

**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 Thursday 15<sup>th</sup> July 2021

<b>Governors in attendance</b>					
Kevin Bawn	KB	Principal	Ben Brook	BB	Parent Governor
Ceri Johnson	CJ	Co-opted	Paul Colin	PC	Member Appointed
Laura Waycott	LW	Parent Governor	Sophy Norris	SN	Parent Governor
Dave Walter	DW	Parent Governor	Peter Skelton	PS	Parent Governor
Sue Diffey	SD	Member Appointed	Dorf Ruscoe	DR	Member Appointed
Crawford Winlove	CW	Member Appointed			

<b>Additional attendees</b>	<b>Initial</b>	<b>Role/Organisation</b>
Ann Hopkins	AH	Deputy Principal
Paul Sutton	PSu	Deputy Principal
Allen Bailey	ABa	Deputy Principal
Sara Jacobs	SJ	Deputy Principal

<b>In Attendance</b>	<b>Initial</b>	<b>Role</b>
Catherine Prunty	CJP	Clerk

<b>Apologies</b>	<b>Initial</b>	<b>Reason</b>	<b>Apologies accepted by the Board</b>
Simon Sanger-Anderson	S S-A		Yes
Gina Stroud	GS		Yes
Michael Davies	MD		Yes

**AGENDA**

<b>ITEM NO.</b>	<b>ITEM</b>	<b>Actions</b>
20/21 - 44	<b><u>Declarations of Business Interests</u></b> No new declarations of Business Interests,	
20/21 - 45	<b><u>Attendance/Apologies</u></b> Gina Stroud Simon Sanger-Anderson Michael Davies	
20/21 - 46	<b><u>Minutes of the last meeting, 15<sup>th</sup> May 21</u></b>  Approved as correct	

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20/21 - 47	<p><b><u>Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>• Amendments to attendance for previous meeting</li> </ul> <p>ICT Acceptable usage for Staff/Governors to be published on relevant page of website</p>	
20/21 - 48	<p><b><u>Principal's Report (Standing item)</u></b></p> <p>CIP mostly covered before.</p> <p>Thank you to all governors for their help and support. We have achieved a lot this year and are in a remarkable place moving forward. This was reciprocated to all staff for their hard work, a magnificent effort.</p> <p>The year 7 induction days had to be cancelled which was disappointing, however this will now be held on 7<sup>th</sup> September 2021 instead (training day).</p> <p>It is looking likely that there will be mass testing before students can return to school in September, we are still in the process of creating a programme to ensure all testing is completed, there may have to be a staggered start date for separate year groups.</p> <p>It was agreed that keeping current covid regulations in place for the remainder of the term was a sensible idea.</p> <p>There have been various staff appointed from September. Steven Gascoigne is joining the Science team on a 1 year contract. Archie Lambrell (visually impaired) will cover Anna Ruscoe's maternity. Eleni Karapostoli will join as a cover supervisor, initially on a one term fixed term contract, this was discussed before the interview. She has excellent references and is experienced and well qualified but has never really worked in an English school system. Eleni will shadow some cover supervisors with a view that she can pick up the reins from there and will be closely monitored/supported.</p> <p><b>Current Vacancies</b></p> <p>We are interviewing for a finance assistant next week and for Teaching Assistants. The post for Clerk to Governors has been advertised and we are anticipating that interviews will take place on Wednesday 2 September. There is also a vacancy for a Data and Exams Assistant.</p> <p><b>Covid</b></p> <p>11 staff were absent last week. A year 8 student tested positive today, there was a 2<sup>nd</sup> positive case at the end of the day. Some Colleagues are isolating because of household members.</p>	

