

## CLYST VALE ACADEMY TRUST

**Company Number 07564519  
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**Minutes of Curriculum, Learning & Teaching Committee meeting held at Clyst Vale  
Community College Post 16 Study Room, on 4<sup>th</sup> November 2013  
at 5.30 pm**

### Part I Minutes

| <b>Attendees</b>  | Initials |                  | <b>Attendees</b> | Initials |       |
|-------------------|----------|------------------|------------------|----------|-------|
| Levon Stephan     | LSt      | Chair            | Paul Colin       | PC       | Staff |
| Kevin Bawn        | KB       | Principal        | Melanie Prance   | MP       | Staff |
| Jonathan Farnhill | JF       | Parent           |                  |          |       |
| Greg Evans        | GE       | Member Appointed |                  |          |       |
| James Lee         | JL       | Parent           |                  |          |       |

| <b>Apologies</b> | Initials | Reason |
|------------------|----------|--------|
| Cathy Durston    | CD       | Unwell |

| <b>Absent</b> | Initials |
|---------------|----------|
|               |          |

| <b>In Attendance</b>                                  |    | CVCC                 |
|---|----|----------------------|
| Adrian Green  | AG | Vice-Principal (SLT) |
| Dave Walters (1 <sup>st</sup> item only) left 6:15 pm | DW | SLT                  |
| Jill Collins  | JC | Clerk                |

| <b>Visitors</b>                  | Initials |
|----------------------------------|----------|
| Teresa Grieve (F&P left 6:15 pm) | TG       |
| Vanessa Francis Left 6:15 pm     | VF       |
|                                  |          |

### Minutes

| ITEM NO. | ITEM  | Owner | Date Raised | Date Due |
|----------|---|-------|-------------|----------|
| 13/14.9  | <u>Declarations of Business Interests</u><br>None   | LSt   |             |          |
| 13/14.10 | <u>Attendance/Apologies.</u><br>Apologies were received and accepted from Cathy Durston.  | LSt   |             |          |
| 13/14.11 | <u>Presentation:</u><br>DW had been due to present on 'Raise-on-line' at the Monitoring Group which met prior C,L&T but due to lack of time it was decided to carry the item over to this meeting.<br>DW gave a demonstration on the reports/figs available from the system with the caveat that the figures at this time are subject to change due to the timing in the academic calendar.<br>Initial figures indicated a rise in attainment levels but it is too early to predict with confidence.<br>The key focus is on Ofsted and the gap has narrowed between the advantaged/disadvantaged. | LSt   |             |          |

| ITEM NO. | ITEM  | Owner | Date Raised | Date Due |
|----------|---|-------|-------------|----------|
|          | <p>From 2016 the achievement of 8 GCSE passes is crucial to improving the stats. DW outlined the current thinking around strategies to improve results and noted that the methodology has changed which will make data comparison over years difficult. DW also demonstrated how SISRA drills down through the data levels to interrogate in more detail. Again data is indicative and won't be clearer until the end of November. DW explained that Ofsted look at % above national average to gauge achievement. Any rating above 10% = good, above 15% = outstanding.</p> <p>The data is used to feed into SAIF (Student Achievement Intervention Forum). Reports are run which are colour coded to indicate the level and range of intervention required. These are used to inform discussions on actions to be taken. Changes in achievement indicate whether interventions are working.</p> <p>Discussion followed. LS raised questions about how the information is cascaded to other teaching staff and how monitoring takes place. DW explained how the information is shared through various teams according to need.</p> |       |             |          |
| 13/14.12 | <p><b><u>Minutes of the last meeting on 30<sup>th</sup> September 13</u></b> The draft minutes of the last meeting were amended in the light of a comment from CD and a revised version was accepted, approved by the group, and signed by the Chair.</p>   | LSt   |             |          |
| 13/14.13 | <p><b><u>Matters arising:</u></b><br/>12/13.43 Single Equality Scheme.<br/>The Scheme was received and approved</p>   | LSt   |             |          |
| 13/14.14 | <p><b><u>College Improvement Plan</u></b> – Standing item<br/>KB talked to the document – Progress on College Improvement and Post-inspection Plan 2013-14.<br/>The plans/actions in the document were closely aligned to the comments made by HMI for Ofsted.<br/>Issues discussed were –<br/>Quality of marking and re-doing work where necessary – progressive marking<br/>Re-enforcing lessons learned from previous lesson in future lesson<br/>Students self-marking/peer marking and time for practicing/self-reflection<br/>Consistency and ensuring follow up on actions<br/>In response to questions from Governors SLT explained how progress on targets were evidenced and measured.</p>  | KB    |             |          |
| 13/14.15 | <p><b><u>Monitoring Group</u></b><br/>JF summarised the decisions coming out of the Monitoring Group which met prior to the meeting.<br/>Review SLT links to Governors<br/>Create a Pro-forma for Governor's monitoring visits</p>  | JF    |             |          |

| ITEM NO.        | ITEM  | Owner     | Date Raised | Date Due       |
|-----------------|---|-----------|-------------|----------------|
|                 | <p>With clear signposting to CIP priorities<br/>Monitoring Group to meet 3 times a year with the remit to assess the forms in detail<br/>Forms to be shared with all Governors<br/>Governors seen to be supporting the SLT in achieving goals/outcomes</p>  |           |             |                |
| <b>13/14.16</b> | <p><b><u>Implications of proposed DfE changes to performance headline figures</u></b><br/>AG talked to his paper which summarised the key points from the Ministerial Statement published by David Laws on 14.10.13 entitled 'Reforming the accountability system for secondary schools'.<br/>AG explained that one week before half term Mr Gove announced changes for 2016. These changes will impact on option choices for year 9. These changes will require decisions to be made quickly and discussions will take place with subject leaders but it was felt that Governors should be informed. There is to be a change in focus as the Government isn't happy with the current indicators. AG explained the new structure with the emphasis being on progress in 8 subjects with 4 key measures (3 attainments and 1 progress). The average grade across 8 subjects would be published.<br/>The key message is that current year 9s must hit those 8 subjects when choosing options including French or Spanish; History or Geography including core. KB noted that it may be necessary to restrict the number of non-key courses to ensure that CVAT meets the target. The options booklet needed to be complete by January 14.<br/>Discussion on the effects of the changes on students followed with topics including.<br/>Quality of advice to students and this was confirmed as very good.<br/>Risk of students becoming disaffected from taking courses which they would not have chosen prior to the changes.<br/>The impact on CVCC from the increased demand for language teaching was discussed, but it was felt that this could be accommodated within existing staffing levels. Also the range of languages currently taught was debated .i.e. suitability for student employability.<br/>AG stated that the College is still working through the impact of these decisions and there is still work to do in consultation with Heads of Subjects.<br/>Governors requested that an options paper is put to either FG in December or an extraordinary meeting is held, before any strategic changes are made.</p> | <b>AG</b> |             | <b>2-12-13</b> |
| <b>13/14.17</b> | <p><b><u>External Reports</u></b><br/>Reports from SIP and HMI (Mike Smith) had been</p>  | <b>KB</b> |             |                |



|          |                            |                                   |          |
|----------|----------------------------|-----------------------------------|----------|
| 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  |