

**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 Thursday 22<sup>nd</sup> September 2011 at 5.30pm**

Meeting 22.09.11 – Part I Minutes
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Day/Time	Thursday 22 <sup>nd</sup> September 2011 @ 5.30pm	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		Simon Sanger- Anderson	SS-A	Parent	
Chen Battishill	CB	Staff		Levon Stephan	LSt	Governor	
Stuart Mackay	SMc	Governor		Cathy Durston	CD	Co-opted	
Lois Angell	LA	Staff		Paul Colin	PC	Staff	

Apologies	Initials	
Sue Smye	SS	Work Commitments
Gina Stroud	GS	Personal

Absent	Initials	

In Attendance	Initials	CVCC
Adrian Green	AG	Vice-Principal

In Attendance	Initials	CVCC

Visitors	Arrived	Left

ITEM NO.	ITEM	Led by
11/12.1	<u>Election of Chair.</u>	AR
11/12.2	<u>Election of Vice Chair.</u>	AR
11/12.3	<u>Attendance/Apologies.</u>	AR

ITEM NO.	ITEM	Led by
11/12.4	<u>Declaration of Business Interests.</u>	AR
11/12.5	<u>Minutes of the last meeting, 30.06.11, Part I</u>	AR
11/12.6	<u>Matters Arising.</u>	AR
11/12.7	<u>Agreement on Open/Closed meetings.</u>	AR
11/12.8	<u>Examination Results – statistical analysis.</u>	KB
11/12.9	<u>Principal's Report</u> Document attached	KB
11/12.10	<u>Draft Improvement Plan</u> Attached	KB
11/12.11	<u>Cranbrook: update – Part II</u>	JF
11/12.12	<u>Reports from Committees</u> • <u>Finance and Premises - 12 September 2011</u>	AR
11/12.13	<u>Confirm Dates of Governors' Meetings</u>	AR
11/12.14	<u>Governors' Links</u>	KB
11/12.15	<u>Term Dates 2012-2013</u>	KB
11/12.16	<u>16-19 Bursary</u> Attached	CD
11/12.17	<u>Governors' Training &amp; Visits.</u>	AR
11/12.18	<u>Housekeeping Items:</u>	
11/12.18.1	<u>Update on Governor contact details.</u> Attached	CH
11/12.18.2	<u>Reminder of Procedure if Governors wish to put items on the agenda.</u> Attached.	AR
11/12.18.3	<u>Reminder of Part II procedure and confidentiality.</u> Attached.	AR
11/12.18.4	<u>Review practice and timescale for dealing with circulation of minutes and papers.</u> Attached.	AR
11/12.18.5	<u>Review Code of Practice.</u> Attached	AR
11/12.18.6	<u>Reaffirm procedure for dealing with correspondence to the governing body.</u> Attached.	AR
11/12.19	<u>Set date for Principal's Performance Review.</u>	AR
11/12.20	<u>Items at discretion of Chair.</u>	AR
11/12.21	<u>Date of Next meetings.</u>	AR

ITEM NO.	ITEM	Owner	Date Raised	Due Date
11/12.1	<u>Election of Chair</u>			
	<b>IT WAS RESOLVED THAT</b> Andy Revesz would continue to stand as Chair of Governors			
11/12.2	<u>Election of Vice Chair.</u>			
	<b>IT WAS RESOLVED THAT</b> Barbara Rushbridge would continue to stand as Vice-Chair of Governors.			
11/12.3	<u>Attendance/Apologies.</u>			
	Apologies were received and accepted from SS and GS.			
11/12.4	<u>Declaration of Business Interests.</u>			
	None			
11/12.5	<u>Minutes of the last meeting, 30.06.11, Part I</u>			
	<b>IT WAS RESOLVED THAT</b> the Part I minutes of the last Full Governors Meeting held on the 30 June 2011 were approved and signed as a true and accurate copy.			
11/12.6	<u>Matters Arising.</u>			
	<p>10/11.109.1 – Away Afternoon 22<sup>nd</sup> June 2011</p> <ul style="list-style-type: none"> <li>PC to consult with stakeholders re Vision Statement. Put on governors Moodle, ask for views and send copy to Chair/Heads with LAC – ACTIONED.</li> </ul> <p>10/11.118.1 – Book new governors on training.</p> <ul style="list-style-type: none"> <li>AS has booked Simon on to the new governor course in October 2011.</li> </ul>			
11/12.7	<u>Agreement on Open/Closed meetings.</u>			
	<p>There is no requirement regarding open/closed meetings.</p> <p>In the past Full Board meetings have been open whereas committee meetings were closed.</p> <p><b>IT WAS RESOLVED THAT</b> committee meetings will remain closed, Full Governor meeting would remain open and dates made available in the students</p>			

