

Clyst Vale Academy Trust
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Minutes of Full Board Meeting

**Minutes of Board Meeting held in Post 16 Study Room,
at 17:30 on Monday 23rd September 2019**

Governors in attendance					
Kevin Bawn	KB	Principal	Gina Stroud	GS	Chair
Michael Davies	MD	Co-opted	Laura Waycott	LW	Parent Governor
Ceri Johnson	CJ	Parent Governor	Paul Colin	PC	Member Appointed
Simon Sanger-Anderson	SSA	Member Appointed	Sophy Norris	SN	Parent Governor
Dave Walter	DW	Parent Governor	Peter Skelton	PS	Parent Governor
			Aude Odunlade	AO	Staff Governor

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

In Attendance	Initial	Role
Mareena Anderson-Thorne	MAT	Clerk

Apologies	Initial	Apologies accepted by the Board
Susan Diffey	SD	Member Appointed
Dorf Ruscoe	DR	Member Appointed
Ben Brook	BB	Parent Governor
Crawford Winlove	CW	Member Appointed

AGENDA

ITEM NO.	ITEM	Actions
	Meeting opened at 17:30 by GS. Introductions around the table of name, role and service on the board or with CVCC.	
19/20.1	<u>Renew Declarations of Business Interests</u> Governors in attendance returned their completed Declarations of Business Interests to the Clerk (MAT). SLT Also completed a Declarations of Business Interests form for the 19-20 academic year.	
19/20.2	<u>Election for Chair of Board and Vice Chair</u> GS put herself forward to continue as Chair. No other Governor came forward. GS election was seconded by SN. LW put herself forward as Vice Chair. No other Governor came forward. LW Election was seconded by PC	Chair :GS Vice Chair: LW
19/20.3	<u>Elections for Chairs of Standing Committees –</u>	

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	<p>Discussion was had regarding the placement of the Chair & Vice chair on the committees. Governors decided that best practice would be that they sit on different committees, with the Chair to sit on CL&T this year. Being an Ofsted year, it was felt this would enable her to be up to speed on Curriculum & Learning.</p> <p>SD & PS were confirmed as members of the Governing Trustee Committee.</p> <p>Finance & Resources (formally Finance and Premises). LW put herself forward to remain Chair of F & R committee. All in agreement. Curriculum, Learning & Teaching. PC put himself forward to remain Chair of CL&T. All in agreement. Discussion was had regarding a Deputy Chair for CL&T. Governors decided this would be discussed in more detail at the next CL&T meeting.</p> <p>It was decided the following committees would be made up of; Pay Committee – SSA, CJ & BB First Discipline Committee – DR, SSA, GS Appeals Committee – MD, LW, DW, PS, BB, SD, CW Governor Rep on Health & Safety Committee – AO</p> <p>F&R Committee LW, SSA, BB, MD & AO</p> <p>CL&T Committee GS, DR, PC, PS, SD, DW, SN, CW, CJ</p>	<p>Chair of F&R Committee: LW</p> <p>Chair of CL&T Committee : PC</p>
19/20.4	<p><u>Agree and sign Terms of Reference for Board and Committees</u> Terms of Reference were out of date. MAT to amend, and update where necessary for 2019-20. Decided that MAT will circulate by email for Full Board to see, and will bring the TOR for the Committees to their first meeting to be signed before the meeting.</p>	<p>MAT to amend and circulate all TOR for committees. MAT to bring TOR to each committee meeting for signing.</p>
19/20.5	<p><u>Attendance/Apologies</u> SD – On Holiday BB – Workplace AGM DR – On Holiday CW – No apologies sent ahead of meeting – as no one had heard from CW, GS will email him.</p>	<p>GS to contact CW.</p>
19/20.6	<p><u>Minutes of the last meeting, 1.7.19</u> Some amendments are still required. Nothing factual needs to be changed. Small typing/spelling mistakes only.</p>	<p>MAT to make amendments and GS to sign</p>
19/20.7	<p><u>Matters arising</u> Healthcare Hub – Unable to update the Governors on this topic as CW was absent from the meeting. The University have appointed someone. CW will update at next meeting. Behaviour policy – Update from PSu given to the Governors. Behaviour policy has been implemented, and is a work in progress. Governors’ statement needs looking at before the policy can be signed off. The Bridge is up and running, currently being manned by Teaching staff, Middle Leaders and SLT. Advert for Bridge Co-Ordinator closed</p>	<p>CW to give update at next meeting.</p> <p>GS to write the Governors Mission</p>

