

CLYST VALE ACADEMY TRUST

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**Minutes of Board Meeting held in Post 16 Study Room at Clyst Vale Community College,
Station Road, Broadclyst, Exeter, EX5 3AJ at 5:30 pm on Monday 17th March 2014.**

Part I Minutes

Attendees	Initial		Left	Attendees	Initial		Left
Simon Sanger-Anderson	SS-A	Chair/Parent		Teresa Grieve	TG	Parent	
Kevin Bawn	KB	Principal/ Governor		Dave Hewlett	DH	Staff	
Paul Colin	PC	Staff		James Lee	JL	Parent	
Cathy Durston	CD	Co-opted					
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	

Apologies	Initials	
Mel Prance		

Absent	Initials	
None		

In Attendance	Initials	
Adrian Green	AG	SLT
Paul Sutton	PSu	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
13/14.48	<u>Declarations of Business Interests</u> None	SSA	
13/14.49	<u>Apologies</u> Apologies were accepted from Mel Prance	SSA	
13/14.50	<u>Minutes of the last meeting, 02-12-13</u> With the insertion of an additional word in 13/14.41 (a) 'require the approval of the Secretary of State', the minutes were approved and signed by the Chair.	SSA	
13/14.51	<u>Matters arising</u> <u>Note resignation of a Parent Governor</u> In accordance with Article 66 it was noted that Kate Hoskins had resigned as Governor. 13/14.25 C,L&T <u>Action points from the Away Day</u> re Governors Links (JF) - Complete 13/14.27 C,L&T <u>Revise Links Form (JF)</u> JF had circulated a revised Links form which had been circulated via the Clerk - Complete	SSA	

	<p>13/14.27 C,L&T <u>Set date for 2nd Away Day in May or June</u> It was agreed that a further Away Day will take place on 7th June 14, location to be advised. Focus to be on CIP priorities- Complete</p> <p>13/14.28 C,L&T <u>Training briefing to Governors on appropriate responses to students (Child Protection Policy)</u> See item 13/14.52 - Complete</p> <p>13/14.31 C,L&T <u>SEN/Pupil Premium Spending</u> (against Budget) GS(Safeguarding Governor) will provide a report for the next meeting.</p> <p>13/14.37 Clerk to check query raised by GS over 197K noted in F&P report. Report amended. - Complete</p> <p>13/14.38 12/13.26(a) <u>Capital Funding Project</u> 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. GS follow up at the next F&P meeting.</p> <p>13/14.40 <u>Ratify Annual Accounts (Confirmation)</u> JC, as Company Secretary confirmed that the Annual Accounts were submitted to Bishop Fleming by the deadline. Complete</p> <p>13/14.45 <u>Revised Finance Policy</u> (approved at F&P 3-2-14) Complete</p> <p>13/14.5 <u>Audit Committee</u> Draft Report from Audit Visit November 13. The Audit Committee agreed with the Auditors view that ToR for Full Board should be in place. It was agreed that Terms of Reference would be considered at the next Full Board meeting.</p> <p>13/14.8 <u>Pay Committee</u> An update for all Governors on the process of appraisal will be put forward to the next Full Board KB tabled a paper on PRP & Appraisal. Complete</p>	<p>GS</p> <p>GS</p> <p>Clerk</p>	<p>12 5 14</p> <p>15-5-14</p> <p>12-5-14</p>
13/14.52	<p><u>Presentation – Safeguarding and the Child Protection Audit. Paul Sutton</u> PSu presented on the roles and responsibilities of Governors and gave advice on how to respond to students who may raise issues with them and described appropriate ways of taking action. PSu talked to the Audit and the need for lists to provide evidence based compliance. A Deputy (to GS) Safeguarding Governor is required and Greg Evans would fill this role. An annual report to Governors will be required to be submitted by the Safeguarding team PSu, CDo, GS & GE). PSu talked about Child Protection as one element of</p>		

