliance; it offers more opportunities, better support and is cheaper.</p> <p>There are no changes to the priorities for the Improvement Plan.</p> <p>GS asked if Dartmoor T S C A provided governor’s workshops and training, KBA and BB confirmed that they do. KBa explained that it was similar to SIP, although bit more expensive but in return we would get more hours. It is much more developmental and focuses on the priorities.</p>	KB	

We will also be able to access on-line resources. The website is very useful.

John Shears has one visit left, he will complete KBA's performance management and that will be it. We will be looking at another agency to complete the Principal's performance management.

The WEIP – this was rushed through and it is felt that we did not become involved early enough. There was a meeting before the summer but we were not invited and therefore had a lack of detail. QE and Exmouth both attended. Exmouth have decided not to enter into an agreement. There is a cost of £20K to buy in, to fund this what we would have to give up?

The new Head of the PRU is outstanding. If the planned Exeter initiative goes ahead this will free up capacity. It makes sense to wait, we could join later.

Devon has commissioned spaces for a number of excluded students. There is a 12 week programme after which students are phased back into mainstream school.

Other items from Principal's Report:-

Tolman-May award – this was awarded to a child who cannot be identified in public records due to CP issues but the student was outstanding.

Trips – provision for students for much more variation.

DoE – This year they endured a heatwave rather than torrential rain.

6th Form – 34 enrolled, 7 of which were external applicants. The calibre is good but low on numbers. Other local Sixth Forms are also suffering with a fall in numbers. There are a number of contributing factors - Exeter College is much improved and they can provide a better choice of courses and provision i.e. apprenticeships.

Head of Sixth Forms meet regularly – same story across the board, all local schools in the same boat – Axe Valley Sixth Form has closed.

	<p>New staff</p> <p>Hayley Johns has replaced Karen Howden (Spanish – maternity leave) for 1 year on a fixed-term contract</p> <p>Eli Brookman – Eli has Cerebral Palsy and is paraplegic. He has two TA’s supporting him and we have advertised for two additional TA’s. The pod will be reinstalled to enable us to meet his healthcare needs. Gaby Long, SENCo has done a great job putting together a support package. Eli is a bright lad and is taking 4 GCSE’s.</p> <p>Tanis Gale has returned part-time to cover Dave Walters’ maths lessons.</p> <p>Dave Walter is off sick until Oct ½ term. Support has been put in place. This is obviously have an impact on SLT. If he returns, possibly a phased return. Different scenarios are being investigated, these were discussed at the SLT meeting earlier today.</p> <p>Teachers Pay – we don’t see the money until November. Most schools are saying they will backdate. Recommendation is that governing body decide whether to stick or apply 2% to the whole range. This needs to be discussed as soon as possible. AH to send round an email to committee members confirming.</p>		
<p>18/19.11</p>	<p><u>Summer 18 Exam Results</u></p> <p>There were a no of appeals, approx. 1 in 5 accepted. P8 not confirmed. On the whole not a bad summer. Basically A Level 100% pass rate. High A – C, value added is hopefully 0+. A level teaching and outcomes still a priority.</p> <p>GCSE – attainment slightly down – p8 looking like it has improved especially with appeals. Huge plus is Priority Learners, there has been a massive improvement. P8 gap last year was a whole grade below, great result!</p> <p>This still remains a priority, we have a much bigger cohort – 40% as opposed to 24% - the gap has widened compared to that at the end of year 10. Julia Knowles is working 3 days a week and is offering targeted support</p>	<p>KB</p>	

and working to improve attendance.

John Cavill will be looking at Priority Learners.

Maths is a priority. Students getting a 3 in maths but a 7/8 in English. The Maths and English departments are working closely together. Weaker students are finding the application of maths hard to access and can't understand questions. SLT met with MB and AT last week – girls across the board faired less than boys. Past papers where analysed and those areas where the marks were down. Progress of maths improved last year even though results were down.

Middle ability girls nationally have struggled with Maths GCSE. A move to Dartmouth Teaching Alliance will help. In terms of fresh thinking MB is attending a meeting on Wednesday as a guest.

Looking at good practice from others schools will be invaluable.

Art Design/Photography – the whole lot are being appealed. Mr Brooks is a moderator and he feels that the standard of work is no different to that in previous years. The only difference is that one of the chief moderators came with a team leader and appear to have been very harsh. It was a genuine surprised, completely unexpected!

History – 10% above national average – excellent results! Adrian G has worked extremely hard to help support the department who feel more confident.

Spanish – results were not great. There have been staffing issues, the Head of Spanish was ill due to her to her pregnancy. Exam entries were wrong. KH is off for a year on maternity leave. Spanish is currently fronted up by an NQT but is being supported by other long standing members of staff.

Progress/attainment for other GCSE equivalent courses in particular Health and Social, this is mainly coursework based and slipped down the rankings. KBA and AG have discussed this today.

All but one student were offered their choice of

	<p>university.</p> <p>GCSEs a little better than last year apart from Maths and EBACC. English have done brilliantly, 2nd to Colyton.</p> <p>Rebecca Dominy – completed Exams Report no breaches. More support from subject teachers would be good after exams.</p> <p>50 appeals, 10 returned upgraded.</p> <p>GS asked that staff are congratulated for the results particularly as it was a difficult year!</p>		
18/19.12	<p><u>Performance Management</u></p> <ul style="list-style-type: none"> Confirmed arrangements for Principal's Performance Management: 3rd October with John Shears, GS and CJ. 	Chair	
18/19.13	<p><u>Confirm arrangements for AGM</u></p> <p>As GE has resigned, we have an even number of committee members – we therefore need an additional member, there must be 5 members. Current members are SSA, GS, and KB.</p> <p>Levon would happily do that, Greg may consider making up members.</p> <p>Good practice is having separate members who are not part of committee, this was highlighted last year and advice should be taken.</p> <p>The AGM is taking place on Thursday 17th December 2018, this is normally tacked onto the Full Governor's meeting.</p> <p>The F & P meeting takes place on 3rd December, the next Full Board is on 17th December – accounts have to be sent off before Xmas break. These need to be approved at the next FB meeting on 17th December and the papers signed.</p>	Chair	
18/19.14	<p><u>Report from Standing Committees:</u></p> <p>There are no outstanding reports .</p>	Chairs of Committees	

18/19.15	<u>Governor's visits – Not for discussion</u> SSA to circulate with next round.	Chair	
18/19.16	<u>Policies</u> No policies to review.	Chair	
18/19.17	<u>Items at the discretion of the Chair</u> Additions take away and digest. SIP report – KBA provided a copy which has also been emailed. Accountants – F & P to review at the next meeting. No of colleagues have requested that we finish early at the end of summer term and Christmas term. All members agreed.	Chair	

The meeting ended at 7.45 pm.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on the 24th September 2018.

Date of Next Meeting: Thursday 15th November 2018