

CLYST VALE ACADEMY TRUST

Company Number 07564519
A Company Limited by Guarantee
Registered in England
Clyst Vale Academy Trust is an exempt charity

Minutes of Board Meeting held in the Post 16 Study Room, at 5:30 pm on Thursday 8th December 2014.

Part I Minutes

Attendees	Initial	Left	Attendees	Initial	Left
Simon Sanger-Anderson	SS-A	Chair/Parent	Greg Evans	GE	Parent (Late)
Kevin Bawn	KB	Principal	LévonStephan	LSt	Co-opted
Ben Brook	BB	Parent (from 6.10)	Gina Stroud	GS	Co-opted
Paul Colin	PC	Staff	Sara Watt	SW	Staff
Cathy Durston	CD	Co-opted	Crawford Winlove	CW	Member Appointed (from 6.05)
Dave Hewlett	DH	Staff Governor	Sara Watt	SW	Staff Governor

Apologies	Initials	Left
Norman Cooke	NC	Member Appointed
Teresa Grieve	TG	Illness

Absent	Initials	Left
Mel Prance	MP	Staff Governor

In Attendance	Initials	Left
Adrian Green	AG	SLT
Mrs S L Collins	SC	Parent Governor Elect

In Attendance	Initials	Left
Jill Collins	JC	Clerk

Minutes

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

Item Number	Content	Owner	Date due
14/15.30	<u>Declarations of Business Interests</u> None	SSA	
14/15.31	<u>Welcome and Apologies</u> Apologies were received from Norman Cooke and Teresa Grieve. Crawford Winlove sent apologies as he needed to arrive late. The Chair welcomed Mrs Sharon L Collins to the meeting. Mrs Collins had been elected (uncontested) as Parent Governor in the recent election, for a term of 4 years. Introductions were made around the table. It was noted that the following individual be appointed as Governor of the Company in accordance with Article [53A]:- Mrs S L Collins was elected as Parent Governor	SSA	
14/15.32	<u>Minutes of the last meeting, 17-11-14</u> The minutes were discussed, amendments were agreed (see below) and approved to the Governor Links item and an amended copy will be signed by the Chair post meeting.	SSA	
14/15.33	<u>Matters arising</u>	SSA	

	<p>14/15.6 Provide revised Governor Link Schedule. The schedule had been provided. Further amendments were agreed to remove the reference to shadowing by GE for SSA on R2L. Remove reference to LSt on Careers IA&G.</p> <p>14/15.17 Extra date for Full Board meeting in January. 22nd January 2014 had been proposed and this was approved.</p>		
<p>14/15.34</p>	<p><u>Principal's Report – Standing Item</u></p> <p>KB Spoke to his report covering the following headings and invited questions-</p> <p><u>Introduction</u></p> <p><u>Achievement-</u></p> <p><u>Sixth Form</u></p> <p>KB reported that numbers are improving. GS asked about raise-on-line data and KB said that the data could be talked through.</p> <p><u>Curriculum</u></p> <p><u>Extra-Curricular and Students</u></p> <p><u>Leadership & Management</u></p> <p><u>Staff Issues</u></p> <p>The Appeals process/procedure recently completed was discussed. Members of the Pay Committee requested to see outcome letters from the Appeal process. (Letters had been cc to the Appeals Panel and the Principal). Action Clerk- Completed.</p> <p><u>Finance & Premises</u></p> <p><u>Strategic, Local Authority and Policy Issues</u></p> <p>The number of 2nd preferences indicated has risen. Discussion followed on the latest information regarding the impact on student numbers resulting from housing developments in East Devon. CDu asked what number of students would be required to be viable. KB responded that some other Schools and Colleges have run with 600 but this would be too low a figure for Clyst Vale. There had been a trickle of students from Cranbrook.</p> <p>SW talked about the way CVCC presented itself at open evenings, particularly in Science, compared to other Schools and PC defended this by pointed out that similar Science experiments were on show at CVCC. PC also noted the importance of the Transition Co-ordinator. There had been a clash of dates at the last open evening arising due to other schools changing their planned dates.</p> <p>SC stated that as a parent she would prefer not to use a new school which had no Ofsted rating and had not been tried and tested.</p> <p>Discussion followed on parental impressions and demographics. KB stated that points raised in the discussion had also been spoken to at Open evenings and it was important to celebrate CVCC's successes. Transport is a key issue in parental decision making. GS noted the excellent atmosphere at Clyst Vale.</p> <p>LSt noted the importance of keeping students from CVCC's feeder schools.</p> <p>Crawford Winlove entered at this point.</p> <p><u>Community & Collaboration</u></p>		

