

CLYST VALE ACADEMY TRUST

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Minutes of Board Meeting Part I held in the Post 16 Study Room, at 5:30 pm on Thursday 12th February 2015.

Part I Minutes

Attendees	Initial	Role		Attendees	Initial	Role	
Simon Sanger-Anderson	SS-A	Chair/Parent		Teresa Grieve	TG	Parent	
Kevin Bawn	KB	Principal		Mel Prance	MP	Staff Governor	
Ben Brook	BB	Parent	From 5.50	Lévon Stephan	LSt	Co-opted	From 6.10
Mrs S L Collins	SC	Parent	Left 7:15	Gina Stroud	GS	Co-opted	
Paul Colin	PC	Staff		Sara Watt	SW	Staff Governor	
Greg Evans	GE	Parent	From 5.50	Crawford Winlove	CW	Member Appointed	
Dave Hewlett	DH	Staff Governor					

Apologies	Initials	Role
Cathy Durston (Away on Business)	CD	Co-opted

Absent	Initials	Role

In Attendance	Initials	Role
Adrian Green	AG	SLT

In Attendance	Initials	Role
Jill Collins	JC	Clerk

Minutes

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

Item Number	Description	Owner	Date due
14/15.52	<u>Declarations of Business Interests</u> None	SSA	
14/15.53	<u>Attendance and Apologies</u> Apologies were received from Cathy Durstan.	SSA	
14/15.54	<u>Minutes of the last meeting, 22-1-15</u> The minutes of the meeting on 22 nd January 2015 were discussed, approved and Signed by the Chair.	SSA	
14/15.55	<u>Matters arising</u> 14/15.49 Circulation of SIP Reports – Spanish. Complete	SSA	
14/15.56	<u>Principal's Report</u> – Verbal Report <u>Outcomes & Performance Indicators</u> League tables have been published. Clyst Vale is the 3 rd best non-selective School in Devon. In top 5% nationally for progress at A Level. Banners publicising and celebrating Clyst Vale's success are being produced. TPR's will be issued tomorrow via School Coms. Year 11 analysis is being prepared and the 'headlines' are that CV is on track. <u>Improvement Plan</u> The plan is being reviewed by SLT at present. School Improvement Partner is in on 4 th March and will review	KB	

	<p>SLT's amendments. A revised Plan will go to CL&T on March 16th.</p> <p><u>Curriculum, Teaching & Learning</u> Year 9 Options process is underway with an evening scheduled for following Tuesday. The process will run as per previous years.</p> <p><u>Extra-Curricular and Students</u> KB expressed congratulations to students and DH & GT on 4X4 success as the team were through to 'Nationals' on 27th March 15.</p> <p>KB reported on success at Girls Rugby for previous students of Clyst Vale and the excellent results at recent Chess Championships. The Clyst Vale team had come 2nd beating the Torquay Grammar School B Team into 3rd place.</p> <p>KB reported that there had been 2 permanent student exclusions which had been confirmed via Governors' Discipline Committees. DH asked whether this would impact on the College result statistics and KB confirmed that as the students counted on the census there would be a negative impact on results.</p> <p><u>6th Form</u> No report</p> <p><u>Leadership & Management</u> KB reported that Head Teacher's Standards have now been published.</p> <p><u>Safeguarding</u> KB reported that new packs on Safeguarding have been issued to all staff with the requirement to log receipt and confirmation from staff that they have been read. New Ofsted guidance had been issued and there are concerns regarding SEN throughout the Country.</p> <p><u>Staff Issues</u> Noted in Part II</p> <p><u>Finance & Premises</u> BB & GE entered at this point</p> <p><u>Strategic, Local Authority and Policy Issues</u> KB noted difficulties with recruitment in Maths and Science and other subjects e.g. Religious Studies which impacted on Finance. KB reported on Teacher recruitment Surveys by Dept of Education and ASCL also a Workload Report will be published.</p> <p><u>Community & Collaboration</u> CVCC is hosting the 'embryonic' Cranbrook Youth Club. This is because Cranbrook does not yet have the facilities in place.</p>		
14/15.57	<u>Staffing Plan (Considered under Part II)</u>	KB	
14/15.58	<p><u>Move to F&P Business</u> AG and SC left at this point</p> <p><u>Minutes of the F&P Meeting 4th December 14</u> The minutes were approved by the Group with the correction in 14/15.24 change CDu to CDo. The minutes were signed by the Chair.</p>	GS	

