

# 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 13<sup>th</sup> July 2015.

<b>Part I Minutes</b>
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Attendees	Initial	Attendees	Initial		
Simon Sanger-Anderson	SS-A	Mel Prance	MP	Chair/Parent	Staff Governor
Kevin Bawn	KB	Dorothy Ruscoe	DR	Principal	Appointed
Ben Brook	BB	Lévon Stephan	LSt	Parent	Co-opted
Paul Colin	PC	Gina Stroud	GS	Staff	Co-opted
Sharon Collins	SC			Parent	
Greg Evans	GE	Crawford Winlove	CW	Parent	Member Appointed
Teresa Grieve	TG	Rebecca Wood	RW	Parent	Parent

Apologies	Initials	
Sara Watt	SW	Staff

In attendance	Initials	
<b>Absent</b>	Initials	

In Attendance	Initials	
Adrian Green	AG	SLT

In Attendance	Initials	
Jill Collins	JC	Clerk

**Minutes**

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

Item Number		Owner	Date due
14/15.86	<b><u>Declarations of Business Interests</u></b> None	SSA	
14/15.87	<b><u>Attendance and Apologies</u></b> Apologies had been received from Sara Watt.	SSA	
14/15.88	<b><u>Appointments/Resignations</u></b>  In accordance with Article 50A Paul Colin was re-appointed following an uncontested Staff Governor election process.  In accordance with article 59 the following were re-appointed as co-opted Governors:- Gina Stroud and Lévon Stephan. Both expressed a wish to stand down as Committee Chairs from 2015/16. The Chair asked Governors to consider standing for Chair of F&P,C,L&T and Audit Committees at Full Board in September.  Cathy Durston has resigned at end of her term of office.	SSA	
14/15.89	<b><u>Minutes of the last meeting, 18-5-15</u></b> The Part I minutes of the meeting on 18 <sup>th</sup> May 2015 were	SSA	

	approved and signed by the Chair.		
14/15.90	<p><b><u>Matters arising</u></b></p> <p>14/15.79 Away Day agenda – completed SSA reported on an action from the Away Day where Governors had agreed to simplify the meeting process in 15/16 and consider all policies/procedures during 2 meetings per year.</p> <p>14/15.80 British Values document circulation – completed.</p> <p>14/15.84 Ratify Capability Procedure see item below.</p>	SSA	
14/15.91	<p><b><u>Principal's Report</u></b> – This item was taken early to allow KB to present at the Year 7 Parents evening. The report had been circulated in full, and some of the items were discussed as follows:-</p> <p><u>Introduction</u> KB reported on the very busy and positive end to the year. He expressed thanks to Governors for their support, input over the last 12 months and acknowledged the work to do in the coming year. Positive reports regarding Ofsted had reported in the local press. Results looked optimistic for GCSE in terms of Value Added and A-Level also looked positive.</p> <p><u>Outcomes &amp; Performance Indicators</u> <u>Improvement Plan</u> <u>Curriculum, Learning &amp; Teaching</u> AG reported on Twilight sessions on 22<sup>nd</sup> June, this was an evaluative event and opportunity to share best practice. Staff looked at 6 headings across school including work with the Jurassic Coast MPQML/SL alliances. Staff were asked to produce posters showing work done. Very successful evening. Review timing next year to be closer to trios. SSA asked whether Governors could/might attend a trio/twilight session. LSt reported that he had attended in the past and it was very interesting. SSA felt attendance would aid Governors' understanding of the school. AG noted that the posters were on display next to the staff room.</p> <p><u>Extra-Curricular and Students</u> KB reported on the current concern about the Government's commitment to the pre-election manifesto, which states that from 2018 most students should study the EBacc to GCSE, which would make a make study of a modern foreign language compulsory. This would be enforced through Ofsted judgements and performance measures. KB reported that this is a highly charged issue as it impedes the freedom of schools to determine the curriculum and there is a shortage of suitably qualified teachers. This topic will be discussed further next year. LSt expressed views in favour of the proposal. MP noted the numbers of Pupil Premium students increasing and the demand on less able students. SSA expressed the view that academies should not be directed. GS felt that students should be offered the widest possible experience. PC noted that the logistics of the proposal would be problematic particularly for recruitment of language</p>	KB	

teachers.

