

## CLYST VALE ACADEMY TRUST

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### Minutes of Board Meeting held in Post 16 Study Room at Clyst Vale Community College, Station Road, Broadclyst, Exeter, EX5 3AJ at 5:30 pm on Monday 12<sup>th</sup> May 2014.

#### Part I Minutes

Attendees	Initial		Left	Attendees	Initial		Left
Simon Sanger-Anderson	SS-A	Chair/Parent		Vanessa Francis	VF	Parent	
Kevin Bawn	KB	Principal/ Governor		Teresa Grieve	TG	Parent	
Paul Colin	PC	Staff		Dave Hewlett	DH	Staff	
Cathy Durston	CD	Co-opted		Levon Stephan	LSt	Co-opted	
Greg Evans	GE	Member Appointed		Gina Stroud	GS	Co-opted	
Jonathan Farnhill	JF	Parent(Chair)		Sara Watt	SW	Staff	

Apologies	Initials	
James Lee	JL	(Illness)
Mel Prance	MP	(other commitments)

Absent	Initials	
None		

In Attendance	Initials	
Adrian Green	AG	SLT

In Attendance	Initials	
Jill Collins	JC	Clerk

#### Minutes

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

Item Number		Owner	Date due
13/14.61	<b><u>Declarations of Business Interests</u></b> None	SSA	
13/14.62	<b><u>Apologies</u></b> Apologies were accepted from James Lee and Mel Prance	SSA	
13/14.63	<b><u>Agree Terms of Reference</u></b> The Terms of Reference were approved subject to an amendment; to include reference to policy for Governors' involvement in Exclusions.	SSA	
13/14.64	<b><u>Minutes of the last meeting, 17-3-14</u></b> The minutes were agreed, approved and signed by the Chair.	SSA	
13/14.65	<b><u>Matters arising</u></b>  <b>13/14.51; 13/14.31 C,L&amp;T SEN/Pupil Premium Spending</b> (against Budget) GS (Safeguarding Governor) will provide a report for the next meeting.  GS reported that she is working with Paul Sutton and the Principal on this at present and not yet in a position to provide a report. GS will include this as a topic within her 2 <sup>nd</sup> Link Report with PS. Complete.	SSA  GS	12 5 14

