

CLYST VALE ACADEMY TRUST

**Company Number 07564519
A Company Limited by Guarantee
Registered in England**

Minutes of Board Meeting held in Post-16 at Clyst Vale Community College, Station Road, Broadclyst, Exeter, EX5 3AJ on Monday 12th December 2011 at 5.30pm

Meeting 12.12.11 – Part I Minutes
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Day/Time	Monday 12 December 2012 @ 6.00 pm	Location	Post-16
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Attendees	Initial		Left	Attendees	Initial		Left
Kevin Bawn	KB	Principal/ Governor		Graeme Robb	GR	Parent	
Andy Revesz	AR	Governor/ Chair		Linda Smith	LSm	Staff	
Barbara Rusbridge	BR	Vice-Chair		Jonathan Farnhill	JF	Parent	
Vanessa Francis	VF	Parent		Gina Stroud	GS	Co-opted	
Sue Smye (left at 7.35 pm)	SS	Parent		Simon Sanger- Anderson	SS-A	Parent	
				Levon Stephan	LSt	Governor	
Lois Angell	LA	Staff		Cathy Durston	CD	Co-opted	
Annabel McDonald	AM	Parent					

Apologies	Initials	
Kate Getliffe	KG	Personal
Chen Battishill	CB	Personal
Stuart McKay	SMc	Personal
Paul Colin	PC	Personal

Absent	Initials	

In Attendance	Initials	CVCC
Adrian Green	AG	Vice-Principal
Catherine Hellier	CH	Clerk

In Attendance	Initials	CVCC

Visitors	Arrived	Left

ITEM NO.	ITEM	Led by	INDICATIVE TIME
11/12.30	<u>Formal Introduction of Kate Getliffe and Annabel McDonald</u> <ul style="list-style-type: none"> • <u>Allocate to respective Committees</u> • <u>Request for buddy(ies) for KG and AMc</u> 	AR	
11/12.31	<u>Attendance/Apologies.</u>	AR	
11/12.32	<u>Declaration of Business Interests.</u>	AR	
11/12.33	<u>Minutes of the last meeting, 22.09.11, Part I</u>	AR	
11/12.33.1	<u>Matters Arising.</u>	AR	
11/12.34	<u>Principal's Report</u> Document attached	KB	
11/12.35	<u>Reports from Committees</u>	AR	
11/12.35.1	<u>Learning and Teaching 3 October 2011</u> <u>Learning and Teaching 14 November 2011</u> <u>Learning and Teaching 8 December 2011</u>	LSt	
11/12.35.2	<u>Finance and Premises 17 October 2011</u> <u>Finance and Premises 28 November 2011</u>	VF	
11/12.36	<u>Cranbrook</u>	KB	
11/12.37	<u>Governors' Training & Visits.</u>	AR	
11/12.38	<u>Site Manager interviews - update</u>	AH	
11/12.39	<u>Update on Governor contact details</u>	CH	
11/12.40	<u>Items at discretion of Chair.</u>	AR	

Item No	Item	Owner	Date Raised	Due Date
11/12.30	<u>Formal Introduction of Kate Getliffe and Annabel McDonald</u> <ul style="list-style-type: none"> • <u>Allocate to respective Committees</u> • <u>Request for buddy(ies) for KG and AMc</u> 			
	<p>Apologies were received from KG. KG is unable to attend any meetings until January 2012; this has been agreed by AR.</p> <p>AR welcomed AM to the meeting.</p> <p>KG and AM have both expressed an interest to sit on the C, L & T committee. Until KG has had the opportunity to attend both F & P and C, L & T meetings; it was felt that it would be unfair to make any decisions. The decision will be made at the next Full Governors meeting.</p> <p>If any governors would like to volunteer themselves to</p>	Add to agenda		

