

## CLYST VALE ACADEMY TRUST

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**Minutes of Board Meeting held in Post 16 Room at Clyst Vale Community College, Station Road, Broadclyst, Exeter, EX5 3AJ at 5:30 pm on Monday 2<sup>nd</sup> December 2013.**

<b>Part I Minutes</b>
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Attendees	Initial		Left	Attendees	Initial		Left
Simon Sanger-Anderson	SS-A	Chair/Parent		Dave Hewlett	DH	Staff	
Kevin Bawn	KB	Principal/ Governor		Kate Hoskins	KH	Parent	
Paul Colin	PC	Staff		James Lee	JL	Parent	
Cathy Durston	CD	Co-opted		Melanie Prance	MP	Staff	
Greg Evans	GE	Member Appointed		Levon Stephan	LSt	Co-opted	
Jonathan Farnhill	JF	Parent(Chair)		Gina Stroud	GS	Co-opted	
Vanessa Francis	VF	Parent		Sara Watt	SW	Staff	
Teresa Grieve	TG	Parent					

Apologies	Initials	
None		

Absent	Initials	
None		

In Attendance	Initials	
Jill Collins	JC	Clerk

In Attendance	Initials	

### Minutes

The Clerk had provided timely notice of the meeting and the meeting was quorate.

Item Number		Owner	Date due
13/14.35	<b><u>Declarations of Business Interests</u></b> None	SSA	
13/14.36	<b><u>Apologies</u></b> The Chair noted that there were no apologies.	SSA	
13/14.37	<b><u>Minutes of the last meeting, 11-11-13</u></b> The minutes were approved and signed. NB: Clerk to check query raised by GS over 197K noted in F&P report.	JF  Clerk	  17/3/14
13/14.38	<b><u>Matters arising</u></b> <b><u>12/13.26(a) Capital Funding Project</u></b> Possibility of submitting a claim for costs against the contractors and AH agreed to investigate this. KB reported that AH had no significant progress to report on this. GS is to follow up. <b><u>12/13.26 (b) Option Choices</u></b> Update on the change to the range of options available to year 9 in preparation for the changes to curriculum/qualifications in 2016. Dealt with under 13/14.39 below	SSA  GS  KB	  17/3/14
13/14.39	<b><u>Principal's Report</u></b> KB spoke to his Report to Governors, which had been circulated.	KB	

