

Clyst Vale Academy Trust
COMPANY NUMBER: 07564519
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Minutes of Full Board Meeting

**Minutes of Full Board Meeting held virtually, using MS Teams software,
at 18.30 on Monday 14th December 2020**

Governors in attendance					
Kevin Bawn	KB	Principal	Gina Stroud	GS	Chair
Michael Davies	MD	Co-opted	Paul Colin	PC	Member Appointed
Simon Sanger-Anderson	SSA	Member Appointed	Dorf Ruscoe	DR	Member Appointed
Ceri Johnson	CJ	Co-opted	Sophy Norris	SN	Parent Governor
Laura Waycott	LW	Parent Governor	Sue Diffey	SD	Member Appointed
Crawford Winlove	CW	Member Appointed			
Dave Walter	DW	Parent Governor			

Additional attendees	Initial	Role/Organisation
Paul Sutton	PSu	Deputy Principal – CVCC
Ann Hopkins	AH	College Manager - CVCC
Sara Jacobs	SJ	Deputy Principal - CVCC
Allen Bailey	Aba	Assistant Principal - CVCC

In Attendance	Initial	Role
Catherine Prunty	CJP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
Peter Skelton	PS		

AGENDA

ITEM NO.	ITEM	Actions
20/21 - 19	<u>Declarations of Business Interests</u> No declaration of business interests.	
20/21 - 20	<u>Attendance/Apologies</u> Apologies from Peter Skelton and Dorf Ruscoe.	
20/21 - 21	<u>Minutes of the last meeting, 12.11.20</u> – attached Minutes of the last meeting were approved – Gina will sign a copy and send it to Mareena.	
20/21 - 22	<u>CVCC Accounts 19-20 – Sign Off</u> - Accounts attached Accounts Signed off.	

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ITEM NO.	ITEM	Actions
20/21 - 23	<p><u>Principal's Report (Standing item)</u> Thank you to the governing body for all their support and positivity.</p> <p>Admissions Student numbers are increasing, mainly in year 9 which is putting us under some pressure.</p> <p>Staffing We have appointed an NQT, Britney Smart in Geography and Ben Arthur as Head of Technology, they will both join us in January. We are struggling to recruit TA's however we will have a full staffing complement in January.</p> <p>Covid Only two reports of Covid amongst staff, very few have had to isolate. Well done to colleagues who are healthy and resilient.</p> <p>Quality of Education Moving forward in the Spring term we will be looking at assessments and how we will assess the new curriculums that are being put in place. We will be working closely with HOD and will utilise expertise from other individuals as well. This will be discussed in the Spring term and fed into reporting structures, we will adapt the reporting structure and what soft indicators we use.</p> <p>SEND HOS have changed the way that CIP and subject action plans are more strategically tied into whole college improvement priorities. The focus is on SEND, middle leaders have targets on their appraisal and are cascading this down to teaching staff, there are also stronger links between subjects and the SENDCO. We will be completing more learning walks and will provide further feedback on inclusive teaching and differentiation in lessons. The quality is better but some departments, particularly scaffolding at lower end needs improvement, this continues to be an ongoing priority.</p> <p>The feedback from teaching staff and year 10 students in respect of B & V being a non-compulsory subject has been very positive. There is still some work to do in respect of merging PSHE and RE together, there haven't been many opportunities for NB, RB and ZB to blend two courses together. Planning time will be made available in the spring term to review what was done in the autumn and to share ideas to improve moving forward.</p> <p>A Level Geography students recently attended a field trip, this was possible due to a strengthened risk assessment which has enabled us to get them out which we think is important for their learning.</p>	