	<p>Safeguarding. The continuum of need provides for a scale of increasing action. Definitions of abuse fall into 4 categories; physical, Emotional, Sexual and Neglect. All have a duty to question or challenge if there is cause for concern. PSu described how Governors should with the situation if a student should disclose to them whilst in College.</p> <p>The group moved onto discussion and topics included- Staffing of MASH which has been increased.</p> <p>Terminology i.e. DAF/CAF</p> <p>A new SEN framework which will mean a move from 'Statements' to EHCP.</p> <p>The Young Carers Co-ordinator was identified as Anita Perram, (ATHOS).</p>		
13/14.53	<p><u>Principal's Report</u></p> <p>KB spoke to his Report to Governors, which had been circulated.</p> <p>Updates had been provided under the following headings- <u>Introduction</u></p> <p>As Easter is late the GCSE Exams are a week earlier than usual. Staff are focussing on revision sessions and tracking and monitoring.</p> <p>Budget information is coming in instalments. Initially indications are not good and cuts will be required.</p> <p><u>Achievement</u></p> <p>No external results to report and internal tracking has been considered in detail by Governors' Monitoring Group.</p> <p><u>Forthcoming changes to Ofsted</u></p> <p>Changes have been announced which will mean that lesson judgements will no longer take place or be carried forward. Ofsted will still observe, but not make judgements. The College will continue to undertake internal observations /judgements for monitoring purposes. Heads had met the previous Friday to look at the various approaches to deal with this change in time for September.</p> <p><u>Improvement Plan</u></p> <p><u>Curriculum, Learning & Teaching</u></p> <p><u>Extra-Curricular and Students</u></p> <p><u>Sixth Form</u></p> <p>JL requested clarification on the improvement in mock AL results and KB/PC responded.</p> <p>TG queried the number of student applications at post 16 and this was quoted at 100 internal (up) and 18 external (down). PC stated that actual numbers won't be known until mid-September. LSt noted that CDo has said that she was disappointed at the effect of the Ofsted judgement which had impacted on recruitment. GE also reported that Exeter College were offering free bus travel for 6th Form which could have impacted.</p> <p><u>Staff Issues</u></p> <p>KB reported that the College had again achieved IIP Gold Status. DW was thanked for his efforts and congratulated on the excellent result (top 3% of organisations with IIP). He is working on a press release.</p> <p>KB also listed forthcoming changes to staffing i.e. vacancies in Maths and English, leavers and joiners. Nathan Simpson has taken on the role of Literacy Co-ordinator. Due to</p>	KB	

	<p>budget constraints it will not be possible to recruit a new external HOS for September but internal applications for the role are encouraging.</p> <p>The strike action on 26th March will result in part closure affecting 29 NUT members.</p> <p><u>Finance & Premises</u></p> <p><u>Strategic, Local Authority and Policy Issues</u></p> <p>KB talked to the changes to SEN provision in the light of a new Act of Parliament and the Prime Minister's action on 'targeted families'. Noted that there are implications for PSu's time for pastoral work.</p> <p><u>Community and Collaboration</u></p> <p>KB talked about exciting developments in the ExIST group and the need to be fully involved in activities relating to STEM (Science Park).</p> <p>Cranbrook. KB reported that the tendering process for the new School is running 2 months behind schedule. Three meetings have been facilitated between the 11-16 year-old Cranbrook residents, of which 27 are CVCC students, and the Community Development Worker, to discuss youth issues.</p> <p>A list of planning applications in or adjacent to the local area was provided with projected numbers of potential Secondary pupils.</p> <p>Discussion on the various topics within the report followed. There was discussion on levels of homework and the application of consistency between teachers.</p> <p>The Chair commented that the consistency of homework was improving and commented on the excellent work of the Principal in giving a steer on this and KB's / SLT's communications with teaching staff.</p>		
13/14.54	<p><u>Portfolio Holders</u></p> <p>KB presented a discussion paper in response to an action from the away day.</p> <p>The paper described the concept of Governors becoming 'portfolio holders' for a key area of the College and reporting back to update other Governors about developments in that area.</p> <p>DH commented that he had worked with this system in the past with positive results and could recommend it. KB stated that the system can result in reducing the number of meetings, as individual Governors become very knowledgeable in their area of expertise. The Chair asked for comments-</p> <p>LSt commented that this could lead to one person holding all knowledge on a topic but DW suggested a 'deputy' structure would provide coverage and spread knowledge.</p> <p>VF felt the change would be well received by Ofsted</p> <p>SW felt that this would help Staff Governors feel more involved.</p> <p>GS was identified as already holding a similar role and she expressed concern for colleagues as the time required in the role of 'portfolio holder' would be substantial.</p> <p>AG noted that steps had been taken in this direction already with the introduction of the Monitoring Form (reporting back on key action points).</p> <p>KB felt that it could provide more evidence of Governors</p>	SSA	

