

CLYST VALE ACADEMY TRUST

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**Minutes of Curriculum, Learning & Teaching Committee meeting held at Clyst Vale
Community College in the Meeting Room 1, on 16th March 2015,
at 5.30 pm**

Part I Minutes

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

Apologies	Initials	Reason
None		

Absent	Initials

In Attendance		CVCC
Adrian Green	AG	Vice-Principal (SLT)
Paul Sutton	PSu	SLT
Dorothy Ruscoe	DR	Governor (elect)
Jill Collins	JC	Clerk

Visitors	Initials
Tania Grigg	TG
Humanities	

Minutes

ITEM NO.	ITEM	Owner	Date Due
14/15.30	<u>Declarations of Business Interests</u> None	LSt	
14/15.31	<u>Presentation</u> Tania Grigg presented on Humanities and reported on successes. Raise reported a high 'value added' and GCSE results were good, though it was noted that there was room for improvement in History. The priorities over the year are to improve progress and attainment. Good practice in Geography is now being shared with History and the new full course offering is to be monitored. Geography is a success story with the best ever results. As Humanities is a compulsory subject for year 10 it is possible to set in groups. Staff have worked hard to improve results. AS/A2 results were good also. At AS level 41 students are doing Geography and students enjoy the subject and want to do well. 3 of the staff work for the AQA giving insight of curriculum and its changes. Trips have been organised to Slapton and to the Lake District. Geography KS3 is to be worked on to reduce the pupil premium gap in Geography and training for non-specialist	AG	

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	<p>teachers is on-going. CDu noted that Geography is set in groups but History isn't. CW asked how big the pupil premium gap is. TG responded that 4 students at GCSE had achieved a low result. PSu explained that taken in the national context this was not significant. Discussion followed on whether Geology could be offered. TG explained that the reasons for not offering the subject i.e it had in the past attracted weaker students and BTech Science had filled the space in the timetable and was more attractive. PC agreed that the current offering made for a more appropriate curriculum and PSu noted that Geology would need to be offered at GCSE to provide progression into A Level. LSt agreed that it would not be viable at present. CW asked for clarification on the methods used to share best practice. TG outlined the methods e.g. better communication and shared working. It was noted that SSA is the current Link Governor. TG was thanked for attending.</p>		
14/15.32	<p><u>Attendance/Apologies</u> None</p>	LSt	
14/15.33	<p><u>Minutes of the previous meeting</u> The minutes of the meeting on 26th January 15 were approved by the group and signed by the Chair.</p>	LSt	
14/15.34	<p><u>Matters arising</u> 14/15.25 - Complete</p>	LSt	
14/15.35	<p><u>Interim Review of College Strategic Plan</u> KB talked to the CSP evaluation document which had been circulated. Also circulated were 2 SIP reports (on Spanish and a Review of Leadership) KB reported that the items identified for action in the SIP report on Leadership had been addressed through the CSP. The Chair invited comments. GE stated that the SIP Report was very positive. LSt noted the comment on 'student Voice'. PC responded to say that CVCC had fallen behind on this. He had taken over responsibility for Student Voice and it was now being progressed through the College Council and sub groups. Discussion followed on the possibility of running 'Student Voice' through 6th Form leadership. PC noted that this was an option once the structure was fully formed and set up. AG noted that CVCC had reached a transition stage with student councils needing to merge and evolve. KB noted that there is more dialogue with students now than ever before but acknowledged that CVCC needs to do more. MP stated that KS3 is too gentle and that there is a need for smooth progression from year 7. Too often there was a need to address a 'dip' and year 7 needs to be pushed harder and be subject to more demand. PC stated that this would need to be addressed through subject heads as there was variation across subjects. LSt asked whether this was a target in the Strategic Plan. KB responded that Maths/English 1-9 grade system but</p>	KB	