	be AM or KG's buddy, please let CH know within one week.	All gobs	12/12	19/12
11/12.30.1	<p><u>IT WAS RESOLVED THAT</u> the following individuals be appointed as governors of the Company in accordance with Article [50A]:-</p> <p>Chen Battishill Paul Colin</p> <p>Governors approved the appointment of Simon Sanger-Anderson as Parent Governor with effect from 8th April 2011.</p> <p>Governors approved the appointment of Annabel McDonald and Kate Getliffe as Parent Governors with effect from 20th October 2011.</p>			
11/12.31	<u>Attendance/Apologies.</u>			
	Apologies received and accepted from SMC, CB and PC.			
11/12.32	<u>Declaration of Business Interests.</u>			
	None.			
11/12.33	<u>Minutes of the last meeting, 22.09.11, Part I</u>			
	<p>IT WAS RESOLVED THAT the Part I minutes from the last Full Governors meeting held on 22 September 2011 were approved and signed as a true and accurate copy, subject to the following minor amendment:-</p> <ul style="list-style-type: none"> Remove Ben Preston from attendees. 			
11/12.33.1	<u>Matters Arising.</u>			
	<p>AS to add AM and KG to matrix.</p> <p>Governor's links – It was previously agreed that there would be two links per SLT member and where possible visits will happen simultaneously. AR to review gaps in matrix and invite governors to volunteer.</p> <p>AS to update contact sheet.</p> <p>AH and AS are meeting tomorrow to review housekeeping items. Deferred until next meeting.</p>	<p>AS</p> <p>AR</p> <p>AS</p> <p>AH/AS</p>	<p>12/12</p> <p>12/12</p> <p>12/12</p> <p>12/12</p>	4/1
11/12.34	<u>Principal's Report</u>			
	Document attached			
	KB provided an overview of the reports sent to governors.			

11/12.35	<u>Reports from Committees</u>			
11/12.35.1	<u>Learning and Teaching 3 October 2011</u> <u>Learning and Teaching 14 November 2011</u> <u>Learning and Teaching 8 December 2011</u>			
	<p>LSt gave feedback from the C, L & T meetings:-</p> <p>3 October 2011</p> <ul style="list-style-type: none"> • Thinking schools and how it will be applied. • Read 2 Learn. <p>14th November</p> <ul style="list-style-type: none"> • Policies will be added to Moodle for Governors to access. A list of all policies will be available on the school website. If parents want a copy, they should request it from AS. • Home Work Policy – Looked at ways of improving homework policy and how we help/support students to ensure that homework tasks are completed. Work in progress; AG will provide an update next term. • Review ways of using ICT in school. • Assessment policies/TPR's, how do we communicate this information to parents/guardians? • Home College Agreement to be updated with AR's signature. • Governor's visits - reports to be fed back at Full Governor meetings rather than committee meetings. • Feedback on Ofsted inspection. • Update on science review. <p>8 December 2011</p> <ul style="list-style-type: none"> • PSu provided a hand out and gave an overview of the Additional Support Department. • CB explained a new initiative that is running in years 8 & 9 to promote student responsibility whereby students are appointed as 'Group Captains'. • The Curriculum Improvement group has met three times this term; three additional meetings are planned throughout the rest of the year. There are decisions that need to be made and put in place for the new academic year in September, hence the reason for more 	<p>PC</p> <p>PC</p> <p>PC</p>		

	<p>meetings in the early part of the year.</p> <ul style="list-style-type: none"> • PSD – this is in the process of being reviewed. It hasn't been decided yet but a suggestion is that we have a dedicated team of PSD tutors. • Gifted and Talented (G&T) – the school no longer receives a budget from the Local Authority. We need to look at alternative methods of funding. • The follow items were rejected by staff at the recent Curriculum Improvement Group meeting:- <ol style="list-style-type: none"> 1. Short, fat GCSEs 2. Accrediting PSD 3. Changing holiday pattern 			
11/12.35.2	<p><u>Finance and Premises 17 October 2011</u> <u>Finance and Premises 28 November 2011</u></p>			
	<p>LSt gave feedback from the C, L & T meetings:-</p> <p>17 October 2011</p> <ul style="list-style-type: none"> • Discussed the funding of the school library. It was agreed that funding be made available to enable the library to continue to provide almost the same provision as it is currently. We will continue to fund a librarian plus 1 additional member of staff. • Budgets – The goal posts have moved since we became an academy. Part of this is because at the beginning of term we were given an indicative budget. Prior to the meeting on 28 November, we received a budget that was £250k less than anticipated. Budgets received are never in the same format, there is no consistent approach. Other academies are in the same boat but have lost funding in other ways. Some have lost funding through CAG/LACSEG. KB and AH are investigating and this is on-going. 	VF		
11/12.36	<u>Cranbrook – Part II</u>			
11/12.37	<u>Governors' Training & Visits.</u>			
	<p>VF – Attended a governors training day at Foot Anstey. Examples of areas discussed were governance - when to resolve and not to resolve and decision making. AH will condense the information, create and distribute a Venn diagram.</p> <p>GS – Attended a General Governor half day training course which was held at Great Moor House. GS highly recommended this course.</p>	AH		

GS also spent two morning sessions with AH going through the budget process. GS will continue to meet with AH regularly.

LS - Attended the training at Foot Anstey which she found very interesting.

CD - Missed the governor training due to illness. CD is in discussions with Chris Dormand.