KB reported on the excellent results of the 4x4 team. The event had received national and international recognition. The experience was fantastic and provided excellent links with industry.

KB also reported on the recent visit by teachers and students from Kenya, which had been brilliant. The exchange is exceptional and significant and KB reported his disappointment at the lack of press/media interest in this cultural event. PC expressed his thanks to KB and recognised that without KB's input the event couldn't take place. This was supported by Governors.

KB reported on a trip to Belgium which had been very good in spite of problems at Calais due to a blockade by striking dock workers. The Sports Day had been affected by bad weather but the staff of the College had responded well and the day was excellent.

KB reported on the high level of student non-attenders for a variety of reasons, which is an issue across Devon, also KB had volunteered the College as a case study for Devon County to look into this.

#### 6<sup>th</sup> Form

Thanks to Chris Dormand's leadership and improved teaching the 6<sup>th</sup> Form had done well at Ofsted. An additional Open Day had been held. KB stated that CVCC has a promising year 12. Year 13 had held its Prom.

#### Leadership & Management: Safeguarding

Working towards a Safeguarding culture will be a priority for next year. L2 training will continue and some adjustments to the Library will be considered to address comments by the Ofsted team regarding public access (Safeguarding).

#### Staff Issues

Changes were listed in the report with 1 member of staff made redundant. Changes to the site management team were described. Vacancies had been advertised and these were cost neutral.

BB entered at this point 5.55 pm.

#### Strategic, Local Authority and Policy Issues

KB reported on the DASH Conference on 3<sup>rd</sup> July, at which there were presentations from the Regional Schools Commissioner, senior officials of the LA and Sir Michael Barber. It would seem that the Government is committed to deliver the education policies in the election manifesto, including the compulsory E-BAC. Top priorities include: early years provision, apprenticeships, free schools and tackling 'coasting schools'. Defining 'coasting' is proving challenging for the DfE.

Speakers recognised that MATS will be subject to changes in terms of governance next year and Sir David Carter, the Regional Commissioner suggested that MATs should have a maximum of 35 Secondary Schools with a number of regional hubs, commenting that the stand alone Academy is a dead model.

#### Character Education Grant – update

MP is taking the lead and the project is moving forward.

<p><b>14/15.92</b></p>	<p><b><u>Ofsted Outcomes/actions</u></b>  A document had been circulated and KB provided an updated version. KB asked for questions.  BB described discussions which had taken place about moving from good to outstanding.  DF talked about the need to have a named contact to organise visits as she felt a need to be more involved as Governor for various non- link type events. PC offered to act as a contact person. Discussion followed on the Bulletin and Newsletter distribution. Newsletter is currently provided through the website. AG noted that all events are available through the annual calendar via month by month tabs.  PC to add all non- staff Governors to Schoolcomms to ensure that Governors receive information.</p>	<p><b>KB</b></p> <p><b>PC</b></p>	<p>ASAP</p>
<p><b>14/15.93</b></p>	<p><b><u>SIP Annual Report</u></b>  The SIP Report had been circulated.  The Chair asked for comments.  MP asked why the College had moved from outstanding to good on behaviour. KB responded that although Ofsted had observed that behaviour was close to outstanding, CVCC fell down on attitudes for learning in class, which had been separately inspected under the new framework. Safeguarding had been impacted due to the Library issues (public opening), even though there are always 2 staff members present during opening times (20 minutes twice per week). The Librarian is addressing the issue via changes to the lay-out to segregate students and the public.  The benefits and downside of CCTV and the quality of images recorded were discussed. It was noted that governors had previously agreed to limit the use of CCTV as far as possible. If CCTV were to be introduced in the Library area this would require a change to current policy. No recommendation for change was made at this time.</p>	<p><b>KB</b></p>	
<p><b>14/15.93</b></p>	<p><b><u>Ratify College Budget</u></b>  GS talked to this item. The College has clawed back some funds resulting in 15/16 being within resources. A small deficit for next year is predicted. GS commented that everyone had done a great job in bringing the budget in on target and commended the budget for 15/16 for approval. 16/17 will be trickier and some serious discussions and decisions will need to be made soon to ensure that the College keeps within budget. There is also an issue of falling role impacting on funding.  GS invited KB to talk about the EFA funds received which were under discussion.  KB explained that funds of £333k had been allocated by the EFA unexpectedly. It was thought that £133k of this money was for the replacement of the boiler via a capital grant but this money had since been received in addition. AH had tried to contact the EFA to discuss this money without success so far.  LSt asked about the Capital Bid for the Spots Hall which was unsuccessful and GS confirmed that this will be</p>	<p><b>SS-A</b></p>	

