

CLYST VALE ACADEMY TRUST

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Minutes of Board Meeting held in the Post 16 Study Room, at 5:30 pm on Thursday 17th November 2014.

Part I Minutes

Attendees	Initial	Left	Attendees	Initial	Left
Simon Sanger-Anderson	SS-A	Chair/Parent	Teresa Grieve	TG	Parent
Kevin Bawn	KB	Principal	Dave Hewlett	DH	Staff
Ben Brook	BB	Parent	Mel Prance	MP	Staff
Paul Colin	PC	Staff	Levon Stephan	LSt	Co-opted
Norman Cooke From 5:50 pm	NC	Member Appointed	Gina Stroud	GS	Co-opted
Cathy Durston	CD	Co-opted	Sara Watt	SW	Staff
Greg Evans	GE	Parent	Crawford Winlove	CW	Member Appointed

Apologies	Initials	Left

Absent	Initials	Left

In Attendance	Initials	Left
Adrian Green	AG	SLT

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		Owner	Date due
14/15.15	<u>Declarations of Business Interests</u> None	SSA	
14/15.16	<u>Apologies</u> No absences	SSA	
14/15.17	<u>Minutes of the last meeting, 22-9-14</u> The minutes were agreed, approved and signed by the Chair.	SSA	
14/15.18	<u>Matters arising</u> Norman Cooke and Crawford Winlove were noted as Member Appointed Governors, appointed at the Full Board meeting on 22 nd September (under Part II). 14/15.9 F&P: The pay Policy had been approved on delegated authority at the F&P meeting on 9 th October 14. The Policy was formally received and approved.	SSA	
14/15.19	<u>Principal's Report</u> KB reported that he had held a meeting with Staff Governors to exchange views and brief notes had been taken by his PA. DH stated that the meeting had been a positive forum for discussing strategic issues.		

	<p>KB reported on the Governors' Monitoring Group which had met prior to this meeting. KB stressed that the group did not have committee status and would report back to Full Board through C,L&T. The group would not be fully minuted but brief notes would be taken by the Clerk. The group would operate in an interactive workshop style to look at data tracking throughout the year. Discussion followed on where Governor Visit reports should be received in future. GE suggested that they should continue to be placed on Moodle but practice should revert to bringing them to Full Board for brief discussion and this was agreed.</p> <p>KB reported that the death of a student has affected the College greatly and that he had been in contact with the student's parents who were grateful for the College's input. KB went through his report (headings as follows) which had been circulated. Some of the topics in the report were picked out for discussion-</p> <p><u>Introduction</u> <u>Achievement</u>- 2014 Results are better than it was thought they would be, in spite of accountability measures nationally being chaotic.</p> <p><u>Sixth Form</u> KB talked about the recently formed consortium of East Devon 6th Forms. This will provide for collaboration on projects and enrichment activities e.g. language A-Level trips. CDu reported that CDo had lots of ideas for projects with other schools.</p> <p><u>Curriculum</u> AG spoke to a large bid for an Enterprise project which had been turned down. He supplied Governors with a briefing sheet (also presented at C,L&T) which provided key information which all Governors need to know in preparation for an Ofsted visit.</p> <p>DW asked if feedback had also been given to parents on the mechanisms of testing.</p> <p>AG stated that the School is not required to provide this (as an Academy) but it will continue to conform to the National Curriculum assessment levels. This is an interim period at present and most Schools are following the same line. The assessment process allows students to know what grade they are working to.</p> <p><u>Extra-Curricular and Students</u> The performance of Sweet Charity commences tomorrow. KB talked about placements which had been successful with glowing feedback from employers. One student had worked with Vivienne Westwood in London. CVCC had been asked to form a 'Young Carers' hub (one of 5 in Devon).</p> <p><u>Leadership & Management</u> KB talked to the tighter focus on three priority foci in meetings and conversations which is being maintained this year. Appraisal has been significantly tightened.</p> <p>GS asked who is responsible for Spanish & Business. KB responded that AG and PC oversee this area. NC asked how objectives were measured and this was confirmed as through the appraisal system with 3 or 4 measured criteria. NC stated that it would be useful to have those measures but KB responded to say that this information is operational</p>		
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	<p>and confidential to the appraisal process. SSA noted that it would be useful to have a summary of who in SLT is responsible for what and how that is discharged between you. GS requested that this should be discussed for Ofsted readiness. LSt noted that the College Manager was not included in the list of objectives and KB confirmed that that role operated under a different cycle of appraisal and had not been completed yet.</p> <p><u>Staff Issues</u> KB spoke to the changes in staffing (leavers and starters) SSA asked about staffing in Science. PC responded that leadership had fallen to Kelly Knight who was an established member of staff. Also a talented temporary Chemistry teacher was in place and the Chemistry team were excellent with G Govier's outstanding contribution recognised. PSu was also doing some year 12 teaching in Physics.</p> <p>CDu noted that as link to post 16 she had talked through the arrangements and she was confident that everything that could be done was being done, within current resources. CW asked what mechanisms were in place to recognise outstanding contributions by staff and PC reassured Governors that individuals are given praise and encouragement and outstanding effort is recognised. KB noted that PC also provides support in the Science Labs. There is an experienced team in place and they are working well together. Governors' Commendations would help to give reward. SSA noted that is a high level strategic issue that 2 senior members of staff are absent and that Governors are relying on SLT to manage this. SSA queried whether the budget for commendations was in place. GS noted that there are other pressures on the budget e.g. implementing the strategic plan and that an alternative way of providing commendations without cost was being considered.</p> <p><u>Finance & Premises</u> Noted that recruitment to year 7 and 12 was crucial.</p> <p><u>Strategic, Local Authority and Policy Issues</u> Noted that PSu is under pressure due to the significant problems with a lack of mental health provision for young people and the introduction of DAF (an assessment tool) which although a positive introduction is not yet properly implemented.</p> <p><u>Community & Collaboration</u> KB reported that the Library crisis had now passed. Funding will continue for at least another year. KB will continue to discuss the situation with the Parish Council.</p>		
14/15.20	<p><u>Review Governor Links</u> A draft schedule had been circulated. Discussion followed on the merits of a re-shuffle and SSA asked if anyone was interested in a particular link. KB noted that Governors needed to be 'Ofsted ready' and widening knowledge was desirable. PC noted the need to have a full set of Governor links in place to be Ofsted ready. The group debated the merits of remaining with current links to ensure that experience and knowledge within specific areas was maintained with the differing view that it would be good to</p>	SS-A	

