

## CLYST VALE ACADEMY TRUST

Company Number 07564519  
A Company Limited by Guarantee  
Registered in England

**Minutes of Curriculum, Learning & Teaching Monitoring Group meeting held at Clyst Vale Community College Post 16 Study Room, on 4<sup>th</sup> November 2013 at 4.30 pm**

### Part I Minutes

Attendees	Initials		Attendees	Initials	Parent
Jonathan Farnhill	JF	Parent/Chair	Teresa Grieve	TG	
Greg Evans (from 5.10 pm)	GE	Member Appointed	James Lee	JL	Parent
Vanessa Francis	VF	Parent	Levon Stephan	LSt	Co-opted

Apologies	Initials	Reason
None		

Absent	Initials

In Attendance		CVCC
Kevin Bawn	KB	Principal (Ex Officio)
Adrian Green	AG	Vice-Principal (SLT)
Dave Walters	DW	SLT
Jill Collins	JC	Clerk

Visitors	Initials

### Minutes

ITEM NO.	ITEM	Owner	Date Raised	Date Due
13/14.1	<u>Declarations of Business Interests</u> None	JF		
13/14.2	<u>Attendance/Apologies.</u> None	JF		
13/14.3	<u>Modus Operandi/Terms of Reference</u> KB started the discussion with a preamble on the reason for the group's existence. KB explained that the College has an Improvement Plan and Subject Level Improvement Plans which highlight the big issues and key priorities. These documents are renewed each year and SLT has a 'wash up' at the end of term and it was noted that it would be preferable to hold this meeting after that session.  KB questioned the level of detail Governors wanted when drilling down into the data for monitoring purposes. JF stated that Governors needed to focus on the key issues, providing reflection on progress made by pupils. He questioned the body and individual Governors' knowledge of CVCC's	JF		

ITEM NO.	ITEM	Owner	Date Raised	Date Due
	<p>strengths and weaknesses and what action is being taken to focus on areas of improvement.</p> <p>AG noted the activity taking place through actions in the CIP and discussions with College Improvement Partner (Mike Smith had offered help with data).</p> <p>The January away day should focus on student achievement.</p> <p>KB explained that 'Raise-online' data is historic and not current and therefore not as useful as it could be. Weaknesses were identified in the CIP and an action plan had been provided in detail. JF agreed that CVCC needs to make the existing plan work.</p> <p>Discussion continued regarding the committee structure and the possible overlap of the monitoring group with C,L&amp;T. It was felt that it was unrealistic to incorporate detailed monitoring functions into C,L&amp;T the meetings would be too long. The focus shifted to making the Link Governor system more effective.</p> <p>It was noted that the Link Governor reports are circulated for Full Board meetings and TG stated that she found them informative as individual links could be narrow in focus. This is also useful information for new Governors. VF stated that having a clear schedule of which Governor links to which topic/person is really helpful for information.</p> <p>KB summarised the discussion –</p> <p>Governors need more distilled information (but not at the level of individual students)</p> <p>Need to be confident that interventions are going on</p> <p>Meetings are going on too long</p> <p>He requested that Governors give a clear steer as to what level of data they wish to receive so that they are fully prepared for future HMI visits.</p>			
13/14.4	<p><b><u>Proposal for a Governor Monitoring Visit Form</u></b></p> <p>It was decided that a new pro-forma Monitoring Visits form should be created to ensure that Link Governors are given clarity on the purpose for a visit which should take place each half term. The forms would be used by Monitoring Group to collate data with clear signposting to CIP priorities and effective actions against the CIP Action Plan</p> <p>Monitoring Group is to meet 3 times a year with the remit to assess the forms in detail</p> <p>Forms to be shared with all Governors</p> <p>Governors need to be seen to be supporting the SLT in achieving goals/outcomes.</p>	JF		
13/14.5	<p><b><u>Presentation: Year 10 &amp; 11 Tracking</u></b></p> <p>DW was to present on 'Raise-on-line' at the</p>	DW		

ITEM NO.	ITEM	Owner	Date Raised	Date Due
	Monitoring Group but due to lack of time it was decided to carry the item over to the C,L&T meeting which followed.			
13/14.6	<u>Items at discretion of the Chair</u> None	JF		

**The meeting ended at 5:30 pm**

**Signed by Chair:-**Approved as a true and accurate record of the Meeting on the 4<sup>th</sup> November 2013.

.....  
(

**Group Members:**

Levon Stephan	Co-opted
Kevin Bawn	Principal/Governor
James Lee	Parent Governor
Gregg Evans	Co-opted Governor
Jonathan Farnhill	Parent Governor/Chair
Vanessa Francis	Parent

Meeting Dates			
Monday	4 <sup>th</sup> November 2013	Monitoring Group	4.30 pm
Thursday	13 <sup>th</sup> March 2014	Monitoring Group	4.30 pm
Thursday	12 <sup>th</sup> June 2014	Monitoring Group	4.30 pm