	<p>considered again in the future. Governors voted unanimously to approve/ratify the budget for 2015/16.</p>		
14/15.94	<p><b><u>College Improvement Plan</u></b> As KB was not in attendance at this point AG spoke to the draft report circulated. He reported that the plan was a 'work in progress' and 3 weeks behind due to the Ofsted visit. The key structure of the CIP was presented on 1 page. He noted that there is a chance that Ofsted may move to a 3 point scale with the 'outstanding' category being dropped. The 3 columns were described in detail with Ofsted priorities outlined. Column 1 on Improving Student Progress; Data Targeting etc (DW) -AG described the discussions at SLT on targeting funds to Pupil Premium (disadvantaged) students to improve progress. Ofsted will require data for all years of study. AG is to take over the remit of 'closing gaps'. Also there is also to be a push on the top third – more able students. Column 2 (AG) Improving the quality of feedback to change students' practice to improve work within their books. Ofsted were impressed with students' attitudes to learning in terms of behaviour and less impressed with the student's drive for high aspirations, particularly in boys. Column 3 -Improving Leadership (KB) Working with Middle Leaders. 8 Key Drivers were described. Character Education; Appraisal; Assessment; CPD; Progression and Curriculum; Literacy/Numeracy; School System; Recruitment</p> <p>AG invited questions. KB returned at this point. SSA explored the point about increasing aspirations for all students/abilities, cultural as well as academic and noted the influence parents have in this area. KB reinforced the Ofsted clear focus on raising the level of students' academic aspirations. LSt noted that this was a focus in the College's mission statement. KB noted that it was not a case of doing more as it was more subtle than that. GE noted that a culture shift is required. SSA stated that the Leadership needs to grasp what it is that would make a difference and outline to staff what is required through performance management. GE emphasised the need to ensure that middle leaders understand what is needed to improve. Governors discussed the need to understand how to move from Good to Outstanding.</p>	KB	
14/15.95	<p><b><u>Meeting Schedule 2015/16</u></b> The document had been amended in line with discussions at the Away Day and circulated. SSA stated that there was the option to hold further meetings in addition as necessary. He commended the schedule to the group. GS asked for clarity about the role of the workshops. KB explained that these would be less formal, more interactive and include presentations etc. They would not be minuted. LSt raised his perception of discussions at the Away Day that start times for meetings would change. The Chair</p>		