	<p>refresh and renew experience by moving around. It was decided that most links would stay as they are with a few exceptions, but that shadowing would be introduced. GE would shadow SSA on English/R2L LSt would shadow GS on Careers IAG Safeguarding and Additional Support would remain with GS but shadowed by CW The link with DW previously undertaken by JF would be covered by SSA & TG. Premises: Health & Safety falls to GS Heads of Schools link is to be NC KB suggested that Re-constitution of the Governing Body should be discussed at the Away Day.</p>		<p>Away Day TBA</p>
<p>14/15.21</p>	<p><u>Finance</u> KB spoke to his <u>Budget Implications paper</u> which set out the various scenarios under review to address the funding issues. The budget will remain under review until a decision is made early in the spring term. CDu commended the paper as very clear but asked how a decision would be reached. KB stated that there may be a need for extra meeting(s) in early January and there may be curriculum implications which would need to be worked on before Christmas. The Clerk was asked to get some dates in the diary for a Jan meeting. KB reported that a meeting had been held with staff to explain the budget situation as a consequence of the external theft. Finances have been well managed for many years so the initial impact of the theft has been absorbed, and Ofsted remains the priority. GS provided further detail on the position- It was always the case that the College would be in deficit at this point. At the end of last year the College gained more funds than predicted and with 120k now released by the EFA (not now needing to be returned) the position had slightly improved. There were also higher National Insurance and pension scheme costs of 150k extra per year to be dealt with, so the position was not all to do with the money lost in the theft. The position may well change again. Looking at a snap-shot of 2011 – 2014 the position never ends up where it started. KB talked about the staffing costs in relation to the total budget (89%) and 2 strategic funding issues, National funding and other budget pressures e.g. flat student numbers. GS responded to say that salary increases are not funded by the Government and need to be covered by the College. SSA stated that income is fixed to student numbers. This was a good report and the discussion would re-convene in January.</p> <p><u>Governors' Report and Annual Accounts</u></p> <p>The Clerk had previously circulated a draft copy of the Governors' report for comment and the deadline was now passed. The Accounts had been presented at F&P Committee on 6th November 14. TG expressed thanks to the Clerk who had overseen production of the draft and to those involved in compiling the</p>	<p>Clerk</p>	<p>8-12-14</p>

