

CLYST VALE ACADEMY TRUST

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**Minutes of Curriculum, Learning & Teaching Committee meeting held at Clyst Vale
Community College in the Post 16 Study Room, on 12th June 2014,
at 5.40 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	Melanie Prance	MP	Staff

Apologies	Initials	Reason
Cathy Durston	CDu	Co-opted
Paul Sutton	PSu	Other Commitments

Absent	Initials

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

Visitors	Initials

Minutes

ITEM NO.	ITEM	Owner	Date Due
13/14.57	<u>Declarations of Business Interests</u> None	LSt	
13/14.58	<u>Attendance/Apologies</u> Apologies were accepted from Cathy Durston who was away on business and Paul Sutton.	LSt	
13/14.59	<u>Minutes of the previous meeting-</u> 4 th November 13. The minutes were approved and signed by the Chair.	LSt	
13/14.60	<u>Matters arising</u> ICT Acceptable Usage Policy- Audit Recommendation (CDu) Auditors had recommended that all users of the College's IT system should sign the policy, including Staff, Students and their Parents and that evidence should be kept on record. PC noted that everyone who uses the system currently 'signs up' when logging on to the network. Forms have been prepared for the student new entry and will also be prepared for parents to sign in September. LSt advised that Governors should also be included to adhere to the policy. Additional forms will be provided for Governors to sign at the start of each year. Staff will sign as part of the Safeguarding	LSt	

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	<p>process. <u>It was resolved</u> to agree to the implementation of the recommendation of the Audit Committee. Complete</p>		
13/14.61	<p><u>College Improvement Plan</u> – Standing item KB reported that CVCC's 4 foci had been discussed at the SLT Away Day. A CIP evaluation document had been compiled by SLT and the SIP, which had been circulated. KB asked for comments from the group on the paper. LSt raised a question about the structure of the school day and in particular the loss of a PM registration period. Some staff had raised the possibility of a consultation due to the need for a horizontal overview of the year group under the 'Schools' structure. MP stated that a horizontal structure could provide CPD opportunities for junior staff. KB highlighted that the 'School' system would be reviewed at the end of year 3. LSt asked for clarification on the item about marking. Particularly whether there were inter or intra departmental trends. AG responded by saying there was both and that there were still some teachers who were not marking as regularly as they should. The focus is shifting from quantity to quality of marking with provision of formative feedback to show how work could be improved. AG stated that he had stepped in where necessary. LSt asked whether, if there was consistent evidence of non-compliance, this would be considered under the performance management processes. KB stated that it could be considered as a CPD need initially but certainly would contribute to the PM process. LSt asked if signing of Student Planners was a 'Target', especially for tutors of lower years AG responded that it wasn't a specific target but that SLT monitoring was done to check on this.</p>	KB	
13/14.62	<p><u>Trios Evaluation</u> AG spoke to the paper (tabled) which evaluated the responses to questionnaires. AG noted that some responses were still to come back and some cycles were incomplete due to sickness. All 66 teaching staff were involved. Part-time staff had found it difficult to schedule meetings. This information had fed into the SLT Away Day and would inform teaching and learning priorities for next year. Discussion on the merits of the various possible structures for trios was discussed. The process had polarised staff views, some found the process stressful others didn't. GE noted that 59% had chosen not to respond to the</p>	AG	

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	<p>survey. KB stated that there had been opposition in the past but staff were now supportive and using the opportunity. The benefits of the process were- this process provided a teaching and learning objective for all to demonstrate improved practice; It is a cost effective way to provide CPD, staff networking in working across departments and has to be the way forward. Some staff suggested intra departmental Trios, but all agreed this would detract from the collaborative whole school learning experience. The process will factor into Performance Management processes. MP supported these comments stating that it was a 'brilliant' thing and valuable in lots of ways, helping to appreciate work done in other subjects.</p> <p>PC stated that it had thrown up examples of 'givers' rather than 'takers' and SLT could see the benefits even if some individuals couldn't at this point. The process reached all staff at all levels.</p> <p>JF thought the process hugely positive and in passing comment about one response about fear of observation, stated that those who are closed minded towards lesson observation may find the future work place a difficult place to be.</p> <p>LSt suggested that the questions could be more specific in future surveys to give a qualitative indication of the learning process.</p>		
13/14.63	<p>Curriculum – Verbal update AG updated the group on changes since the last meeting.</p> <p>Careers provision- AG confirmed that CVCC is proposing to ask Angie Kibble to work in the School in 2014/15 and there is to be a review of Careers Education Advice and Guidance.</p> <p>Timetable- The early start to the timetable was raised as an issue at Subject Leaders meeting. KB had produced a document to consider an early start to the timetable for the next year and since then other alternatives had also been considered. The academic year shifts on June 30th and it was felt a benefit if this date could be bought forward even further. A paper would be put together by SLT to consider how to maximise student options choice at year 9 through pathways, or to consider the introduction of a radical KS4 run over 3 years, choosing options at year 8. There are pros and cons to these options. The motivation for this thinking is that GCSEs are more rigorous and the curriculum would need to be enriched. Those schools having made the changes have seen very little negative comment from parents when the benefits have been explained.</p> <p>The proposal is going to be put to subject Leaders Tuesday 17th and Governors will be updated after</p>	AG	