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	<p>today (23.9.19), Interviews on Tuesday 1st October. Field looks promising, so hopeful we will appoint.</p> <p>Governors asked “what would staff say the keys changes are, and are they happy with it?”</p> <p>PSu replied that feedback has been positive on the whole. Staff feel the policy is clear and consistent.</p> <p>AO (Staff governor) added that Staff felt the new policy enabled them to focus on teaching and praise in the classroom. Behaviour was dealt with quickly with clear process to follow. The restorative meetings during break and lunch gave the Teachers more headspace whilst in the class room.</p> <p>Discussion was had regarding the Behaviour Group. It was decided that the group should continue and meet again in the Spring term to review the policy and processes. This will give the new appointment time to settle in.</p> <p>PSu discussed the clear need for CPD around Restorative meetings for Teaching staff. Important this has an RRS focus.</p> <p>PAN – KB Confirmed 180 PAN for future years. This has been confirmed with Devon School Admissions</p> <p>5 Year vision - KB advised the Governors that the outline and priorities are the same as in the Summer. The 1 year plan is still a work in progress.</p> <p>Governor training – requests at the meeting were as follows; AO – New Gov training PS – New Gov training LW – Chairs training There may be other suitable training available. MAT look into this and will circulate the training schedule.</p>	<p>Statement for Behaviour Policy.</p> <p>Behaviour group to meet in the Spring term.</p> <p>CPD to be put in place for staff that require it on Restorative meetings.</p> <p>KB and SLT to complete the 1 year plan and circulate to Governors</p> <p>MAT to book training requested and circulate other training opportunities</p>
19/20.8	<p><u>Approve Business Cycle for 19/20</u> Business cycle unavailable, however dates for the meetings were agreed – with one swap, detailed below.</p>	
19/20.9	<p><u>Dates of meetings 2019/20</u> Dates for the year were discussed. Given we are in an Ofsted year, the Governors decided to swap the CL&T meeting with the Workshop. This allowed for an ‘Ofsted Ready’ workshop to take place.</p>	<p>MAT to change dates and circulate to all Governors</p>
19/20.10	<p><u>Principal’s Report (Standing item)</u> - KB read out Principal’s report that had been previously emailed. Confirmed our stance RE: Brexit. Our only concern that we have control over is as an employer. All staff have been granted settled status. Medicine – parents responsibility. Fuel – Devon School transport. Food – Caterlink. Trips will need to be considered more carefully, to ensure 6 months on passports etc. KB and GS had a telephone call with Regional school commission office. Main purpose of the call was to establish if we were financially stable and offer help if we hadn’t addressed budget issues – which we</p>	

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	<p>have. They appear to be worried that stand alone academies are struggling and may need to be taken under the wings of another MAT.</p> <p>Governors asked if we would do better under new funding rules if we became a MAT.</p> <p>KB explained the main trust get more money allocated. That doesn't necessarily then get filtered down proportionately to each school in the MAT.</p> <p>Governors then asked, by not becoming a MAT, are we limiting our networking and interaction with other institutions. KB explained we had the Local Learning Community meetings still going ahead, despite several of the primary schools now being in Federations. We are a standalone academy, with Ted Wragg expanding all around us. However we are open to dialog with other establishments, and regularly attend CDASH, SHAKE and Head of Departments are attending Subject meetings. Cullompton, Sidmouth, Kings are also all standalone academies.</p> <p>Our pupil numbers are positive. P16 has picked up. Y7 are full. We have also had 30+ in year admissions so far. However the funding is lagged, so we will not see this until next September.</p> <p>Building works completed over the summer were small but significant – The toilets have been refurbished. The students (girls in particular) are very pleased!</p> <p>No further questions on the Principals report were raised.</p>	
19/20.11	<p><u>Summer 19 Exam Results</u></p> <p>Summer results were flat and difficult. GCSE results were disappointing. CIP hasn't changed and our self-evaluation was accurate. The more able (boys in particular) struggled. However on the whole, boys were slightly worse than girls. We have no National figures to compare against yet.</p> <p>SJ Expanded and explained that the first Head of Dept. meeting went well. Staff were very receptive and highlighted the need for change. An opportunity to think about curriculum. Need to ensure it is ambitious and challenging, not leaving students behind. We will be running Teaching and Learning reports – looking for trends.</p> <p>Governors explained that they found the Exams results document difficult to read. They felt it was difficult to therefore be confident that the solutions being presented by SLT would be the right ones.</p> <p>SJ explained there are 2 explanations. 1) Curriculum design could be wrong. 2) The implementation of the curriculum could be wrong. The curriculum design would need time to evaluate properly and longer to discuss. The implementation of the curriculum is more about SLT and Middle leaders monitoring appropriately. Undertaking learning walks etc.</p> <p>Governors asked when we can expect to see change. Is it feasible to see change within a year, or does this need longer?</p>	