ITEM NO.	ITEM	Owner	Date Raised	Due Date
	newsletter/website.			
<b>11/12.8</b>	<b><u>Examination Results – statistical analysis.</u></b>			
	<p>KB presented his report Examination Results – Statistical Analysis. The following points were mentioned:-</p> <ul style="list-style-type: none"> <li>• Overall it was a successful summer. A2 results held up well and AS results improved.</li> <li>• GCSEs – there are issues re gender attainment but not in all subjects. Year group are imbalanced in view of boys.</li> <li>• There was an increase in the amount of A grades, but A* grades have fallen.</li> <li>• We are ahead of Exmouth, Cullompton and some Exeter schools.</li> <li>• Fewer G &amp; T students.</li> </ul> <p>It was felt that we need to manage our public perception and promote the college i.e. review the way we communicate re attainment levels.</p> <p><b>IT WAS RESOLVED THAT</b> a sub committee made up of CD, S S-A, LSt and GS would be set up and would liaise with KB, feedback will be provided at the next Board Meeting on 12 December 2011. What are the key messages? The first meeting will take place within two weeks from today.</p>			
<b>11/12.9</b>	<b><u>Principal's Report</u></b> Document attached			
	<p>Within the Leadership Team there has been a change in roles. Governors should contact their respective SLT links.</p> <p>Update links on matrix as follows:-</p> <p>AR - KB VF – AH DW – JF</p>			

ITEM NO.	ITEM	Owner	Date Raised	Due Date
	PC – GR CD – CD PS – SMc AG – LSt  AS to update Link Matrix and distribute to governors.  There is a good calibre of 6 <sup>th</sup> forms students coming in – PR is great.	AS	22/9	12/12
<b>11/12.10</b>	<u><b>Draft Improvement Plan</b></u> Attached			
	<p><b>The Improvement Plan was discussed and the following points were raised:-</b></p> <ul style="list-style-type: none"> <li>• KB advised that there were initially 102 priorities, although he has tried to reduce this to no more than 10.</li> <li>• Individual subject area action plans are in the process of being completed – meetings are still taking place.</li> <li>• C/F from last term, firm up SLT links - more knowledgeable.</li> <li>• Grade watch will continue to meet fortnightly.</li> <li>• Moodle training is on-going.</li> </ul> <p>Post 16 – Improvement Plan</p> <ul style="list-style-type: none"> <li>• References to SISRA page 10 - web based performance analysis tool. This has been fed down to governors. PC explained the theory behind this software and provided examples.</li> <li>• Extended projects can be implemented for middle A Level students struggling to get grades.</li> </ul>			
<b>11/12.11</b>	<u><b>Cranbrook: update – PART II</b></u>			
<b>11/12.12</b>	<u><b>Reports from Committees:</b></u>			
<b>11/12.12.1</b>	<u><b>Finance &amp; Premises – 12 September 2011</b></u>  VF reported on the last Finance & Premises meeting. <ul style="list-style-type: none"> <li>• The committee discussed changes to the library and whether or not we have funding available. If so how much can we provide? Staff issues/hours of opening were also discussed.</li> </ul>			

ITEM NO.	ITEM	Owner	Date Raised	Due Date
	<ul style="list-style-type: none"> <li>• We are no longer using Francis Clarke Accountants, we have moved to Bishop Fleming.</li> <li>• We have implemented PFS, a new accounts package. A new budget monitor has been created which is easier to understand.</li> <li>• Building work completed over the summer included painting and air conditioning in the music room.</li> <li>• Money has been put a side to commission architects.</li> <li>• The perimeter fencing and new roof to the conservatory is yet to be completed.</li> </ul>			
<b>11/12.13</b>	<b><u>Confirm Dates of Governors' Meetings</u></b>			
	<p>At the end of last term KB sent out a proposal for dates and frequencies for committee meetings.</p> <p>There will be 4 x Full Governor meetings, 8 x C, L &amp; T and 8 x F &amp; P.</p> <p><b>IT WAS RESOLVED THAT</b> the above proposal will go ahead.</p>			
<b>11/12.14</b>	<b><u>Governors' Links</u></b>			
	<p>Links were agreed as follows:-</p> <p>AR - KB  VF – AH,  DW – JF  PC – GR  CD – CD  PS – SMc  AG – LSt</p>			
<b>11/12.15</b>	<b><u>Term Dates 2012-2013</u></b> Attached			
	<b>IT WAS RESOLVED THAT</b> that the term dates for 2012/13 as per the term pattern were approved (please see attached calendar).			
<b>11/12.16</b>	<b><u>16-19 Bursary</u></b> Attached			