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	<p>other subjects are working on A*-G regime as they haven't been moved over yet. AG reported that there were on-going discussions with leaders to get year 8 to write in a GCSE style and there is more to do in year 7. Conversations about aims are taking place with students and CVCC is 'getting there'. PC reported that Heads of English and Maths are to talk at Subject Heads meeting as their experience would be really useful.</p> <p>MP stated that Year 7 skill set on entry needs tracking as thinking skills vary. PC outlined the changes to year 5 and 6 at primary level and stated that demands made on students at this level are growing.</p>		
14/15.36	<p><u>Latest SIP Report</u> <u>Leadership</u> – see item above <u>Spanish</u> The report had been circulated and the Chair asked for comments/questions. CW asked, how robust were the predictions and monitoring. AG responded that year 11 was accurate but year 10 less so and this had been discussed at the CL&T Monitoring Group which took place prior to this meeting. Though the picture is improving there is more to do. CW asked about the differences in practice between Geography as detailed earlier and Spanish. AG responded that Good practice in French hadn't previously trickled over into Spanish e.g. meeting regularly and buddying up. A member of Spanish was now spending time in other Schools. MP noted the lack of time for sharing good practice, though PC highlighted that Trios addressed this need and subjects were being pushed to communicate and share best practice. GE commented that it is a structural strength to have Middle Managers - to endorse and address this. CW asked, how do Middle Managers get together and AG described the process at Middle Manager's meeting, (Subject Leaders) and Trios. GE noted the need for drive from SLT to improve standards. He also noted the need to recognise and express Governors' appreciation to the speakers who come to C,L&T. Noted that a short letter of thanks should be sent from the Chair to speakers (Clerks note: Completed). The importance of Gifted and Talented in terms of Ofsted was noted by MP and KB agreed that the document needs to be refined with a sharper focus.</p>	KB	
14/15.37	<p><u>Update on Staffing Changes</u> for September 2015</p> <p>KB outlined the process to date. The consultation is in progress 10/3/15 to 17/4/15. KB described the proposals for changes to staffing (teaching and support staff). KB reported that some feedback had been received. Union officials from GBM and ATL were coming to discuss the changes with KB. Governors discussed the messages going out to parents and the wider community from CVCC about the changes. There were instances of mis-</p>	KB	

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	<p>information being passed on between staff and of inappropriate discussion with students. CDu suggested that a 'script' containing a common message should be provided for staff and Governors to ensure the accuracy of the message.</p> <p>MP described in detail the feelings of some staff about the process and stated that the level of morale is low at present. There is a need for clarity and positivity. Governor support and presence would help to lift morale. KB noted the need for Governors to remain independent should a selection process be required.</p> <p>CDu related her experience of similar situations and emphasised the need for repeated clear messages and possibly a set of FAQs. KB emphasised that the consultation process is still in place and there is still time for the situation to change before 31st August.</p> <p>GE reminded Governors that strategic decisions were needed at the point of the budget decisions and these were endorsed by Governors.</p> <p>PC stated that SLT were aware and helping with motivation where ever possible but falling student numbers would have impacted on staffing. KB noted that CVCC was not alone in this and that other schools were also going through budget cuts.</p> <p>It was decided that a common message devised by KB should be provided to staff and parents with clear guidance on dealing with questions from the community.</p>	KB	ASAP
14/15.38	<p><u>Policies:</u></p> <p><u>Children with Medical Needs</u> (PSu) c/f In progress. Meeting needs to be held with the School Nurse and the College Manager as stakeholders.</p> <p><u>Drugs Related Incident Policy</u> (PSu) c/f</p> <p><u>Religious Education (B&V)</u> (AG) The policy was approved.</p> <p><u>Child protection & Safeguarding Policy</u> (PSu) PSu detailed the recent changes to Safeguarding and the need for a new policy to reflect that. This policy was based on a model policy from the LA and adapted for the needs of CVCC. Discussion took place on training for Governors required under the policy. PSu noted that GS as Safeguarding Link Governor was trained at L3 (as is PSu) and the rest of staff are trained to L2. GE asked whether PSu could provide L2 training at the next Away-Day and this was agreed (June 2015). LSt asked MP as a Staff Governor to confirm/deny that a copy of Part 1 Keeping Children Safe in Education 2014 had been received by staff and MP confirmed this. GE asked for clarification on receipt by all staff and PSu</p>	<p>LSt PSu</p> <p>PSu</p> <p>KB/SSA /Clerk</p>	<p>7/5/15</p> <p>7/5/15</p> <p>June 15</p>

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	confirmed that all staff including premises staff had received it. The policy was approved subject to the minor amendments agreed,		
14/15.39	<u>Items at the discretion of the Chair</u> Audit Committee recommendations for action. The Audit recommendation to C,L&T was that PC should review the CVCC ICT policy for the frequency of password renewal. The item was discussed. PC outlined current practice and the conclusion was reached that PC should discuss with the College Manager the need for the FMS passwords to be changed on a monthly basis. PC to discuss this with the College Manager to arrange implementation and a change to the Policy.	LSt PC	 ASAP

The meeting ended at 7:15 pm

Signed by the Chair:-

Approved, as a true and accurate record of the Meeting on the 16th March 2015.

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Committee Members:

Levon Stephan	Co-opted/Chair L&T Committee
Kevin Bawn	Principal/Governor
Gregg Evans	Parent Governor
Paul Colin	Staff Governor
Crawford Winlove	Member Appointed Governor
Cathy Durston	Co-opted Governor
Melanie Prance	Staff Governor
Dorothy Ruscoe	Member Appointed (elect)

Meeting Dates			
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**