JF – No training course attended but took part in the interviews in respect of the tender.

GR – Spent the day shadowing PC. GR observed some lessons and also PC undertaking some of his admin role. Attended a briefing with the Science department/planning meeting.

BR – Attended an informal meeting with KB. Also attended 2 x Read to Learn sessions with KB and Katie Snook. BR said she was delighted.

JF and BR attended the Broadclyst Traffic group – on-going issues.

Lst – Attended the GCSE Presentation Evening which he said was very good. Interviewed four students for Oxbridge this week. Attended PTFA bingo and observed lunchtime detentions.

SS – Spent an hour with CDo earlier in the term catching up on exam results.

AR reminded governors on behalf of the clerk that all courses need to be booked through AS. If you're unable to attend a cost please notify AS asap to enable us to recuperate costs where possible.

AR attended a seminar with AH on 1 September covering championing collaboration and attracting pupils through better marketing. When compared against our Improvement Plan, our plan compares well to the examples of good practice cited at seminar.

Attended 2 SLT meetings, 2 staff briefings, met with KB and AH and attended the Site manager interviews.

	Two informal meetings with Paul McCormick at South Dartmouth College to see how their governing body works.			
11/12.38	<u>Site Manager interviews – update</u>			
	AR was involved in the interviews for Site Manager. Six candidates were called for interview. It was felt however that on completion of the interviews none of the candidates had the necessary skills to fulfil the role. The decision was therefore made not to recruit on this occasion and the post will be re-advertised in the New Year.			
11/12.39	<u>Update on Governor contact details</u>			
11/12.40	<u>Items at discretion of Chair.</u>			
	<p>Proposal – Monies from Industrial Action</p> <p>Staff suggested that the monies not paid to those who took industrial action on 30 November should be amalgamated in a ‘pot ‘and used for a specific purpose and not just be absorbed into the general budget.</p> <p>Suggestion 1 was agreed in principal – no objections.</p> <p>Suggestion 2 – Money to be used towards students – KB to review against policy – Chargings and Admissions.</p> <p>Commission AH to provide a figure at the next full governors meeting.</p> <p>IT WAS RESOLVED TO ACCEPT that the monies available would be used for suggestions 1 & 2.</p> <p>-----</p> <p>LS recently attended the Heads PA’s Conference. Alice McShane from Governor Services advised that the Ofsted inspector will look at the minutes from Governors meeting for proof that:</p> <ul style="list-style-type: none"> • Governors are focused on improvement • Leaders are challenged and held to account • Improvement Plan priorities are discussed regularly • Issues are addressed quickly and don’t keep reappearing <p>AR advised that as a result of discussions between him and Paul McCormick at South Dartmoor College</p>			

	<p>he would like to put a more rigorous process in place called Reaching Outstanding Governance (ROG). Devon Governor Services offer a health check, prices range from £350.</p> <p>The health check will:-</p> <ul style="list-style-type: none"> • give headteachers and school governors confidence and reassurance and will assist in preparing reports and in preparing for an Ofsted visit • offer best practice and suggestions for next steps • be carried out by trusted local experienced professionals with the full backup and support of Devon Learning and Development Partnership • allow you to focus on your time, energy and resources in the right areas to achieve success • be completed within one day to include feedback and a written report. <p>AR has lots of ideas re collaboration which he will discuss with KB and then feedback. The reality is that if we're expecting CVCC to reach outstanding, as a governing body we also need to be outstanding and need to ensure that SLT are fully engaged and involved with GB meetings.</p> <p>IT WAS RESOLVED that AR would go ahead and instruct Devon Governor Services.</p> <p>SLT will be formally invited to attend meetings where appropriate.</p>			
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CHAIR

Approved as a true and accurate record of the Meeting on the 12 December 2011.

(Meeting closed: 8.00 pm)

Dates of next meetings			
Monday	16 January 2012	Finance and Premises	5.30pm
Thursday	19 January 2012	Learning and Teaching	5.30pm

Monday	20 February 2012	Learning and Teaching	5.30pm
Monday	27 February 2012	Finance and Premises	5.30pm
Monday	15 March 2012	Full Board	5.30pm
Monday	19 March 2012	Learning and Teaching	5.30pm
Monday	23 April 2012	Finance and Premises	5.30pm
Thursday	10 May 2012	Learning and Teaching	5.30pm
Monday	28 May 2012	Finance and Premises	5.30pm
Wednesday	20 June 2012	Learning and Teaching	5.30pm
Wednesday	27 June 2012	Full Board	5.30pm
Monday	16 July 2012	Finance and Premises	5.30 pm