

CLYST VALE ACADEMY TRUST

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Minutes of Board Meeting Part I held in the Post 16 Study Room, at 5:30 pm on Thursday 8th October 2015.

Part I Minutes

Attendees	Initial	Attendees	Initial	
Simon Sanger-Anderson	SS-A	Mel Prance	MP	Chair/Parent Staff Governor
Kevin Bawn	KB	Dorothy Ruscoe	DR	Principal Appointed
Ben Brook	BB	Lévon Stephan	LSt	Parent Co-opted
Paul Colin	PC	Gina Stroud	GS	Staff Co-opted
Sharon Collins	SC			Parent
Greg Evans	GE	Crawford Winlove	CW	Parent Member Appointed
Teresa Grieve	TG	Sara Watt	SW	Parent Staff

Apologies	Initials	

In attendance	Initials	
Absent	Initials	

In Attendance	Initials	
Adrian Green	AG	SLT

In Attendance	Initials	
Jill Collins	JC	Clerk

Minutes

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

Item Number		Owner	Date due
15/16.01	<p>Presentation by John Purchall: Design & Technology JP had bought along examples of work undertaken by students. JP explained the importance of producing items to the highest quality and that the items made should be relevant to students' lives today e.g. ipod stands; clocks; bug homes; board games/toys; jewellery/key rings. Students gain experience of CAD and manufacture techniques in preparation for work or further study. JP explained that changes in curriculum are coming in 2017.</p> <p>JP presented a detailed table showing results for D&T which were very good and above national average. Food results were excellent, 100% A* to C and outstanding. Levels of progress (LOP) were good. Disadvantaged students do well (no gaps). Exam technique could be improved upon. KB noted that Graphic Products and Food are 'outstanding'. 4 LOP for Resistant Materials. SSA asked about routes of progression to University and/or work and JP cited examples of past students who had gone on to study Engineering and Architecture at university level.</p>	AG	

	<p>SSA asked about the range of students who take the subject and how non disadvantaged students are encouraged to take it as an option. JP went through how staff to talk to the students to encourage take-up. There is a problem with only having one hour a week available in the timetable. Continuity is problematic if a class is missed. Discussions have taken place about how to fit in more lessons on rotation but the timetable is restricted. There is little take up at A Level so years 12 and 13 have been merged.</p> <p>TG asked about the take up across gender. JP stated that there are more girls in Food and this year Graphics is virtually all girls. Stage 3 impacts on choices made.</p> <p>LSt asked about the range option choices available. PC answered and noted the competition for students with other subjects. JP noted the aspirations of parents and perceptions about D&T being less valued academically which isn't actually the case in terms of value of the award. SSA noted the need to explain the benefits of D&T as building blocks for a career at options evenings.</p> <p>JP explained how architectural models are made by students.</p> <p>KB noted the impact of the trend of moving towards languages which would leave less time for more practical subjects such as D&T. PC noted the success of the 4X4 group.</p> <p>JP talked about after school work and the extra time in holidays given to the students which has helped in raising results.</p> <p>SSA asked JP what could be improved upon. JP stated that because CW is worth 60% of total marks, if the CW was done quicker he could read through moderators reports, exam results etc, looking for margins to improve results. He noted the need for students to provide evidence to examiners of a range of alternative solutions to a problem.</p> <p>SSA noted the hard work, excellent results achieved and expressed thanks to JP, particularly for results achieved by less able students.</p>		
15/16.02	<p><u>Renew Declarations of Business Interests</u> The Clerk ensured that signed Declaration of Business Interests forms were received from all Governors and advised them of the new procedure whereby a register of interests is to be published on the CVCC website.</p>	Clerk	
15/16.03	<p><u>Election of Chair</u> The Clerk asked for nominations for the position as Chair. Simon Sanger-Anderson expressed his willingness to stand. Proposed by GE. He was elected unopposed.</p>	Clerk	
15/16.04	<p><u>Election of Vice-Chair</u> Gina Stroud expressed a willingness to stand and was proposed by SSA. GS was elected unopposed.</p>	SSA	
15/16.05	<p><u>Election of Standing Committee Chairs</u> <u>Finance & Premises Committee</u> Ben Brook's nomination was proposed by SSA. BB was elected unopposed. <u>Curriculum, Learning & Teaching Committee</u> Gina Stroud's nomination was proposed by SSA and she was elected unopposed.</p>	SSA	

