

**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 Board Meeting held in Meeting Room 1,  
at 17:30 on Thursday 14<sup>th</sup> November 2019**

<b>Governors in attendance</b>					
<b>Kevin Bawn</b>	<b>KB</b>	<b>Principal</b>	<b>Gina Stroud</b>	<b>GS</b>	<b>Chair</b>
<b>Michael Davies</b>	<b>MD</b>	<b>Co-opted</b>	<b>Laura Waycott</b>	<b>LW</b>	<b>Parent Governor</b>
<b>Ceri Johnson</b>	<b>CJ</b>	<b>Co-opted</b>	<b>Paul Colin</b>	<b>PC</b>	<b>Member Appointed</b>
<b>Simon Sanger-Anderson</b>	<b>SSA</b>	<b>Member Appointed</b>	<b>Dorf Ruscoe</b>	<b>DR</b>	<b>Member Appointed</b>
<b>Dave Walter</b>	<b>DW</b>	<b>Parent Governor</b>	<b>Peter Skelton</b>	<b>PS</b>	<b>Parent Governor</b>
<b>Ben Brook</b>	<b>BB</b>	<b>Parent Governor</b>			

<b>Additional attendees</b>	<b>Initial</b>	<b>Role/Organisation</b>
<b>Sara Jacobs</b>	<b>SJ</b>	<b>Deputy Principal – CVCC</b>

<b>In Attendance</b>	<b>Initial</b>	<b>Role</b>
<b>Mareena Anderson-Thorne</b>	<b>MAT</b>	<b>Clerk</b>

<b>Apologies</b>	<b>Initial</b>	<b>Apologies accepted by the Board</b>
<b>Susan Diffey</b>	<b>SD</b>	<b>Member Appointed</b>
<b>Sophy Norris</b>	<b>SN</b>	<b>Parent Governor</b>
<b>Crawford Winlove</b>	<b>CW</b>	<b>Member Appointed</b>

**AGENDA**

<b>ITEM NO.</b>	<b>ITEM</b>	<b>ACTIONS</b>
<b>19/20.18</b>	<b><u>Declarations of Business Interests</u></b> None declared	
<b>19/20.19</b>	<b><u>Agree and sign Terms of Reference for Board and Committees</u></b> <b><u>CL&amp;T – Signed 4.11.19</u></b> <b><u>F&amp;R</u></b> <b><u>Full Board</u></b> <b><u>Pay</u></b> <b><u>First Discipline</u></b>  All outstanding Terms of Reference for Full Board and sub committees were signed.	
<b>19/20.20</b>	<b><u>Attendance/Apologies</u></b> SD – Abroad SN – Work Commitments CW - Childcare	

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19/20.21	<p><b><u>Minutes of the last meeting, 23.9.19</u></b>            GS signed off the minutes as a true account of the meeting held.</p>	
19/20.22	<p><b><u>Matters arising</u></b></p> <p><b><u>Healthcare Hub</u></b> – An update was read out by the Governors on the progress of the healthcare hub project. This academic year the only slot available to run the programme is Tuesday PM. Numbers from other 6<sup>th</sup> forms look promising, however CVCC have been unable to fully market the programme due to lack of confirmed information. We are still unsure on the selection criteria for students to enrol onto the programme. More information and progress is still required. Praise was given to the way Claire Haynes, Head of 6<sup>th</sup> form has handled the situation.</p> <p><b><u>Behaviour policy</u></b> – Implemented start of term. GS has not been able to write the Governor statement for the beginning of the policy yet. Governors happy with the rest of the policy.</p> <p><b><u>1 Year vision plan by KB &amp; SLT, then longer plan.</u></b>            This is still a work in progress. Will require more time. Focus has been on CIP and Ofsted.</p> <p><b><u>Governor training</u></b>            DR &amp; PSk would like to attend Exclusion and Appeals training. LW would like to attend Chair training, MAT advised no new dates have been added as yet, but will look again in after Christmas.</p>	<p><b>GS to write Governor Statement.</b></p> <p><b>SLT to create 1 year Vision plan</b></p> <p><b>MAT to investigate and book course.</b></p>
19/20.23	<p><b><u>Trustees Report</u></b>            GS and LW will review the report and approve to send to Bishop Flemming.</p>	<p><b>GS &amp; LW to let MAT know of any amendments they would like to make before sending to Bishop Flemming.</b></p>
19/20.24	<p><b><u>Principal's Report (Standing item)</u></b></p> <p>Report had been previously emailed to all Governors. KB confirmed that numbers are picking up. We are in the 2<sup>nd</sup> year of the financial bottom out, with is the hardest, as numbers have increased, but budget for staffing has not. This is causing a few problems in some classes, however solutions have been but in place to see us through this year.</p> <p>Part 2 items were discussed.</p> <p>Finance &amp; Premises staffing update was given to the Governors. We have 2 Premises staff on long term sick (1 planned operation) and our new caretaker doesn't join us until 6<sup>th</sup> January. This has left just the Facilities Manager on site. Plans</p>	