	<p>Updates had been provided under the following headings-</p> <p><u>Introduction</u>  <u>Achievement</u>  <u>Improvement Plan</u></p> <p>The Principal noted the circulation of the updated College Improvement Plan which had been supplied for reference and to draw attention to some strategic issues. The CIP had been accepted at the September meeting and KB noted the minor updates in this version. Dr Janet Harvey had highlighted the need for summarising rather than re-writing and the Chair agreed that it was not necessary to ask SLT to re-write but it would be better to provide 3 or 4 key messages and get on with the implementation. SSA noted that those Governors with 'Links' need to be clear on their priorities in meetings. The latest version is to be placed on Moodle.</p> <p><u>Curriculum, Teaching &amp; Learning</u></p> <p>Of particular note – was the Ofsted decision on Devon County Council Safeguarding (Inadequate) which has implications for schools. Also D.P.L.S -the Department for Education has pulled out as sponsor causing problems for schools wishing to permanently exclude pupils. KB circulated a paper to provide the context of the changes and to describe the possible actions to be taken to meet the needs for 2016 which will affect the option choices for year 9 now.</p> <p>The discussion around the table was long and detailed. Concerns raised were –</p> <ul style="list-style-type: none"> <li>- Balancing the needs of students and providing 'value' to their school experience</li> <li>- Whether to steer the curriculum towards improving results statistics (chasing league tables)</li> <li>- Budget implications</li> <li>- Appetite for reducing student choice</li> <li>- Should the curriculum meet the requirements for the EBac qualification</li> <li>- Level of languages teaching (currently traditional) and variation of subjects taught e.g. Japanese</li> <li>- Timescale for making a decision</li> <li>- Possible impact on the lesser able students</li> <li>- Changes to the timetable to free up hours for the new direction</li> </ul> <p>It was noted that past decisions taken which favoured the 'value' side of the argument had not provided good outcomes in terms of statistics and this may influence current decisions as the College could not remain in the position of 'Requiring Improvement'. All agreed that the Ofsted judgement would influence future direction and that structural shifts were required. These changes should be seen not as restricting student choice but rather as directing students to choices which focus on greater achievement. KB highlighted the Government's focus on results rather than innovation and that best 8 GCSE results were key now even for the less able students (a move from more vocational qualifications). All students will be interviewed to discuss their choices. Also to be considered were the changes to Maths and all GCSE in 2015 which will impact</p>	<b>Clerk</b>	asap-complete
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	<p>on the curriculum with possible impact on staffing. Various options for claw-back of time were discussed: PE, Science, Course 42 in one year group. Other ways of delivering the Course 42 programme were discussed. LSt spoke in defence of keeping the programme as currently delivered. Governors indicated that they had difficulty in grasping the finer details required to recommend a particular course of action. KB and SLT requested a clear steer on the broader issues and the direction Governors favoured. The overriding consideration is to get CVCC out of 'Requires Improvement'. And they would back the SLT in their decisions taken to achieve that aim. KB stated that the discussions had provided SLT with a steer on which way to proceed.</p> <p>SSA summed up by saying that it is not for Governors to micro-manage the situation, and SLT were encouraged to come to C, L&amp;T on 23<sup>rd</sup> January 14 with an outline plan.</p> <p><u>Extra-Curricular and Students</u>  <u>Sixth Form</u>  <u>Behaviour &amp; Safety</u>  <u>Staff Issues</u>  <u>Finance &amp; Premises</u>  <u>Strategic, Local Authority and Policy Issues</u>  <u>Community and Collaboration</u></p> <p>KB spoke to 'teething' problems at the Cranbrook development which are impacting on the lives of pupils, e.g. transport links, lack of doctor's surgery, unadopted roads etc. Also he noted the lack of information available at present on who would manage the proposed new school (2-16) as these decisions were pending at this stage. GS asked if the Ofsted result had resulted in lower attendance at the 6<sup>th</sup> form open evening. KB felt that it had been a factor and PC noted that the publicity for the event could have been better.</p> <p>LSt questioned potential students' perceptions around the qualifications offered in Performance Arts i.e. A Levels or BTec in Drama and Acting. PC noted that recruitment numbers were higher for BTec qualification than A Level. CD stated that this was a marketing issue and a balance had to be found; It's difficult to offer a more extended curriculum.</p>	<p><b>KB</b></p>	<p>C,L&amp;T 23-1-14</p>
<p><b>13/14.40</b></p>	<p><b><u>Ratify Annual Accounts</u></b>  Bishop Fleming had sent three sets of Accounts to the meeting for ratification and signature by the Chair and Principal.  Draft accounts had been provided to F&amp;P on 14<sup>th</sup> November 13 and committee members were asked to provide comments on the report to the Clerk. It was noted at that time that some attendance figures were incorrect and these had been corrected in the final copy presented.  The Chair asked if the group agreed that the accounts could be signed off. TG stated that she could not agree to the accounts being ratified as she could not agree the figures back to the Budget Monitor or the trial balance.  TG wished to sit down with the Accountants to discover where the discrepancies were. £300 was in dispute in a total</p>	<p><b>SSA</b></p>	

	<p>budget of 6 £million. GS stated that it was likely that the difference resulted from 3 systems interfacing and the fact that there were many budget lines merging. SSA stated that Tim Borton from Bishop Fleming had presented the figures at F&amp;P and he had confidence in them whilst recognising TG's need to investigate further. JC, as Company Secretary highlighted the requirement to submit final accounts to Companies House by the deadline of 31<sup>st</sup> December 2013 and pointed out that time to resolve this issue was short as term ended on 20<sup>th</sup> December.</p> <p>It was resolved that the final accounts would be circulated via email as soon as TG was reassured concerning the discrepancy. The Clerk to compile responses.</p>	<b>TG /Clerk</b>	Report to 17 <sup>th</sup> March 14
<b>13/14.41</b>	<b><u>Reports from Committees (Business Cycle)</u></b>	<b>Chairs</b>	
<b>(a)</b>	<p><b><u>Finance &amp; Premises</u></b></p> <p>GS gave a brief overview of the progress of the capital project. There had been problems with the discovery of a previously unknown water main which had implications on the budget and timescale. Snagging and fitting out would now happen at the same time which is not ideal. Ground would be broken on 9<sup>th</sup> December with a target completion of 15<sup>th</sup> August 14.</p> <p>Another key item on the agenda was the boiler project. Bruce Greig had attended to give a presentation on biomass systems. How to finance the project was under discussion and the three options were – EON; Self-funding and seeking outside finance. Outside funding would require the approval of the Secretary of State. GS noted from a health &amp; safety meeting she attended that the current boiler is causing problems with further repairs needed costing £3,000. F&amp;P have asked BG to undertake further modelling to provide detailed analysis on all of the options and associated costs including the option of a replacement boiler.</p> <p>A discussion followed on how the funds could be raised and options considered were- Salix loans; private funding etc. SSA asked if DfE funding was considered but GS stated that this might impact on current bids for phase II of the building project – it was unlikely that CVCC would get money for both.</p> <p>GS stated that a decision would be made once BG's further analysis had been considered.</p>	<b>GS</b>	
<b>(b)</b>	<p><b><u>Curriculum, Learning &amp; Teaching</u></b></p> <p>None</p>	<b>LSt</b>	
<b>13/14.42</b>	<p><b><u>Reports from Governor Links</u></b> in response to Action Plan</p> <p>No forms had been sent to the Clerk</p> <p>Verbal reports were-</p> <p>GS had attended a meeting with PS (unfortunately this had to be cut short due to PS being called away). Discussion on Pupil Premium spending and on heads of Schools. More discussion on HoS needed once new appointments taken up. Funding noted as Amber as there is uncertainty over funding after this year.</p> <p>JL had met with Richard Forbes to discuss pastoral support and this was their first meeting. JL will complete his report on the Link Form.</p> <p>LSt had met with Adrian Green focussing on marking.</p>	<b>SSA</b>	