<p><b>13/14.66</b></p>	<p><b><u>Principal's Report</u></b>  KB spoke to his Report to Governors, which had been circulated.  Updates had been provided under the following headings-  <u>Introduction</u>  KB reported that this had been a very busy term with a focus on exams. Extra revision sessions are being given and additional lessons provided particularly for AS/A2 students.  KB noted that the topics in his report were being covered by Governors' sub committees which indicated that Governors are very aware of current issues and the College's success in facing them.  <u>Outcomes &amp; Performance Indicators</u>  The exit grades for years 11 to 13 will not be available for another 2 weeks. The latest data is as presented to C,L&amp;T in the SIP Report.  <u>Improvement Plan</u>  KB noted that the old plan is waning and the new coming in. Emphasis on the four main foci has been sustained. Student motivation is of concern. SLT will review external feedback from the SIP, IIP and Kirkland Rowell survey to narrow down the focus before the Governors' Away-Day.  The SLT Away-Day date has been put back to 6/7<sup>th</sup> June which in turn has pushed back the Governors' Away Day.  KB will come back to Governors regarding direction of travel towards the 4 main foci.  <u>Curriculum, Learning &amp; Teaching</u>  The DfE are implementing extensive changes but the full detail isn't known. KB outlined the pressures on the College and individual staff in dealing with the extensive changes coming. There will be old and new specifications running side by side. C,L&amp;T are on top of this as far as is possible. The General election may have an effect. AG stated that alterations in the curriculum for year 9 &amp; 10 have been made which will have implications for subject leaders and teams planning new schemes of work.  <u>Extra-Curricular and Students</u>  KB highlighted that there have been some stunning successes recently e.g. Adams Family and Ten Tors, in which the 35/45 milers did really well. Thanks were expressed to Chris Eales and Graeme Robb (a past Governor of CVCC) both of whom had provided a huge level of support. CDu suggested that the chair write to Graeme Robb expressing Governors' appreciation. LSt also noted the contribution of Chips (Ciprian Gimbuta).   <u>Sixth Form</u>  A review of Post 16 was carried out last term. Results will contribute towards the Improvement Plan for next year. The focus is on raising standards and the improved rigour has been well received by students. KB detailed in his report other positive items e.g. analysis of latest TPR monitoring (shows positive value added for both AS and A Level; Entrepreneurship Project is now underway with 5 students selected to work with business mentors; Year 13 Prom on 20<sup>th</sup> June</p>	<p><b>KB</b></p>	
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	<p><u>Staff Issues</u>  KB listed in his report the joiners in Maths/Science and leavers in Science/English.  SW drew Governors' attention to the positive news that CVCC had the best 'Value Added' in the Country on 2013 results in English.</p> <p><u>Finance &amp; Premises</u>  KB's report detailed a schedule of student numbers as at 3 dates (17/3/14; 02/12/13; 11/11/13).</p> <p><u>Community</u>  KB reported on a letter to the Local Learning Community concerning the current Devon Library Service consultation. A 13 week consultation period started on 17<sup>th</sup> April. Funding for library services is likely to be reduced with a move towards dual use community libraries, such as already exists at CVCC. KB will need to provide a response to the consultation and advised Governors that he will need a clear steer on their views. KB asked whether Governors would wish to set up a group to look at this in detail or whether it would be possible to get a statement in principle.</p> <p>The cost implications were discussed at length. The funding for the Librarian and for the computers is likely to be lost. It is likely that there won't be any funding for community provision. The Parish Council could be approached and other sources of funding such as S147 funds could be applied for. The Library may be staffed by volunteers. GS &amp; CDu suggested that it would be appropriate to commit in principal to a community library, subject to costs noting that CVCC cannot commit to any spending. The Chair asked for confirmation that all were in agreement and this was confirmed by the group.</p> <p>The Chair asked for questions from the group. Discussion followed about the SIP Report, particularly the % figure for Maths which had been queried by MP as too high. KB confirmed that the more up to date figure is likely to be closer to 69/70% and not 75% as quoted. The figure may go down but may be well above the national. SSA asked if there was any cause for concern and KB confirmed that the same team is in place and there is no underlying issue for concern. AG noted that some students in the November entry group in hindsight shouldn't have been entered. They had been affected by Grade boundaries and lessons had been learnt by the Maths Department. All except 4 students had been re-entered. AG believed that although league tables will reflect results from 1<sup>st</sup> entry Ofsted will look at best results.</p> <p>PC reported that there are concerns about Science which will be looked at in the Monitoring Group on 12<sup>th</sup> June 14. VF asked about the impact of losing a teacher in English (also noted that VF declared an interest in that she is related to a current member of the English teaching staff), KB responded that this will be dealt with under a following item.</p>		
13/14.67	<b><u>Reports from Committees (Business Cycle)</u></b>	<b>Chairs</b>	
a)	<b><u>Budget &amp; Staffing</u></b>	<b>GS</b>	