<p>14/15.59</p>	<p>i) <u>Monitor</u> - circulated The Monitor was discussed. Particular topics covered were – Marketing: it was noted that the figure quoted was for production of the prospectus. There was no other significant marketing activity funded. AH noted the new method of producing the prospectus would in future free up some funds for other marketing activity. This is open for debate going forward. GS noted that often savings are made in the last 6 months of the year. This was a useful exercise to understand how much is left in the budget at end of year. SW noted the need to provide for the new GCSE/AL curriculum i.e. training; books; tables/chairs suitable for the size of class. AH noted that training was provided through CPD and CIP and desks/chairs would be moved from other rooms. KB noted that training and books will need to be sorted out. There are 4 years of curriculum changes coming. GS asked if there was a projection within the budget and AH responded to say that the usual 5k with no extra had been allocated. <u>Budget D was approved.</u></p> <p>ii) <u>3 Year Plan</u> TG talked to the plan. She had been through the plan with the Finance Officer (WB) noting that student numbers were 'best guess'. AH stated that since the plan had been produced she had received the proposed funding for April to March. There was no effect on funding and AH had signed the documents. BB noted the descriptors on the document which were meaningless but AH confirmed that these cannot be changed as they were 'external' but that they could be cross referenced to internal documents and she would be happy for any Governors to look at the more detailed reports. BB confirmed that more accurate information on next year's figures would be available by the end of March.</p> <p>iii) <u>Cash Flow Forecast</u> The figures had been circulated. TG stated that this was a new document and the figures showed that cash flow was under control. It would be useful to decide on investment plans should there be a surplus. The format was approved and <u>the document was accepted and approved.</u></p> <p>iv) <u>Capital Project</u> A capital Project analysis as at 31/12/14 had been circulated. The project was on target to come out within budget. <u>The analysis was approved.</u></p>	<p>GS</p>	
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14/15.60	<p>Matters arising</p> <p>13/14.96 <u>Absence Data</u>. AH reported that the work to compile the report was now completed. The report would be presented at the next F&P meeting on 12th March 15.</p> <p>14/15.27 ii <u>3-Year Plan</u> – 2 year cash forecast (attached).</p> <p>14/15.9 <u>Risk Register</u> for stakeholder interest. Impact analysis and mitigation needed.to be carried forward to 12^t March^h 15.</p> <p>14/15.28 <u>Fixed Asset Register</u>. Carried forward to 12th March 15.</p> <p>14/15.31 <u>5 Year Planned Maintenance Schedule</u>. Carried forward to 12th March 15.</p> <p>14/15.33 <u>Charging & Remissions Policy</u>: Review charging for trips</p> <p>14/15.33 <u>Review of Insurance Cover</u> AH reported on progress. A comparison had been made between the current providers and RPA. The group discussed the proposed cover provided by RPA and it was noted that the costs of this new cover were included in the budget. The new cover does not include overseas visits or Engineering inspections. Figures will be presented to the meeting on 12th March 15. TG questioned whether theft was covered under RPA and AH confirmed that it wasn't.</p> <p>All <u>policies</u> were carried forward to the March meeting.</p>		
14/15.61	<p>Items at the discretion of the Chair</p> <p>The Chair informed the group of an approach from Dorothy Ruscoe who was interested in becoming a Governor at Clyst Vale. Mrs Ruscoe had an interest in College drama productions and had provided a copy of her CV. She lectured in Leadership and Management in Health Care at the University of Exeter and Plymouth University.</p> <p>SW noted her generosity in giving time to the College in the past and PC confirmed that she would be a huge asset. LSt asked to see her CV. DH asked if there would be a conflict of interest as she was the mother of a current member of staff. SSA confirmed that he had discussed this with her as she had raised the issue. The Chair agreed to ask for the group's opinion via email for the proposal to appoint as a Member Appointed Governor.</p> <p>Clerks note – approval has subsequently been given by Members via email.</p>	SSA	

Meeting ended at 7.30 pm

Signed CHAIR:-

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Approved, as a true and accurate record of the Meeting on the 12th February 2015.

Meeting Dates			
	23 rd March 2015		

	18 th May 2015		
	13 th July 2015		