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	<p>Peter would like to write a letter to Helen Coley to say thank you for her service.</p> <p>Development of Coaching Team – the timetable has been sorted, every member of the Teaching &amp; Learning Group has been allocated a Leadership and Management hour, they will receive training and support starting in the Autumn Term. Stephanie Schmitt, French teacher who is joining us, part of her role will be the NVQ in leading teaching.</p> <p>Behaviour and Attendance - Year 11 attendance figure is 94% which is great.</p> <p>Concerns regarding students unstructured play, some students are quite immature, there have been concerns regarding the behaviour of some students within the community, but we have worked very hard to identify the culprits in order to resolve these issues.</p> <p><b>Personal Development/Welfare</b></p> <p>The Year 11 Prom has been pushed back to 24<sup>th</sup> September.</p> <p>Bonnie &amp; Clyde starts next week, we are hopeful that this will still go ahead.</p> <p>Post 16 – 50 people attended the taster day, feedback received was very positive. We are confident that numbers will increase from last year.</p> <p>Exam Boards – no indication as to what amount they will be returning.</p> <p>Finance – we will be in a better position than we initially thought.</p>	
20/21 - 49	<p><b><u>Formal of Approval of 2021/2022 Budget</u></b></p> <p>At the last F &amp; R, we discussed the budget for next year of which you have received a summary for the next year. There was a discussion to ensure that everything was included that needed to be i.e, staffing etc. F &amp; R agreed that the budget for next year 2021/22 must be formally agreed by the FGB before being submitted.</p> <p>This was resolved and formally approved by the Full Governing Body,</p>	
20/21 - 50	<p><b><u>Report from Standing Committees:</u></b></p> <p><b><u>Finance &amp; Resources</u></b> – 14<sup>th</sup> June 2021  Support staff pay award April 2021  There has been some confusion about the support staff pay award. When the pay freeze was announced we understood that this applied to all staff. More recently we learned that support staff are excluded from this. Ann has included within the budgets a pay award of 1.5% backdated</p>	

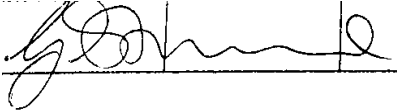
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	<p>to April. It was felt that it should be discussed at the FB committee for approval. Unions have said that this amount isn't sufficient.</p> <p><b>C,L&amp;T</b> – 28<sup>th</sup> June 2021</p>	
20/21 - 51	<p><b>Policies</b> – due to be reviewed over summer break via teams channels</p> <p><b>Full Board</b></p> <ul style="list-style-type: none"> <li>• Admission Policy</li> </ul> <p><b>CL&amp;T</b></p> <ul style="list-style-type: none"> <li>• Curriculum Policy (including Assessment recording &amp; reporting &amp; Homework)</li> <li>• Child Protection &amp; Safeguarding</li> <li>• Drugs Related Incidents Policy</li> <li>• Looked After Children</li> <li>• Collective Worship</li> <li>• Exam Policy</li> </ul> <p><b>F&amp;R</b></p> <ul style="list-style-type: none"> <li>• Supporting Students with Medical Needs</li> <li>• Charging &amp; Remissions</li> <li>• Governors Allowances &amp; Expenses</li> <li>• Outdoor Education &amp; Offsite Visits</li> <li>• Freedom of Information</li> <li>• Health &amp; Safety</li> <li>• HR Suite of policies</li> </ul> <p>Discussed at C L &amp; T meeting, these are all the policies which are due to be reviewed over the summer. Ann will create a channel within the governor's teams with a deadline date for governors to comment. There will be a separate one for each policy. The aim is to try and get as many approved over the summer as possible.</p>	
20/21 - 52	<p><b><u>Proposed Meeting Schedule for 2021/2022</u></b></p> <p>There is an extra F &amp; R meeting which will focus on areas other than finance.</p> <p>This was approved by FGB</p>	
20/21 - 53	<p><b><u>Items at the discretion of the Chair / AOB</u></b></p> <p>A letter has been distributed to all governors.</p> <p>Meeting finished 18.23</p>	

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The meeting ended at 18.23 pm

Signed CHAIR:-



(electronically)

Approved as a true and accurate record of the Meeting on 15<sup>th</sup> July 2021.

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