

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 Board Meeting held in Post 16 Study Room,
at 5.30pm on Thursday 14th March 2019

Attendees	Initial		Attendees	Initial	
Kevin Bawn	KB	Principal	Dorf Ruscoe	DR	Member Appointed Governor
Ben Brook	BB	Parent Governor	Dave Walter	DW	Parent Governor
Paul Colin	PC	Co-opted Governor	Laura Waycott	LW	Parent Governor
Ceri Johnson	CJ	Parent Governor	Mel Prance	MP	Staff Governor
Gina Stroud	GS	Chair	Sophy Norris	SN	Parent Governor
Crawford Winlove	CW	Member Appointed			

Apologies	Initial	
Michael Davies	MD	Co-opted Governor
Aude Odunlade	AO	Maternity Leave
Simon Sanger-Anderson	SSA	Member Appointed Governor

Absent	Initial	

In Attendance	Initial	
Adrian Green	AG	SLT
Paul Sutton	PS	SLT

In Attendance	Initial	
Racheal Long	RL	Clerk
Mareena Anderson-Thorne	MAT	Minute Taker

Minutes

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

ITEM NO.	ITEM	Led by
18/19.39	<u>Declarations of Business Interests</u>	GS
	None	

ITEM NO.	ITEM	Led by
18/19.40	<p><u>Attendance/Apologies</u> Dorothy Ruscoe Simon Sanger-Anderson Aude Odunlade Michael Davies</p>	GS
18/19.41	<p><u>Minutes of the last meeting, -28th January 2019 –Approved</u></p>	GS
18/19.42	<p><u>Matters arising</u> None</p>	GS
18/19.43	<p><u>Principal's Report (Standing item) – attached</u></p> <p>KB explained his report was to be presented in 4 parts. CIP and HSC are separate items on the agenda, but form part of his report. P16, requires an update from CW.</p> <p>CW updated the board. Have now appointed someone, and signed the agreement today, so they can be released. Practical work can now begin.</p> <p>CS asked on likely timeframe, due to commence in Sept?</p> <p>CW confirmed they hoped to have something in place for Sept, but it will be too late to launch in full form.</p> <p>KB Updated the board on staffing. 86% of income is spent of staffing. Completed recent benchmarking with local schools. We spend more on Teaching staff, but lesson Support staff. Approx. 2% overspend in comparison to other schools. Raises the question, if our staffing costs are too high, why we are still struggling to cover the Timetable. Looked at timetable ratio/contact ratio, but having analysed the data it would appear it comes down to the age/experience of our staff. If 5 UPS colleagues left, and were replaced with NQT's, we would be able to provide the same timetable cover, but for £100k less expenditure.</p> <p>We have several Fixed Term contracts, due to expire in August. If we don't renew them we could save £80 – 100K, however that would equate to 100 teaching period shortfall.</p> <p>Budget arrived today (14.3.19). Changed the summary position. Funding for 19/20 is better than they expected.</p> <p>Long discussion was had over savings required to balance the budget for the next 3 years projections. Possible options of increasing class sizes, reducing options and subjects taught were discussed, as where SLT options, and replacing the AP role.</p> <p>Difficult position as we are seeing numbers begin to rise, but no financial benefit for 12 months.</p> <p>It was decided that some more clarification was required on assumptions/roll projections before any decisions can be made by</p>	KB