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	that meeting has taken place.		
13/14.64	<p><u>Library Consultation</u> 3 documents had been circulated detailing changes proposed by Devon County Council. Funding is to be withdrawn by DCC for the Library. KB spoke to the papers. He stated that the first principle is to establish whether CVCC wants to retain the current dual use Library which is open to the public for 6 hours per week. There is powerful community and Parish Council support for the dual use library which costs 6K per year. A consultation document has been distributed by DCC and Governors were invited to send a response both as an individual and as a collective body. LSt asked if there was a mobile library provision in the area. KB confirmed that this too is to be withdrawn. Lengthy discussion followed. Issues around staffing and IT provision were debated. Staffing may be provided by volunteers but training and supervision would be required It was resolved that C,L&T Committee would recommend to Full Board that CVCC should continue to provide a dual use library and that the Governing Body should provide a written response to the consultation. To be added to the FB Agenda for 10th July 14 with a draft letter to be circulated as part of the papers for the meeting.</p>	<p>KB</p> <p>LSt/Clerk</p>	<p>10-7-14</p>
13/14.65	<p><u>Policies:</u> <u>Curriculum Policy:</u> The policy was approved subject to an additional statement on page 2 referring to Heads of Schools.</p> <p><u>Children in Care Policy:</u> The policy was approved subject to references to Head Teacher being changed to The Principal.</p>	<p>LSt</p> <p>AG</p> <p>Clerk</p>	<p>ASAP</p> <p>ASAP</p>
13/14.66	<p><u>Items at the discretion of the Chair</u> LSt asked the group to present their views on the usefulness of presentations at C,L&T meetings. KB stated that he felt presentations to be a positive thing. GE felt it gave middle leaders an opportunity to speak directly to Governors. JF felt the need for presentations to be focused and specific and needing to meet the brief of 'holding the College to account'. Looking in detail, showing concern and interest also giving those involved a chance to explain. AG spoke to the need to get the balance right with other demands on middle leaders. JF also felt that Link Governors may wish to jointly present with their Links. MP agreed that this would present a strong signal of unity to the whole staff. LSt spoke to the benefit of having a schedule prepared in advance at the start of the year.</p>	<p>LSt</p>	

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	<p>Pending the outcome of the summer results, It was resolved to provisionally ask Business and Politics departments to give a presentation at the next meeting and for the clerk to liaise with AG in drafting such a schedule for the next college year.</p> <p>LSt discussed the current context of scrutiny for Governing Bodies in relation to the issues in Birmingham (alleged radicalization and infiltration of Governing Bodies by extremists). This was discussed but it was not felt a relevant issue or cause for concern for CVCC.</p>	Clerk/AG	October 2014

The meeting ended at 7:35 pm

Signed by the Chair:-

Approved, as a true and accurate record of the Meeting on the 12th June 2014.

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Committee Members:

Levon Stephan

Kevin Bawn

Gregg Evans

Paul Colin

Jonathan Farnhill

Cathy Durston

Melanie Prance

Co-opted/Chair L&T Committee

Principal/Governor

Co-opted Governor

Staff Governor

Parent Governor

Co-opted Governor

Staff Governor

Meeting Dates			
Thursday	12 th June 2014	Curriculum, Learning and Teaching	4.00 pm*
Thursday	10 th July 2014	Full Board	5.30 pm