

CLYST VALE ACADEMY TRUST

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Minutes of Board Meeting held at the Gipsy Hill Hotel, Pinhoe, Exeter, EX1 3RN, at 5:30 pm on Thursday 10th July 2014.

Part I Minutes

Attendees	Initial		Left	Attendees	Initial		Left
Simon Sanger-Anderson	SS-A	Chair/Parent		Teresa Grieve	TG	Parent	
Paul Colin	PC	Staff		Mel Prance	MP	Staff	
Cathy Durston	CD	Co-opted		Levon Stephan	LSt	Co-opted	
Greg Evans	GE	Parent		Gina Stroud	GS	Co-opted	
Jonathan Farnhill	JF	Parent		Sara Watt (from .75)	SW	Staff	

Apologies	Initials	
Dr Kevin Bawn	KB	Principal
Mr Ben Brook	BB	Parent
Dave Hewlett	DH	Staff

Absent	Initials	

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

In Attendance	Initials	
Mr John Shears	JS	SIP
Jill Collins	JC	Clerk

Minutes

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

Item Number		Owner	Date due
13/14.73	<u>Declarations of Business Interests</u> None	SSA	
13/14.74	<u>Apologies</u> Apologies were accepted from Kevin Bawn who was in Kenya with students; Ben Brook (new to office) and Dave Hewlett (workload).	SSA	
13/14.75	<u>John Shears: School Improvement Partner</u> John Shears stated that he had been in school that day. He was pleased to note that his visit reports had been circulated. He had been looking at data and tracking systems on attainment data and felt that CVCC is in a 'good place'. Strong in Maths, Science and Humanities. Weaker subjects have responded well. Achievement on pupil progress is high in Maths and continues to improve in English. Gaps are narrowing and the SAIF process is effective. This gives a pretty good picture although noted that he is nervous about outcomes in English and will need to see the results. 6 th Form is in a good place having previously been identified as needing improvement. Year 13 achieving above expectation. P16 is very well led and students' academic progress is very good.		

	<p>JS had spent time in 'Learning Walks' and found the clear majority of lessons as 'good'. Relationships were good with a strong work ethic, more support for professional development this year. Very few teachers consistently require improvement. There is an improvement in marking and assessment overseen by senior and middle leaders. SW entered at this point.</p> <p>The challenge for senior leaders today is to move to 'outstanding' lessons. Continuing focus on engagement – not to have 'passive' learning. CVCC's students are an enormous strength and the College has a good ethos. JS reported that all areas of safety and child development were well supported. Those in receipt of pupil premium are making progress and the 'gap' continues to narrow. School systems are a strength. Continuing positive aspects-time with senior leaders; the clear brief given by Governors. JS noted that he is pleased with the positive outcomes with greater focus on accountability. All staff are aware of expectations and the senior leaders are supported in their leadership. The leadership team are more reflective this year and senior leadership is positive and developing. JS stated that the focus should be on doing a few things really well. The Improvement Plan is focussed on 3 strands (priorities) rather than a lengthy document. A clear vision communicated to staff. More work needs to be done with middle leaders. Overall the College is in a better place than a year ago.</p> <p>SSA opened the discussion for questions. JF asked for a clear steer on the focus for Governors. JS responded Governors should focus on supporting the senior leaders in strategy - the 3 priorities. Shouldn't get side tracked by detail and deliver a clear message about raising standards. Keep the approach to reports simple and short. Focus the drive on raising/improving standards and don't be content with 'good' but look to being 'outstanding'. The College may need to be brave and do things differently. JF expressed his thanks to JS for his helpful reports this year (this was supported by AG). SSA thanked JS for the clear narrative of CVCC's journey.</p>		
13/14.76	<p><u>Minutes of the last meeting, 12-5-14</u> The minutes were agreed, approved and signed by the Chair.</p>	SSA	
13/14.77	<p><u>Matters arising</u></p> <p><u>Membership</u> Changes to Board membership were noted as-</p> <p style="padding-left: 40px;">It was noted that the following individuals be appointed as Governors of the Company in accordance with Article [53A]:-</p> <p>Ben Brook</p> <p style="padding-left: 40px;">It was noted that the following individuals be appointed as Governors of the Company in accordance with Article [57]:-</p> <p>Greg Evans</p>	SSA	