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	<p>have been put in place for locking up each day, but this does have a cost attached.            We are due to lose both our Finance staff members in the next few weeks. Our Finance Assistant has another job elsewhere, interviews are being held on 27.11.19 for her replacement.            Our Finance Officer is due to start Maternity leave on 20.1.19. We are having trouble recruiting her replacement. No applications the first time round. Applications close on Thursday 28<sup>th</sup> November 2019. AH is looking into other options, buying into a Bursar service, or using agency help.            LW advised that we may not be advertising the role in the best places. Indeed, total jobs etc. would be better than DCC website.</p> <p><b>Outcomes</b> – No info in time for this meeting. Not enough time between TPR’s and the FB meeting to produce the information required – date of FB monitoring meeting needs looking at for next year.</p> <p>KB confirmed we are at the start of a rising roll situation. PAN confirmed at 180. Next 4 years we are expecting more students coming into Y7, than leaving in Y11.</p> <p><b><u>College Improvement Plan</u></b>            KB would like Governors to give feedback on the CIP emailed. SLT feel the priorities for the year should be Curriculum; SEND; Leadership &amp; Management &amp; Attendance.</p> <p>RRS is still a key focus, however it is well imbedded in College life and our College Vision is pinned on it.            The Governors highlighted that in KB’s report he had stipulated exclusions were down for this time of year, and asked if RRS and the new behaviour policy was catching people before the behaviour had escalated?            SLT agreed it was a key factor.</p> <p>Following a discussion regarding RRS and whether it should be on an improvement plan, the Governors decided it should remain on the CIP, as despite being imbedded in College life, more work is still to be done.</p>	<p><b>MAT to look at next year’s meeting dates and ensure adequate time between TPR’s and the November FB meeting to allow for outcome update to be given</b></p>
19/20.25	<p><b><u>Performance Management</u></b>            KB confirmed this year’s appraisal for Teaching staff has been very difficult. Many staff struggling to complete the appraisal process in time. Meeting of Pay committee scheduled for 21.11.19.            Governors were asked if they wanted to push back this date, or stick with it. Pay Committee decided to stick with 21.11.19.</p> <p><b><u>Principal’s Performance Management</u></b>            Due to take place on Monday 18<sup>th</sup> November.</p>	

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19/20.26	<p><b><u>Report from Standing Committees:</u></b></p> <p><b><u>C,L&amp;T</u></b> – Meeting held on 4<sup>th</sup> Nov  NB was able to attend the meeting on 4.11.19. She gave invaluable insight into the Careers and C42 curriculum at CVCC. However it was very clear that she desperately needs a 2<sup>nd</sup> person to help her. NB is the only proper Teacher for the subjects, and she is too stretched. Need to look at getting her more help timetabled for next academic year.  SJ Shared a summary of the curriculum action plan for the next 2 years.</p> <ol style="list-style-type: none"> <li>1) Whole school curriculum offer. This looks at the options structure and the KS4 Qualifications on offer. We offer a very academic selection at the moment. Are we meeting the needs of all students? We may look to introduce more vocational qualifications. This will need us to look at our staffing structure and curriculum model.</li> <li>2) Curriculum Intent. Working alongside Head of Departments (HoD) to take ownership of their subject curriculum. Working with the SEND department to ensure differentiation is clear for SEND students.</li> <li>3) Assessment. Make sure we are using assessment effectively. We will continue our work on cognitive load therapy. To make change happen, we need to look at leadership &amp; management on all levels. Middle leaders (HoD) are all on board.</li> </ol> <p>Following the update from SJ, the governors questioned the vocational steer for KS4 and P16. It is an approach we have used before, and then pulled away from.  SLT reassured the Governors that we already have some students in KS4 that we send over to Exeter College for vocational courses. Head of Science is keen to explore the option of BTEC L3 in Science. This could boost our numbers in P16, and would mean students of different abilities could study here instead of going to Exeter College for example.</p> <p>A discussion was held around the impact the EBAC was having on options being chosen. Local job opportunities require a push on Science/IT etc. Ofsted have a target of 75% EBAC, and although we are below this %, we are much higher than other secondary schools in Devon.</p> <p>SLT confirmed our outcomes aren't where we want them to be, because our curriculum isn't there. If we improve our curriculum, and our assessment of progress, then our outcomes will improve too.</p> <p>PC confirmed that now VO is leading on PL's it will enable the information to be drilled down and Governors can have more information on how the PL's are being supported and the funding is being spent.  SLT added it also enables us to track impact and inform future spending.</p>	