	<p>responded that after discussions it had been decided to keep the start times as at present i.e. 5.30 pm would remain as the start time. AG volunteered to organise presentations on topics such as Literacy, PE, Arts, Technology for the workshops next year.</p> <p>AG/PC were excused at this point to attend the Y7 Parents evening.</p> <p>KB raised a question regarding which of the sessions would be used to discuss policies. SSA suggested that 2 of the workshops should have 45 minutes dedicated to review/approval. TG noted that the Finance policy needed to be discussed at F&amp;P prior to approval by the full Group.</p> <p>The Clerk raised a query regarding the recording of approval of policies at workshops, as it had been suggested that workshops would be informal and not minuted. The implications of this were discussed.</p> <p>The Chair noted the approval of the schedule of dates and a further decision to be made at the start of next year regarding the administration of policy approval.</p>	SSA	24-9-15
14/15.96	<b><u>Reports from Committees (Business Cycle)</u></b>		
a)	<p><b><u>Finance &amp; Premises meeting – 9/7/15</u></b></p> <p>GS reported –</p> <p>The Risk Register had been received and had circulated to this meeting.</p> <p>Guidance on production of an Anti-fraud policy had been sent to AH (Audit Recommendation)</p> <p>A priority for next year is for Pupil Premium funding and budgeting to be identified and reported on.</p> <p>There have been changes to the structure and staffing in the area of site management.</p> <p>Outstanding policy issues – Staff Leave of Absence to be resolved and the Anti-Fraud Policy to be added to the Finance Policy.</p> <p>KB reported on the decision of the Government Review Body on Teachers Pay to recommend a 1% increase to the top and bottom of the scale only, with 2% for point M6. KB reported that it has been practice in the past to implement the recommendations in full but he felt that in this case this would affect staff morale. The College had budgeted for a 1% increase across all points on the scale and he recommended that this should be approved for implementation.</p> <p>GS made the point that no extra funding would be received. SSA reminded Governors that 1% across the board may mean staffing reductions in future. GE noted that when previously staff were consulted on giving up their 1% to avoid redundancies they chose to take the 1% increase and there is no reason to believe they would reach a different decision now.</p> <p>RW discussed changes to threshold which provides some compensation. GS noted that legally Governors cannot approve a pay increase which takes the College into deficit and the Government was creating a situation which reduces the College budget. KB noted that this is the effect of public sector cuts and freezes.</p> <p>DF noted the need to prepare staff for the possibility of</p>	GS	

	<p>further cuts or pay freezes. SSA pointed out that 1% equates to a 1 teacher and the College will need to deliver the curriculum. KB agreed that finding £200k from the budget next year will be a challenge. DR noted the need for positive marketing to sell CVCC and recruit students.</p>		
b)	<p><b><u>Curriculum Learning &amp; Teaching Committee 15/6/15</u></b> Meeting cancelled</p>	LSt	
c)	<p><b><u>Audit Committee – 22/6/15</u></b> TG reported as CDu was now out of term as Governor and Chair of Audit Committee. The Annual report from North Somerset Council had been circulated. All had worked hard this year to move the overall rating to 'Good'. There were 3 outstanding items. The counter-fraud policy and training and an action to change passwords on the Finance system more frequently. TG noted the good feedback received from NSC and expressed thanks to the outgoing Chair and Paul Colin.</p>	TG	
14/15.97	<p><b><u>Governor Links – effectiveness: Discussion</u></b> KB opened discussion by noting that the current model works on the principle that all Governors give equal amounts of time to the College. It is evident that not all Governors have similar capacity to visit. Various views were expressed- Systems are now more robust and less time is required F&amp;P link needs to visit at least once a month Key links were 6<sup>th</sup> Form, Safeguarding F&amp;P and History Subject based links not sustainable Interviews take a lot of time It was decided that the Clerk should re-circulate the schedule of links for consideration over the summer and Governors should send an estimation of the time they have available to the Clerk for collation at the start of next year.</p>	All Govs	2015/16
14/15.98	<p><b><u>Governor Visits</u></b> CDu 15<sup>th</sup> May report had been circulated.</p>	SSA	
14/15.99	<p><b><u>Policies</u></b> <u>Capability Procedure</u> The Procedure had been considered at F&amp;P Committee and it was agreed to ratify it.</p>	SSA	
14/15.100	<p><b><u>Items at the discretion of the Chair</u></b> <b><u>None</u></b></p>	SSA	

The meeting ended at 7.45 pm.

Signed CHAIR:-

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Approved, as a true and accurate record of the Meeting on the 13<sup>th</sup> July 2015.