

CLYST VALE ACADEMY TRUST

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Minutes of Board Meeting held in Post 16 Study Room, at 5.30pm on Monday 25th September 2017.

Part I Minutes

Attendees	Initial	Attendees	Initial	
Gina Stroud (Chair)	GS	Co-opted Governor	Ceri Johnson	CJ Parent Governor
Kevin Bawn	KB	Principal	Simon Sanger-Anderson	SS-A Member Appointed Governor
Ben Brook	BB	Parent Governor	Tina White	TW Parent Governor
Michael Davies	MD	Co-opted Governor		
Greg Evans	GE	Member appointed Governor		

Apologies	Initial	
Melanie Prance	MP	Staff Governor
Dorf Ruscoe	DR	Member Appointed Governor
Lévon Stephan	LSt	Co-opted Governor
Crawford Winlove	CW	Member Appointed Governor

Absent	Initials	

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. Before the meeting began, GS introduced the new Clerk, Deborah Custance Baker.

Item Number		Owner	Date due
17/18.1	Renew Declarations of Business Interests Received from KB, BB, MD, GE, CJ, SS-A, GS, TW	Clerk	
17/18.2	Election for Chair of Board and Vice Chair SS-A nominated GS and GE as co-Chair of the Board. All in agreement. SS-A nominated CJ as Vice Chair of the Board. All in agreement.	Clerk	
17/18.3	Elections for Chairs of Standing Committees Finance and Premises, including Audit – it was agreed that Ben Brook should remain as Chair of this committee. KB pointed out that BB was working in the Finance Department at QE, Crediton, which is a member of the Dartmoor Trust, however there should be no conflict of interest. Curriculum, Learning and Teaching – it was agreed that GE would continue to Chair this committee.	GS	

	<p>Committee membership was discussed and it was resolved that the committee members should be: Pay Committee – BB, GS, TW Appeals Committee – MD, GE, SS-A First Hearings – BB, DR, GS Discipline – CJ, DR, GS Governor Rep on Health and Safety Committee – GS</p>		
17/18.4	<p><u>Agree and Sign Terms of Reference for Board and Committees</u> It was agreed that the committee membership should be separated from the Terms of Reference Documents. It was agreed that the new documents should be signed by the Chair.</p>	GS	
17/18.5	<p><u>Attendance/Apologies</u> Apologies were received from Melanie Prance, Dorf Ruscoe, Levon Stephan, and Crawford Winlove</p>	GS	
17/18.6	<p><u>Minutes of the last meeting – 3.7.17</u> The minutes of the meeting held on 3rd July 2017 were approved and signed by the Chair.</p>	GS	
17/18.7	<p><u>Matters Arising</u> Discussion of Links Document – it was resolved that this document should be discussed at the Workshop on 16.11.17. SS-A requested to stay linked with Ann. Governors Self Evaluation – will be discussed at the Workshop. Governors website – GE, SS-A and GS will update their blurb</p>	GS	
17/18.8	<p><u>Approve Business Cycle for 17/18</u> The Governing Body Annual Cycle document was approved.</p>	GS	
17/18.9	<p><u>Dates of meetings 2017/18</u> The 2017/18 meeting dates document was approved.</p>	GS	
17/18.10	<p><u>Principal’s Report (Standing Item):</u> KB has provided a written report which had been circulated. Headlines included - Introduction: KB commented that A levels had been slightly disappointing but GCSEs had improved on the previous year. Staff reductions meant everyone was working harder 6th Form numbers were less than had been hoped for, but they were higher achieving students. Curriculum, Learning and Teaching: KB reported that a very high proportion of specialist teaching staff had been retained despite staffing reductions. KB reported that subjects are adjusting their approaches to</p>	Chairs	

	<p>reflect the introduction of linear exams and the need to retain a larger body of knowledge over two years. This may in turn produce the need for more pastoral support staff.</p> <p>Extra Curriculum and Students: There had been a number of trips.</p> <p>Work experience had been successful.</p> <p>7 students had undertaken their Duke of Edinburgh Gold Award</p> <p>Staff Issues: KB reported all new staff had settled in, struggling to recruit cleaners. In the past we had recruited Year 12 students but this was not highly successful.</p> <p>Finance and Premises: KB reported that Year 8 is virtually full, Year 5 is looking very healthy. Numbers are down by 100 students in the past two years.</p> <p>There has been a lifting of the 1% public service cap. At the same time the STRB recommended a 2% increase for the minima and maxima pay points for main scale teachers. KB reported that the total cost of this to CVCC would be £2772, there are 8 MTS staff. The decision was taken for all CVCC MTS staff to have a 2% increase.</p> <p>The Premises team are struggling for staff.</p> <p>New caterers – Caterlink - have made a good start. The 99p product was slightly smaller than expected, but linked to calorie intake.</p> <p>Strategic issues: KB reported that there had been a number of funding issues going on over the holidays, 6th forms in rural areas may be eligible for extra funding. The Hearing Support Centre might change to a Multi-Sensory Unity for sight and hearing.</p> <p>College Improvement Plan</p> <p>The Governors Mission statement was discussed and discussion will continue at the November workshop. The vision needs staff involvement as well as Governors. GS, CJ and SLT will meet to discuss, at the end of a Monday afternoon SLT meeting,</p> <p>The College Improvement Plan was recommended by GE and approved by all.</p>		
17/18.11	<p><u>Summer 17 Exam results</u></p> <p>GCSE results were better than the previous year, with more As and A*s. 7 students never sat an exam but are obviously on the stats. Each subject did well but were let down by a couple of students.</p> <p>Maths, History, Spanish and Resistant Materials were the worst performing subjects</p> <p>Some students had been put in for Foundation Maths rather than Higher Maths – not always the correct decision. The Maths department had been concerned and had had outside help. Girls were particularly bad at Maths in that year.</p> <p>A2 results were good, let down by a couple of students.</p> <p>The school had appealed in Geography A level and 5 or 6</p>	KB	

	<p>students had gone up an entire grade. Lengthy discussion took place regarding the concern for History department and the A level results One member of staff has retired. AG agreed to help the History Department. Spanish is also causing concern – one member of staff is on maternity leave. The decision taken that 50% of the school must take a foreign language is a big responsibility on a small team of staff. Vocational qualifications are very good. CVCC is climbing up the Devon school League. Devon average is likely to be above the national average. English department has done exceptionally well.</p>		
17/18.12	<p><u>Performance management</u> Staff performance management will continue until the end of October A date has been agreed for the Principal's Performance Management meeting with GS and GE</p>	KB	
17/18.13	<p><u>Confirm arrangements for AGM – 14th December 2017</u> .</p>	KB	
17/18.14	<p><u>Report from Standing Committees</u> Finance - BB reported that with the change of funding allocations CVCC would gain a small amount of funding No other updates as no meetings held.</p>	Chairs	
17/18.15	<p><u>Governor's Visits – not for discussion</u> CJ submitted two reports, one with Dave Walters and Sara Parker and one with Ann Hopkins who had requested a meeting.</p>	GS	
17/18.16	<p><u>Policies</u> The Corporate Risk Register will go to Finance and Premises, and will be taken to the Workshop in November 2017 Pay Policy – Ann Hopkins is currently working on this. Attendance Policy will go to the Finance and Premises Meeting.</p>	GS	
17/18.17	<p><u>Items at the Discretion of the Chair</u> None</p>	GS	

The meeting ended at 8.30 pm.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on the 25th September 2017.