

# CLYST VALE ACADEMY TRUST

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Minutes of Curriculum, Learning & Teaching Committee meeting held at Clyst Vale  
Community College Meeting Room 1, on 13<sup>th</sup> March 2014,  
at 6.15 pm

## Part I Minutes

Attendees	Initials		Attendees	Initials	
Levon Stephan	LSt	Chair	Greg Evans	GE	Member Appointed
Kevin Bawn	KB	Principal	Jonathan Farnhill	JF	Parent (Left 7.38 pm)
Paul Colin	PC	Staff	James Lee	JL	Parent
Cathy Durston	CDu	Co-opted	Melanie Prance	MP	Staff

Apologies	Initials	Reason

Absent	Initials

In Attendance		CVCC
Adrian Green	AG	Vice-Principal (SLT)
Dave Walters	DW	SLT (left 6.30 pm)
Jill Collins	JC	Clerk

Visitors	Initials

## Minutes

ITEM NO.	ITEM	Owner	Date Due
13/14.30	<b><u>Declarations of Business Interests</u></b> None	LSt	
13/14.31	<b><u>Attendance/Apologies</u></b> None	LSt	
13/14.32	<b><u>Minutes of the previous meeting</u></b> 4 <sup>th</sup> November 13. A request from JL for insertion of additional text had been received by the Clerk. The amendment had been approved by the Chair and announced and agreed at the meeting. An amended version was presented to the Chair for signature. The minutes were approved and signed by the Chair.	LSt	
13/14.33	<b><u>Matters arising</u></b> <b><u>13/14.25</u></b> KB will seek clarification from the SIP on who his comment that 'a more directive approach is required' was aimed at. KB and GE had discussed this with the SIP and the issue had been resolved.  <b>JK</b> to write up notes from the Away Day regarding	LSt	

ITEM NO.	ITEM	Owner	Date Due
	<p>Links for cc to Full Board for 17-3-14. – Complete</p> <p><b>13/14.27 JF</b> to revise the Link Form which will go forward to the Full Board on 17-3-14 and write up actions from the Away Day – Complete</p> <p><b>LSt</b> to propose to Full Board on 17-3-14 that a further Away Day should be planned for May/June 14. This is on the agenda for FB. Complete</p> <p><b>13/14.28</b> Child Protection &amp; Safeguarding Policy Confirm that changes agreed have been made and Policy has been published. Clerk/PSu Suggestion for a Training briefing for Governors on appropriate responses to students to go to Full Board on 17-3-14. This is on the agenda for FB. Complete</p> <p><b>13/14.29</b> Response to parent on TRPs etc LSt/Clerk. Complete</p>		
<b>13/14.34</b>	<p><b><u>College Improvement Plan</u></b> – Standing item KB talked to a paper, circulated, which described activity over the last 4 weeks. AG described the changing scene at present with Government and County Council falling back and a move to setting up School Alliances. CVCC is to join the JCTSA (Jurassic Coast Teaching School Alliance). The group provides activities and networking links with other schools, of which 8/10 are outstanding. JF asked if the Capital Project was going well. KB reported that the project was on budget and on schedule. LSt reported that a progress report would go to FB on 17<sup>th</sup> March 14.</p>	<b>KB</b>	
<b>13/14.35</b>	<p><b><u>Headlines from Governor's Monitoring Group</u></b> See items .36 &amp; .37 below</p>		
<b>13/14.36</b>	<p><b><u>Current Monitoring Schedule and Activities</u></b> Item carried forward from the previous C,L&amp;T Monitoring meeting. KB talked to the schedule and the various methods of monitoring i.e. SIP; IIP and a Parent Survey, on which a reports is due soon. Also taking place are, internal tracking and several reviews (PE, Design &amp; Technology, History, English, Post 16), Link meetings and SLT meetings. KB outlined changes taking place with Ofsted inspections e.g. Ofsted are changing practice and will no longer grade individual lessons and the implications of this are still to be worked through. LSt asked KB if he felt that this was a positive move for CVCC. KB felt that it was neither positive nor negative as teachers react in different ways to being observed.</p>	<b>KB</b>	

