

## 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 23<sup>rd</sup> January 2014,  
at 5.30 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
Paul Colin	PC	Staff	James Lee	JL	Parent
Cathy Durston	CDu	Co-opted	Melanie Prance	MP	Staff

Apologies	Initials	Reason
Paul Sutton	PSu	Other Commitments

Absent	Initials

In Attendance		CVCC
Adrian Green	AG	Vice-Principal (SLT)
Chris Dormand	CDo	SLT
Jill Collins	JC	Clerk

Visitors	Initials

### Minutes

ITEM NO.	ITEM	Owner	Date Due
13/14.20	<b><u>Declarations of Business Interests</u></b> None	LSt	
13/14.21	<b><u>Attendance/Apologies.</u></b> Apologies were received and accepted from Paul Sutton.	LSt	
13/14.22	<b><u>Minutes of the last meeting on 4<sup>th</sup> November 13</u></b> The draft minutes of the last meeting were accepted, approved by the group, and signed by the Chair.	LSt	
13/14.23	<b><u>Matters arising:</u></b> <b><u>13/14.16 C,L&amp;T &amp; 13/14.30 FB- Outline Plan for Options</u></b> See item 13/14. 26 below	LSt	
13/14.24	<b><u>College Improvement Plan</u></b> – Standing item KB talked to the document provided, which showed a list of priorities, associated activity and impact. He stated that some of the impacts won't be measurable or known until the summer. The document was discussed in detail. Questions were raised by CDu about point 3 (closing the gaps in Maths and English). There was discussion about how to turn the many interventions in progress into positive outcomes. AG noted that Dave Walters is mentoring staff through the action plan and Tania	KB	

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	<p>Grigg, as Head of Humanities was also working with staff on this. JF stated that he had also spent time with DW on the action plan and he was impressed with the work going on with staff in the College. LSt asked whether Trios were employed in this process. AG responded that Trios had commenced and 8 or 9 had been completed this cycle. There had been careful creation of groups. There had been a positive response and best practice would be shared. Discussion followed on the benefits for staff of Trios. Concern was expressed by LSt about the more experienced staff and whether they had much to gain from participating. SLT responded by stating that all staff gain by sharing best practice and passing on experience. It would be arrogant to assume there was nothing to learn; all staff on upper pay spines have a responsibility to raise the standards of others who need to improve. The process of Trios was explained i.e. lead person only facilitates the meeting and doesn't take a leading role; all are equal within the group. It was agreed that this had resulted in the administrative burden falling on one person and this would be reviewed in future as the lead role could rotate. KB stated that it was intentional that the group was not externally controlled or organised by SLT and they should organise themselves. MP as a staff Governor was asked for her input on the process and her response was positive. MP questioned whether SLT should participate? SLT present expressed willingness to participate but questioned whether their presence might hinder free expression or be perceived as monitorial. LSt asked whether the process was part of the Appraisal process and KB confirmed that it was definitely not. There are other measures in place to evaluate performance.</p> <p>Point 8 Evaluation against CIP Priorities was raised by LSt. KB listed the actions taken and LSt was satisfied with his response.</p> <p>JL raised questions about Business Studies and IT and SLT responded detailing varied measures underway to improve this area e.g. changes to emphasis to more appropriate subjects in the curriculum, work underway to re-group students by ability ranges. The Head of Subject is working with other Heads to share best practice. KB stated that the Department is being supported. CDo highlighted some good news regarding a new partnership with the Blur Group. This exciting new development will be published in the local press.</p> <p>LSt asked if Literacy 'drop ins' had started? AG responded that they had this week. There was a focus on literacy activities in the classroom and in marking. SLT and Subject Leaders would be</p>		

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	<p>conducting book checks and addressing any issues. LSt asked how development of the School system was progressing. KB responded that it was going well particularly as there were 2 excellent new Heads of School in place (1 external appointment 1 internal). JL noted that he had met with Richard Forbes prior to his leaving and his (JL's) perception was that there was a problem in finding time to meet with teams. SLT were surprised by this comment and stated that HOS met with their teams weekly and formally each half term.</p> <p>CDo talked about the improved results at A2 which had improved slightly. Early indications were that at A2+AS predicted results for next year are looking good, both vocational and academic results are both improved. Early entry for English has impacted positively. Pupils' attainment in History, against the national average, was queried (based on the unvalidated RAISEonline 2013 summary report) and SLT discussed the measures that were being put in place to raise KS4 and Post 16 attainment in the subject.</p>		
13/14.25	<p><b><u>School Improvement Partner Report</u></b></p> <p>The SIP report had been circulated. KB noted that points from the report had been incorporated into other reports/documents and the comments had been really useful. The report from Dr Janet Harvey had endorsed his work.</p> <p>MP commenced discussion regarding year 10 and the move to 'best 8'. KB and SLT listed actions taken to achieve the best outcome i.e. options choices being tightened and students not being permitted to drop options, extra courses being offered e.g, vocational courses at Exeter College to meet students' needs moving to a point in future whereby all students will need to study 8 academic subjects. MP asked how the message will reach staff on 'best 8'. KB confirmed that the bulletin and staff briefings had been and will be utilised to convey the message. MP stated that Departmental meetings should also be used to re-inforce the information on high/middle/low and the importance of the statistics. LSt questioned what was being done to address the questions raised by SIP. KB stated that this had been addressed at the Away-Day and one member of staff had been tasked with addressing improvements required by underperforming teachers.</p> <p>The work in English to improve results was discussed. KB outlined the structural changes which have been made (addressing the inclusion of Lit and Lang) and JF commented that Governors and particularly C,L&amp;T were working with staff to make the right choices to improve outcomes for students.</p>	KB	

