

## 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 22<sup>nd</sup> January 2015.

<b>Part I Minutes</b>
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Attendees	Initial	Attendees	Initial	
Simon Sanger-Anderson	SS-A	Greg Evans	GE	Parent From 6pm
Kevin Bawn	KB	Teresa Grieve	TG	Parent
Ben Brook	BB	Mel Prance	MP	Staff Governor
Mrs S L Collins	SC	Gina Stroud	GS	Co-opted
Paul Colin	PC			
Cathy Durston	CD	Crawford Winlove	CW	Member Appointed

Apologies	Initials	
Lévon Stephan	LSt	Co-opted (Holiday)
Sara Watt	SW	Staff Governor (Work)
Dave Hewlett	DH	Staff Governor (ill)

Absent	Initials	
Norman Cooke	NC	Member Appointed Recently resigned

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
14/15.45	<b><u>Declarations of Business Interests</u></b> None	SSA	
14/15.46	<b><u>Welcome and Apologies</u></b> Apologies were received from Lévon Stephan, Sara Watt and Dave Hewlett. BB and GE arrived late due to traffic congestion.	SSA	
14/15.47	<b><u>Minutes of the last meeting, 18-12-14</u></b> The minutes were discussed, approved and Signed by the Chair. An amended copy of the minutes of 17 <sup>th</sup> November 14 (for minor amendments) was also signed by the Chair as agreed.	SSA	
14/15.48	<b><u>Matters arising</u></b> The resignation of Norman Cooke was noted. Governors were informed by the Chair that they were welcome to read his resignation letter if they wished to.	SSA	
14/15.49	<b><u>Principal's Report</u></b> – Brief Verbal Report <b><u>Outcomes &amp; Performance Indicators</u></b> KB made reference to the data presented in detail at the Away Day on the previous Saturday. The College will be arguing strongly for a 'Good' for 2014 and it can be	KB	

	<p>demonstrated that improvement will be sustained.</p> <p><u>Improvement Plan</u>  The Principal reported that the latest SIP Report will be presented at the next scheduled Full Board meeting on 23<sup>rd</sup> March. The SIP (John Shears) is due in College on 26-1-15 and his focus will be on Spanish. KB asked whether Governors wished it to be circulated or taken to the next meeting. Governors requested that it should be circulated. LSt also suggested that SIP reports should be placed on Moodle in addition to circulation as papers for the Board. SLT Drop ins and the second round of lesson observations will also take place during the 2<sup>nd</sup> half of this term.</p> <p><u>Curriculum, Teaching &amp; Learning</u>  KB reported that the Options process is about to start. There will be very little change to the process and the options available have been adjusted slightly.</p> <p><u>Extra-Curricular and Students</u>  KB talked about particular successes e.g. KP, a past student being recruited for the national junior bob-sleigh team, gaining a bronze medal. Sports results have been very good.  CVCC has secured the performing rights for 'Into the Woods' a production is planned for March 2016  An event had been organised by Heather Padden where 1 6<sup>th</sup> Form Politics group had met via a video link with the Speaker of the House of Commons. The event had been very successful.  Student exchanges were discussed.</p> <p><u>6<sup>th</sup> Form</u>  KB reported that a 2<sup>nd</sup> round of Mock Exams will take place at the end of March.  KB talked to the results of a survey on 6<sup>th</sup> Form offerings. The outcome is that two thirds of schools will offer AS and CVCC will follow this line also. SSA queried factors which influenced the decision. KB explained the reasoning behind the decision e.g. some loss of teaching time but other factors making it worthwhile, especially university applications.</p> <p><u>Safeguarding-</u>  KB reported that the situation at County level was slowly improving. Ay CAMHS Tier 4, secure accommodation for mental health issues is now being provided.  Social worker provision is improving  County wide MASH has improved. There is a big issue with teenage mental health; self-harming. Coming up on the horizon– Child Sexual Exploitation. This will be a training issue and will require vigilance.</p> <p><u>Staffing News</u>  Leavers -  Bruce Greig has left the College  Elaine Davies had given notice  Joiners-  Tonya Hill has been employed as a temporary replacement</p>	<p><b>KB</b></p> <p><b>Clerk</b></p>	<p>ASAP</p> <p>ASAP</p>
<p><b>14/15.50</b></p>	<p><b><u>3 Year Plan – Budget Savings</u></b>  KB informed Governors on the briefing to staff which had recently taken place. The context was explained i.e. staffing costs target should be at 78-80% of budget but that CVCC</p>	<p><b>KB</b></p>	

was above that point with two thirds of teaching staff on the upper points of the scale. No firm decisions had been made at that point.

