

# 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 29<sup>th</sup> September 2014,  
at 5.30 pm**

<b>Part I Minutes</b>
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Committee Attendees	Initials		Committee Attendees	Initials	
Levon Stephan	LSt	Chair	Greg Evans (from 6:30 pm)	GE	Parent
Kevin Bawn	KB	Principal	Jonathan Farnhill	JF	Parent
Paul Colin	PC	Staff	Melanie Prance (left at 7 pm)	MP	Staff

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

Absent	Initials

In Attendance		CVCC
Adrian Green	AG	Vice-Principal (SLT)
Dave Walters	DW	SLT(for item .5 only which was taken early in the agenda)
Teresa Grieve	TG	Parent Governor
Jill Collins	JC	Clerk

Visitors	Initials
Heather Padden	HP

## Minutes

ITEM NO.	ITEM	Owner	Date Due
14/15.01	<b><u>Declarations of Business Interests</u></b> None	LSt	
14/15.02	<b><u>Presentation</u></b> Heather Padden (Head of History) attended and gave a presentation on current activity in the History Department. HP detailed events which had taken place for years 8-13 which included – <ul style="list-style-type: none"> <li>- The English Civil War Deep Learning Day which included a visit from a re-enactment society</li> <li>- 1<sup>st</sup> World War Battlefield trips</li> <li>- Activities for the Holocaust Memorial Day, an example of student work (pottery) was provided.</li> <li>- A visit in Jan 15 from Lady Milena Grenfell-Baines who was an evacuee.</li> <li>- Visit from Mr Arthur Jorden to talk to students</li> <li>- A Harry Patch fundraising event based around poppies which raised £400+ for the RNLI. The students were invited to attend at RNLI in Exmouth</li> </ul>		

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	<p>as since 2009 students have raised over £2,000.</p> <p>HP provided greater detail on the battlefields trip. Staff and students had travelled to Belgium via train and coach and stayed at the Peace Village Youth Hostel near Ypres with a multi-national group. The visit included wreath laying at the Menim Gate and the Harry Patch memorial site. Students had been polite and respectful throughout. Pre and post trip meetings were held with parents and students. Another trip is planned for 2015 and those who went in 2014 had passed on their experiences resulting in 2015 places filling very quickly.</p> <p>LSt asked about the impact on learning. HP stated that the impact on academic learning was not huge but other benefits e.g. developing social skills; empathy and understanding is huge.</p> <p>HP talked to the latest History GCSE results. This year is the first in the linear format and she detailed the hard work put in by colleagues, e.g. lunchtime revision sessions. Of particular note were 4 A* students and that 9 students gained full marks in 10 different exams.</p> <p>Discussion followed on the merits of mixed ability groups and LSt asked how the upper range ability students avoided getting bored. HP stated that there have been challenges with mixed ability in the same class but it was a challenge she enjoyed.</p> <p>LSt asked if HP had seen an improvement over the last few years. HP emphasised the importance of literacy as punctuation and grammar counted in History assessment. Also there are no split levels and all students take the same exams.</p> <p>TG questioned whether students' English level was a criteria when options are chosen.</p> <p>PC stated that all students are interviewed to discuss the appropriateness of their choices and guidance is given.</p> <p>MP asked if the interview process had eased problems and HP noted that there few a few problematic cases.</p> <p>KB noted the pressure for 8 subjects (EBAC).</p> <p>AG stated that all students have to take either History or Geography and because Geography is tiered, those with literacy problems would be more likely to take it. HP advised Governors that there had been no 'U's this year and that 2 students had progressed to Higher Education (Southampton and Plymouth Universities).</p> <p>LSt asked HP about staffing in History and what she considered to be the biggest challenge.</p> <p>HP stated that recognising that History is important and making sure that the students were taking the most appropriate courses was very important. History has a very enthusiastic team. Discussion followed on the gender mix of history students.</p> <p>LSt expressed thanks to HP for attending.</p> <p>MP commented that students really enjoy HP's classes and love the subject due to the way HP makes the subject</p>		

