

**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 Full Board Meeting

Minutes of Full Board Meeting held virtually, using MS Teams software,  
at 17.30 on Monday 13<sup>th</sup> May 2021

Governors in attendance					
Kevin Bawn	KB	Principal	Gina Stroud	GS	Chair
Simon Sanger-Anderson	SSA	Member Appointed	Paul Colin	PC	Member Appointed
Ceri Johnson	CJ	Co-opted	Sophy Norris	SN	Parent Governor
Laura Waycott	LW	Parent Governor	Peter Skelton	PS	Parent Governor
Sue Diffey	SD	Member Appointed	Dave Walter	DW	Parent Governor
Ben Brook	BB	Parent Governor			

Additional attendees	Initial	Role/Organisation
Sarah Jacobs	SJ	Deputy Principal
Paul Sutton	PSU	Deputy Principal
Allen Bailey	ABA	Associate Principal

In Attendance	Initial	Role
Catherine Prunty	CJP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
Dorf Ruscoe	DR		Yes
Crawford Winlove	CW		Yes
Michael Davies	MD		Yes

**AGENDA**

ITEM NO.	ITEM	Actions
20/21 - 37	<u>Declarations of Business Interests</u> None	
20/21 - 38	<u>Attendance/Apologies</u> Dorf Ruscoe Crawford Winlove Michael Davies	
20/21 - 39	<u>Minutes of the last meeting, 01.03.21</u> – attached Approved	
20/21 - 40	<u>Principal's Report (Standing item)</u> - all documents attached  It has been an extremely hard term. Student numbers in September are better than expected. Quality of Education/Curriculum – pleased to be able to have a DLD day. This will link to RRS, sustainability for year 9, Skills Builder in Year 7,	

**Clyst Vale Academy Trust**  
**COMPANY NUMBER: 07564519**  
**A Company Limited by Guarantee**  
**Registered in England**  
**Clyst Vale Academy Trust is an exempt charity**

ITEM NO.	ITEM	Actions
	<p>Course 42. Year 7/8 will follow a moon-based project. Students will spend the day with their tutors, this will allow time to build on relationships with tutees and reinforce expectations etc.</p> <p>Post 16 – There has been an increase in applications with a particularly good uptake for Maths and Biology.</p> <p>Medical school/partnership, there has been no progress since September which is disappointing.</p> <p>Normality is returning, Athletics club has been successful, and DOE is taking place.</p> <p>Outcome and Evaluation – it is an organic process; we are moving forward reviewing week by week. Sue has been sending an ASCL webinar which covers a lot of the strategic issues. Parents have been provided with as much information as possible to keep them updated with covid, most parents have been extremely supportive. We are expecting some pushback from parents re grades etc.</p> <p>College Improvement Plan – we will focus on this during the second half of the summer term.</p>	
20/21 - 41	<p><b><u>Report from Standing Committees:</u></b></p> <p><b><u>Finance &amp; Resources</u></b> – 29<sup>th</sup> April 2021</p> <p>Ann reported that our finances are looking good. At the end of this financial year we will be in a better position than expected. School numbers in 21/22 are looking healthy, although funding is lagged. Head Teachers are canvassing for a 50% deduction in exam fees. Staffing in finance has improved which means more support for Ann to enable her to focus on more strategic issues.</p>	
20/21 - 42	<p><b><u>Policies</u></b></p> <p>In F &amp; R we agreed that we would start routinely adopting the maintained policies from Somerset for HR &amp; HR Support. It would mean that our policies were maintained and were best practice from Somerset County and where appropriate passed by unions etc.</p> <p>The Somerset policies ones are almost employment law based, the following are CVCC policies and have been updated.</p> <p>The policies below were approved by majority and adopted by the governing body.</p>	

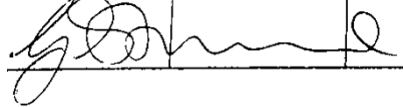
**Clyst Vale Academy Trust**  
**COMPANY NUMBER: 07564519**  
**A Company Limited by Guarantee**  
**Registered in England**  
**Clyst Vale Academy Trust is an exempt charity**

ITEM NO.	ITEM	Actions
	Attendance Policy Link Governor Visits Governor’s Mentoring Policy ICT Acceptable Usage Policy (Governors) – <b>Publish on the front page staff and governors.</b>	<b>AH</b>
<b>20/21 - 43</b>	<p><b><u>Items at the discretion of the Chair / AOB</u></b></p> <p>Gina is stepping down as Chair at the end of the school year. Michael Davis is also stepping down at the end of term.</p> <p>We have approx. 18 governors, 4 of which are 4 staff governors one of whom is Kevin. The maximum if discounting staff members which has been agreed under the current memorandum can have 18 governors, in reality 15 including the Principal, we have 6 parent governors, although we are not sure all vacancies are filled, three of the members are appointed and the rest are co-opted.</p> <p>When recruiting we normally use a direct approach particularly if we know someone who would have the skills set to become a governor There is a skills audit which should be used to identify any skills gaps. Guidelines are available detailing the role of a governor. Historically, if we have been low on numbers and a variety of skills we have recruited through contacts of governors.</p> <p>As part of recruitment we need to consider the availability of individuals as they will be expected to attend interviews/meetings during the school day. There is no requirement for governors to attend interview days other than SLT appointments, however it is felt that by SLT that this is beneficial and an important part of the interview process.</p> <p>Gina would be happy to go through what we have at the moment, he explained that there are skills and link documents. These will be reviewed by Gina and Simon to identify any gaps/issues. We can then look at restricting governors interventions/inclusion in interviews to a reasonable level for example not a requirement in certain appointments i.e. cleaners/groundsman.</p> <p>If no volunteers within the body for a chair we can recruit a chair. As part of the plan there needs to be some consideration whether we have internal volunteers prior to formulating an idea. It is felt that a very honest appraisal is needed of how much time is involved. Guidance is that you need to give at least 1 day a week although Gina feels that 2 days is needed.</p>	

**Clyst Vale Academy Trust**  
**COMPANY NUMBER: 07564519**  
**A Company Limited by Guarantee**  
**Registered in England**  
**Clyst Vale Academy Trust is an exempt charity**

The meeting ended at 7.01 pm

Signed CHAIR:-



(electronically)

Approved as a true and accurate record of the Meeting on 13<sup>th</sup> May 2021.

Date of Next Meeting: 15<sup>th</sup> July 2021

**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