GE arrived at this point.

Timescales for action were outlined and major decisions on staffing would be required in the next 2 weeks.

Discussion followed on Fixed Term Contracts. KB explained that although it would be normal practice to not renew fixed term contracts as a first resort, there is some leeway to retain essential staff for core areas.

Constraints and challenges were discussed within the context of the timetable. BB asked about the level of intake for September and contact periods per teacher. KB responded that contact periods currently at approx. 15 and that 145 would be a pessimistic level of expected intake.

CW questioned other short term options to cover the shortfall in funds and these were discussed and dismissed as not viable due to the restraints which would be imposed on the College.

Paul Colin went through his paper which had been circulated which modelled group reductions to enable staff savings. A staffing analysis was also presented and the implications of the options were discussed.

GS questioned the possible impact on student progress and PC explained the possible impact for each year group but most impact would fall on years 8 and 9.

GE asked about possible impact on prospective students and PC noted that there was some impact for KS3.

GS asked which plan would give time for the situation to improve and allow for a later decision on cuts as the situation may improve in 2 or 3 years. A rise in class numbers was discussed. PC described why large class sizes would be avoided. AG noted that core subjects would be protected as far as possible.

SC asked how SEN would be affected and PC explained that ability groups would be employed but where students were in mixed ability groups, those groups may be larger.

KB provided a Part II paper outlining possibilities for budget savings, which was provided to inform discussion.

The paper was discussed in detail. The Chair commented that the paper captured all of the options and asked for comments around the table.

BB stated that the paper provided some solid proposals and that by taking some pain now the College was maintaining and protecting student outcomes for the future.

GS stated that a budget would be needed for F&P on 12<sup>th</sup> February. CVCC should aim to protect student progress by reducing the costs with less impact and aim to redress the balance when finances allow.

CDu felt that a balance had been found but questioned whether more radical thinking could take place on year 7 due to the smaller incoming cohort. PC responded with the reasons why it was difficult to isolate the year 7 timetable.

CW discussed staffing reductions and which staff would be affected or possibly leave. SSA noted the need to concentrate on the non-renewal of fixed term contracts initially.

	<p>GE talked about the need to be wary of cutting 'niche' subjects and the need to retain options at KS4. The resulting uncertainty may result in the loss of staff and the need to fill vacancies.</p> <p>MP talked about TLRs and that the re-structuring process should start as soon as possible.</p> <p>TG said that though not exactly happy with the need to increase class sizes as necessary she can see the reasoning and could accept the proposals.</p> <p>PC responded to say that all of the comments made and concerns raised by Governors were also on SLT minds.</p> <p>SSA discussed the results of the staff survey which KB had previously outlined. He expressed his disappointment that a pay freeze had not been accepted by staff but other cuts e.g. tea/coffee provision and trips should go ahead.</p> <p>The Clerk and the Discipline Committee (BB;CDu &amp; GS) left at this point to conclude an Exclusion meeting.</p> <p>The Chair wound up the meeting</p>		
14/15.51	<b><u>Items at the discretion of the Chair</u></b>	<b>SSA</b>	

Meeting ended at 7.30 pm

**Signed CHAIR:-**

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Approved, as a true and accurate record of the Meeting on the 22<sup>nd</sup> January 2015.

Meeting Dates			
2014/15	12 <sup>th</sup> February 2015		
	23 <sup>rd</sup> March 2015		
	18 <sup>th</sup> May 2015		
	13 <sup>th</sup> July 2015		