CLYST VALE ACADEMY TRUST

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Minutes of Board Meeting held in the Post 16 Study Room, Clyst Vale Community College, Station Road, Broadclyst, EX5 3AJ at 5:30 pm on Thursday 22nd September 2014.

Part I Minutes

Attendees	Initial			Attendees	Initial		
Simon Sanger- Anderson	SS-A	Chair/Parent		Teresa Grieve	TG	Parent	
Dr Kevin Bawn	KB	Principal		Dave Hewlett	DH	Staff	From .06
Mr Ben Brook	BB	Parent		Mel Prance	MP	Staff	
Paul Colin	PC	Staff		Levon Stephan	LSt	Co-opted	
Cathy Durston	CD	Co-opted		Gina Stroud	GS	Co- opted	
Greg Evans	GE	Parent	From .07 b	Sara Watt	SW	Staff	

Jonathan Farnhill	JF	Parent
In Attendance	Initials	
Chris Dormand	CDo	SLT
Adrian Green	AG	SLT
Paul Sutton	PS	SLT

AH

Initials

Absent	Initials	

In Attendance	Initials	
Dave Walters	DW	SLT
Dr Crawford Winlove	CW	
Mr Norman Cooke	NC	
Jill Collins	JC	Clerk

Minutes

Ann Hopkins

Apologies

The Clerk had provided timely notice of the meeting and the meeting was quorate.

College Manager

Item		Owner	Date due
Number			
14/15.01	Renew Declarations of Business Interests	Clerk	
	Signed forms were received by the Clerk. Those		
	outstanding (GE;DH) to be chased after the meeting.		
14/15.02	Election of Chair	Clerk	
	In accordance with Article 83, the Clerk invited those eligible		
	to stand for election to Chair. None came forward. The		
	Clerk asked the 2013/14 Chair (SSA) if he were willing to		
	serve for 2014/15. SSA agreed and was therefore elected		
	unopposed.		
	Election of Vice Chair		
	The Chair requested those eligible to stand for election as	SSA	
	Vice Chair. None came forward and the position remains		
	vacant.		
14/15.03	Election of Committee Chairs	SSA	
	GS agreed to continue to Chair F&P in the absence of other		
	candidates		
	LSt agreed to continue to Chair C,L&T in the absence of		
	other candidates		
	CDu agreed to continue to Chair Audit Committee in the		
	absence of other candidates		

	Pay Committee and Monitoring Group Chair and		
	membership is to be decided later.		
14/15.04	Attendance/Apologies	SSA	
14,10.04	Apologies were accepted from Jonathan Farnhill	JOOA	
	Dr Crawford Winlove and Norman Cooke, both prospective		
	Member Appointed Governors, were welcomed as		
	observers of the meeting.		
14/15.05	Minutes of the last meeting, 10-7-14	SSA	
	The minutes were agreed, approved and signed by the		
	Chair.		
14/15.06	Matters arising	SSA	
	13/14.77 Narrowing the Gap/Pupil Premium to be added to		
	Autumn agenda (Clerk).		
	Complete - has been added to 17-11-14.		
	13/14.77 PSu was asked to send a 'menu' of interventions		
	to the Clerk for circulation to Governors a.s.a.p		
	Complete		
	13/14.78 PSu/DW to review communications to staff on		
	SAIF interventions		
	DW reported that he had reviewed according to the latest		
	Government advice. Complete.		
	13/14.82 Governors' Survey to be circulated by the Clerk.		
	(Completed and placed on Moodle)		
	42/44 04 Clark to add Tacabara nav and Darfarmana		
	13/14.84 Clerk to add Teachers pay and Performance (Performance Management) to this agenda (Complete see		
	item 14/15.8)		
14/15.07	Principal's Report	KB	
1 17 10101	KB spoke to the Report to Governors, which had been		
	circulated.		
	Updates had been provided under the following headings-		
	Introduction		
	Extra-Curricular and Students		
	Staff Issues		
	KB reported that DW had been given new responsibilities		
	for staff and a member of the Finance team (apprentice)		
	had resigned to work for the NHS.		
	Finance & Premises The new building had been delivered on time. AH invited all		
	Governors to attend a walkabout at 5 pm prior to the F&P		
	meeting on 9 th October 2014. GS asked if arrangements		
	were in place for the official opening. KB reported that		
	Hugo Swire had been invited to perform the opening of the		
	building on 10 th October 2014 at 11.45 am. (Exact time to be		
	confirmed). Snagging issues are being sorted out.		
	Strategic, Local Authority and Policy Issues		
	Community and Collaboration		
	Post 16		
	3 students are to return from Exeter College. CDo reported		
	that 16% of 6 th Form students are coming from other		
	Schools. CVCC had kept more year 11 students this year		
	but more work is required on getting students from other		
	Schools to attend CVCC. KB reported that a demographic rise is due next September but the Cranbrook impact has to		
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	be considered. The Ted Wragg Trust is to sponsor		