ITEM NO.	ITEM	Owner	Date Due
	<p>The SIP comment that ‘a more directive approach is required’ was noted by Governors as requiring clarification. It was not clear which level of leadership the comment was directed at or what explicit criticism the comment referred to. KB will seek clarification from the SIP.</p> <p>It was noted that the SIP’s term of office was nearing its end and it was felt advantageous to extend his period of office to retain his experienced involvement with the College.</p> <p>JF raised the issue of Governors’ approach to meetings with Links and this had been discussed at the Away-Day. JF will write up the notes on this discussion including action points and supply these to the Clerk for onward submission to Full Board on 17<sup>th</sup> March 2014.</p>	<p><b>KB</b></p> <p><b>JF</b></p>	<p>13/3/14</p> <p><b>ASAP</b></p>
<b>13/14.26</b>	<p><b><u>Curriculum – Outcome from Away-Day</u></b></p> <p>The document ‘Current Curriculum Thinking For September 2014 V.6 was tabled. The document had been amended after discussions at the Away Day on Saturday 18<sup>th</sup> January.</p> <p>The document had been taken to Subject Leaders for consultation. Comments were; concern regarding the loss of Course 42 and some minor concerns over process. Subject Leaders had been reassured that they would be fully involved in the process. PC had work to do on the timetable with regard to Humanities. LSt asked about parent involvement and/or appeal Process during the decision making? PC noted the change in tone as now students would ‘apply to’ rather than ‘chose’ options and these applications would be discussed at the interview meeting. JL asked for reassurance that the process would be fair. PC confirmed that allocations wouldn’t be made until all forms were received. If students/parents were not happy with the allocation a discussion would take place.</p> <p>LSt confirmed that all Governors agreed to ratify the document and this was confirmed.</p> <p>The document was approved.</p>	<b>AG</b>	
<b>13/14.27</b>	<p><b><u>Matters arising from Away-Day</u></b></p> <p>JF will revise the Link Visits Form to go to the next Full Board</p> <p>JF will write up action from the Away-Day (see above) to include –</p> <ul style="list-style-type: none"> <li>Options paper agreed</li> <li>Focus on the 3-4 Foci</li> <li>SLT aligned to Ofsted headings</li> <li>Tightening up clarity in communications to staff</li> <li>Concept of Governors as portfolio holders</li> </ul> <p>Discussion followed on the value of the ‘Raise-on-</p>	<p><b>KB</b></p> <p><b>JF</b></p>	<b>17-3-14</b>

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	<p>line' session at the Away-Day. Governors felt the session was extremely useful and provided a greater understanding of the data and how the statistics were compiled. It was decided that GE would work with JF to become expert in this area.</p> <p>It was decided that C,L&amp;T would recommend to Full Board that another Away-Day should take place in May or early June, to have emphasis on the College Improvement Plan.</p>	LSt	Full Board 17-3-14
13/14.28	<p><b><u>Policies:</u></b>  Child Protection and Safeguarding Policy  JL had sent minor changes to the Clerk and these were agreed and would be made prior to publication. CDu suggested that in accordance with the policy, a training briefing to Governors is needed on appropriate responses to students and this should be brought to Full Board for action/approval.  JF requested that a an additional section to provide definitions of the 'categories of abuse' i.e. physical; emotional; neglect; social, should be placed at the front of the document  9.3 – remove reference to training in 2007.  The document was approved subject to the amendments shown above. To be noted as completed at the next meeting.</p>	LSt  KB  Clerk/PSu	Full Board 17-3-14   13/3/14
13/14.29	<p><b><u>Items at the discretion of the Chair</u></b>  LSt notified the group that he had received an email from a parent (the Chair of Governors had re-directed the letter from the parent).  The parent's concerns related to understanding of TPRs and insufficient/inconsistent setting of homework. After sufficient discussion to clarify and understand the issues involved, those Governors present agreed that it would be inappropriate for them to respond to parents directly on operational issues such as this as such concerns need to be brought to the attention of the Principal for response in the first instance.  In the event that this matter remains unresolved, the matter should be dealt with under the College Complaints Procedure.  LSt will formulate a response via the Clerk  In more general terms discussion followed about TPRs and their use in informing parents. This had been raised at PTFA meetings. SLT will look at this with regard to communications with parents.</p>	LSt       LSt/Clerk	ASAP

**The meeting ended at 8:15 pm**

**Signed by Chair:-**Approved as a true and accurate record of the Meeting on the 23<sup>rd</sup> January 2014.

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**Committee Members:**

**Levon Stephan**  
**Kevin Bawn**  
**James Lee**  
**Gregg Evans**  
**Paul Colin**  
**Jonathan Farnhill**  
**Cathy Durston**  
**Melanie Prance**

**Co-opted/Chair L&T Committee**  
**Principal/Governor**  
**Parent Governor**  
**Co-opted Governor**  
**Staff Governor**  
**Parent Governor**  
**Co-opted Governor**  
**Staff Governor**

Meeting Dates			
Thursday	13 <sup>th</sup> March 2014	Curriculum, Learning and Teaching	4.30 pm*
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