	and teachers working together and 'challenging'. PC noted that SLT as a group were keen to try this. GS stated that a review of monitoring would be needed. It was decided that this topic should be included on the agenda for the Away-Day in June.	KB	Away Day 7-6-14
13/14.55	<u>Reports from Committees (Business Cycle)</u>	Chairs	
a)	<u>Finance & Premises</u> Minutes of the meetings on 9 th December 13; 3 rd February 14 and 3 rd March 14 had been circulated GS reported that the Capital Project was proceeding. GS had been assured that lost days would be made up and the site would be ready for September 14. The EFA had visited to review the application for Phase II. Phase II included a sports hall and unfortunately the visitors had noticed that there was a sports hall next door. GS stated that AH believes that a good case was made for the College to have its own. The decision will be known in mid-April. The Biomass boiler cannot be funded from College funds or loans leaving only one option (EON). As BG is away on sick leave at present there is no deadline for resolution. A Reserves Policy has been introduced. The College had achieved 100% on the Health & Safety Audit. Work is continuing on the 3 year plan. This is difficult as the funding is changing at present. GAG has been notified but not P16. It is believed that 'break even' will be preserved.	GS	
b)	<u>Curriculum, Learning & Teaching</u> Minutes of the meeting on 23 rd January had been circulated 13 th March to follow). LSt reported that there had been two meetings and two SIP reports. Clarification on the 1 st report had been encouraging and the 2 nd report had been very positive and confirmed that CVCC was heading in the right direction. The SIP was coming to the end of the period of appointment but was to be re-appointed. The paper on curriculum changes (options) had been discussed in great detail and was now in implementation. The Child Protection and Safeguarding Policy was approved. Ofsted changes (to best 8) and actions on underperforming teachers e.g. CPD were discussed at C,L&T.	LSt	
c)	<u>Audit</u> Minutes of the meetings on 5 th December 13 and 6 th March 14 were circulated. CDu reported that two Audit Reports had been received. Provision of Terms of Reference for the Full Board was the only outstanding action.	CDu	See MA action
13/14.56	<u>Reports on Governor Training</u> GS/JL – Supporting Student Progress (Feb 14) GS reported that the session had been very good and provided an understanding of interpreting data. This had also been covered in the College Away Day so was not new for GS. The Fischer Family Trust snapshot was interesting and this data can be downloaded for Governors by Cathy Sharkey.	SSA	

	GS also drew the attention of Governors to the 'Gel' Course for new Governors.		
13/14.57	<p><u>Governor's Commendations- List 2</u></p> <p>DH left the room</p> <p>SSA asked how the first wave of awards had been received. PC responded that though the money was nice, all recipients were universally delighted with the recognition the award brought. The awards had been handed out in School Assembly as the recipients did not want a fuss. PC had posted a list on the staff room notice board.</p> <p>PC had provided a paper (circulated) 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.</p> <p>Those nominated were-</p> <p>Staff</p> <p>Becky Smith Dave Hewlett Claire Borney Mark Sullivan Con O'Brien</p> <p>Student – Joseph Walker</p> <p>The recommendation of the Group was approved and the Chair requested that the information should be included in Newsletters and publicised as appropriate.</p>	PC	
13/14.58	<p><u>Policies:</u></p> <p><u>Admissions Policy</u> - The policy was approved and adopted</p> <p><u>Complaints Procedure</u> – The procedure was put to the Full Board as an action from C,L&T and LSt noted the change in title from Policy to Procedure. The Complaints Procedure was approved and adopted</p>	SSA	
13/14.59	<p><u>Draft meeting structure and dates for 2014/15</u></p> <p>The Clerk had circulated proposed dates for meetings in 2014/15.</p> <p>TG requested changes to the dates of the Audit Committee meetings which had been circulated and agreed by the Audit Committee. These new dates had been noted by the Clerk. With the amendment the schedule of dates was agreed. See below regarding structure of Committees.</p>	SSA	
13/14.60	<p><u>Items at the Discretion of the Chair</u></p> <p>The Chair reported on discussions between members via email, where it was decided to appoint Mr Levon Stephan as a <u>new Member</u>. From 2014/15 LSt will step down as Chair of C,L&T.</p> <p>The Chair noted that due to terms of office coming to an end it was likely that by September there would be two fewer Governors and this would impact on the workloads of other Governors which were already high. Ofsted had commented that the CVCC Governing Body was relatively new, which SSA feels is not the case, but bearing in mind the time taken to 'get up to speed' action is required now to recruit a number of new Governors to fill skills gaps. F&P required a replacement for Kate Hoskins plus another with financial expertise and KB felt a Governor with STEM expertise would also be good for C,L&T.</p>	SSA	

	<p>An election is due to take place for a vacancy for Parent Governor and there are three further vacancies for 'Member Appointed' Governors. These vacancies would be used to fill skills gaps and interviews of prospective Governors would be conducted by SSA & KB.</p> <p>SSA advised the group that he would attend the next PTFA to outline the process about to be followed to co-opt or appoint new Governors to the Board.</p> <p>GE had agreed to stand for PG but if not elected he would remain as a Member Appointed Governor.</p> <p>Due to the changes outlined above the Chair recommended that the current structure of meetings should be retained until such time as full membership of the board had been achieved.</p>		
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Meeting ended at 8.20 pm

Signed CHAIR:-

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Approved, as a true and accurate record of the Meeting on the 17th March 2014.

Meeting Dates			
2013/14			
	1 st May 2014	Curriculum, Learning & Teaching	5:30 pm
	12 th May 2014	Full Board	5:30 pm
	15 th May 2014	Finance & Premises	5:30 pm
	9 th June 2014	Finance & Premises	5:30 pm
	12 th June 2014	C,L&T Monitoring meeting	4:00 pm
	12 th June 2014	C,L&T	5:30 pm
	3 rd July 2014	Finance & Premises	5:30 pm
	10 th July 2014	Full Board	5:30 pm