

CLYST VALE ACADEMY TRUST

Company Number 07564519
A Company Limited by Guarantee
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Minutes of Board Meeting held in Meeting Room 1 at Clyst Vale Community College, Station Road, Broadclyst, Exeter, EX5 3AJ on Thursday 15th March 2012 at 5.30pm

Meeting 15.03.12 – Part I Minutes

Day/Time	Thursday 15 th March 2012 5.30pm	Location	Meeting Room 1
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Attendees	Initial		Left	Attendees	Initial		Left
Kevin Bawn	KB	Principal/ Governor		Barbara Rusbridge	BR	Governor	
Andy Revesz	AR	Governor/ Chair		Linda Smith	LSm	Staff	
Gina Stroud	GS	Co-opted		Jonathan Farnhill	JF	Parent	
Vanessa Francis	VF	Parent		Sue Smye	SS	Governor	
Kate Getliffe	KG	Parent		Cathy Durston	CDu	Co-opted	
Stuart Mackay	SMc	Governor		Graeme Robb	GR	Parent	
Lois Angell	LA	Staff		Simon Sanger- Anderson	SS-A	Parent	
Paul Collin	PC	Staff					

Apologies	Initials	
Levon Stephan	LSt	Work
Annabel McDonald	AMc	Personal
Chen Battishill	CB	Personal

Absent	Initials	

In Attendance	Initials	CVCC
Ann Hopkins	AH	College Manager
Dave Walters	DW	Deputy Principal

In Attendance	Initials	CVCC
Paul Sutton	PS	Deputy Principal
Angela Songur	AS	Clerk

Visitors	Arrived	Left
James Brookes	6.00pm	6.40pm
Julie-Ann Clements	6.00pm	6.40pm

		Led by
11/12.41	<u>Notice – Governors to agree correct Notice Given</u>	AR
11/12.42	<u>Quorum - 3 governors or where greater 1/3 rounded up</u>	AR
11/12.43	<u>Attendance/Apologies.</u>	AR
11/12.44	<u>Declaration of Business Interests.</u>	AR
11/12.45	<u>Minutes of the last meeting, 12.12.11 Part I</u> Attached	AR
11/12.45.1	<u>Matters Arising.</u>	AR
11/12.46	<u>Minutes of the last meeting, 12.12.11 Part II</u> To be given at the meeting	AR
11/12.46.1	<u>Matters Arising</u>	AR
11/12.47	<u>Principal's Report</u> To Follow	KB
11/12.48	<u>Governance Health Check Action Plan</u> Attached	AR
11/12.49	<u>Cranbrook and Mott Macdonald</u>	KB

11/12.50	Reports from Committees	AR
11/12.50.1	<u>Learning and Teaching 9th January 2012</u> <u>Learning and Teaching 20th February 2012</u>	LSt
11/12.50.2	<u>Finance and Premises 16th January 2012</u> <u>Finance and Premises 27th February 2012</u>	VF
11/12.51	<u>Governors' Training & Visits.</u>	AR
11/12.52	<u>Items at discretion of Chair.</u>	AR

		Owner	Date raised	Date due
	AR welcomed AS back following her maternity leave. Governors asked that thanks were recorded to CH for standing in for AS while away.			
11/12.41	<u>Notice – Governors to agree correct Notice Given</u>			
11/12.41.1	Governors agreed that the correct notice for receiving the agenda and papers was given.			
11/12.42	<u>Quorum - 3 governors or where greater 1/3 rounded up</u>			
11/12.42.1	Yes			
11/12.43	<u>Attendance/Apologies.</u>			
11/12.43.1	Apologies were received and accepted from CB, AMc and LSt.			
11/12.44	<u>Declaration of Business Interests.</u>			
11/12.44.1	None			
	AR pointed out that governors have not made a formal decision regarding Cranbrook and would like to have that discussion prior to James Brookes and Julie-Ann Clements from Grainge attending the meeting.			
11/12.45	<u>Minutes of the last meeting, 12.12.11 Part I</u> Attached			
11/12.45.01	IT WAS RESOLVED THAT the Part 1 minutes of the last Full Governors Meeting held on the 12 th December 2011 were approved and signed as a true and accurate record.			
11/12.45.1	<u>Matters Arising.</u>			
11/12.45.1.1	11/12.30 – New Governors Buddy for KG and AMc <ul style="list-style-type: none"> This has not been actioned. AS to email governors again. 11/12/33.1 – AS to add KG and AMc to the matrix and update the contact sheet. AR to review the gaps in the matrix and invite governors to volunteer. <ul style="list-style-type: none"> This item has been actioned 11/12.33.1 – AH and AS meeting 13 th December to review housekeeping items <ul style="list-style-type: none"> Meeting took place, AH and AS working on putting together a concise handbook to distribute to governors. 11/12.35.1 – PC to add policies to Moodle for Governors to access. <ul style="list-style-type: none"> PC advised that there are issues with Moodle 	AS	15.03.12	27.06.12
		AH/AS	15.03.12	27.06.12
		PC/AS	15.03.12	27.06.12