ITEM NO.	ITEM	Owner	Date Due
13/14.37	<p><b><u>Underperforming teachers and subject areas</u></b></p> <p>Carried forward from the previous C,L&amp;T Monitoring meeting.</p> <p>Mel Prance left the room for this discussion.</p> <p>KB had provided a paper (circulated to Monitoring Group) which gave a snapshot of the current position.</p> <p>The paper was discussed at length and questions were asked by Governors e.g.</p> <p>What % of teachers were underperforming</p> <p>Is there a standardised procedure for tackling the issue</p> <p>Are there projections on results for RI teachers</p> <p>Whether interventions were formal or informal at this stage (capability procedure)</p> <p>Responses from KB/SLT were-</p> <p>There is a standard procedure and KB/SLT are leading on this</p> <p>Raise data is used to inform discussions with teachers and to monitor progress, measuring the impact of positive/negative performance</p> <p>Monitoring is informal at present and if there is no improvement, will move to formal (Capability)</p> <p>7 out of 11 RI teachers (total roll 72) are subject to monitoring</p> <p>The group acknowledged GE's point that the Governing body had tightened up its monitoring.</p> <p>C,L&amp;T Monitoring Group will continue to monitor (next meeting 4 pm, 12<sup>th</sup> June 14), with a focus on progress towards targets for RI teachers.</p>	KB	
13/14.38	<p><b><u>Proposed KS3 Sept 14 curriculum changes</u></b></p> <p>KB presented a paper (circulated) outlining the adjustments made to offset KS4. The changes had been through consultation with Heads of Subject.</p> <p>KB noted that there will be less leeway for accommodating the needs of part-time staff in future e.g. extended weekends and whole day working, and CDu stated that the College should be careful not to discriminate in age/gender/etc. when making decisions. The Committee resolved to accept the recommendations of the paper.</p>	KB	
13/14.39	<p><b><u>Y9 options update</u></b></p> <p>PC tabled a list of figures showing</p> <p>1) initial choices before interview by subject for yr 9</p> <p>2) year 12 applications, noting that 42 out of 118 are still to be interviewed. The paper was discussed at length.</p> <p>The year 9 figures shown were subject to change post interviews, though numbers for year 12 would not change significantly. PC stated that these were student requests at present and discussions on suitability were still to take place. Final allocations would take place once interviews were complete. KB asked GE, as a parent of a year 9 student for his</p>	KB	

ITEM NO.	ITEM	Owner	Date Due
	<p>comments. GE stated that in his experience staff were incredibly accommodating and supportive with options and especially where there were too many subjects had been chosen to fit in.</p> <p>KB noted that there is a strong critical mass of students staying at CVCC for Post 16 though figures should be read with caution as some applications may be joint applications with other colleges. CVCC won't know actuals until students enrol in September</p> <p>LSt asked how the changes had been received by staff.</p> <p>PC stated that at a later stage it will be necessary to look at subject viability – more to report later on this.</p> <p>CDo is working on publicity to recruit more students at post 16 but there are no further open days scheduled.</p>		
13/14.40	<p><b><u>SEND Pathfinder: significant (national) changes to SEN methodology</u></b></p> <p>PSu presented on the recent changes to SEN and provided a flow map of the Service Delivery Process. A new Act (Children &amp; Families Bill) and Code of Practice 2014 will bring massive changes for SEN. Devon has trialled various plans and Statements and School Action Plus will be phased out over 3 years, moving to a new Education Health Care Plan.</p> <p>PSu outlined the new structure and levels of support provided under the DAF (Devon Assessment Framework).</p> <p>GE asked if the support is tracked across the country. PSu confirmed that tracking is planned for commonality though there isn't any common software available.</p> <p>PSu expressed his view that the outcome is a squeeze on provision with a shift of responsibility to the teacher, especially in cases of students who have difficulty with literacy.</p> <p>The College will need to re-align systems around the new framework which goes 'live' tomorrow and initially will run alongside the existing framework.</p> <p>KB noted the number of forms which will need to be completed with 225-230 students currently statemented who will need to move over to the new system. The College will need to bid for funding for high dependency children. Val Hudson has attended training.</p> <p>The group discussed sources of funding e.g. Top Up; SNIPS. KB stated that there may be an impact on high needs students if the funding is insufficient which may lead to an increase in exclusions.</p>	PSu	
13/14.41	<p><b><u>Latest SIP Report</u></b></p> <p>LSt noted the positive report received from the School Improvement Partner and asked if there were any questions to be raised. There were none. KB suggested that the SIP could speak to Governors</p>	KB	