	<p>KB reported that the Local Learning Community will continue to operate. Relationships will continue to be developed.</p> <p>Discussion followed on the risk to funding for the Parent Support Advisor who is employed to work with the students by the LLC. The PSA made a valuable contribution at CVCC.</p> <p>Ben Brook entered at this point.</p>		
14/15.35	<u>SIP Report</u>	SS-A	
14/15.36	<p><u>English Review</u></p> <p>KB reported that the review had been positive and congratulations expressed to Viv Oldfield and the English team. AS/A2 achievement was outstanding. This was noted as a very positive report.</p> <p>GE commented on outstanding support and direction given by the SLT.</p> <p>SSA asked what had been the key issues to make the change to analyse the catalyst.</p> <p>KB responded that the starting point for English hadn't been as bad as originally portrayed. Positive actions were- A sharper focus on English Language in particular; better tracking of data; Key Sets had been targeted by staff; hard work by the English team which had been more outward facing and with an enhanced team effort.</p> <p>SW was asked to comment and she confirm KB's comments, also stating that there had been unbelievable inputs i.e. revision and re-sit classes, the continual focus and supportive, dedicated staff within the Department.</p> <p>DH asked if the position was sustainable.</p> <p>SW stated that staff feel the pressure at times but more experienced staff look out for their younger colleagues ensuring that a good work/life balance is maintained. Staff try to engender a love for the English Language and this has resulted in a massive improvement.</p>	SS-A	
14/15.37	<p><u>Sign Off Annual Accounts & Trustees Report</u></p> <p>The Annual Accounts and Trustees Report was agreed and signed by the Chair and the Principal (as Chief Accounting Officer).</p>	SS-A	
14/15.38	<u>Reports from Committees (Business Cycle)</u>	Chairs	
a)	<p><u>Finance & Premises</u></p> <p>GS briefed the group on the last meeting which took place on 4-12-14. Topics discussed included –</p> <p>3-Year Plan (awaiting budget reduction plans from KB)</p> <p>Maintenance Review. Phase II bid for new hall which had a much tighter emphasis on the need for space for teaching and Learning rather than Sport. A new hall would free up capacity currently occupied by 30 periods of sport per week.</p> <p>PC noted the need for good lecture/theatre space. Also a phase II bid was being submitted for new boilers.</p>	GS KB	22-1-15
b)	<p><u>Curriculum, Learning & Teaching</u></p> <p>None</p>	LSt	
c)	<p><u>Audit</u></p> <p>None</p>	CDu	
14/15.39	<p><u>Reports on Governor Training</u></p> <p>None</p>	SS-A	

14/15.40	<p><u>Governor's Commendations.</u> PC requested clarity on the budget for Commendations. It had previously been agreed that another round of Commendations would be awarded, but the long term future was subject to budget decisions. PC requested that a decision be made to enable him to proceed (or not) as he didn't wish to have to go back to staff and inform them that the process had been withdrawn after one round had been awarded. He advised Governors that he currently had one nomination on hold. A vote was taken with a majority decision in favour of allocating 1k for awards.</p>	SS-A	
14/15.41	<p><u>Governor Visit Forms</u> None</p>	SS-A	
14/15.42	<p><u>Policies:</u> None</p>	SS-A	
14/15.43	<p><u>Items at the Discretion of the Chair</u> <u>Away Day January 15</u> Discussion followed on three main questions posed by the Chair 1 Location – within College or away 2 Who should attend 3 Focus on content</p> <p>After discussion it was decided that the Away Day would be held within College to reduce costs. SLT would not be required to attend unless presenting. Longer discussion followed on content. GE noted a useful session by DW on Raise on Line to Monitoring Group. KB suggested Self-evaluation and Ofsted readiness. DH suggested that working relationships with Links was a priority and SSA noted that knowledge on Raise on Line is important. CDu noted the importance of the Link Visit Forms and the need to record outcomes. SW suggested a session on Effectiveness of Governance. LST noted the need for Self Evaluation.</p> <p>AG questioned if the practice of having 2 Away Days a year would continue. After discussion it was decided that there would be 2 per year with the first being on 17th January 2015.</p> <p><u>Principal's Performance management review</u> The Chair reported that the Performance Management process had been completed for the Principal. Targets had been achieved and new targets had been set for this year.</p>	SS-A	
14/15.44	<p><u>Sign off Part II minutes</u> The Part II minutes were approved and signed by the Chair.</p>	SS-A	

Meeting ended at 7pm

Signed CHAIR:-

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Approved, as a true and accurate record of the Meeting on the 8th December 2014.

Meeting Dates			
2014/15	22 nd January 2015		
	23 rd March 2014		
	18 th May 2015		
	13 th July 2015		