	<p>It was noted that Vanessa Francis had resigned at the end of her term of office (27th June 2014)</p> <p>13/14.21 Membership of C,L&T & Monitoring Group. This was raised as a concern at C,L&T due to the number of Governors on this group reducing due to resignations and end of term of office. It was decided by the Chair that no re-organising of committee members would be made at this time as numbers were acceptable. The Chair requested that any suitable persons who may be interested in becoming a Governor should be brought to his attention.</p> <p>The Clerk noted that there are currently 4 Member Appointed vacancies and 1 Parent Governor Vacancy to be filled.</p> <p>13/14.22 (C,L&T Monitoring Group) PSu to present on 'Narrowing the Gap' and 'Pupil Premium'.</p> <p>PSu gave an update to the Board on the current position and explained that the agenda was to raise achievement and close the gap for disadvantaged pupils. PSu noted that funding per pupil will rise from £900 currently to £1,900 in 14/15 for those eligible. SSA asked how many CVCC has at present and PSu advised that there are 6. PSu showed a number of charts which detailed the numbers and spread across years with the correlation to SEN category for the College population. In 13/14 the College had received approx. £150,000 and he presented charts showing areas within the College which had been targeted for spend. These included support for – co-tutors mentoring; gateway course; homework club; TAs work at lunch time sessions and working on attendance. The College is now accredited to the Princes Trust pilot with year 9 students and will be on board with 'Vivo rewards' from September. Vivo converts praise points to a value to spend in its shop. AH joined the meeting at this point. PSu showed data charts which compared CVCC nationally currently and projected figures to 14/15. GE questioned the level of improvement as it appeared not to be very large. PSu explained that the interventions CVCC is making are positive and the data clearly identifies where resources should be targeted in a more individual and bespoke approach. PSu offered to do a further presentation to C,L&T in September when further data will be available. TG asked for the data to be circulated via email and it was decided that the Clerk should circulate information provided by GS (safeguarding Link) and add this item to the Full Board agenda in the autumn. JF asked why the interventions shown had been chosen. PSu explained that they met the needs – academic; pastoral; home circumstances; self-esteem. AG reported that the Devon Association of Secondary Heads had discussed this item and that he had been</p>	<p>GS/PS u/Clerk</p>	<p>17-11-14</p>
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	<p>reassured that CVCC was doing the same work as other Schools and adding other specific strategies as well. PSu was asked to send information on a 'menu' of interventions which work well for CVCC to the Clerk for circulation.</p> <p>The agreed Terms of Reference for 2013/14 were signed by the Chair</p>	PSu	asap
13/14.78	<p><u>Principal's Report</u> In KB's absence AG spoke to the Report to Governors, which had been circulated. Updates had been provided under the following headings- <u>Introduction</u> <u>Outcomes & Performance Indicators</u> <u>Improvement Plan</u> <u>Curriculum, Learning & Teaching</u> <u>Extra-Curricular and Students</u> <u>Behaviour and Safety</u> <u>6th Form</u> <u>Staff Issues</u> <u>Finance & Premises</u> <u>Community</u></p> <p>AG stated that the report highlighted the key messages. Thanks were expressed to staff for the extra time put in recognising the extra revision sessions for year 11. AG passed on a comment from KB, drawing attention to the Ofsted focus on careers (statutory/non statutory guidance). The College have some areas to work on, but one in particular is for Governors to focus on. A link Governor for Careers is required. AG felt that this may fall to LSt as he is already the link for AG. The wide range of extra-curricular and sporting activity was discussed and LSt questioned the timing of the next Drama production in November. AG explained that this was due to staffing as the producer is due to go off on maternity leave. Student numbers were described as stable at 156 + 4 possible for year 7 entry. AG reported that the new build is progressing well with handover on 19th August 14. Staff are boxing up during the summer vacation and will be ready for the new term. AG reported on the strike action. 10 teachers and 2 non-teaching staff had taken strike action. Year 10 had not attended College. 19 lessons had required cover, 5 of which had been covered by SLT. SLT had provided work for all 19 lessons. All students had had regular lessons. LSt asked what the prediction was for non-attenders and AG stated that the a judgement was based on action taken during the last strike. PC noted that had year 10 attended, students would have needed to be kept supervised together in the hall. CDu noted that the Performing Arts Technician had left and asked if this post was to be replaced as this post had been discussed at Committee on a previous occasion. AG responded to say that this would not be replaced due to financial reasons. GE noted that the new process for monitoring was a worthwhile tool for improvement. AG stated that teaching</p>	AG	

