**CLYST VALE ACADEMY TRUST**

**Company Number 07564519**

**A Company Limited by Guarantee**

**Registered in England**

**Minutes of Curriculum, Learning & Teaching Committee meeting held at Clyst Vale Community College in the Post 16 Meeting Room , at 5.30 pm,**

**on 23rd June 2016.**

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| **Part I Minutes** |

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| **Committee Attendees** | Initials |  | **Committee Attendees** | Initials |  |
| Kevin Bawn | KB | Principal | Melanie Prance | MP | Staff |
| Gina Stroud | GS | Chair | Dorothy Ruscoe | DR | Member Appointed |
| Teresa Grieve | TG | Parent | Lévon Stephan | LSt | Co-opted |
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| **Apologies** | Initials | Reason |  | **Absent** | Initials |  |  |
| Paul Colin | PC | Other committments |  | Greg Evans | GE |  |  |
|  |  |  |  | Crawford Winlove | CW |  |  |

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| **In Attendance** |  | CVCC |  | **Visitors** | Initials |
| Adrian Green | AG | Vice-Principal (SLT) |  |  |  |
| Simon Sanger-Anderson | SS-A | Chair of Governors |  |  |  |
| Dave Walters | DW | For item .6 |  |  |  |
| Jill Collins | JC | Clerk |  |  |  |