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	<p>Teaching & Learning. We have an amazing T & L team, this has been created to give opportunities for people to develop their passion in T & L and we can these with colleagues across the college. They also took part in the last Twilight evening which focused on ‘blended learning’ and were able to offer 3 different sessions for varying levels of ability – blended learning. There are 6 key elements of better classroom practice, we looked at how we can deliver these in a blended learning platform. In addition to training, staff also had time to complete training and had time to go away and implement them in their own practice.</p> <p>To improve the quality of classroom practice we need to invest in 6 – 8 people. There are staff who are doing this on a voluntary basis, we should adopt an ongoing coaching model which we need to look at building into our budget in the spring term.</p> <p>Outcomes and Evaluation We are revamping the way we set targets. We need to ensure that there is a mechanism in place that takes into account professional judgment and the child’s performance up to KS4 as well as relying on data. Lessons have been learnt throughout the lockdown period about the value of communication.</p> <p>We have been obliged to roll out virtual parent’s evenings, parent’s value flexibility and conversations with staff. We are reviewing ways in which we can be more efficient and better ways of communicating with parents. EduLink will hopefully pull everything under one banner.</p> <p>Student Behaviour/Attitude/Attendance Kevin Bawn explained that levels of compliance are better than suggested in the principal’s report. He expressed his thanks for the comments that were made during his appraisal and explained that he believes that our RPL approach has a lot to do with compliance. Other schools have had quite a lot of resistance from students, their attitude has been amazing. Student attendance is excellent at approx. 94%. CVCC remains for the majority of students a happy environment.</p> <p>Year 11 mocks students were fantastic, the other years groups were really respectful.</p> <p>Lock down has impacted on the social development of younger students and there has been some issues on the school field and in open spaces between lessons.</p> <p>Uniform There has been some flexibility, students have been allowed to wear their PE kits on the days they are timetabled for PE. The majority of students have complied with the uniform policy.</p>	

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	<p>Year 11 Drama – 30 or 40 students completed their performance after school.</p> <p>The Bridge Sean is doing a good job of chasing things up – going well. Pleased with attitude of students and staff.</p> <p>It was felt that compliance around the college must also have something to do with communication with parents throughout lockdown which has been exemplary, informative and well received by parents.</p> <p>Kevin advised that there has been a recent permanent exclusion, however the letter doesn't go to parents until tomorrow so it cannot be discussed. Kevin also expressed his thanks to the governors involved in his performance management, namely Dorf, Simon, Bren and ?.</p> <p>Student Personal Development and Welfare There has been an increase in students with anxiety. Julie, Counsellor is doing a brilliant job however she is overwhelmed by the amount of students requiring counselling. We have increased her working hours until the end of year. We have also gone into partnership with YMCA, they are now accepting referrals.</p> <p>The ATHOS continue to do a fantastic job as always with student's pastoral care/anxiety. Jane and Lela in Skills are also doing a great job working with those student at risk of becoming school refusers.</p> <p>Welfare Team There will be a team of staff responsible for contacting vulnerable students/parents to ensure they have everything they need throughout times of isolation. Julia is working with our priority learners.</p> <p>Remote Access We are hoping to receive more laptops from the government. We were originally allocated 40 which was then reduced to 11. Bailey has applied for an extra 38. Graeme/Bailey have also managed to obtain from Vodaphone some free data cards. There are also some old school laptops being refurbished – thank you to the ICT staff.</p> <p>External multi agency services are overrun which is impacting on the services available.</p> <p>Leadership and Management SLT continue to push Clyst Vale forward. The Improvement Plan is well constructed and clear, there are a limited no of priorities which tie in to areas of responsibility for senior colleagues and match tightly with appraisal adjectives.</p>	

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	<p>Middle leaders – tighter link systems, middle leaders are more energised/empowered this also implies to Heads of School.</p> <p>Leadership structures are showing strength and they are working well.</p> <p>It is felt that we have to create more opportunities for staff, there are a number of talented people in school we want to hold onto – we need to build more capacity within SLT to do more of the improvement work that is going on across the college.</p> <p>College Improvement Plan Well on the road to developing the 5 year plan, governors would love to have a session talking about the plan. 1 year plan addresses what we need to do be doing moving forward addressing OFSTED. OFSTED inspections pushed back until after Easter, they are currently working 1 year behind. They will base judgement on quality of curriculum, the focus won't just be on data. Not sure if they will adjust the frame work in the future. If College Improvement allows us to move forward, there are signs progress is being made, we are addressing most serious concerns raised we cannot ask for much more than that.</p> <p>Middle leaders have really stepped up, Maddie Nash is amazing in History Zoe K-H has returned after maternity leave and Andy Workman, Head of ICT. We have had some really good appointments which is going to make a difference.</p> <p>Safeguarding Nothing significant to report.</p> <p>6th Form Devon Healthcare Hub is restarting in January, not sure what has happened to preferential offers. One of our most able students was predicted A*/A and wasn't offered an interview. Claire Haynes is liaising with Dr Dom who is trying to find out what is happening behind the scenes. Biggest selling point is about preferential offers, we are unable to advertise to schools locally if no preferential offers.</p> <p>Promotional videos for both Post 16 and school are exceptional.</p> <p>Local Strategic Matters Issues with old Coach Road/Station road junction – there was a near miss raised with DCC and Broadclyst Parish Council. A letter has been received suggesting that students write a travel plan, unable to put a crossing in due to lack of pavements.</p> <p>Broadclyst neighbourhood plan has gone live including the Community Sports site proposal and the Clyst Valley Regional Park. Potentially there are local developments which may benefit us.</p>	<p style="text-align: right;"><i>SS to follow up.</i></p>

