

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 in the Meeting Room 1, on 10th November 2014,
at 5.30 pm**

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| Part I Minutes |
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| Committee Attendees | Initials | | Committee Attendees | Initials | |
|---------------------|----------|-----------|---------------------|----------|------------------|
| Levon Stephan | LSt | Chair | Greg Evans | GE | Parent |
| Kevin Bawn | KB | Principal | Crawford Winlove | CW | Member Appointed |
| Paul Colin | PC | Staff | Melanie Prance | MP | Staff |
| Cathy Durston | CDu | Co-opted | | | |

| Apologies | Initials | Reason |
|--------------|----------|------------------|
| Norman Cooke | NC | Away in Scotland |

| Absent | Initials |
|--------|----------|
| | |

| In Attendance | | CVCC |
|---------------|----|----------------------|
| Adrian Green | AG | Vice-Principal (SLT) |
| Paul Sutton | PS | SLT |
| Jill Collins | JC | Clerk |

| Visitors | Initials |
|--------------|----------|
| Allen Bailey | ABa |
| | |

Minutes

| ITEM NO. | ITEM | Owner | Date Due |
|----------|--|-------|----------|
| 14/15.11 | <u>Declarations of Business Interests</u> None | LSt | |
| 14/15.12 | <u>Presentation</u> Allen Bailey presented on the new Vivo on-line rewards system. ABa reported that various systems had been considered e.g. in house 'praise shop' on line, but discounted mainly due to the implications for workload. Vivo converts praise points into a spendable currency. Sims points are 'mirrored' into Vivo. Parents are able to get involved and it's possible to set trigger points for rewards, also on-line attitudinal tests can be used for benchmarking and attendance rewarded. The system also challenges colleagues to award praise points consistently throughout the year. The reward budget is £3k with 50% allocated to teaching staff. There is flexibility within the system for CVCC to be inventive and award low cost awards which are fun based. Library books will also be given as rewards. Elaine Davis will distribute orders from a catalogue shop. Donated items and sponsorship from large suppliers will be sought. LSt asked if any other schools are using Vivo, ABa said | ABa | |

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| | <p>yes Kingsbridge and Newton Abbot use it.</p> <p>CDu asked who would ensure fairness and have oversight and ABa confirmed that he would monitor points and take action if staff were not awarding points. Only the 1st 60 points per week per staff member would be converted. A table shows top 10 earners which students and parents can see. Messages can be sent to mobiles in 'real time'.</p> <p>CW clarified that the contract was for £9k over 3 years and asked about the means of feedback. ABa stated that Tutor Groups and Student Reps would feed back. Possible to have a Vivo 'Oscars' at the end of the year.</p> <p>CDu asked for MP's view as Staff Governor. MP stated that more explanation for staff was required for staff to implement this week.</p> <p>Discussion followed on whether Governors' Commendations could be incorporated into the Scheme but this was discounted as there was a risk of double counting.</p> <p>CW asked how evaluation/analysis would take place and KB stated that outputs are measured.</p> <p>LSt commented that year 7/8 are happy to be mentioned in the newsletter, but that the older students find this embarrassing so this system is good for all. He asked if points could also be lost. ABa stated that it is possible technically to have minus behaviour points but this is not being used at present as it would be a negative use of a positive rewards system.</p> <p>CDu asked if Vivos would be used for 6th Form and discussion on the merits of this followed. Introduction is to be considered at a later time. Feeder primary schools use points based systems only with no £ value.</p> <p>MP stated that points should be awarded for academic success and not simply for completing normal activities.</p> <p>PSu stated that points would be awarded for exceeding expectations and needed to be earned.</p> <p>LSt asked for confirmation that F&P had approved the expenditure and PSu confirmed that it had been approved.</p> <p>LSt will feedback to FB on 17-11-14</p> | | |
| 14/15.03 | <p><u>Attendance/Apologies</u> Apologies were accepted from Norman Cooke who was away.</p> | LSt | |
| 14/15.14 | <p><u>Minutes of the previous meeting</u> The minutes of the meeting on 29th September 14 were approved by the group and signed by the Chair.</p> | LSt | |
| 14/15.15 | <p><u>Matters arising</u> Report on Performance Management Process (Matter arising from Pay Committee)</p> <p>LSt reported that the briefing meeting had been constructive and that he enjoyed the interactive process involved in making the decisions.</p> <p>KB gave a summary of his report on Appraisal which is to go to Full Board on 17th Nov and advised Governors that the process analysed objectives and commonality of the objectives set. The new format for review statements had</p> | | |