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	<p><b><u>Workshop</u></b> – Held on 7<sup>th</sup> Oct  Feedback was given following Ofsted visit at the Workshop.  Re-Inspection is expected Oct 2021 – April 2022.  Governor Links were confirmed  Aba Link – PC  MFL – PSk  English - SD  Other links to remain the same.  Committee structure was approved and no new committees required. Working parties will be created as required.</p> <p><b><u>Finance &amp; Resources – not applicable – meeting to be held on 2.12.19</u></b>  Governor’s highlighted that no Finance monitoring had been supplied to the FB for this meeting.  LW gave an update on Finance, following her link meeting with AH earlier that day.  Year-end outturn is better than expected. Looking at £36k deficit. Original budget showed a £72k budget. AH is working this week on the documentation for F&amp;R Committee. We will need to review current and last year spend. We will also see lots of staffing changes at F&amp;R for various reasons that will be explained.</p> <p>Audit was good. We were picked up on 3 points.</p> <ol style="list-style-type: none"> <li>1) Alcohol was brought again! £2.65 was spent by a member of staff whilst on an overnight excursion.</li> <li>2) Governors Risk register wasn’t completed for 18-19</li> <li>3) Governors Declarations of Business Interests weren’t completed for 18-19 (this was due to having no Clerk at the start of the academic year)</li> </ol> <p><b><u>Audit – not applicable</u></b></p>	
19/20.27	<p><b><u>Governor Recruitment/Resignations</u></b>  <b>AO – Resignation</b> - Accepted by the board 14.11.19</p> <p><b>2 Staff vacancies</b> – Long discussion was had around having Staff Governors on the Board. Guidance from DFE is that we should phasing out Staff Governors. However our Articles of Association stipulate 4 Staff Governors.  Governors took a vote to continue to have Staff Governors on the Board.  Vote results; 8:3 in favour of keeping Staff Governors.  Decision to advertise for 2 Staff Governors after Christmas, and then 2 more next academic year.</p> <p><b>CJ – Co-opted in by the board.</b> Recommended by PC. 2<sup>nd</sup> by GS.</p>	<p><b>MAT to update companies’ house/ website/DFE with Governor changes.</b></p> <p><b>MAT to run Staff Governor recruitment drive after Christmas.</b></p>

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19/20.28	<p><b><u>Policies</u></b></p> <p>Behaviour policy – Actual policy is approved by the Governing board. Once Governors statement has been written by GS it can be published.</p> <p>Attendance – to be reviewed in the Spring Term.</p> <p>Appraisal – to be reviewed this academic year.</p> <p>Code of Practice (Governors) – Next meeting 16.12.19            Link Governors Policy – Next meeting 16.12.19            Risk Register – Next meeting 16.12.19</p>	<p><b>GS to give statement to MAT, who can then publish Behaviour policy.</b></p> <p><b>PSu to review Attendance Policy for Spring Term FB meeting. On 27.01.2020</b></p> <p><b>KB to review Appraisal Policy for Summer Term.</b></p> <p><b>Submit for next meeting 16.12.19</b></p>
19/20.29	<p><b><u>Items at the discretion of the Chair / AOB</u></b></p> <p>LW asked regarding the new Behaviour policy - if behaviour could be included on the SIMS app. As it shows on the bottom of TPR's, and could come as a shock for Parents, if they haven't had any feedback or knowledge of incidents prior to TPR's being issued.</p> <p>No other items raised.</p>	<p><b>KB to investigate use of Behaviour on SIMS Parent App.</b></p>

The meeting ended at 19:05.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on Thursday 14<sup>th</sup> November 2019.

Date of Next Meeting: Monday 16<sup>th</sup> December 2019 at 17:30

**Membership: 15 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		