	<p>standards criteria had been slotted into the monitoring form as provided by the guidance 'Professional Standards for Teachers' This will enable Appraisers to cross reference with the standards.</p> <p>SW commented on the SAIF impact. She stated that she would like to see better guidance on interventions given to staff. (MP agreed). SW stated that staff feel unsure of what is happening and how interventions were working. MP agreed with SW's comments.</p> <p>PSu went through the process of the monitoring cycle and explained that information should come back to staff through Heads of School and Heads of Subject. He suggested that a group should be brought together to 'unpick' the process and establish where lines of communication to staff needed review. This action was endorsed by the Chair.</p>	PSu/DW	Autumn 14
13/14.79	<p><u>Library</u></p> <p>Governors' response to the Devon County Consultation. LSt talked to this item. He explained that this had been discussed at C,L&T, went through the key points i.e. funding for staffing; opening hours and loss of facilities etc, and explained that the committee had resolved to request the Chair to respond on behalf of the Board.</p> <p>The Chair agreed to respond on behalf of the Board expressing the Governors' support for the continuance of the community library at CVCC.</p>	LSt SSA	17-7-14
13/14.80	<p><u>Budget: Sign off of the 3-year plan</u></p> <p>AH presented the budget which had been tabled. She reported that she had spent time with TG looking at budget lines to identify savings. It was apparent that savings on staffing were required. Changes to NI/Pensions contributions meant an extra £133,000 in extra costs to the College's budget. AH reported that she had worked hard to get back to a deficit position of £144,000.</p> <p>14/15 is paired back as much as possible. Possible funds from the David Laws Devon allocation are unknown at present.</p> <p>F&P Committee are asking the Board to sign off the budget for 2014/15 only.</p> <p>GS stated that F&P needed to look again at the 3 year plan. Decisions are needed to be agreed by March for 2015/16. GS stated that it is necessary to carry forward a deficit this year. Although it can be accommodated it is not comfortable but it is necessary.</p> <p>AH stated that this is a problem affecting many Colleges. GS stated that we cannot spend the accumulated surplus. TG clarified that NI rates hadn't risen but the pension costs had an impact on NI costs. TG stated that the actions taken to make £75k savings would have kept CVCC to its reserves level and she was happy with that. CVCC needed to get back to that reserves level or make further staff cuts. GS clarified that increases to recruitment would improve finances. AG asked about the funds from David Laws and AH stated that £189 per pupil had been factored in. This</p>		

	<p>would increase if allocated at national rather than at Devon level.</p> <p>PC noted that curriculum structure decisions would be affected and a decision is needed by February.</p> <p>GS advised AH that February is therefore the deadline.</p> <p>AH stated that review would take place at the start of term</p> <p>TG felt that information wouldn't be available until February or March but AH stated that there would be an indication available. PC requested prompt action at the start of term as options for year 10 would commit to staffing.</p> <p>GS requested approval for the 14/15 budget and it was resolved that Governors had approved.</p>		
13/14.81	<p><u>Kenyan Trip</u></p> <p>AG reported that KB and students had safely arrived in Kenya. Photos were being posted onto Facebook and these were being loaded onto the website by KB's PA.</p> <p>3 days sharing lessons had been spent in the link school and time was spent in a Primary School. AG noted that the itinerary had been changed to minimise risk due to unrest in Mombasa and students planned to spend less time in Nairobi.</p>		
13/14.82	<p><u>Away-Day: Discussion Paper</u></p> <p>JF spoke to this item. Governors were invited to approve and adopt the conclusions of the Away-Day paper circulated. This paper was adopted.</p> <p>JF went on to present the results of the questionnaire circulated to all Governors earlier. 11 persons had fully responded with 8 'observers'. The questions were designed to assess Governors' perceptions of their knowledge and were of the type which Ofsted inspectors might ask. The results provided information on which areas Governors need to focus on. There was discussion about the structure of Committees which might create 'specialists' which is not helpful in gaining overall knowledge. PC favoured Board meetings only, but the Chair felt this was not feasible. JF stated that Governors needed to identify knowledge gaps and decide if it is ok not to know. Not all Governors need to be expert in all areas. It was noted that most low scores related to knowledge about impact. AG discussed whether the documents provided to Governors were in too much detail. GS noted the need to remain strategic in focus. The Chair stated that the survey directs attention to areas where Governors need to improve and it would be interesting to know what Staff Governors do in other Schools as 3 members of the Board may feel not fully engaged in the process. MP pointed out that in other Schools staff Governors might meet with the Principal in a similar way to the union meetings which currently take place.</p> <p>It was noted that Staff Governors are currently the only Governors without a link person.</p> <p>JF is to email the survey to the rest of the group (via the Clerk)</p>	SSA	JF/Clerk asap
13/14.83	<p><u>Reports from Committees (Business Cycle)</u></p>	Chairs	