Cranbrook and there may be some slippage later when publicity on that kicks in.

The Library issue is still to be resolved. KB/CDo are to attend a meeting on 6th Form provision for children in rural East Devon. CDu and LSt questioned KB/CDo on the reasons for reduced numbers at 6th Form and discussion followed. TG asked how many students are required for 6th Form to be viable and this was confirmed as 200. KB stated that Clyst Vale is managing the cuts reasonably successfully and that other Schools were having difficulty with this. Discussion followed on the impact of transport costs for students travelling to Clyst Vale from Cranbrook and elsewhere. The possibility of using the School minibus was mooted as an option by LSt and this was confirmed as a possible solution by KB.

b) Summer 2014 Exam Results and implications for Ofsted

KB reported good news of a successful appeal which had raised the pass rate to 71.5% at A-C in English & Maths GCSE. 1st entry results show 67.9% which is good compared to other schools. National figures are not yet known. A meeting is to take place with David Carter (Regional Advisor). KB stated that the national figures could come down by 5% this year based on 2013. Using an analytic tool, results showed that Value Added, Pupil Premium and Gender were possible issues. Girls had improved more than boys. Improved results in English at GCSE and A2.

AG noted that if is possible for CVCC to use Best Entry results (rather than 1st Entry) this would be positive. KB noted that the figures don't show the tremendous work done by colleagues over the past year. MP agreed that there had been a huge amount of hard work put in and that a 'pat on the back' or doughnut would have been nice. There had been no time for reflecting on the success. SW agreed and said that the workload had been huge with extra revision classes. SW asked that the hours required for a number of start of term activities should be reviewed. LSt stated that the momentum needed to continue if the level isn't to drop again. MP re-iterated that more departmental time is needed for reflection. KB listed the work load needed to be accommodated in the first two days. CDu asked how Governors had recognised the positive results and KB confirmed that SSA had spoken to staff and that the results were fantastic and colleagues' hard work is appreciated. Some tough decisions were being made and some colleagues were being given increased monitoring and support.

PC noted that a good start needed consolidation to improve 'students as learners'.

DH asked if anything could be done about 3 U results and KB stated that all were explainable. KB reported that the Exams Officer will provide a full report in due course. He reported that Exams procedures and organisation had been good. One smart-watch had been discovered resulting in disqualification of the student. OCR had been problematic with 1 in 5 scripts being marked wrongly which will have knock on effects for teachers' progression etc.

