**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 Monday 13th May 2019**

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| --- | --- | --- | --- | --- | --- |
| **Attendees** | **Initial** |  | **Attendees** | **Initial** |  |
| **Kevin Bawn** | **KB** | **Principal** |  |  |  |
| **Ben Brook** | **BB** | **Parent Governor** | **Gina Stroud** | **GS** | **Chair** |
|  |  |  | **Laura Waycott** | **LW** | **Parent Governor** |
| **Ceri Johnson** | **CJ** | **Parent Governor** | **Mel Prance** | **MP** | **Staff Governor** |
| **Simon Sanger-Anderson** | **SSA** | **Member Appointed Governor** | **Sophy Norris** | **SN** | **Parent Governor** |
| **Dave Walter** | **DW** | **Parent Governor** |  |  |  |
| **Crawford Winlove** | **CW** | **Member Appointed** |  |  |  |

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| **Apologies** | **Initial** |  |  | **Apologies** | **Initial** |  |  |  |
| **Micheal Davies** | **MD** | **Co-opted Governor** |  | **Paul Colin** | **PS** | **Member Appointed** |  |  |
| **Aude Odunlade** | **AO** | **Maternity Leave** |  | **Dorothy Ruscoe** | **DR** | **Member Appointed Governor** |  |  |

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| **In Attendance** | **Initial** |  |  | **In Attendance** | **Initial** |  |  |
| **Adrian Green** | **AG** | **SLT** |  | **Racheal Long** | **RL** | **Clerk** |  |