	at present. PC and AS need to get together to look at the Moodle before any documents are uploaded. A training session will be arranged for all new governors and any existing governors who were not able to attend the previous training session. This will take place prior to the next Full Board meeting on the 27 th June 2012.	AS	15.03.12	27.06.12
11/12.46	<u>Minutes of the last meeting, 12.12.11 Part II</u>			
11/12.46.01	IT WAS RESOLVED THAT the Part II minutes of the last Full Governors Meeting held on the 12 th December 2011 were approved and signed as a true and accurate record.			
11/12.46.1	<u>Matters Arising – decision agreed to be moved from Part II to Part I</u>			
11/12.46.2	AR advised governors that initially this item was a Part II item, however would like governors to agree to make the decision a Part I item. No objections No abstentions <u>IT WAS RESOLVED THAT</u> the Governing body is committed to Clyst Vale remaining in Broadclyst, developing our current site to its maximum potential and exploring the opportunities presented by Cranbrook.			
11/12.49	<u>Cranbrook and Mott Macdonald</u>			
11/12.49.1	James Brookes and Julie-Ann Clements from Grainge were invited to the meeting to give governors a presentation and to have the opportunity to bid for funding on behalf of the college. AH pointed out that Grainge were appointed to look at the development of the site. The consultation with the staff/students is now coming to the end of the process. Following an extensive consultation with students and staff, Grainge have produced a Master Plan which addresses all issues from the consultation. AH advised that she was pleased with the Master Plan which she felt had captured the feedback from the staff and students. James Brooks advised that the bid process finishes on the 28.3.12, timescales were tight and funding window not open for long but would like to arrange meetings with AH as soon as possible if governors approved to continue with the bidding process. The cost of the proposal to ask Grainge to proceed with drawing up plans will be £9,500. JB advised that the college doesn't comply for the bidding process on a number of levels and would recommend having a programme to show work to be finished by 2013. Grainge can design the buildings;			

	<p>fill in bidding forms however the college needs to start a dialogue with DFe. Once the plans are drawn up they will sit for next year if the bid is not successful this year, will be able to reapply next year.</p> <p>AR commented that spending £9,500 may or may not pay off; if it does then the money spent will be worthwhile.</p> <p>AR asked governors if they had any further questions before asking James and Julie-Ann to leave the room.</p> <p>J Brookes and J-A Clements left the room.</p> <p>AR presented governors with the question, whether they would like Grainge to continue with the process and to draw up plans to submit a funding bid on behalf of Clyst Vale Community College or to stop the process.</p> <p>AH advised that the college will get the same level of capital grant this year which is where the money will come from.</p> <p>Further discussion took place and it was agreed to commission the work with Grainge.</p> <p>IT WAS RESOLVED THAT the governors agreed to commission work with Grainge and approve the decision to put in a bid for funding for the work recommended.</p> <p>No objections No abstentions</p>			
11/12.47	Principal's Report			
11/12.47.1	<p>KB asked governors to take a moment to remember Andrew "Tom" Sawyer who sadly passed away. Tom worked at Clyst Vale for 33 years and possessed the rare talent of being both a wonderful craftsman and a skilful teacher.</p> <p>KB presented an overview of the Principal's report.</p> <p><u>Outcomes & Performance Indicators</u> AS module results are on the low side, the college tends to recruit students who are more border line academically and tend to struggle with the increased work load. Next year the college will be widening its offer to students. GCSE – based on accurate figures available. Expecting good performance Maths encouraging (not across the board) Science encouraging SIP visit to Heads of Year. Will table at the C, L&T meeting on Monday 19th March 2012. CDu asked if the report can be forwarded to all governors. AS to forward to all governors following the meeting on the 19th March 2012. DW advised that the APS (average points score) is</p>	<p>KB</p> <p>AS</p>	<p>15.03.12</p> <p>15.03.12</p>	<p>19.03.12</p> <p>19.03.12</p>