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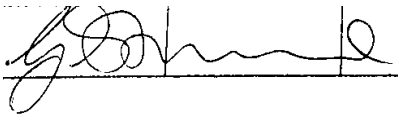
ITEM NO.	ITEM	Actions
	<p>College Improvement Highlight Report</p> <p>Link process to be formalised and provide better guidance, this will link back to monitoring and evaluation.</p>	
20/21 - 24	<p><u>Performance Management</u></p> <ul style="list-style-type: none"> • Update following Principal's Performance Management that took place on 10th December 2020. <p>Thank you to the governors that were involved.</p>	
20/21 - 25	<p><u>Report from Standing Committees:</u></p> <p><u>Finance & Resources</u> – Meeting held on 03.12.20 F & R sub committee met last week – Tim Bishop at Bishop Fleming presented an overview of audited accounts. There were 5 green pickups on audit which was a very good outcome. Credit of £220,000 forecast but actually in-year we will run a slight deficit. Overall situation is helpful at the end of this financial year, we will not be in the situation we have been in for last 4 years where we have had to reduce staffing levels. We are in a better position than in previous years.</p> <p>Becky has returned from maternity leave – will help moving forward with budgets and accuracy.</p> <p>Thank you to Dorf and Mike Davis, Crawford for joining the F & R committee.</p> <p><u>Pay Committee</u> – Meeting held on 26.11.20</p> <p>At the last meeting, very positive, nothing to report.</p> <p>Recommendations:- Whole school to be included in their audit and recommendation. Had to follow up on something last week which has now been approved. The level of appraisals were exceptional. No more handwriting as items can be easily missed., must be typed as it is easier to read. Summary sheet to be included.</p> <p>Pleased that governors want to see support staff appraisals. This may mean that the pay committee will need to meet twice a year.</p> <p><u>C,I&T</u> Not Applicable - Update received 12.11.20 <u>Workshop</u> Not Applicable</p> <p>Having read College Improvement Plan – suggestions for Governors to follow up on. We do need to have a meeting about the purpose of link meetings and how they are set up, this is scheduled for next year.</p>	

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20/21 - 26	<p><u>Policies</u> Risk Register – attached – for discussion/workshop (F&R recommendation)</p> <p>Some risks should have moved up and down but due to other priorities it will be revisited at another workshop. It was agreed that it would become a live document and would become a standing item in every F & R meeting. There are also risks that come from C, L & T and should maybe discussed at these meetings and at the Full Board.</p>	
20/21 - 27	<u>Items at the discretion of the Chair / AOB</u>	

The meeting ended at 19.35.

Signed CHAIR:-



...(electronically)

Approved as a true and accurate record of the Meeting on.

Date of Next Meeting:

Membership: 14 Governors – Quorum 4

Name	Position	Name	Position
Kevin Bawn	Principal	Ben Brook	Parent Governor
Michael Davies	Co-Opted Governor	Ceri Johnson	Co-Opted Governor
Dorf Ruscoe	Member Appointed	Simon Sanger-Anderson	Member Appointed
Gina Stroud	Co-Opted Governor	Crawford Winlove	Member Appointed
Paul Colin	Member Appointed	Dave Walter	Parent Governor
Laura Waycott	Parent Governor	Susan Diffey	Member Appointed
Peter Skelton	Parent Governor	Sophy Norris	Parent Governor