**Minutes**

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

| ITEM NO. | ITEM | Led by |
| --- | --- | --- |
| **18/19.62** | **Declarations of Business Interests**  None  Introduction of S Diffey potential Governor | **GS** |
| **18/19.63** | **Attendance/Apologies**  M Davies  A Odunlade  P Colin  D Ruscoe | **GS** |
| **18/19.64** | **Minutes of the last meeting,**  14th March Approved GS 3rd April LW to look at. | **GS** |
| **18/19.65** | **Matters arising**  Budget session last week, a few amendments to make to the Budget. AH will update and circulate. To agree by Email. | **GS** |
| **18/19.66** | **East Devon Sports Hub**  (Broadclyst parish Council Neighbourhood Plan)  SSA Will briefly introduce the impact in terms of the college and how it will look. Planning process and EDDC are obliged to have a local plan. Plans reflect the need. Employment school etc. Recreation and amenities. Local plan has identified a need for all weather sports hub. SSA connection is he’s there lawyer. In context it is down to them at this stage where it may land. 3 sites but 2 favourites, ours is one of those. They already have an indicative with our landlord the national trust. The land ownership is the playing field national trust but Devon county own the old sports hall,  JP head of PE. PowerPoint displayed on screen. Agree to them using our land however there weren’t going to match fund it. Decided they were happy to go ahead with it. The only issues is the size of the area, concern over the way the school will fit in with this. They are looking over the mapping regarding the area they need. Newest standard surface can be built will put the school on a par with the other schools around. Primary school can use this as well as exterior, 3 Acres possibly 5 Acres. No decision can be made without seeing the mapping of this. It’s not just a hockey pitch, it will be parking. It will change the ethos within the school maybe… seal off an end for the pitch.  SN will it be locked off.  SSA yes it will be secure and only open for those using it. No students will be able to gain access to it during break times, lunch time. Etc...  Idea of scale, it will fit inside an athletics field. Brilliant hockey pitch will be amazing and will be useful to all staff and students. No cost to us but may change the leasehold.  CJ the land around is national trust. Is it worth asking if we can extend the footprint  SSA yes we are looking at this. This can only happen if we agree. We could ask for a couple of Acres.  CJ husbands works for National trust and may be able to guide us in the right direction.  SSA and JP meeting with Broadclyst parish and we said it would be really helpful if they could go through to the hockey department and asked for the space that is needed. We hope they will come back to us with an overlay on our site. In terms of time frame they want a clear steer from us by the end of school term.  CW any external ideas of what this looks like,  SSA no idea at this time.  PS we could be benefitting from this within a year or so.  JP we can negotiate the lease for this pitch and the primary leaseholders. It needs to be a supervised access.  LW Any access from external during the school hours. Can’t see any issues with this.  JP Its about informing you at this time and an opportunity to discuss the prospect.  DW Will they have a cctv system in place.  JP Yes they would.  SSA this is the moment to give a positive noise to the parish or raise any concerns.  GS is anyone against it.  AG How likely is the top end of the field as opposed to the bottom.  How big is the car park, How big is the changing rooms. Question to ask the Parish. It would be the hockey base. How multi use is the surface.  JP All multi sports surface.  KB It is slightly difficult to establish which end it will be. It becomes harder to control the students and the impact it will have.  KB would it affect the dynamics of the college, answer to that is yes it would.  AG any possibility to push the funding.  JP Rock hill is the other site. New Inn, is the third choice. These would have no benefit by the school but the community would.  SN I think it’s an amazing idea and it will benefit the school.  JP My preference would be the top end.  GS There are things that need exploring and overall we should embrace. All Governors agree to move ahead with this. | **JP/SSA** |
| **18/19.67** | **Principal’s Report (Standing item)**  Exams and movement of staff  GCSE tracking shows that outcomes are very similar to those in February following the mock exams. Once again, although there is the experience of last year’s exams, there is also an understandable caution. The new grading reforms have not bedded in, for some subjects this summer will be their venture into 9-1 grading’s, there have been mixed pronouncements as to whether this summer will be tougher or not. This year we will be affected again by a higher than normal number of non-attenders.    All schools have a number of students who are unwell or have sickness. Results are better.    Principle concern is PL outcomes in English and Maths, especially P8. Both subject areas have introduced a variety of interventions including targeted grouping and targeted sessions for PL Parents, these figures remain low.  AG similar to before, lots of work going into PL and lots of one to one going into the care, JK is working closely with these and doing well. In terms of insuring these are up to scratch. Targeted interventions sat AM for parents, new innovation this year, 3 different days to invite parents in to this to support them in supporting the students with this. We haven’t shifted the lines regarding this and it’s an ongoing concern. Year 10 are looking far more positive this year with a smaller gap. We are concerned that the PL will slip back to where we were in 2017, performance tables remove or modified where we are with non-attenders, we might have 3 or 4  SSA is that a change to their normal approach.  