	<p>increasing each year following the dip in 2008. We are in a strong position and on an upward trend.</p> <p><u>Extra-Curricular and Students</u> Claire Haynes co-ordinated the School Report Day again this year which was a great success. The BBC reporter for the day was Simon Cleminson. KB advised that the question and answer session with both Simon Cleminson and the camera man was brilliant. Les Mis is currently dominating everything and would encourage as many governors as possible to attend, 20th - 23rd March. Student smoking – have reintroduced new protocols to deal with smoking more effectively. Seems to be working but this has had a slight increase on behavioural problems. 6th Form – CD report attached. CDu and SS had a visit with CD.</p> <p><u>Staff Issues</u> High level of short term staff illness at present.</p> <p><u>Student Numbers</u> Intake for September 2012 – 140 although this will increase by a few. The drop in numbers is consistent with other schools and it is due to the demographic trends. JF asked if this had budget implications. KB advised that the college receives £4000 per head. PC advised that at point of primary transfer most parents prefer local schools and transport to Clyst Vale is a problem. Students have been transferring mid way through the year from Exeter schools due to various issues.</p> <p><u>Strategic, Local, Authority and Policy Issues.</u> Cranbrook has been discussed under Part II. It was agreed in principal that a holding statement regarding the strategic decision made would be circulated to the local community and a communication plan would be drawn up to deal with the different audiences. SS-A advised that he will ask his business manager to contact LSm in order to make an appointment with KB to provide marketing/communication advice.</p> <p><u>Improvement Plan Priorities – Raising Achievement Thinking Schools - DW</u> The college will have an accreditation visit before Easter. Differentiation – there is a big improvement. T Grigg will be leading a Twilight session on differentiation. Marking – still an issue, inconsistent in KS3, subject leaders are well aware.</p> <p><u>Raising Standards and Promoting Achievement</u> Middle Leaders looking at accuracy in standards of</p>	SS-A	15.03.12	27.06.12
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	<p>judgements/assessments. The college is trying encourage students to focus on results day in Year 7 rather than waiting until Year 11.</p> <p><u>Read2Learn</u> Read2Learn continues to be a success. Progress has been good but it has revealed a range of issues for further action. New technology which is up off the ground, use of videos. Hoping to report back at the end of the summer on more specifics.</p> <p><u>Collaboration & Community</u> Developments this term include the possibility of providing A-level teaching for Bicton's rugby academy students.</p> <p><u>Curriculum</u> KB asked governors for their endorsement to continue with the reorganisation consultation document. A single item meeting will need to be arranged for the 18th April 2012 for governors to make a final endorsement. It was noted that one member of staff had made KB aware that they were not happy regarding the reorganisation and asked that it be forwarded to Full Governors. After further discussion governors felt that it was not appropriate to deal with staff issues direct and that these would be looked at following the consultation on the 18th April. AH advised that governors should feel confident that KB will present a fair and balanced view. AR asked that governors provide KB with the mandate to continue with the proposals on the reorganisation programme. No objections No abstentions</p>	AS	15.03.12	18.04.12
11/12.48	<u>Governance Health Check Action Plan</u> Attached			
11/12.48.1	<p>AR briefly discussed the Health check recently undertaken by Jane Lucas from Devon Governor Services and advised that he will write up a summary and feedback to governors. One issue that was identified was succession planning for the Chair/Vice Chair and this needs to be in place before September. AR announced that he would resign as Chair in July giving AH/AS time to include the procedure to elect the Chair/Vice Chair, as well as time for Governors to discuss the procedure and adopt in readiness for September. AR suggested holding the election at the next Full Board Meeting on the 27th June if permitted by the M&A's. AH advised that she did not think this would be permitted but she would check and advise.</p>	AR AH	15.3.12 15.3.12	

11/12.50	<u>Reports from Committees</u>			
11/12.50.1.1	AR advised that unless there were any pressing issues from the committees he proposed to move on in view of the time constraints.			
11/12.50.1	<u>Learning and Teaching 9th January 2012</u> <u>Learning and Teaching 20th February 2012</u>			
11/12.50.1.1	No issues			
11/12.50.2	<u>Finance and Premises 16th January 2012</u> <u>Finance and Premises 27th February 2012</u>			
11/12.50.2.1	No issues			
11/12.51	<u>Governors' Training & Visits.</u>			
11/12.51.1	LSt report was duly noted.			
11/12.52	<u>Items at discretion of Chair.</u>			
11/12.52.1	Policies – AH advised that a short time is needed to update and compile the policies. Proposed that the committees put this item on hold until AH/AS have had time to update. AR asked governors to confirm that they are happy for the Company Secretary and clerk to continue reviewing the policies list. There were no objections.			

CHAIR

Approved as a true and accurate record of the Meeting on the 15th March 2012.

(Meeting closed: 7.45 pm)

Meeting Dates			
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