	The following minutes had been circulated as indicated. Due to time constraints it was decided not to go over the minutes in detail. GS reported on the prospectus meeting which had taken place and expressed thanks to SW.		
a)	<u>Finance & Premises</u> 15-5-14 Minutes circulated 09-06-14 Minutes circulated 03-07-14 Minutes (not circulated)	GS	
b)	<u>Curriculum, Learning & Teaching</u> 01-05-14 Minutes circulated 12-06-14 Minutes circulated	LSt	
c)	<u>Audit</u> 05-06-14 Minutes circulated CDu reported on the Audit meeting which had taken place prior to the FB today. There are some actions for F&P and one for FB and this is in hand. Auditors are happy with CVCC's procedures and improvements made where necessary.	CDu	
13/14.84	<u>Reports on Governor Training</u> SSA had attended a session on Teachers Pay and Performance and proposed that this item be added to the agenda for 22 nd September 14.	SSA Clerk	22-9-14

13/14.85	<p><u>Governor's Commendations- List 4</u></p> <p>The recommendations to the Board made by the Governors' Commendations Working Group were-</p> <p><u>Students -</u> Jamie Deacon Kay Pile Zacc Tullett Finn Manning Willow Tatman Daisy Selly Nathan Elliott Matthew Davison Joahchim Boyden</p> <p><u>Staff -</u> Elaine Davis Jayne Ford Becky Watts Edel Keaney Maralyn Eaves Lisa Money</p> <p>The recommendations received, if approved would take the fund over budget. PC stated that it had been difficult to decide as all were deserving of the award. He had therefore found the additional money necessary to allow all to proceed to award. LSt noted that he was pleased to see nominations made by students for staff and staff for students and that all judgements were valid.</p>	PC	
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	<p>PC noted that a decision is required regarding whether the scheme will continue next year due to budget constraints. As the list was longer on this occasion, discussion took place about how to manage the selection process in future should the scheme continue. A criteria is required and PC also agreed to look at how the names of those nominated/awarded is published. Staff names are placed on the notice board but the means of publicising student names needs consideration.</p> <p>The recommendation of the Group was approved</p>		
13/14.86	<p><u>Policies:</u> The Attendance Policy had been reviewed due to changes in legislation. Changes had been notified by the Attendance Officer. The Policy was approved subject to checking the changes with PSu. (Clerks note: PSu subsequently confirmed).</p>	SSA	
13/14.87	<p><u>Revised dates for meetings in 2014/15</u> The revised schedule had been circulated and was approved.</p>		
13/14.88	<p><u>Term dates for 2015/16</u> The schedule (2) had been circulated and after discussion and clarification on the summer vacation, was approved.</p>		
13/14.89	<p><u>Items at the Discretion of the Chair</u> CDu reported that she had attended a Careers Day organised by K Birch. CDu reported that the event was very good but requested that more notice is given in future. A timetable of such events at the beginning of the year so that they could be diarised would be appreciated. TG had also attended and noted some interesting discussions with students. AG will look at Governor involvement in DLD etc.</p>	SSA	
	<u>Move to Part II</u>		

Meeting ended at 8.55 pm

Signed CHAIR:-

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

Meeting Dates			
2013/14			