AG Yes it was change last year.  KB 1% was taken off because of this.  CW I show you concern within this. Why  AG you can only try this until it makes a difference. We are trying everything and what does work is the individual attention we are giving our students that takes time to track through and I was hopeful that has tracked through but it’s too quick for year 11 at this moment. Focus on classroom level and more support. JK has increased her Working hours.  CW is it group identity that matters.  AG it’s not the fact they are a define group it’s that there’s a lot of them, current Yr11 35%  GS what are the percentage like in year 7 and 8  AG this is a real spike for yr 11, Current yr7 and 8 are sitting at 23%  KB there are 45 young people there who have come from underprivileged homes. As a result they come here feeling under confident.  MP any plans to roll it out to yr10.  KB we would love too but it’s a capacity issue.  AG the focus is on teaching strategy and we have tried to stress is it something that the whole school will  DW parent support groups can we open them up to the younger students  AG we are trying to push this down to the younger students, we can investigate for more staff to help  Will it help if the parent’s get involved but we may need to run different sessions  DW if we start this sooner it will a rolling process for the students  AG we need to run the yr11 at the same time.  DW are these sessions promoted at the parents evening.  KB it was done through intouch to those PL only  KB Pl proportion of those we are trying to get them in school and kit them out with uniform. Lot of the work is to get them equipped for their tie in school.  PS yr 11 high proportion this year are having social skills and getting those disengaging parents in school to talk to us, Change the mind set of those parents.  CW pushing back this start date to making sure this works early.  PS time consuming and intensive but not rewarding in the long run.  We need to increase our parental engagement.  CW my work is with substance abuse, it’s about leading them in.  LW how we offer the support to those parents who may not understand what their children are learning.  DW Can the parent forum help  KB the parents that turn up may not be the parents to help. The implication here is if only we can do more. The staff do a lot of work with these parents but we don’t see the outcome from this.  PS the group mentality is they don’t want to be part of the group. They don’t want to label there kids.  AG we have gone against any label we want students to have.  BB arrived at 18.31  KB there limited resource for this.  PS if we can think of something to increase parental engagement then we need to run with this.  CW I may be able to introduce you to some people.  Funding  KB DH  SO much increase | **KB** |
| **18/19.68** | **Monitoring performance data**  Exams  Ten tours both teams came back 35 miles.  Movement in staffing at the moment. CM not happening until sept.  Appointed the English teacher,  Need help with shortlisting with DP position. Due to interview next week.  GS We need to know Governors availability. 20 to read through.  Wednesday AM  DW is free.  CJ Evening is good for me  CW After 4.30pm- Tuesday 14th May  GS will be here for 5.45pm Tuesday 14th May  CJ 5pm onwards is free.  Tuesday 14th May 3 Governors are free from 5pm onwards.  Interview day itself will be to run a full day on Thursday. The panel will need to see each candidate. This will depend on the Governors availability.  Tuesday and Wednesday next week  GS to attend both  DW will check with work regarding Tuesday  SN Wednesday  CW Tuesday  LW can do Wednesday  KB there might be an after school presentation.    KB our September intake was 121 when it opened, We did take a dip. Look at Kevin’s report.  KB we never fill from our catchment primary, we have done brilliant over the years and been lucky with this.  GS do we have any figures on their capacity.  KB I have asked them and they never seem to answer. There a 2 form entry. They will build and as that happens more houses will be built.  BB Cranbrook have 66 of their pan in the September intake.  KB speaking of pan this year in while we are full. There is an additional 3% we may need to take. In another conversation to regular our pan at 174. We may be able to regulate or exceed our 174 at any point. The pan can be changed but it is a sensible idea to regulate this. It does mean we will be rattling around in our overall capacity.  GS 203 is the next number. It would make our teaching groups bigger.  PS because of teaching retrains we now have a peaks regarding our pan groups. We are on the edge but it needs addressing,  MP left the meeting at 18.55  1100 students and we have spare capacity in the school.  BB you often think about these things, we need to get half way to break even. Capacity. 2 years.  KB 182 is an awkward number  GS will it be easier when the lag funding comes in  KB a little bit.  PS we have 139 going out next year. Status quo we are right on the cusps with making that decision.  GS when do we need to make a decision on that.  KB and PS will talk about it. | **KB** |