	<p>Noted that homework club had been well supported. LSt stated that there were a lot of positives to report and expressed his concern that the form focussed on the negative aspects to be reported. KB pointed out that there was a free text space on the form which could be used. JF reinforced the message that there is a distinct purpose to the form. The form had been created in response to the need to focus on the areas we need to improve as noted in the College Improvement Action Plan in response to the Ofsted judgement. Green/Amber Report will be completed. CD noted that she is to visit Chris Dormand on Monday. TG had spent a day with Ann Hopkins (GS &amp; KH also invited) looking at budgets, also new format for forecasting; cash-flow reconciliations and pupil premium breakdown of spending. A need for further training in Finance for the College Manager was noted in order to provide the necessary checks to challenge Bishop Fleming and SSA agreed that this should be discussed at F&amp;P. TG reported that it was a good meeting.</p> <p>VF is linked to HoS who is new to post so will meet in January</p> <p>SSA noted that there are two and a half weeks to the end of term and encouraged more links to meet.</p>		
13/14.43	<p><b><u>Governor's Commendations</u></b>  PC had provided a paper outlining the recommendations to the Board made by the Governor's Commendations working group. He noted that each person nominated would receive one award (even if nominated multiple times) and a gift voucher and certificate would be presented at the final student assembly.  SW stated that she had wanted to make a nomination (named) but hadn't completed it by the deadline. PC confirmed that there was a protocol to follow and this would now need to be submitted next term. Clerk to purchase vouchers of the recipient's choice.  SSA will make the presentations on Friday 20<sup>th</sup> December 13 All Governors welcome to attend.</p>	PC	
13/14.44	<p><b><u>Governors training/visits</u></b>  Training None :See 13/14.42 for information on visits.</p>	SSA	
13/14.45	<p><b><u>Policies:</u></b>  Finance Policy (TG's Amendments)  The Finance Policy needs to be amended in the light of the Auditor's recommendations. Amendments will go to an Audit meeting on 5-12-13 and a F&amp;P meeting on 9<sup>th</sup> December 13 Carried forward to next Full Board.</p>	SSA TG	17-3-14
13/14.46	<p><b><u>Governor's Report</u></b>  The Governor's Report is bundled with the Annual Accounts and forms part of the report.  TG requested amendments which are to be advised so the document could not be signed. Again the timescales were of concern and this also impacted on the AGM which was put on hold until accounts were ready.  It was resolved to hold the AGM on 9<sup>th</sup> December 13 prior to the F&amp;P meeting. See 13/14.40</p>	TG	asap
13/14.47	<p><b><u>Items at the Discretion of the Chair</u></b>  None. Board members were reminded of the need to advise</p>	SSA	

	the Chair prior to the meeting if there were any items they wished to raise.		
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**Signed CHAIR:-**

Approved as a true and accurate record of the Meeting on the 2<sup>nd</sup> December 2013.

Meeting Dates			
2013/14			
	9 <sup>th</sup> December 2013	Finance & Premises	5:30 pm
	23 <sup>rd</sup> January 2014	Curriculum, Learning & Teaching	5:30 pm
	3 <sup>rd</sup> February 2014	Finance & Premises	5:30 pm
	3 <sup>rd</sup> March 2014	Finance & Premises	5:30 pm
	13 <sup>th</sup> March 2014	C,L&T Monitoring meeting	4:30 pm
	13 <sup>th</sup> March 2014	Curriculum, Learning & Teaching	5:30 pm
	17 <sup>th</sup> March 2014	Full Board	5:30 pm
	24 <sup>th</sup> April 2014	Finance & Premises	5:30 pm
	1 <sup>st</sup> May 2014	Curriculum, Learning & Teaching	5:30 pm
	12 <sup>th</sup> May 2014	Full Board	5:30 pm
	22 <sup>nd</sup> May 2014	Finance & Premises	5:30 pm
	12 <sup>th</sup> June 2014	C,L&T Monitoring meeting	4:30 pm
	12 <sup>th</sup> June 2014	Curriculum, Learning & Teaching	5:30 pm
	3 <sup>rd</sup> July 2014	Finance & Premises	5:30 pm
	10 <sup>th</sup> July 2014	Full Board	5:30 pm