ITEM NO.	ITEM	Led by
	<p>Governors.</p> <p>ACTION: LW to meet with AH to resolve figure issues and have a better understanding of assumptions. Extra FB Meeting was arranged for Monday 1st April at 6pm to discuss financial situation, and make the decisions required for staffing and timetable.</p> <p>LW asked FB to email her with any specific questions that they would like AH to answer regarding the budget, ahead of her link meeting on Fri 22nd March. So time could be given to AH to complete the task at hand.</p>	
18/19.44	<p><u>Monitoring performance data</u></p> <p>Performance Data – Update given. No big improvements. PL are still a massive priority. Girls are still an issue. Higher levels of non-attendance/anxiety/depression.</p> <p>Impacted by 9 non attendees, usually have 3.</p> <p>CW asked how this is reflected in other schools.</p> <p>PSu explained it is a similar situation. The change in Schools Company and their processes, have meant most schools are in a similar position with Students remaining on-roll, where in the past they wouldn't be.</p> <p>KB confirmed PL are still a priority. Current Y10 are in a better position that Y11.</p>	KB
18/19.45	<p><u>CIP Highlight Report</u></p> <p>Any new information is written in italics. A few minutes was given to read through and ask any questions.</p> <p>No questions were asked.</p>	KB
18/19.46	<p><u>Report from Standing Committees:</u></p> <p><u>C,L&T-</u> Good meeting with SLT making the decisions with the hearing hub and it's been agreed.</p> <p>Science was discussed and it was mentioned enrichment.</p> <p>Broke it down on the pl spending and it looks more favourably and accurately reflects us</p> <p>5 year vision and moving it forward. Met with the PTA last night and well attended. Parents want to be more involved and help with tasks. More in school events that parents can attend.</p> <p>Talk about branding and marketing. Move forward with this and organise how to get things off the ground. CJ and DW to attend more meetings with parents and PTA. Parents demonstrated their eagerness to get involved. Willing ness to understand the running of the school. MS said it was the best she had been involved in.</p> <p>Health care hub was good discussion.</p> <p><u>Finance & Premises -</u></p>	Chairs

ITEM NO.	ITEM	Led by
	<p>Workshop- 5 year plan. At some point we need student participation. GS it's now about identifying the priorities and working towards that. PS it sits with me to get the behaviour up and running. SN behaviour update in the staff bulletin would be good. PS in terms of behaviour this time of year always hits a high point as exams are taking place. KB Rights respecting School..... BB ready to learn at QE, it works reasonably well with the mainstream low level classes responding well. PS it doesn't work so well with those challenging students in school. It's about getting them back in to the classrooms.</p>	
18/19.47	<p><u>Hearing Support Centre Update</u></p> <p>KB's recommendation is that we become a Sensory Impairment Hub. HS unit has had a great deal of success, we've built good relationships, and the 5-year vision has a strong emphasis on inclusion. Discussion was had over the financial implication of all the options; keeping the HSC as it is/Sensory Impairment Hub/Closing the unit altogether. It was decided there would be very little budget implication to becoming a SIH, but it would mean we are more inclusive. Vote was held for support of KB's recommendation – Unanimous vote in favour of KB Recommendation.</p>	KB
18/19.48	<p><u>5 Year Strategy Plan Update</u></p>	GS
18/19.49	<p><u>New Governor Recruitment</u>-Susan Diffey- Attached GS read out pen portrait to Governors. Governors would like to know her reasons why she wants to join Clystvale. Invite S Diffey to a Governors meeting to discuss this. KB and GS to agree a time to meet.</p> <p>GS is aware of DC wanting to make contact regarding Governor position.</p> <p>Parent Governor Elections. Notice needs to go out. Skills set .Parent engagement and fundraising skills.</p> <p>Members. LS has agreed. GE is a member and GS is in the process of finding this out. KB would prefer that the members and trustees are separate and he is willing to resign from this post. We need to look at changing our articles. It's preferable to have no staff Governors on the panel. Its best practice to implement this.</p>	GS
18/19.50	<p><u>Policies</u> None</p>	
18/19.51	<p><u>Items at the discretion of the Chair</u></p>	GS

ITEM NO.	ITEM	Led by
	None	

The meeting ended at 7.10 pm.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on Thursday 14th March 2019.

Date of Next Meeting: Monday 13th May 2019

Membership: 14 Governors – Quorum 4

Kevin Bawn	Principal
Ben Brook	Parent Governor
Michael Davies	Co-Opted Governor
Ceri Johnson	Parent Governor
Melanie Prance	Staff Governor
Dorf Ruscoe	Member Appointed
Simon Sanger-Anderson	Member Appointed
Gina Stroud	Co-opted Governor
Crawford Winlove	Member Appointed
Sophy Norris	Parent Governor
Aude Odunlade	Staff Governor (Mat leave)
Paul Colin	Member Appointed
Dave Walter	Parent Governor
Laura Waycott	Parent Governor