**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 Meeting Room 1, at 5.30 pm,**

**on 28th January 2016,**

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| **Part I Minutes** |

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| **Committee Attendees** | Initials |  | **Committee Attendees** | Initials |  |
| Gina Stroud | GS | Co-opted/Chair | Melanie Prance | MP | Staff |
| Kevin Bawn | KB | Principal | Dorothy Ruscoe | DR | Member Appointed |
| Paul Colin | PC | Staff | Lévon Stephan | LSt | Co-opted |

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| **Apologies** | Initials | Reason |  | **Absent** | Initials |  |  |
| Greg Evans | GE | Work Related |  |  |  |  |  |
| Teresa Grieve | TG | Work Related |  |  |  |  |  |
| Crawford Winlove | CW | Work Related |  |  |  |  |  |

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| **In Attendance** |  | CVCC |  | **Visitors** | Initials |
| Adrian Green | AG | Vice-Principal (SLT) |  |  |  |
| Jill Collins | JC | Clerk |  |  |  |

**Minutes**

| ITEM NO. | ITEM | Owner | Date Due |
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| **15/16.9** | **Declarations of Business Interests**  None. | **GS** |  |
| **15/16.10** | **Attendance/Apologies**  Apologies had been received from Greg Evans; Teresa Grieve; Crawford Winlove. | **GS** |  |
| **15/16.11** | **Minutes of the previous meeting** The minutes of the meeting on 28h September 2015 were approved by the group with a minor amendment to 15/16.4 and signed by the Chair. | **GS** |  |
| **15/16.12** | **Matters arising**  None | **GS** |  |
| **15/16.13** | **College Strategic Plan**  KB reported that John Shears, the College Improvement Partner is due to visit the college nest Wednesday. There is little to report on the Strategic Plan at this time. There will be more to report after the half term break when some priorities will be reviewed in the light of the Character Education Project and the ‘Schools’ review.  GS asked how the changes would be handled. KB stated that it is a matter of ‘drivers’. Some decisions on emphasis would be needed in time for September. Changes would be presented at a future meeting. | **KB** |  |
| **15/16.14** | **Latest SIP Report – ‘Schools’ Review**  KB reported on the SIP’s methodology for producing his report and reported that he felt he had done a good job. The SIP (JS) had talked to a wide range of staff and students.  SLT needed to talk to JS to clarify some aspects of his report.  LSt stated that it would be useful to know the weighting attached to each of the items listed in his report. KB also stated that the cost implications needed discussion.  GS noted the demand on the Skills Room and its staff.  Discussion followed on the impact on resources from the high number and complexity of fragile students especially those with behavioural problems. Staffing has reduced and the number of students using the facility has increased.  Also the impact on ATHoS staff was discussed.  PC noted that there has been a major shift in the involvement of Schools staff which has bought benefits but there are still issues to address.  LSt drew attention to his perception that that staff who had expressed concerns had not been listened to. MP stated that she was aware of a feeling that no one had a hold over the whole year group.  PC noted that some may express a view that it was easier to deal with a single Year Head rather than four Heads of School.  KB said that the SIP had noted the benefits of the Schools system were greater for students than staff.  GS asked how the ‘Tutor Group’ system fed in.  Discussion followed on how the Tutor Group system worked. MP noted the importance of the flow of information between ‘School’ and Tutor and the need for awareness that when students are pulled out of class for various pastoral reasons ATHoS need to consider that time is lost to teaching.  DF questioned whether there is currently some duplication of duties and whether some streamlining could take place.  KB responded to say that this may have been the case in the early days but the consistency of the system has improved.  PC stated that entitlement really needs to be considered.  DF asked what data is available and how is it gathered.  KB explained how SIMS data works and noted that the SIP had highlighted the need for consistency across schools and the impact of that is that staff will need to accept some loss of freedom.  DF asked whether other schools were using the ‘School’ system. Discussion followed on the various models used across schools/colleges locally. GS noted that students were now fully behind the ‘School’ system. DF noted that four years is not a long time to embed a new system.  LSt asked if the increase in pastoral needs is causing an issue. PC responded, yes. Students are more troubled at the moment. Non-attenders are problematic.  KB noted the need to provide work and administer/attend meetings for students who are not attending but still on role (PRU). External agencies were providing less support.  PC noted that the previous structure would not have coped with the increasing demand of difficult students and there was a need to evolve and adapt the ‘Schools’ system to cope.  LSt noted that budget discussions which had taken place at the Workshop and that this is an area which would prove difficult to make cuts.  GS noted the excellent job ATHoS were currently doing and discussed the possible impact of cuts.  Wide ranging discussion followed on the costs of the structure currently in place and various models of staffing the Schools system.  |KB noted that the ATHoS role is a mix of pastoral and admin and the current staff do a good job. CVCC needs to find the best and most economical way. Any work resulting from a scaled down support system would result in problems reverting back to teaching staff.  GS stated that it would be a shame to lose momentum achieved so far but savings do need to be found.  LSt asked whether any analysis had been done on academic achievement on the last 4 years.  PC stated that progress measures/attainment can be measured though it would not be beneficial to do grade counting as it wouldn’t be an accurate reflection.  It was decided that an analysis of the 4 years of ‘Schools’ academic results data should be presented at the next meeting.  KB noted that this is a Strategic Plan priority and JS will talk to Heads of Schools to firm up plans. | **KB**  **PC/KB** | **18/4/16** |