	<p>Gina Stroud and Teresa Grieve are to move to C,L&T Committee.</p> <p><u>Audit Committee</u> Teresa Grieve's nomination was proposed by SSA and she was elected unopposed. NB: Sharon Collins is to join the Committee to act as Link to the College Manager.</p> <p><u>Pay Committee (9th November 2015)</u> Members are Lévon Stephan; Gina Stroud; Ben Brook</p> <p><u>Appeals Committee (23rd November 2015)</u> Members are Simon Sanger-Anderson; Greg Evans: Crawford Winlove.</p> <p><u>First Discipline Committee</u> Members are Dorf Ruscoe; Sharon Collins; Gina Stroud.</p> <p><u>Discipline Committee (Appeals)</u> Governors to advise the Clerk of their willingness to be part of a pool of Governors to be called upon as and when necessary.</p>		
15/16.06	<p><u>Agree Terms of Reference for Committees</u></p> <p>The Terms of Reference for all standing committees had been circulated and subject to changes in membership to be amended, and an additional statement in 4.5 of the Audit ToF R, the documents were approved. The Clerk will ensure that copies are signed by Committee Chairs at the next meeting.</p>	SSA	
15/16.07	<p><u>Attendance and Apologies</u> No apologies received Rebecca Wood has resigned due to other commitments. CW entered at this point.</p>	SSA	
15/16.08	<p><u>Minutes of the last meeting, 13-7-15</u> The Part I minutes of the meeting on 13th July 2015 were approved and signed by the Chair.</p>	SSA	
15/16.9	<p><u>Matters arising</u> 14/15.92 <u>PC to add Governors to Schoolcomms</u> PC reported that this is not yet complete. 14/15.95 <u>Administration of Policy Approval – review decision</u></p> <p>The Clerk explained the need to clarify the process for consideration of policies. KB talked about the need to overhaul the number of policies for review and the frequency of review. The Clerk had been tasked with compiling a categorised list of policies and this work had been done. SSA suggested that this list be reviewed by a working party to include KB, JC and a Governor and a short proposal for a new process is to be brought back to the next Full Governors meeting. TG volunteered to join the group. LSt pointed out that reading policy documents enabled Governors to maintain knowledge about the College.</p>	SSA KB/SSA /TG/ JC	

	<p>KB responded that there was a need for certain policies e.g. Safeguarding to be read by all but it was not necessary for Governors to read/approve all other policies e.g. HR policies. He noted that the time taken up by policy review could be spent on other strategic discussions. DR suggested that reading core policies should form part of the induction process.</p> <p>JC brought to the Governors attention, the possibility of creating a back log which may fall to the 2nd term if a decision were not made before the next Full Board on 10th December.</p> <p>SSA stated the need for a more elegant procedure and gave the Clerk a clear steer that no policies are to be considered until the spring term after the working party has met and a paper is considered at the next Full Board on 10th December 15.</p> <p>14/15.97 <u>Governor link effectiveness Clerk/All Governors</u> Governor Links were discussed at length. It was decided that a move towards linking with SLT staff, rather than continuing with subject based links would be beneficial. The Links Document will be changed to reflect this and show links as-</p> <p>Chris Dormand for 6th Form – Crawford Winlove Dave Walters (with focus on History) Dorf Ruscoe Ann Hopkins – Sharon Collins Adrian Green – Teresa Grieve (with back up from Lévon Stephan) Paul Colin – Greg Evans (to include Radicalisation) Paul Sutton – Gina Stroud Kevin Bawn – Simon Sanger-Anderson Staff Governors to link with KB/SSA</p>		
15/16.10	<p><u>Principal's Report</u> – The Principal talked to his report which had been circulated. Headings were- <u>Introduction</u> KB reported on the very good exam results from the summer and the work underway to analyse what could be improved upon; looking at margins. There had been a number of appeals resulting in 1 in 7 moving up a grade and 1 in 3 marks changing. The open evening had gone well. Finance will be a challenge in the coming year and staffing costs under scrutiny, but it has been an excellent start to 2015/16. <u>Outcomes & Performance Indicators</u> A separate evaluation of the summer's results had been circulated. <u>Improvement Plan See item .12</u> <u>Curriculum, Learning & Teaching</u> Radicalisation is a hot topic for Ofsted inspection teams and this will be embedded into the curriculum. SW noted the influence on students of parents who may have intolerant views or use terms to the right politically. Radicalisation can also British based. KB talked about the new 'Prevent' training which GE had already attended. DCC is behind on rolling out the training and is being asked to roll out the training asap. The Safeguarding</p>	KB	

