

CLYST VALE ACADEMY TRUST

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Minutes of Board Meeting held in Post 16 Study Room, at 6.00pm on Thursday 14th December 2017.

Part I Minutes

Attendees	Initial		Attendees	Initial	
Gina Stroud (Chair)	GS	Co-opted Governor	Melanie Prance	MP	Staff Governor
Kevin Bawn	KB	Principal	Dorf Ruscoe	DR	Member Appointed Governor
Ben Brook	BB	Parent Governor	Gina Stroud	GS	Co-opted Governor
Greg Evans	GE	Member appointed Governor	<i>Sophy Norris</i>	<i>SN</i>	<i>Parent Governor</i>
Ceri Johnson	CJ	Parent Governor	<i>Laura Waycott</i>	<i>LW</i>	<i>Parent Governor</i>
Simon Sanger Anderson	SSA	Member Appointed Governor	<i>Aude Odunlade</i>	<i>AO</i>	<i>Staff Governor</i>

Apologies	Initial	
Michael Davies	MD	Co-opted Governor
Tina White	TW	Parent Governor
Crawford Winlove	CW	Member Appointed Governor

Absent	Initials	
<i>Dave Walter</i>	<i>DW</i>	<i>Parent Governor</i>

In Attendance	Initial	
Adrian Green	AG	SLT

In Attendance	Initials	
Deborah Custance Baker	DCB	Clerk

Minutes

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

Item Number		Owner	Date due
17/18.18	<u>Declarations of Business Interests</u> None	Clerk	
17/18.19	<u>Attendance/Apologies</u> Apologies were received from Michael Davies/Crawford Winlove/Tina White/Dave Walter The Chair introduced the new Governors, and welcomed them to the role: Sophy Norris/Laura Waycott/Dave Walter/Aude Odunlade	Clerk GS	
17/18.20	<u>Minutes of the Last Meeting – 25.9.17</u> The minutes of the meeting on 25 th September were approved and signed by the Chair BB noted minute 18.3: remove the statement that QE, Crediton is a member of the Dartmoor Trust – it is NOT.		
17/18.21	<u>Matters Arising</u> Links Document to come to next meeting. It was agreed that it was important to have a link with SLT and Subject		

	<p>Heads where there were problems, ie. History and Foreign Languages. CW is linked with Adrian Green, but CW does not have the time to commit Governors on website – GE/GS and SSA will update their blurb by end January 2018 New governors were asked to provide a photo and short biography for the website. The Terms of Reference for Board and Committees were signed by the Chair The committee membership document was signed off by the Chair, with LW and GS joining the Finance and Premises Committee. CJ moving from F & P to C,L &T, and SN, DW, and AO joining the C, L & T committee.</p>	<p>GE/GS/SSA SN/LW/DW/AO</p>	<p>End Jan</p>
<p>17/18.22</p>	<p><u>Principal's Report</u> <u>College Improvement Plan</u> KB had provided a written report which had been circulated. Headlines included: Education is a challenge at the moment, disadvantaged learners are an on-going concern. The Sixth Form value added figure needs some improvement. KB commented that there are plenty of schools worse than we are, so he felt we would probably not get an Ofsted visit until July/September 2018 Staff are currently working on being accurate with their tracking. The teaching of foreign languages to all students needs reviewing CVCC has been selected for a Careers South West group. Exam news: Computer Science is in a bit of a mess, course was leaked Centre Assessed marking is a big, significant change, schools need to standardise. This will increase teacher workload and put students under more pressure Mocks: - exam hall behaviour was superb. The mocks were run over 7 days, so losing teaching time. Year 11 students will sit 33 hours of exams whereas two years ago, they would sit only 23 hours – loss of fair amount of teaching time. Extra curricular – lots going on, Drama has been wonderful this term. DofE/Ten Tors are out and about. Talent Show by Year 7 was very entertaining, and very brave of this aged student to stand up in front of the rest of the school. Sixth Form – requires improvement. KB has taken over as link with Claire Haynes. BB questioned any cover for teacher absence in Sixth Form. KB stated that the school does not routinely cover for sickness. Work is sent in by staff, and students collect it from Post 16 Office Staff Issues: all staff are adjusting to the reductions of staff numbers, and there are some strains and tensions. Staff absence levels are quite high. MP said “its hard work at the moment, increased class sizes, an extra hour of teaching, means more marking” Staff are still doing extra</p>	<p>GS</p>	