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	<p>SJ replied to say learning walks and monitoring can be started and we will see an improvement this year. The curriculum design will take longer, and should be well thought out.</p> <p>Governors asked why English appeared to be doing so much better than Maths. KB explained the reasons were a mixture of the following;</p> <ul style="list-style-type: none"> • Increase in Priority Learners • 20% Mobility for that yr. group • Increase % of SEN • 9 Non attenders • Plus staffing issues (long term illness/recruitment) <p>PSu also added year 11 were our worst attending year, last year.</p> <p>Governor's raised the question of Intent and going forward. How will it come together?</p> <p>SJ explained that we need to share good practice. Have clear intentions. Science stood out last year. Teaches also lacked confidence in the data they were provided. We know have AB looking at Data in detail. We need to support and challenge Middle Leaders more.</p> <p>19:10 LW Leaves the meeting</p> <p>Brief discussion was had around the number of GCSE subjects we could allow students to choose. Dropping from 10 to 9 for example, or not offering B&V at GCSE level. SJ summarised by saying that we have highlighted we are not where we want to be, and we are not happy with the outcomes, however we would not rush into any decisions. Governors raised the question regarding Personal Development. It is a key area of interest for Ofsted this year, however we don't know much about it? KB explained that the students that underperformed needed more individual input. However we didn't have anyone to do it. SJ Advised more details regarding Personal Development could be discussed at the CL&T meeting. A PSHE update could be given by NB? Governors welcomed the suggestion.</p>	<p>SJ to arrange for NB to give an update on PSHE programme at CL&T meeting</p>
19/20.12	<p><u>Performance Management</u> Teaching staff appraisal system is now underway. Pay committee to meet on 21st November 2019 KB explained the process of Principal's Performance Management. Richard Steward will be acting as the independent advisor. 3 Governors are required to undertake the Principal's appraisal. Governors decided that GS, CJ and DW will undertake this. KB will need to make first contact with Richard Steward and arrange dates/times.</p>	<p>KB to make first contact with Richard Steward and advise MAT of the dates available.</p>
19/20.13	<p><u>Confirm arrangements for AGM</u> – Monday 16th December confirmed for the AGM.</p>	<p>MAT to notify GE and LS as Members of the AGM.</p>

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19/20.14	<u>Report from Standing Committees:</u> No reports at this time	
19/20.15	<u>Governor's visits –</u> Not for discussion	
19/20.16	<u>Policies</u> Behaviour policy discussed in detail above. GS to write the Governors vision statement and then it can be approved.	
19/20.17	<u>Items at the discretion of the Chair / AOB</u> SSA gave an update on the Sports Hub Proposal. SSA met with Richard Jackson, General Manager from National Trust Killerton. They are happy for our site to be put forward as one of the 3 sites in Broadclyst. SSA was able to confirm that we can sublease the site to the Sports Hub, and charge them or use facilities for free. There may also be the option of using some land on the community farm to compensate for the loss of the part of the field. SSA would like to have contact with the Hockey organisation. PC Requested confirmation of the Governor Links – MAT will send out current links for discussion at the workshop. Mentoring of New Governors was discussed. PC will mentor PS. Mentor for SD will be discussed at Workshop. KB asked for Governors stance on SLT being present at Governor meetings? After discussion it was decided that on the whole Governors would be happy for that to happen, but that it would be driven by the agenda.	GS to give SSA the contact details for the Hockey organisation. MAT to send out Governor Links ahead of workshop on 7.10.19

The meeting ended at 19:45.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on Monday 23rd September 2019.

Date of Next Meeting: Thursday 14th November 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	Parent Governor
Dorf Ruscoe	Member Appointed	Simon Sanger-Anderson	Member Appointed
Gina Stroud	Co-Opted Governor	Crawford Winlove	Member Appointed
Sophy Norris	Parent Governor	Aude Odunlade	Staff Governor
Paul Colin	Member Appointed	Dave Walter	Parent Governor
Laura Waycott	Parent Governor	Susan Diffey	Member Appointed
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