	<p>GS stated that TG/AH are working on next year's budget. The current year's deficit has been reduced by 66K due to savings made on a Head of School. The post is being covered 'in house'. In year deficit is 236K. TG noted that every item had been looked at to achieve savings.</p> <p>GS reported the decision of F&amp;P to save 75K each year over the next 3 years from staffing costs. Additional Devon Fair Funding Allocation is not yet known. Likely to be a 160K deficit going into next year but with a 400K surplus as reserve. KB and SLT have discretion on how to achieve the saving. TG noted the need for action as the year on year deficit was growing.</p> <p>KB stated that the 75k saving in each of the next 3 years is reasonable and achievable. He and SLT are looking at fixed term contracts to achieve the savings. It is not possible to make redundancies (if that should become necessary if FTC are in place). Running alongside of this will be a review of the admin structure which may create scope for a marketing post. KB stated that all schools are facing budget cuts and some are making redundancies. CVCC is in a better position than some and the cuts are a sensible and realistic compromise. KB stated that the College is prioritising and restructuring to maintain the best possible position and a decision is needed to ensure that timetabling can proceed. SSA summed up to say that the issue had been debated extensively at an extra meeting of F&amp;P and the plan to cut 75K each year over the next 3 years is recommended to the Board.</p> <p><b>It was resolved to approve the decision.</b> KB and SLT have discretion to make operational decisions on implementing the savings. Should the funding position change in future e.g. extra income gained then the decision would come back for review.</p>		
<b>b</b>	<p><b><u>Finance &amp; Premises</u></b> No meetings to report</p>	<b>GS</b>	
<b>c)</b>	<p><b><u>Curriculum, Learning &amp; Teaching</u></b> 13<sup>th</sup> March 2014 (including Monitoring Group) 1<sup>st</sup> May minutes carried forward as not yet available. LSt reported on activity at C,L&amp;T. There had been 3 SIP reports and these had been encouraging. The SIP has been invited to Full Board on 10<sup>th</sup> July 14. Changes in the curriculum for KS3 and KS4 and at A Level had been discussed. AG/PC had interviewed all year 9 students. Careers South West budgets had been cut and there would follow changes to careers provision. SEN careers provision would be maintained, but a decision will be needed on how to provide for other students. There is a possibility of bringing in external consultants to provide the service. KB noted the increase in statutory requirements and tracking at a time of cuts in funding/service. GS asked whether pupil premium money could be used to help to fund and KB confirmed that it could. KB stated that it is crucial that the guidance provided must be independent. LSt asked what other schools were doing and KB confirmed that the majority were buying in services. AG confirmed that conversations with current providers were taking place and</p>	<b>LSt</b>	

	that it is possible that CVCC may get better value in the future.		
c)	<b>Audit</b> CDu confirmed that as there have been no meetings there is nothing to report.	CDu	
13/14.68	<b>Reports on Governor Training</b> The Clerk reported that Mel Prance had attended a session on Teachers Pay & Performance. (Feedback to follow, Clerks note- Completed via email and Moodle)	SSA	

13/14.69	<p><b>Governor's Commendations- List 3</b> LSt left the room (conflict of interest) The recommendations to the Board made by the Governor's Commendations Working Group were-</p> <p><u>Students for exceptional work in the Extended Project Qualification</u> Tom Hart Frazer Loveman Anna Martin Harry Palmer Oli Self Anton Stephan Ed Straw Rebecca Cooper</p> <p><u>Staff - for contribution to College Drama productions</u> Anna Ruscoe Emma Williams</p> <p>The recommendations were discussed. CDu requested that in future 1 or 2 Governors should go along to the presentations to select the best of the group for award. PS will discuss this with Heather Paddon.</p> <p><b>The recommendation of the Group was approved</b> LSt re-entered the room.</p>	PC	
13/14.70	<b>Policies:</b> None	SSA	
13/14.71	<p><b>Draft meeting structure and dates for 2014/15</b> The Clerk had circulated proposed dates for meetings in 2014/15. TG had requested changes to the dates of the Audit Committee meetings and revised dates had been circulated and agreed by the Audit Committee. These new dates had been noted by the Clerk. The Clerk notified the Group that AH had requested that the F&amp;P dates should be amended to allow time for the current Monitor to be presented and this would be discussed at the next F&amp;P meeting on 15/5/14.</p> <p>The new date for the Governors' Away-Day will be AM Saturday 14<sup>th</sup> June 14</p>	SSA	
13/14.72	<b>Items at the Discretion of the Chair</b> The Chair notified the Group that the Letter regarding the Parent Governor election is about to be circulated by the Clerk.	SSA	

Meeting ended at 7.15 pm

Signed CHAIR:-

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Approved, as a true and accurate record of the Meeting on the 12<sup>th</sup> May 2014.

Meeting Dates			
2013/14			
	15 <sup>th</sup> May 2014	Finance & Premises	5:30 pm
	9 <sup>th</sup> June 2014	Finance & Premises	5:30 pm
	12 <sup>th</sup> June 2014	C,L&T Monitoring meeting	4:00 pm
	12 <sup>th</sup> June 2014	C,L&T	5:30 pm
	3 <sup>rd</sup> July 2014	Finance & Premises	5:30 pm
	10 <sup>th</sup> July 2014	Full Board	5:30 pm