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| | <p>worked well. Outstanding performance is rewarded by double jumping and poor performance results in withholding progression.</p> <p>The Appeals Committee will meet on 24th November 14. AG stated that the process had been re-designed to consider CPD reflection over the year and staff had targets set for CPD next year and this ties in with Trios.</p> <p>CW noted the process of moderation and expressed concerns about staff de-motivation. He asked how many forms were not looked at. KB went through the process of moderation i.e. KB makes recommendations and these outcomes are moderated by Governors according to criteria. Approx. 5-6 hours were taken to look at 25% of forms. PSu noted that the Appraiser looks at each form individually.</p> <p><u>14/15.06 Monitoring Group</u>: GE as Chair was asked to email asking for expressions of interest to sit on the group. (1st meeting 10-11-14).</p> <p>GE reported that due to time issues this has not been done. GE suggested that a meeting should take place prior to Full Board on 17th November 14 at 4:30 pm. Membership to be – TG; CDu; LSt and GE as Chair. The group to discuss remit and methodology at 1st meeting.</p> <p><u>14/15.05 Results Feedback to Governors on base-lining</u> (DW). (c/f to next meeting).</p> | | |
| 14/15.16 | <p><u>College Strategic Plan</u></p> <p>A draft Strategic Plan document had intended to be circulated by the Clerk though this was reported as not received by the Group (Clerks note: confirmed not received). The plan was presented to the group as a means of providing an opportunity for comment prior to the document going to Full Board on 17th Nov.</p> <p>KB reported that money available is now less than thought and underperforming subjects had been looked at to establish how to deliver targets with less funding.</p> <p>LSt queried the focus of the plan. KB went through the 3 key foci and the 7 underpinning drivers. CDu noted that all outstanding 6th Form issues had been dealt with under the plan.</p> <p>GE commented that it was a good document and easy to use.</p> | KB | |
| 14/15.17 | <p><u>Curriculum Issues</u></p> <p>AG tabled a paper which provided the information Governors need to know in preparation for an Ofsted visit. Governors were asked to take the paper away and digest it. Details under the following headings were discussed/noted-</p> <p><u>The timeline</u> for National Curriculum changes coming up was explained.</p> | AG | |

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| | <p><u>Key Sage 3</u> <u>Key Stage 4</u> <u>The Value Added Issue</u> Pressure on Colleagues to redesign teaching to cope with curriculum changes. Value added across best 8 subjects has been lower than would have wished at around 970 compared to the national 1000, although English and Maths are in line with national and Sciences, MFL and Humanities are above. CVCC is missing out on the added 'Value Added' given by students' outcomes in the extra 3 subjects because many didn't study 8 GCSEs. CDu asked if Ofsted could come back and ask why this is the case. AG responded that the quadruple BTec used by other Schools was not felt appropriate for CVCC as it was more critical to get core GCSEs in place for English, Maths and Science. PSu further explained that quad BTecs have now gone out of use and those schools will now find it hard. AG stated that he is confident that by 2015 CVCC will be closer to zero students not getting the full 8 and also to improving how well students are doing – getting the absolute most out of each student using the tools available e.g. SAIF etc. <u>A 3 Year Key Stage 4</u> AG stated that many schools are moving towards this model but it is an expensive option. CDu asked why it was more expensive. AG stated that class sizes would be smaller and it is currently on hold due to Government uncertainties over permitted length of study. <u>CEIAG</u> (Careers/Enterprise Education, Information Advice & Guidance) <u>Underperforming Curriculum Areas</u> AG invited questions and there was discussion around Careers and work placements. LSt will feed back to Full Board on 17th November under C,L&T report section. LS felt that this was an excellent briefing paper and proposed that it should be circulated to all Governors for digestion and understanding for Ofsted preparedness.</p> | | Noted as Complete |
| 14/15.18 | <p><u>Latest SIP Report</u> KB spoke to the report which would be put to Full Board on 17th November. Discussion followed on children in Devon who are 'Looked After'. PSu noted that Devon has a good rate of people willing to foster, resulting in children moving into Devon. KB noted that Devon has twice the national average for looked after children and children with 'special needs' this brings difficulties with finances as only 20 students are getting pupil premium funding at present. PSu noted that a document on 'Narrowing the Gap' will be put onto the website soon. KB stated that it is important to note that</p> | KB | |

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| | there is a story behind each low achiever and the statistics are explainable. CDu commented that there is a lot of positive information contained within the report. | | |
| 14/15.19 | <p><u>Policies:</u></p> <p><u>Drugs Education (AG)</u> AG noted that there had been a change to the title of this policy. The policy is delivered through the course 42 programme. Discussion followed on an appropriate 'Link Governor' for Drugs Education. CW offered expertise in this area. PSu felt that it fell under the umbrella of 'Safeguarding' which would fall to Norman Cooke but this would be discussed at Full Board on 17th November. The policy was approved.</p> <p><u>ICT Acceptable Usage (PC)</u> The policy was approved with minor amendments to the signing sheet. It would be presented to Full Board to enable all Governors to sign the Policy, as required by the Auditors.</p> <p><u>Learning & Teaching (AG)</u> This policy incorporates the Home Learning Policy (Section 3) The policy had been slimmed down and clarified by cross referencing to the Policy for Assessment & Learning and it now included practical teachers' guidelines and checklist for good practice. CDu asked why home learning isn't set during holidays. AG responded that it is often, but usually as revision. With the amendment -3.2.10 is to be removed, the policy was approved.</p> <p><u>Children with Medical Needs (PSu c/f)</u></p> | LSt | |
| 14/15.20 | <u>Items at the discretion of the Chair</u> | LSt | |

The meeting ended at 7:40 pm

Signed by the Chair:-

Approved, as a true and accurate record of the Meeting on the 10th November 2014.

Committee Members:

Levon Stephan
Kevin Bawn
Gregg Evans
Paul Colin

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

**Crawford Winlove
Norman Cooke
Cathy Durston
Melanie Prance**

**Member Appointed Governor
Member Appointed Governor
Co-opted Governor
Staff Governor**

| Meeting Dates | | | |
|---------------|-----------------------------|--------------------|---------|
| Monday | 26 th January 15 | Meeting Room 1 | 5.30 pm |
| Monday | 16 th March 15* | Meeting Room 1 | 5.30 pm |
| Thursday | 7 th May 15 | Post 16 Study Room | 5.30 pm |
| Monday | 15 th June 15* | Post 16 Study Room | 5.30 pm |

***Monitoring Group meets at 4:30 pm**