| 18/19.69 | **CIP Highlight Report**  High light report  AG a lot of the data drop was in the list  Maths not a lot to report on maths, a lot of activity going on in terms of lesson.  Recently half of the maths team have been out visiting schools. Lots of advice through JC and maths, changes in core way of teaching. Work books have decreased to just one. That’s a discussion that they have had and new things tried, latest data drop is down but slightly above national. PL gap has opened out in maths and we are trying to plug that.  GS in the drip does that include the non-attenders.  AG it includes.  PS attendance. Turning it around for the first time our PA has dropped below the national. 15.5% last year we are on lower that 12% now. Attendance is .5 above where it should be. Improvement on previous years. YR11 has dipped so that will hit our overall figure  GS what’s the policy on holiday request.  PS it’s a no during term time.  KB they make a saving by paying the fines rather than not tasking the students out of school.  PS all letters will be received from in-touch  BB has this created issues  PS our biggest issue is illness. Too much of that in previous years so we are challenging that more this year. A combination of attendance officer and teachers. Doctor’s note may be requested. We have been known to ring the doctor’s surgery. Parent newsletter may be looking at something in that.  LW there is a group of parents that make take notice if it’s a targeted phone call when they meet those trigger points. The last ofsted we were hit quite hard with this, we are nearly off the Devon table and I get a termly visit from them, any child who’s had 30 or more absence they are asking questions. What my brief to the team is this year is the 90% so we have been successful with this so far.  SN if you’re a child with a chronic illness will this go against their figure.  PS yes it will. But there is things that can be put in place.  KB 6th form. All updated and largely keeping them going. Yr 13 they are doing well.  Recruitment 70plus 40 to crystal. 8-10 entry requirements.  PE won’t be running year 12.  Year 12 work experience. Couple dragging their heels.  CW health care hub. Update is its moving forward, we held a residential for disadvantage students, key is Year 11, cold spot area which means not much engagement from university. Selective allocation, its working really well, difficult to recruit for those doing GCSE, outsourced by another company. Natural learning is the company. It’s guaranteed we can offer 4 places here. It’s possible we can extend past 4. What I’m aspiring towards is this could be the kids that apply for the health care hub. Cost price for us is £850 per child.  KB your cold spot is that postcode areas.  CW no its engagement with university.  KB disadvantage students the 4 places is we are looking at those.  CW anyone is eligible to apply so if no Disadvantage don’t apply than it’s roiled out to others. Grades can be low so 3 c is ok.  AGH preparation for next year, we have bottomed out the changes but not as severe as we thought. It’s not as bad as it could have been, deep cuts to yr7. National average it means the small liability sets are smaller for next year. We floated a dance for a possible course but not well for curriculum. Stricter this year with 32 in groups. On average were working on an alternative curriculum moving forward. Someone to lead this an s anew project. LR will take this on. Provide some certification towards this. Provides seen core life skills with this. LR will be running the Exeter college alongside this.  KB rights respecting schools. When exams are on the most important is the RS column. Underpinning to reflect the revenue. Build up the support for this. 3 or 5 year concept.  GS when is the visit due to take place.  KB final draft for the policy. The charter is important. | **KB** |
| **18/19.70** | **Governors link-**  Career Governor. SSA has agreed to become the Career Governor.  Governor’s awards. A couple of people have raised this the last few weeks. We do have certain Governors doing outstanding work, PC would like to recognise NB at this time. Should we reinstitute Governors awards? SSA did we decide to stop this or did it fall by the way side.  KB there was some issues regarding consistency.  PS in terms of staff moral it would be really good.  GS I understand where PC is coming from, it has to be opened up to all staff.  KB there is no reason why we can’t do this and think it’s a really good idea.  LW it does depend on how apparent there work is.  LW can anyone nominate. Who is it open too?  BB it needs thinking through and discussing at length.  PS recognition is important to all staff.  SN I think it’s a brilliant idea.  SSA could we have a policy regarding this and if there’s a criteria in the archives. F drive…. Racheal to do….  KB in principle it’s a really good idea. It just needs thinking through.  GS let’s see if we can find the document and circulate  Chair of Trustees- GS end of term is coming to an end. Nominated and all in favour. Agreed SSA SN BB CW  LS and GE are members. KB and SSA to step down as members which is optional. To be discussed and a decision to be made. We need to appoint outside for a member. Bishop Fleming and see what they have to say. | **GS/KB** |
| **18/19.71** | **Report from Standing Committees:**  **C,L&T**  **Finance & Premises –** BB to report, AH had done a lot of hard work since the last meeting and more confidence in the results that were presented. Assumptions were made and happy. Depending on the spending review. SSA although I wasn’t at the original meeting we are a million miles away from the concerns we had.  GS create a chart to have a link document and a skills template for governors. We have had a good candidate come through for parent governor.  **Workshop** | **Chairs** |
| **18/19.72** | **Policies**  None | **GS** |
| **18/19.73** | **Items at the discretion of the Chair**  None | **GS** |

The meeting ended at 19.53 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: Thursday 4th July 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