	<p>policy will need to be amended urgently.</p> <p><u>Extra-Curricular and Students</u> KB's decision to permanently exclude a student had been upheld by Governors and the deadline for appeal is 3rd November 15.</p> <p><u>6th Form</u> Currently there are 161 6th form students with some returning from Exeter College. This is improved from initial numbers in September.</p> <p><u>Leadership & Management:</u> MP reported on the Character Education Project. CDo is attending a Project Assurance meeting this evening. 30 volunteers are working on a booklet but it is unlikely to be suitable for CVCC students. Teachers have attended training and SW reported that the sessions had been good. MP stated that there would be a good legacy from the project. There will be mental health training for year 10 soon. KB noted the staff awareness training at a twigh-light session to come.</p> <p><u>Safeguarding</u></p> <p><u>Staff Issues</u> KB reported on a new appointments and leavers detailed in his report with the addition to note that a Language teacher (maternity cover; John Hatton), a food technician (Lucy Philips) and a maintenance/caretaker (James Salisbury) had all been appointed.</p> <p><u>Strategic Issues</u> KB reported on the current drive towards Multi-Academy Trusts (MATS). Discussion followed on the possible make up of such a MAT, i.e. 4 or 5 primary feeders and CVCC or 5 secondary schools coming together to form a MAT. KB emphasised the need to move forward quickly and he needed a steer from Governors whether to get on with it. PC suggested that KB explain the driver towards MATS and KB outlined the political drive towards schools forming a MAT. After discussion around the implications, Governors gave their support to the exploration of MATS and Mini-Mats and agreed to charge KB to proceed.</p> <p><u>Collaboration</u></p>		
15/16.11	<p><u>Report from Standing Committees:</u> LSt reported on activity at the first meeting of C,L&T on 28th September 2015. Including- DW had updated the group on measures put in place to improve results in History and Spanish and the concerns of SLT about under performance in Business The subject was under scrutiny. Governors had questioned whether Business should continue. KB reported that the subject would be offered with an enhanced entry requirement and a judgement would be made when take up is known. PC stated that there is a window of time to consider the offering. GE stated that he was unhappy about that as he felt that the issue was being fudged. His recollection was that Governors had agreed to recommend that the subject should be dropped for a year and then to judge continuation on take up in the following year. KB stated that he was very uneasy as there would be</p>	LSt	

	serious staffing implications if Governors decide to discontinue the subject. KB's judgement on the matter was accepted.		
15/16.12	<p><u>College Strategic Plan</u> The Strategic Plan had been circulated and had also been considered in detail at C,L&T on 28th September. KB asked Governors to note the additional costs of the plan (26K), which had not been factored into the budget. The budget only deals with known costs and had not had a contingency amount built in. TG stated that it was well known that approx. 20k is required for the CSP and this figure is not as significant as it would appear as the out turn at the end of year is sufficient to cover the sum. GS proposed that the plan should be approved with the proviso that AH should find the money to fund the plan. <u>It was resolved to approve the plan.</u></p>	KB	
15/16.13	<p><u>Summer 2015 Exam Results</u> A paper had been circulated. KB reported that results for 2015 were good and SLT were looking at margins. Individual students within a small cohort can make a huge difference.</p>	KB	
15/16.14	<p><u>Performance Management</u> KB reported that the policy is in place with no change to process/procedure. The process will follow its course.</p>	KB	
15/16.15	<p><u>Approve Business Cycle Schedule for 15/16</u> The Business Cycle document was approved (subject to decision on policy review). <u>Confirm arrangements for AGM 10th December 2015</u> SSA informed Governors of the arrangements for the AGM on 10th December 2015. SSA reported that he has made contact with a prospective Member Appointed Governor and appointment would be discussed at the AGM.</p>	SSA	
15/16.16	<p><u>Reviewers for the Principal's Performance Management</u> As this Board meeting had been postponed from its original date of 24th September events had moved on and the meeting had already taken place. Reviewers were GE & GS.</p>	SSA	
15/16.17	<p><u>Governor's Visits</u> No reports circulated. DF reported on a visit to CVCC during which she had spoken to non-teaching staff. She had met with support staff across the board and had found it useful in learning about the workings of the College. DF recommended that all Governors should do this as part of their induction process.</p>	SSA	
15/16.18	<p><u>Policies</u> <u>Pay Policy</u> KB reported that he had met yesterday with HR consultants from Somerset County Council as providers of HR Support. Issues to be resolved were pay portability and the introduction of the national living wage. The revised policy will need to go to F&P on 3/12/15 before approval at Full Board on the 10/12/15. KB, SC and SSA will meet to agree the wording of the new policy.</p>	SSA Action KB	 3/12/15 F&P

15/16.19	<p>Items at the discretion of the Chair</p> <p>AG had contacted the Chair prior to the meeting to request that Governors consider an amendment to the Charging and Remissions Policy to reduce the level of remission for disadvantaged students in year 8 from 45% to 33% for the Bude trip.</p> <p>AG outlined the reasons for his request i.e. that money was needed for teaching and learning purposes and pupil premium funding was under pressure. The reduced discount would provide funds for a revision guide for English and Maths.</p> <p>Discussion followed at the end of which Governors agreed to approve the amendment.</p>	SSA	
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The meeting ended at 8.10 pm.

Signed CHAIR:-

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Approved, as a true and accurate record of the Meeting on the 8th October 2015.