	<p>report noting that the process had been much improved on the previous year.</p> <p>TG noted that the CSP would need to be placed on the College website along with Exam Results. TG also raised concerns about statements related to 'going concern' in the financial forecasts. SSA stated that he and the Auditors are satisfied that the requirements relating to 'going concern' have been met, but thanked her for her comments.</p>		
<p>14/15.22</p>	<p><u>Ofsted Readiness for Governors</u></p> <p>a) <u>College SEF (Self Evaluation Form)</u></p> <p>KB spoke to his paper which had been circulated to the group and by the College Improvement Partner. KB noted that this document is under constant review and changes daily. KB requested Governors to become familiar with it. Strengths were highlighted and areas for improvement identified. The College appeared to be 'Good' with some 'Outstanding' areas. Where progress outcomes were weak it is possible to drill down and see the evidence to explain why.</p> <p>CW asked if it would be possible to have more information on comparisons with the national data with more context e.g. using English as an example.</p> <p>KB explained that this document's target audience is Ofsted and they know the national context. The figures are not yet available but would be included.</p> <p>LSt noted that the SIPs comments were very positive.</p> <p>KB requested that Governors use this document for Ofsted readiness and gave his firm opinion that CVCC is a 'Good' school which has been endorsed by the SIP.</p> <p>b) <u>Final Draft Strategic Plan</u></p> <p>The draft Strategic Plan document had been circulated. KB spoke to the document. He reported that the existing version carried costs of 11k and that the SIP was happy with it.</p> <p>GS asked if the plan would be ring fenced to ensure 'narrowing the gap'.</p> <p>KB responded that he didn't feel this was possible due to losing SEN funding. GS asked if SEN funding followed through with student numbers and KB explained this was not so. SEN funding came from Pupil Premium and AWPU. Application for top-up funding can be made.</p> <p>LSt queried the title of the plan, previously known as the Improvement Plan.</p> <p>KB responded to say that the CIP related more to academic performance and the change had been agreed at the Away Day. LSt noted that the Improvement Plan was an annual document. CDu stated that she was happy with the document and GS noted that the strategic document had a longer term vision. SSA confirmed that the change in title had been agreed at the summer Away Day.</p> <p>The Group agreed that they approve the document and that it would be discussed at the next Away Day.</p> <p><u>Ofsted Readiness</u></p> <p>A document was tabled. This was a briefing sheet which had also been provided for C,L&T on 10th November 14.</p> <p>The document was discussed at length.</p> <p>DH left at this point</p>	<p>All</p>	<p>With immediate effect</p>

	SSA asked Governors to read through the document and identify areas of weakness to be discussed with SLT: also to look at sources of evidence i.e. published documents, minutes etc. Focus on the foci and the input of Governors in holding SLT to account.		
14/15.23	<u>Reports from Committees (Business Cycle)</u>	Chairs	
a)	<p><u>Finance & Premises</u> GS reported on the activity of F&P for 9th October 14 and 6th November 14. Topics covered were- Policies:- Maternity Adoption Maternity, Paternity and Adoption Support Policy (inc Additional Paternity) Fire Evacuation Procedure Governors' Allowances and Expenses Charges and Remissions Policy Pay Policy</p> <p>Maintenance issues i.e. outstanding tickets. DW and TG had conducted a walk around the site. Draft accounts and year end Audit. GS reiterated that the prudent management to create a strong level of reserves had been the right decision in the light of current events. A Risk Register has been on-going construction with help from BB and TG to re-write. It is now with AH for amendment prior to forwarding on to KB & SLT. LSt noted that all staff should be asked to contribute to the Risk Register to get different a prospective. An application for Phase II building development is under way. The bid will be driven by curriculum needs to give the best chance of success. A date will be arranged to meet with the architects (next week) and all are invited to attend should they wish to.</p>	GS	
b)	<p><u>Curriculum, Learning & Teaching</u> 29th September 14 & 10th November 14 LSt summarised activity. DW had presented on interventions for 'Habits of Mind' feedback will be provided to Full Governors in due course. Heather Paddon had presented on activity in History which was well received. Allen Bailey had presented on the new Vivo rewards system. Discussion followed on the introduction of the scheme. SW expressed her view that this was a positive move and it was easy to give points; MP stated that more consultation with staff prior to introduction would have been good. LSt talked about CPD days and discussion followed. LSt asked the Staff Governors for their thoughts on the CPD day. The feeling was expressed by SW & MP that the talks were too long. AG responded that feedback had been positive but only 50% of staff had given feedback on the day and SLT can only react to this.</p>	LSt	
c)	<p><u>Audit</u> 22nd October 14 Part II</p>	CDu	

14/15.24	Reports on Governor Training None	SS-A	
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14/15.25	Governor's Commendations Commendations have not been awarded this year so far, as a decision is needed on allocation of a budget, previously set at £1k. The decision had been devolved to F&P once budget was known. Lengthy discussion followed on the motivational benefits of the Commendations and the value to staff of the monetary award. SW stated that savings could be made in other areas e. g, tea/coffee provision for staff in order to retain the award. GS noted a minute note from F&P that the issue would be referred back to KB to make a recommendation. KB stated his recommendation would be to approve £1k for commendations. CDu stated that whilst KB was looking at budget cuts, would it not be possible to have a partial round of awards prior to the issue being put to staff for their input? The Group decided that a partial round of awards would be proposed to the next Full Board as an interim measure.	PC	
14/15.26	Policies: Governors' Code of Practice The Code of Practice was approved.	SS-A	
14/15.27	Appraisal Report KB spoke to his report (circulated) which was tightly aligned to the 3 foci. Forms had been demanding and statements excellent. The process is in place for rewarding performance and there are some actions to put in place for next year's process. MP reported that there would be a staff meeting with KB to talk about the staff view and provide feedback.	SS-A	
14/15.28	Items at the Discretion of the Chair	SS-A	
	Move to Part II		

Meeting ended at 8.30pm

Signed CHAIR:-

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Approved, as a true and accurate record of the Meeting on the 17th November 2014.

Meeting Dates			
2013/14	8 th December 2014		
	23 rd March 2014		
	18 th May 2014		
	13 th July 2014		