**Minutes**

| ITEM NO. | ITEM | Owner | Date Due |
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| **15/16.29** | **Declarations of Business Interests**  None. | **GS** |  |
| **15/16.30** | **Attendance/Apologies**  Apologies had been received from Paul Colin. | **GS** |  |
| **15/16.31** | **Minutes of the previous meeting** The minutes of the meeting on 18h April 2016 were considered and approved by the Committee and signed by the Chair. | **GS** |  |
| **15/16.32** | **Matters arising**  Actions arising from the Audit report.- note attached.  This was a recommendation from the Auditors on forced changing of passwords. This has now been resolved and the Audit item is closed.  LSt commented that he would like to see passwords changed regularly. TG explained the reasons why the Auditors had agreed that this was no longer necessary.  GS requested that this decision should be checked/ratified by the College’s insurance company to ensure cover.  KB clarified that there was no access to the Finance system unless going through SIMS first and passwords were regularly changed on that system.  It was decided that KB should check that insurance cover is not affected. If not affected the decision should stand but if the insurance is at risk the decision would need to be reviewed. | **GS**  **KB** | **asap** |
| **15/16.33** | **College Strategic Plan**  KB reported that the CSP had been discussed at length and amendments agreed at the workshop on 16th June 2016.  It was noted that the Plan needed to be formally recorded as approved at C,L&T. KB agreed to circulate the amended document via the Clerk, and a vote would be taken on the updated version. | **KB** | **asap** |
| **15/16.34** | **Life after Levels –** paper circulated  DW presented on the Clyst Vale approach to a new structure without ‘levels’. The Government had removed ‘levels’ but had not replaced the structure. DW explained that the document presented had been discussed with all levels of staff at CVCC.  Headings were-  Retaining a formative emphasis when moving forward  Keeping it simple  SISRA would be retained for tracking purposes. Links to SAIF.  Keeping it accurate  Targeting support and finance to greatest areas of impact.  Recommendations  DW described the structure for years 7/8 and 9 to 11.  Looking at the skills required to be successful in subjects.  A progression grid described grades 1 through to 9 cross referenced to the old system and skill requirements were mapped to each level.  In years 9-11 students would be judged according to their position on the grid. This will need to be carefully explained to parents.  Currently Exam Boards have been given very little information on the grade boundaries. More information is expected.  Each subject has been provided with a ‘flight path’ which has been mapped but is not secure until grade boundaries are known.  Tests will be conducted at the start and end of term, judged on progress.  DW stated that he had checked the Ofsted framework 2015. He went through each item and explained how each had been addressed. DW emphasised that the language used needs to refer to ‘Grade’ and not ‘level’.  Discussion followed.  LSt discussed the quality of data on primary students coming to CVCC. GS noted that CVCC shouldn’t ignore the feeder school data but that CVCC would use its own system to judge.  LSt asked about TPRs. DW stated that he would like to go through TPRs with Governors at the start of the Autumn term, prior to them going out.  GS asked how aware parents and students were that this process is still ‘fluid’ and complex.  DW stated that parents are given an explanation of where their child is heading aimed at motivation and skill development.  KB noted that there are lots of meetings during the primary stage also year 10 information evenings in October for Maths and English where this is discussed.  GS discussed how to communicate that if support is given and students work hard they can improve. DW talked about the mentoring process and interventions.  LSt asked – who chooses the assessment objectives.  DW explained the process of Exam Boards. LSt asked if he could see the objectives and DW agreed to circulate the power point via the Clerk.  KB further explained the background and the surrounding uncertainty and stated that DW had created a flexible framework which can be adapted if necessary.  LSt asked if in future students will be tested more.  KB stated – probably, with an increasing focus on performance in exams, with memory tests, revision techniques.  MP noted that in Maths for KS3 there is a lack of information and she is awaiting developments. | **DW**  **DW/**  **Clerk** | **Asap** |
| **15/16.35** | **Curriculum Strategy 2016-2018 -**paper circulated  AG talked to his paper which had been discussed at SLT and with Subject Leaders. AG described the context of the document in a massive period of change being led by the Government‘s manifesto.  AG talked to the budget table provided showing projected numbers, planning for offer and curriculum. Noted that currently year 10 is a small group but this number is expected to rise in future years. Numbers quoted were conservative for in year moves and they didn’t include new building projects locally.  AG talked to section 2 which he described as a ‘shopping list’ which describes how to make the plan happen in September 2016.  Set numbers had been reduced resulting in an increase in teaching loads. Year 10/12 courses had been cut to produce a staffing plan and curriculum to reduce costs in order to reduce the deficit. AG stated that he had gone as far as he could go at present. If more students come in the sets will remain.  LSt asked about the increase in group sizes. AG responded to say that normally 28/29 to 30/32 with some at 34. Lower ability sets have lower numbers.  DR asked how staff felt about this.AG said that some were stoical and accepted the changes.  KB discussed class sizes and the ASCL formula which showed that CVCC is actually lower.  MP stated that it will hurt, though it doesn’t sound like a lot it will impact on staff. MP emphasised the need to work ‘smarter’. Marking loads and homework, especially in English could increase the load. AG noted the need to ensure that standards are retained.  LSt asked which P16 options would be lost this coming year. AG listed – Business Studies; PE; French; Product Design. LSt asked about the impact on 6th Form.  AG stated that CVCC needs to offer as many as it can, all of these were offered but take up was low.  Discussion went on to planning for subject leaders. Planning was underway with incomplete specifications. Publishers cannot produce text books until specifications are known so they will be available very late.  KB noted that the Government were asked to delay the changes for a year but they refused.  DR stated that parents need to be made aware of the pressures staff are working under. MP noted the need to maintain parental confidence.  AG agreed that it would be worthwhile to get a letter out to parents explaining the new grading system and curriculum.  KB advised that it had been discussed at the year 10 parents evening (those most affected). TG stated that she had attended and it was explained by Maths and English though noting that the new reporting system will need explaining.  KB agreed that a letter to Parents would be beneficial.  Discussion moved on to vocational courses. 26 year 11 students are taking ECDL this year. VCerts can be swapped for GCSE and count towards league tables.  Information on EBacc is awaited but CVCC is ploughing ahead with a push for students to take languages .A new member of MFL staff has been appointed.  Discussion moved to building a 3 year KS4 but there are budget constraints on this. KB stated that there is flexibility now that obstacles have been removed but would need careful consideration. KS as a concept is dead and KS3 is gone. SSA noted that Colyton has moved away from such a structure due to cost.  AG noted that the ‘Character Education’ project will continue to be built into the curriculum.  MP noted that year 6 incoming will need to re sit SATS as 2 feeder schools feel that some students won’t have met the standard required. KB stated that the latest information is that resits will be needed in December. They will need to have a catch up curriculum taught alongside the normal one. This will need to be worked out. Possibly with a separate pathway.  GS noted that that this was an excellent document. | **AG** |  |
| **15/16.36** | **Monitoring – Latest Headline Figures**  KB gave a verbal update on the last data drop.  Year 11 are an average group performing in line with expectations. Progress is looking to be at around zero at present though this may rise.  Disadvantaged performance gap has closed slightly from 35% to 30% on exit grades. 4 year 11 students will contribute nothing to results. CVCC’s inclusive nature counts against in terms of results.  GS noted that CVCC is proud of its work with these students, though it would be helpful if they could be categorised the groups. AG noted that Ofsted will recognise the story behind these students. | **GS** |  |
| **15/16.37** | **Policies**  **PSD Policy**  AG detailed changes to this policy e.g. Course 42 is back into year 10.Discussion followed, instigated by LSt on Deep Learning Days. AG noted that next year there will be fewer DLD for C42 as this content will go back into the curriculum.  LSt asked about the School system and KB asked about SEAL. AG noted that these were still relevant.  The policy was approved with minor amendments  **Curriculum Policy**  This policy was discussed and approved noting that the cycle which had been moved to a 2 year review would need to revert back to an annual review for 2016/17 only. | **GS** |  |
| **15/16.38** | **Items at the discretion of the Chair**  None | **GS** |  |

**The meeting ended at 7:35 pm**

**Signed by the Chair:-**

Approved, as a true and accurate record of the Meeting on the 23rd June 2016.

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**Committee Members:**

**Gina Stroud Chair**

**Levon Stephan Co-opted**

**Teresa Grieve Parent**

**Kevin Bawn Principal/Governor**

**Gregg Evans Parent Governor**

**Paul Colin Staff Governor**

**Melanie Prance Staff Governor**

**Dorothy Ruscoe Member Appointed**

**Crawford Winlove Member Appointed Governor**

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| Meeting Dates |  |  |  |
|  | 28th January 2016 | Meeting Room 1 | 5.30 pm |
|  | 18th April 2016 | Post 16 Study Room | 5.30 pm |
|  | 23rd June 2016 | Post 16 Study Room | 5.30 pm |