	The results will be scrutinised at Governors Monitoring Group. LSt asked if there were any changes coming and KB stated that the 'Gove' changes were running through now and no other changes were planned.		
13/14.08	Performance Management KB gave a presentation to the group on Managing Staff Performance. An example of the forms to be used during the process was circulated and the steps outlined. The process involves evidence gathering throughout the year to contribute to the review. Those Governors on the Pay Committee and Appeal Panel will need to be trained.(NB: SSA/MP have attended the training). KB went on to detail changes to pay progression e.g. it is now possible to not progress but not be put into capability procedures. DH asked if the results of pay progression are reported to DfE KB stated no, but Ofsted will scrutinise. KB stressed the need for a Pay Committee of 3 non staff Governors to be convened. It was resolved that the membership of Pay Committee (13/10/14) would be- Levon Stephan; Gina Stroud; Ben Brook And Appeals Committee (24/11/14) Cathy Durston; Greg Evans; Simon Sanger Anderson	КВ	
13/14.09	Reports from Committees F&P: GS noted that the new prospectus was now available. C,L&T: LSt stated that there was nothing to report. Audit: CDu noted the report which had been circulated. NSC had reported CVCC as 'reasonably effective' with some actions for F&P. GS noted that project groups require clear rules of operation and NSCs comment about recording of key decisions is noted.	Chairs	
13/14.10	Proposed Business Cycle for 2014/15 A draft document had been compiled and circulated by the Clerk which was discussed. GS requested that once decided the schedule should be adhered to and policies shouldn't be allowed to 'back up'. AH noted the difficulties she had being the only person to review the Finance and Premises related policies. Clerk to review the following- LSt queried the Audit item in June GS noted that the 3-year plan discussion needs to be put into Feb column. AH noted that the EFA won't issue details until March it would be possible to discuss before then. It was decided to add 3 year plan to the FB agenda on 23 rd March.	SSA	asap
13/14.11	Confirm reviewers and date for Principal's Performance Management Reviewers will be Cathy Durston and Greg Evans. Date of review is to be confirmed via email.	SSA	

13/14.12	Governor's Commendations	PC	
10/14.12	PC noted that no commendations had been recommended	•	
	for this Board as questions remained concerning budget		
	allocation. At present no funds were available. PC outlined		
	the positive effect on staff and student morale which made		
	the £1,000 money well spent but he understood that if the		
	scheme continued, the 'bottom line' would be affected.		
	SW expressed support for the scheme noting its success.		
	LSt stated that commendations could still be offered without		
	the financial reward and a decision will be needed in good		
	time for next FB.		
	SSA recommended that the decision be deferred and	00/411	F&P
	delegated authority be devolved to F&P for action when the	GS/AH	9-10-14
13/14.13	budget is known.	SSA	
13/14.13	Agree Terms of Reference for:- Draft Terms of reference had been provided by the Clerk.	33A	
	Drait Terms of reference flag been provided by the Clerk.		
	Full Board – Agreed and signed by the Chair		
	Curriculum, Learning and Teaching Committee – Agreed		
	and will be signed at 1 st meeting		
	Finance and Premises Committee – agreed and signed by		
	the Chair		
	Audit Committee – agreed, to be signed at 1 st meeting		
	Pay Committee – to be reviewed and signed at meeting		
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13/14.14	Items at the Discretion of the Chair	SSA	
	a) Official opening of the new block		
	As previously stated Hugo Swire will open the new block on 10 th October 14. KB is working on final		
	arrangements for the day. SSA advised that he won't		
	be able to attend. GS confirmed her availability.		
	b) <u>Confirm arrangements for the AGM</u>		
	The AGM is to take place on 8 th December 14 at 5		
	pm prior to the main board meeting at 5:30 pm.		
	2 new Members are to be appointed.		
	c) <u>Governor recruitment</u>		
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	SSA reiterated that new Governors are needed.		
	Existing Governors were requested to focus on recruitment.		
	There is currently 1 Parent Governor vacancy, which		
	from 14 th October when Jonathan Farnhill comes to		
	end of term will become 2. (JF has expressed his		
	intention to the Clerk not to remain as a Governor or		
	Member). The Clerk was instructed to conduct		
	another ballot for PG asap.		
	There are 4 vacancies for Member Appointed		
	Governors currently. Two prospective Governors		
	were in attendance and appointment will be		
	discussed as a Part II item.		
	d) DC avaraged thanks to Alli I illa: Device		
	 d) PC expressed thanks to AH; Hills; Devon Contractors and all Governors involved in the new 		
	build.		
	Move to Part II		
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Meeting	ended	at	8 15	5 nm
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Signed CHAIR:-

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Approved, as a true and accurate record of the Meeting on the 10th July 2014.

Meeting Dates	2014/15	All located in Post 16 Study Room	
17 th November	2014		
8 th December	2014		
23 rd March	2015		
18 th May	2015		
13 th July	2015		