	<p>curricular stuff as well. AO said that the Staff Association is pulling everyone together. Students of different abilities are in the same class, making it harder to teach. SLT have been reduced from 7 to 5, so 50 hours per week less. Hours have been cut but standards need to be raised. GE and CJ agreed to review the cuts and the outcome. GE asked for the Governors gratitude to be passed on to all staff.</p> <p>Finance and Premises: student mobility is becoming an issue. Students perform better if they start with their peer group. AG said that 5 or 6 students had moved into Year 10, causing some problems trying to create a curriculum, the syllabus that the new students have been studying does not always match that of CVCC</p> <p>First preferences for the coming year are slightly lower than last year.</p> <p>MATS – not much has changed. Queen Elizabeth is not joining the Dartmoor MAT. CVCC looking at partnerships in the Cullompton area. Questions were raised as to whether or not it is a struggle to obtain capital grants if you are not a MAT. CVCC needs to explore funding sources.</p> <p>External Agencies: gloomy CDASH meeting. Mental Health money likely to be reduced.</p> <p>SIP visit – the report had been previously circulated to all Governors. The report highlights that there are things to do, but staff are under a workload pressure.</p> <p>College Improvement Plan – Highlight report This document is generated by KB and the SLT Sixth form is a priority, identifying issues and working on it.</p>	GE/CJ	
17/18.23	<p><u>Annual Accounts and Governors report Sign off</u></p> <p>The Annual Accounts had been received by the members at the AGM. Finance and Premises Committee had met a week before the Board meeting, checked and commented on the accounts and recommended them to the Board. However it was agreed that in future F&P would meet at least two weeks prior to the December Board meeting so that the Annual accounts could be circulated to all Board members prior to being signed off. The Annual Accounts were signed but all Governors were given the weekend to make any comments, prior to the Accounts being submitted. <i>No amendments received</i></p>	GS	
17/18.24	<p><u>Report from AGM – 14th December 2017</u></p> <p>It was announced that Levon Stephan had resigned from the Board, due to his work being based in London, and had resigned as a member of Clyst Vale Academy Trust. It was agreed that Paul Colin would be asked to fill this space.</p> <p>It was agreed to appoint Bishop Fleming as auditors for 2018. It was also agreed to ask Finance and Premises Committee to have a review of auditors in April 2018 for a start in 2019</p>	GS	

17/18.25	<p><u>Report from Standing Committees</u> Finance and Premises - so far so good. Over the next couple of years we are in a more robust position, but wage inflation could be a problem. Curriculum, Learning and Teaching - more joined up picture with disadvantaged learners, the appointment of Julia Knowles as a huge help as she keeps track of individual students. Maths had been raised as an issue, but when GE dropped in, he was impressed by the extra efforts – early morning meetings with students etc. Workshop - GS will circulate the notes from the Workshop session. CJ/DR/GS have formed a group to produce a Strategic Plan and will produce a timeline and key documents to prepare the plan. Report will be circulated within the next quarter.</p>	Chairs BB GE GS	ASAP By end March 2018
17/18.26	<p><u>Governors Visits – not for discussion</u> GS submitted a report of a meeting with Paul Sutton DR submitted a report of a meeting with Claire Haynes and Jassy Barrington. SSA commented on how good DR's report was.</p>	GS	
17/18.27	<p><u>Policies</u> Pay Policy will be brought back to the next Board Meeting. Children with Medical Needs - Devon County Council health and Safety team are coming to review this document.</p>		
17/18.28	<p><u>Items at the Discretion of the Chair</u> KB commented that as he had written in the Staff Bulletin, the SLT supervision at lunch is a concern. He also commented that the Staff duties proposal, where staff increased their voluntary duties from 2 to 3 had not gone down particularly well, and feedback is negative. SSA requested that all governors were sent the Parents Bulletin</p>	GS Clerk	

The meeting ended at 7.50 pm.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on the 14th December 2017.