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	real for them. KB noted that the History results were the outcome of HPs considerable commitment and personal input.		
14/15.03	<p><b><u>Attendance/Apologies</u></b>  Apologies were accepted from Cathy Durston who was away on business and Paul Sutton.</p>	LSt	
14/15.04	<p><b><u>Minutes of the previous meeting</u></b> The minutes of the meeting on 12<sup>th</sup> June 14 were approved and signed by the Chair subject to a correction of a typo in the Library Consultation section.</p> <p>Discussion followed on the current situation. £6,000 is needed to fund the dual use Library. This may be funded through the Parish Council precept or from community fundraising. KB stated that the benefits of the stock rotation provided through dual use are great and it is desirable to retain if possible. Discussion followed on the likelihood of the Parish Council funding being forthcoming, with input from those who reside in Broadclyst. Other pressures are having a financial impact which may sway opinion against. KB noted the urgency as the Budget is pressing.</p>	LSt	
14/15.05	<p><b><u>Matters arising</u></b>  13/14.42 <u>Feedback to Governors on Habits of Mind base-lining</u> (DW).  DW gave a power point presentation on a tool used currently which provides a mechanism for interventions as part of the SAIF process to aid students' progression towards becoming independent learners. The process takes 15 minutes to complete and allows for a self-report on 9 items of self-evaluation/attitudes which don't involve teachers' judgements. Various profiles are available which show anomalies as early indicators of base-lining which will prove useful in data for Ofsted visits. The tool will be used each year building a database of historical data for comparison. There are currently 2.5K Schools using the system.  The self-evaluation will commence in the next 2 weeks and will be completed by all students from Year 7 through to 6<sup>th</sup> Form eventually.  Discussion followed.  LSt asked whether the data provided is anonymous. DW explained that there are many reports available in various forms, some of which are available for parents to use.  LSt asked whether Governors could complete the test but KB stated that this isn't feasible.  DW stated that there are 600,000 data points available for comparison nationally and that this allows for Schools to be compared via a tab. CVCC's main feeder school also uses the tool.  LSt asked the Clerk to add an item to the agenda for 10<sup>th</sup> November 14 (Results Feedback).</p>	LSt	



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	<p>for expressions of interest to sit on the group. JF the outgoing chair expressed his view that the group needed to be small and tightknit.</p> <p>NB: The 1<sup>st</sup> monitoring meeting is on 10<sup>th</sup> November 2014.</p>		
14/15.07	<p><b><u>Latest SIP Report</u></b> None. KB reported that the School Improvement Partner has been appointed for extra days as support for the impending Ofsted visit. It was noted that Ofsted are not providing any further support since Mike Smith's retirement.</p>	KB	
14/15.08	<p><b><u>Verbal Feedback on Staff September CPD</u></b> AG reported on recent training activity. A mix of formal CPD for the whole staff with some specific sessions for a few. Paul Trainor had been brought in to give sessions. On the first session there had been three practical sessions with content focussed on CVCC. The -move into the new build meant that some Humanities, PE, Science and MFL staff couldn't attend. AG reported that he had spent time in planning the sessions with Paul Trainor and feedback had been very positive. Attendance at the sessions had been good. LSt asked if this will be followed up by Line Managers. AG responded to say that work would be done in Trios drawing on the training activities. Also appraisal is underway. JF asked if the training day had looked at 'Habits of Mind' and AG responded that the day had been focussed on teaching. AG reported that TAs and ATHOS had attended a course to develop skills in active listening and coaching. PSu had received positive feedback and more training on coaching is planned. KB had run a session on Appraiser training and a session on the performance management process. AG reported back on his investigation into department time at the start of term (MP had commented on this at Full Board). He reported that 4.5 hours had been allocated for Departmental time</p>	AG	
14/15.09	<p><b><u>Policies:</u></b> <b><u>Anti-Drugs Education c/f</u></b></p> <p><b><u>CPD</u></b> The policy was discussed. Comments were that the policy was comprehensive; that a half yearly review is recommended (PC) and the importance of reflection noted (KB). <b>The policy was approved.</b></p>	LSt	
14/15.10	<p><b><u>Items at the discretion of the Chair</u></b> The Terms of Reference presented at the Full Board on 22-9-14 were agreed and signed by the Chair.</p>	LSt	

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	<p>The Chair raised a question on staffing in Science to cover a member of staff's long term sick leave. KB detailed the measures put in place to provide the necessary cover required.</p> <p>The Chair expressed thanks to Jonathan Farnhill for his contribution as a Governor on this Committee as his term of office is coming to an end and this would be his last meeting.</p>		

**The meeting ended at 7:35 pm**

**Signed by the Chair:-**

Approved, as a true and accurate record of the Meeting on the 29<sup>th</sup> September 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**

**Parent Governor**

**Staff Governor**

**Parent Governor**

**Co-opted Governor**

**Staff Governor**

Meeting Dates			
Monday	10 <sup>th</sup> November 14*	Meeting Room 1	5.30 pm
Monday	26 <sup>th</sup> January 15	Meeting Room 1	5.30 pm
Monday	16 <sup>th</sup> March 15*	Meeting Room 1	5.30 pm
Thursday	7 <sup>th</sup> May 15	Post 16 Study Room	5.30 pm
Monday	15 <sup>th</sup> June 15*	Post 16 Study Room	5.30 pm

**\*Monitoring Group meets at 4 pm**