

## 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  
22<sup>nd</sup> 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	

Apologies	Initials	
Jonathan Farnhill	JF	Parent

Absent	Initials	

In Attendance	Initials	
Chris Dormand	CDo	SLT
Adrian Green	AG	SLT
Paul Sutton	PS	SLT
Ann Hopkins	AH	College Manager

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

### Minutes

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

Item Number		Owner	Date due
14/15.01	<b><u>Renew Declarations of Business Interests</u></b> Signed forms were received by the Clerk. Those outstanding (GE;DH) to be chased after the meeting.	Clerk	
14/15.02	<b><u>Election of Chair</u></b> 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. <b><u>Election of Vice Chair</u></b> The Chair requested those eligible to stand for election as Vice Chair. None came forward and the position remains vacant.	Clerk  SSA	
14/15.03	<b><u>Election of Committee Chairs</u></b> GS agreed to continue to Chair <b>F&amp;P</b> in the absence of other candidates LSt agreed to continue to Chair <b>C,L&amp;T</b> in the absence of other candidates CDu agreed to continue to Chair <b>Audit</b> Committee in the absence of other candidates	SSA	

	<b>Pay Committee and Monitoring Group</b> Chair and membership is to be decided later.		
14/15.04	<b><u>Attendance/Apologies</u></b> Apologies were accepted from Jonathan Farnhill Dr Crawford Winlove and Norman Cooke, both prospective Member Appointed Governors, were welcomed as observers of the meeting.	SSA	
14/15.05	<b><u>Minutes of the last meeting, 10-7-14</u></b> The minutes were agreed, approved and signed by the Chair.	SSA	
14/15.06	<b><u>Matters arising</u></b> <b><u>13/14.77</u></b> Narrowing the Gap/Pupil Premium to be added to Autumn agenda (Clerk). Complete - has been added to 17-11-14.  <b><u>13/14.77</u></b> PSu was asked to send a 'menu' of interventions to the Clerk for circulation to Governors a.s.a.p Complete  <b><u>13/14.78</u></b> PSu/DW to review communications to staff on SAIF interventions DW reported that he had reviewed according to the latest Government advice. Complete.  <b><u>13/14.82</u></b> Governors' Survey to be circulated by the Clerk. (Completed and placed on Moodle)  <b><u>13/14.84</u></b> Clerk to add Teachers pay and Performance (Performance Management) to this agenda (Complete see item 14/15.8)	SSA	
14/15.07	<b><u>Principal's Report</u></b> KB spoke to the Report to Governors, which had been circulated. Updates had been provided under the following headings- <b><u>Introduction</u></b> <b><u>Extra-Curricular and Students</u></b> <b><u>Staff Issues</u></b> 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. <b><u>Finance &amp; Premises</u></b> 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 <sup>th</sup> 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 <sup>th</sup> October 2014 at 11.45 am. (Exact time to be confirmed). Snagging issues are being sorted out. <b><u>Strategic, Local Authority and Policy Issues</u></b> <b><u>Community and Collaboration</u></b> <b><u>Post 16</u></b> 3 students are to return from Exeter College. CDo reported that 16% of 6 <sup>th</sup> 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 be considered. The Ted Wragg Trust is to sponsor	KB	

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 6<sup>th</sup> Form provision for children in rural East Devon. CDu and LSt questioned KB/CDo on the reasons for reduced numbers at 6<sup>th</sup> Form and discussion followed. TG asked how many students are required for 6<sup>th</sup> 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. 1<sup>st</sup> 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 it is possible for CVCC to use Best Entry results (rather than 1<sup>st</sup> 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.



13/14.12	<p><b><u>Governor's Commendations</u></b>  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 delegated authority be devolved to F&amp;P for action when the budget is known.</p>	PC  GS/AH	F&P 9-10-14
13/14.13	<p><b><u>Agree Terms of Reference for:-</u></b>  Draft Terms of reference had been provided by the Clerk.</p> <p>Full Board – Agreed and signed by the Chair  Curriculum, Learning and Teaching Committee – Agreed and will be signed at 1<sup>st</sup> meeting  Finance and Premises Committee – agreed and signed by the Chair  Audit Committee – agreed, to be signed at 1<sup>st</sup> meeting  Pay Committee – to be reviewed and signed at meeting</p>	SSA	
13/14.14	<p><b><u>Items at the Discretion of the Chair</u></b></p> <p>a) <u>Official opening of the new block</u>  As previously stated Hugo Swire will open the new block on 10<sup>th</sup> 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.</p> <p>b) <u>Confirm arrangements for the AGM</u>  The AGM is to take place on 8<sup>th</sup> December 14 at 5 pm prior to the main board meeting at 5:30 pm. 2 new Members are to be appointed.</p> <p>c) <u>Governor recruitment</u></p> <p>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<sup>th</sup> 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.</p> <p>d) PC expressed thanks to AH; Hills; Devon Contractors and all Governors involved in the new build.</p>	SSA	
	<b><u>Move to Part II</u></b>		

Meeting ended at 8.15 pm

**Signed CHAIR:-**

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

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