CLYST VALE ACADEMY TRUST

Company Number 07564519 A Company Limited by Guarantee Registered in England

Minutes of Curriculum, Learning & Teaching Committee meeting held at Clyst Vale Community College Post 16 Study Room, on 4th November 2013 at 5.30 pm

Part I Minutes

Attendees	Initials		Attendees	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			

Apologies	Initials	Reason
Cathy Durston	CD	Unwell

Absent	Initials	

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

Visitors		Initials	
Teresa	Grieve	TG	
(F&P left 6	6:15 pm		
Vanessa F	rancis	VF	
Left 6:15 p	m		

Minutes

ITEM NO.	ITEM	Owner	Date Raised	Date Due
13/14.9	Declarations of Business Interests None	LSt		
13/14.10	Attendance/Apologies. Apologies were received and accepted from Cathy Durston.	LSt		
13/14.11	Presentation: 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. 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. Initial figures indicated a rise in attainment levels but it is too early to predict with confidence. The key focus is on Ofsted and the gap has narrowed between the advantaged/disadvantaged.	LSt		

ITEM NO.	ITEM	Owner	Date Raised	Date Due
	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. 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. 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.			
13/14.12	Minutes of the last meeting on 30 th September 13 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.	LSt		
13/14.13	Matters arising: 12/13.43 Single Equality Scheme. The Scheme was received and approved	LSt		
13/14.14	College Improvement Plan – Standing item KB talked to the document – Progress on College Improvement and Post-inspection Plan 2013-14. The plans/actions in the document were closely aligned to the comments made by HMI for Ofsted. Issues discussed were – Quality of marking and re-doing work where necessary – progressive marking Re-enforcing lessons learned from previous lesson in future lesson Students self-marking/peer marking and time for practicing/self-reflection Consistency and ensuring follow up on actions In response to questions from Governors SLT explained how progress on targets were evidenced and measured.	КВ		
13/14.15	Monitoring Group JF summarised the decisions coming out of the Monitoring Group which met prior to the meeting. Review SLT links to Governors Create a Pro-forma for Governor's monitoring visits	JF		

ITEM NO.	ITEM	Owner	Date Raised	Date Due
	With clear signposting to CIP priorities Monitoring Group to meet 3 times a year with the remit to assess the forms in detail Forms to be shared with all Governors Governors seen to be supporting the SLT in achieving goals/outcomes			
13/14.16	Implications of proposed DfE changes to performance headline figures 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'. 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. 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. Discussion on the effects of the changes on students followed with topics including. Quality of advice to students and this was confirmed as very good. Risk of students becoming disaffected from taking courses which they would not have chosen prior to the changes. 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. 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. Governors requested that an options paper is put to either FG in December or an extraordinary meeting	AG		2-12-13
13/14.17	is held, before any strategic changed are made. External Reports			2-12-13
	Reports from SIP and HMI (Mike Smith) had been	КВ		

ITEM NO.	ITEM	Owner	Date Raised	Date Due
	circulated prior to the meeting. They were also available on the Website. KB confirmed that he had now received a letter from HMI and this would be circulated. (Clerks note – this has been done).			
13/14.18	Policies: ICT Staff/Student Acceptable Usage Policy With minor amendments (remove Local Education Authority) this policy was approved. Home College Partnership With minor amendments to firm up the commitments in the titles this policy was approved.	LSt		
13/14.19	Items at the discretion of the Chair LSt raised an issue on behalf of the Chair of Finance & Premises Committee regarding approval for the appointment of 2 replacement Heads of Schools. There had been email discussion prior to the meeting seeking to clarify whether these appointments were approved. KB explained the process that the appointments had been through and it was agreed that the proposal had been given in principle support at F&P and at the C,L&T working party with those minutes going forward to the Full Board. Unfortunately the recommendations	LSt		
	were not discussed at Full Board due to other pressing matters. The Chair of F&P will raise this item at the next Full Board.	GS		11-11-13

The meeting ended at 7:35 pm

Signed by Chair:-Approved as a true and accurate record of the Meeting on the $^{4\text{th}}$ November 2013.

(Meeting closed: 8 pm)	

Committee Members:

Levon Stephan Co-opted/Chair L&T Committee

Kevin Bawn
James Lee
Parent Governor
Gregg Evans
Paul Colin
Jonathan Farnhill
Cathy Durston
Melanie Prance
Parent Governor
Parent Governor
Co-opted Governor
Staff Governor
Staff Governor

Meeting Dates			
Monday	11th November 2013	Full Board	5.30 pm
Monday	2 nd December 2013	Full Board (inc Pay Committee)	5.30 pm
Thursday	23 rd January 2014	Curriculum, Learning and Teaching	5.30 pm
Thursday	13 th March 2014	Curriculum, Learning and Teaching	4.30 pm*
Monday	17 th March 2014	Full Board	5.30 pm

Thursday	1 st May 2014	Curriculum, Learning and Teaching	5.30 pm
Monday	12 th May 2014	Full Board	5.30 pm
Thursday	12 th June 2014	Curriculum, Learning and Teaching	4.30 pm*
Thursday	10 th July 2014	Full Board	5.30 pm