| **15/16.15** | **Curriculum Update**  AG talked to his paper which had been circulated which described the changes planned for next September.AG explained that this paper described current thinking and some items were subject to change.  EBacc  AG explained the Government’s intention to ensure that all current year 7 entry in September 2015 will study the EBacc at GCSE level with exams in 2020. The aim is now for 90% to enter EBacc.  AG explained that CVCC don’t have enough students taking language subjects.. The year 9 option booklet is due out tomorrow and the study of languages is being pushed hard this year with the aim to boost numbers to at least 30%. One third of students are capable of taking a language and if they achieve a B or above they should do so. Year 8 and year 7 will be encouraged to take a language and there will be resulting staffing implications.  LSt noted that he had learned that parents were being given lessons in languages to enable them to support their children with study.  AG stated that a message will go out to parents on the EBacc changes and pathways will be changed to make languages more appealing. SLT need to work with the Languages team to enforce the message.  AG’s paper outlined 3 main action points to implement the changes for years 7, 8 and 9.  Discussion followed on the staffing of Languages Department. MP noted the feedback from year 11 Parent’s Evening that there is a shift towards the EBacc and the need to offer at Post 16.  Re-shaping the Curriculum  AG talked to item 2.2 in his paper which described the actions necessary to achieve staffing reductions.  The size of sets and teaching loads is under review. Decisions are yet to be made on this as other factors need to be taken into account.  KS4 Business Studies will be ‘rested’ for at least one year. The number of IT courses being run and subjects with few students at KS4 and KS5 are to be reviewed for viability.  LSt expressed concern about losing attraction to 6th Form to students and the need to ‘ride the storm’ until students come. PC responded to note that CVCC won’t be able to run courses which are uneconomic and the trend is for the funding for individual 6th Forms to disappear. KB noted that in future a minimum of 300 students will be the norm for a viable 6th Form College. This may be achievable under a MAT if logistics allow.  English  Due to considerable overlap in the GCSEs it will be possible to remove one hour from English per fortnight in years 10 and 11 and move this into Course 42. This is a positive move considering current agendas.  Course 42 time will increase by 1 lesson per fortnight in y10.  B&V  Religious Studies time will increase by 1 lesson per fortnight in y11.  KB asked AG whether the team had been asked to deliver some of the ‘Radicalisation’ curriculum. AG responded that he didn’t believe that this would be possible but that he would investigate.  Tutor Periods  AG stated that there may more time available for Tutor Periods under a new or revised structure. AG’s paper proposed an additional 5 minutes by revising the school day. Investigation continues on this topic.  MP expressed her view that 5 minutes wasn’t sufficient to be meaningful.  AG stated that discussions were to be had with Heads of Schools. There is a need for more formal ‘catch up’ time for lower ability students in y7. Also there will be a new look at the pastoral curriculum through SLT agenda and College Strategic Plan for next year.  KB explained that year 6 will re-take SATS in year 7 if they don’t do well, and the withdrawal from English and Maths for catch up could impact on their ability to take languages in year 8.  AG advised the group that the Government have allowed vocational qualifications (3 GCSE equivalents) to contribute to progress 8 Providers such as NCFE are being used by CVCC. This will help students to gain qualifications who wouldn’t have managed a GCSE. Also the ECDL will have equivalence to a GCSE which allows students to move over to that qualification.  AG noted that CVCC has very few students who are not studying 8 subjects at GCSE. A priority is to reduce the gap in disadvantaged learners.  The proposal to adopt a 3 year KS4 is still favoured but is not feasible to implement at present due to budget constraints. | **AG** |  |
| **15/16.16** | **Monitoring**  KBspoke to this item. The latest Raise data was reviewed at the workshop on 14th January 16.  The LA had contacted KB to discuss the ‘attainment gap’  PC noted that this wasn’t a surprise as the LA worked entirely on the attainment gap performance indicator. KB stated that he will be discussing the topic with the LA.  LSt noted that CVCC was comparable to the best schools in Devon.  GS noted that CVCC has met all its targets and exceeded them for non-disadvantaged students which had widened the gap.  KB noted that the ‘gap’ was 30% with 5 A-C for English and Maths.  Discussion followed on the financial and academic treatment of students who are deemed to be ‘disadvantaged’. MP noted the difficulties of providing different treatment to students and the need to focus time of those who will gain most. LST noted that some students may feel that extra is given to disadvantages which may be perceived as unfair through a lack of understanding. AG noted that all groups – those who don’t do well, boys and the more able are discussed with Heads of Subjects and their teams. Ways of helping all groups are discussed and ensure that they are motivated and are aspirational.  KB noted that 1/5th of the population is considered as disadvantaged and it is a diverse group. | **GS** |  |
| **15/16/17** | **Policies**  Home College Partnership - Approved  NB: Date to be changed to July 15. AG noted that this document sits in the Student Planner and PC is to ensure that it is signed on joining. Action PC.  ICT Acceptable Usage & ICT Policy (including BYOD Policy). Approved  Careers & Work Experience.  PC had conducted a ‘light touch’ edit as it is to be reviewed in a year’s time. With an amendment to remove ‘every child matters’ on p2, the policy was approved.  Sex & Relationships Education. Approved  Assessment Recording & Reporting  With a change to p5 ‘The College Website includes information’ etc the policy was approved  Collective Worship C/f to April 16  Behaviour Management Policy (includes Governor Discipline Statement) C/f to Sept 2016 | **GS** |  |
| **15/16.18** | **Items at the discretion of the Chair**  None raised. | **GS** |  |

**The meeting ended at 7:45 pm**

**Signed by the Chair:-**

Approved, as a true and accurate record of the Meeting on the 28th January 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 |