ITEM NO.	ITEM	Owner	Date Raised	Due Date
	EMA is discontinued. Students can now apply for the bursary fund which is administered by the school.  Criteria is defined in the 16-19 Bursary document attached.			
<b>11/12.17</b>	<b><u>Governors' Training &amp; Visits.</u></b>			
	<ul style="list-style-type: none"> <li>• GR – attended interviews for teaching assistants.</li> <li>• LSt - Mind Maps.</li> <li>• JF - Thinking Schools training.</li> <li>• SMc - Marac Process in Devon – Increasing Safety for Victims of Domestic violence and abuse.</li> <li>• VF, AR &amp; AH - Foot Anstey course for Academies.</li> <li>• PC - New Governor course.</li> </ul>			
<b>11/12.18</b>	<b><u>Housekeeping Items:</u></b>			
<b>11/12.18.1</b>	<b><u>Update on Governor contact details.</u></b> Attached			
<b>11/12.18.1.1</b>	AS to email contact sheet to governors for completion.	AS	22/9	12/12
<b>11/12.18.2</b>	<b><u>Reminder of Procedure if Governors wish to put items on the agenda.</u></b> Attached.			
<b>11/12.18.3</b>	<b><u>Reminder of Part II procedure and confidentiality.</u></b> Attached.			
<b>11/12.18.4</b>	<b><u>Review practice and timescale for dealing with circulation of minutes and papers.</u></b> Attached.			
<b>11/12.18.5</b>	<b><u>Review Code of Practice.</u></b> Attached			
<b>11/12.18.6</b>	<b><u>Reaffirm procedure for dealing with correspondence to the governing body.</u></b> Attached.			
	AH will review housekeeping items 11/12.18.2, 11/12.18.3, 11/12.18.4, 11/12.18.5 and 11/12.18.6, confirm what is required and create a document.	AH	22/9	12/12
<b>11/12.19</b>	<b><u>Set date for Principal's Performance Review.</u></b>			
	SIP involvement is required; KB will liaise with VF, AR and SMc to arrange Performance Management Review.			

ITEM NO.	ITEM	Owner	Date Raised	Due Date
11/12.20	<u>Items at discretion of Chair.</u>			
	There are two parent governor vacancies.			
11/12.21	<u>Date of Next meetings.</u>			

Monday	3 October 2011	Learning and Teaching	5.30pm	Meeting Room 1
Monday	17 October 2011	Finance and Premises	5.30pm	Meeting Room 1
Monday	14 November 2011	Learning and Teaching	5.30pm	Post-16
Monday	28 November 2011	Finance and Premises	5.30pm	Meeting Room 1
Thursday	8 December 2011	Learning and Teaching	5.30pm	Post-16
Monday	12 December 2011	Full Board	5.30pm	Meeting Room 1
Monday	16 January 2012	Finance and Premises	5.30pm	Post-16
Thursday	19 January 2012	Learning and Teaching	5.30pm	Post-16
Monday	20 February 2012	Learning and Teaching	5.30pm	Meeting Room 1
Monday	27 February 2012	Finance and Premises	5.30pm	Meeting Room 1
Monday	19 March 2012	Learning and Teaching	5.30pm	Meeting Room 1
Monday	26 March 2012	Full Board	5.30pm	Meeting Room 1
Monday	23 April 2012	Finance and Premises	5.30pm	Meeting Room 1
Thursday	10 May 2012	Learning and Teaching	5.30pm	Post-16
Monday	28 May 2012	Finance and Premises	5.30pm	Post-16
Wednesday	20 June 2012	Learning and Teaching	5.30pm	Post-16
Wednesday	27 June 2012	Full Board	5.30pm	Meeting Room 1
Monday	16 July 2012	Finance and Premises	5.30pm	Meeting Room 1