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	directly if required. It was resolved to invite John Shears to the Full Board on 10 <sup>th</sup> July 14.		FB 10-7-14
13/14.42	<p><b><u>IIP Gold Report</u></b></p> <p>This item was taken early in the agenda. DW outlined the reasons why this award is highly valued i.e. enhanced reputation; benefits for staff in having a collegiate approach and CPD.</p> <p>The assessment covers 5 main themes-</p> <p>1 How well is the College workforce integrated within the 4 Schools structure?</p> <p>2 Does Thinking School philosophy permeate all aspects of the College?</p> <p>3 How well does the Student Achievement and Intervention Forum (SAIF) and data management support colleagues to help students achieve?</p> <p>4 How effective has Habits of Mind training been in strengthening the culture of continuous learning within the College?</p> <p>How effective are College leaders (Governors, Senior and Middle Leaders) supporting your workforce to successfully deliver Thinking School outcomes?</p> <p>Development issues highlighted in the report are already known to the College. 38 staff were interviewed covering a full range of roles.</p> <p>LSt stated that he was pleased with the positive comments. DW advised Governors that the SAIF evidence trail is available for inspection if required. This showed that interventions were working and the College is using expertise to strengthen weak areas. Developments on Habits of mind – 6 members of staff will trial base-lining. More information will be fed back to Governors during the Summer term.</p> <p>DW talked about accountability and Governors' awareness in measuring impact. DW stated that he was very happy with the report. 2 Governors (CDu &amp; JF) had been interviewed as part of the process.</p> <p>LSt stated that the report was positive and would be useful information for Ofsted. Efforts should be made to publicise the award in the press. DW confirmed that a press release is in progress but the wording needs approval from IIP before release.</p>	<p>DW</p> <p>DW</p>	<p>1<sup>st</sup> May 14</p>
13/14.43	<p><b><u>Policies:</u></b></p> <p>None</p>		
13/14.44	<p><b><u>Items at the discretion of the Chair</u></b></p> <p>CDu requested clarification on 'setting' in Languages KB stated that it is an issue for parity and recruitment at KS3 but it is an issue the College needs to be robust on as MLS was mentioned in the Ofsted report, this is work in progress. It was decided to add – update re Modern Languages French and Spanish curriculum time to the agenda for the next meeting.</p>	LSt	1-5-14

ITEM NO.	ITEM	Owner	Date Due
13/14.45	<b><u>Minutes of the Part II on 23-1-14</u></b> The part II minutes were considered and approved by those Governors eligible and signed by the Chair.	LSt	

**The meeting ended at 7:50 pm**

**Signed by Chair:-**Approved as a true and accurate record of the Meeting on the 13<sup>th</sup> March 2014.

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**Committee Members:**

Levon Stephan	Co-opted/Chair L&T Committee
Kevin Bawn	Principal/Governor
James Lee	Parent Governor
Gregg Evans	Co-opted Governor
Paul Colin	Staff Governor
Jonathan Farnhill	Parent Governor
Cathy Durston	Co-opted Governor
Melanie Prance	Staff Governor

Meeting Dates			
Monday	17 <sup>th</sup> March 2014	Full Board	5.30 pm
Thursday	1 <sup>st</sup> May 2014	Curriculum, Learning and Teaching	5.30 pm
Monday	12 <sup>th</sup> May 2014	Full Board	5.30 pm
Thursday	12 <sup>th</sup> June 2014	Curriculum, Learning and Teaching	4.30 pm*
Thursday	10 <sup>th</sup> July 2014	Full Board	5.30 pm