

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 Monday 18th May 2015.

Part I Minutes

Attendees	Initial	Attendees	Initial
Simon Sanger-Anderson	SS-A	Teresa Grieve	TG
Kevin Bawn	KB	Mel Prance	MP
Paul Colin	PC	Dorothy Ruscoe	DR
Sharon Collins	SC	Gina Stroud	GS
Cathy Durston	CD	Sara Watt	SW
		Crawford Winlove	CW

Apologies	Initials	Notes
Greg Evans	GE	(Work Commitments)
Lévon Stephan	LSt	Co-opted

In attendance	Initials	Notes
Rebecca Wood	RW	Parent (Elect)
Absent	Initials	Notes
Ben Brook	BB	Parent

In Attendance	Initials	Notes
Adrian Green	AG	SLT
Paul Sutton	PSu	SLT

In Attendance	Initials	Notes
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
14/15.74	<u>Declarations of Business Interests</u> None	SSA	
14/15.75	<u>Attendance and Apologies</u> Apologies were received from Lévon Stephan; Greg Evans. Ben Brook had advised that he may be late but he was not present at the meeting.	SSA	
14/15.76	<u>Appointments/Resignations</u> In accordance with Article 50A <u>Rebecca Wood</u> was appointed as a Parent Governor at Clyst Vale Academy Trust and Mr Simon Sanger-Anderson was re-appointed as Parent Governor.	SSA	
14/15.77	<u>Minutes of the last meeting, 23-3-15</u> The Part I minutes of the meeting on 23rd March 2015 were approved and signed by the Chair.	SSA	
14/15.78	<u>Matters arising</u> 14/15.72 Admissions Policy PAN query A decision was needed on whether to reduce the number of PAN for future years (182 at present). Discussion followed on the benefits of reducing the number, one of which may mean that referrals from other schools may not be taken in	SSA	

	<p>the future if numbers on role were at capacity. MP asked how easy it is to change the PAN and KB explained the process. The PAN can be changed in year if necessary. KB noted that if it were decided to move to 156 for 2016 there is still headroom so referrals would be taken. PC noted that 182 is the physical limit of the buildings. It was resolved to reduce the PAN to 156 for 2016. Item complete.</p> <p>14/15.73 Away Date 13th June 2015 was circulated. Item complete.</p>		
14/15.79	<p><u>Principal's Report</u> – The report had been circulated in full and some of the items were discussed as follows:- <u>Introduction</u> KB noted that it is a busy period with on-going exams and an impending Ofsted visit also with the impact of staffing reductions in view. KB reported on the recent media coverage of the theft. Exit grades were due today and they were looking optimistic with sustained progress based on internal tracking data at present. <u>Outcomes & Performance Indicators</u> <u>Improvement Plan</u> KB talked about planning for the College Strategic Plan for the coming year and noted that the Away Day in June is the time to discuss this further. The challenges of achieving an 'outstanding' in the current context were outlined and KB asked for a steer on activities for the day. Discussion followed and it was noted that Strategic Planning and L2 Safeguarding training (PSu to provide) are to be on the agenda. If Ofsted had taken place that would be a focus of the day also.</p> <p><u>Curriculum, Learning & Teaching</u> Teresa Langer had given a presentation to C,L&T meeting on the 3 year CGSE in B&V. GS asked for a verbal report on History which had been mentioned in the latest SIP Report. KB reported on interventions taking place to address the situation. DW, as link is working with the Head of History is working to to address the need to improve e.g. visiting other Schools to observe best practice, improving pace of teaching and giving support in lessons. Work on assessment is in progress to make it more robust. GS asked what the problem is. CDu explained the comments made by the SIP and noted that It was a critical report and that interventions had been going on for a while she asked if they were working as the College would need to see an improvement soon. KB responded to say that the Jurassic Schools Teaching Alliance may be utilised along with a standard suite of interventions to be applied. He noted that attainment is ok, but value added needs to improve. SSA noted that the report was most critical but also that other subjects have risen in comparison and History had lagged behind. Summer results will give a better indication of the extent of the interventions required and DW is working to resolve it. Dorf Ruscoe would move to be Link Governor to have oversight of the implementation of the improvements required.</p>	<p>KB</p> <p>Clerk</p>	<p>13-6-15</p>

GS asked how that would impact on current students of History at GCSE. PC stated that interventions have been working, but there is longer term work to do. DW is working with teams to support them through exams. The SIP report is to be circulated to all Governors – Clerks note-Completed.

SSA asked about proposals for a 3 year GCSE. AG explained that CVCC runs a hybrid model (approved by C,L&T in October 14), which has advantages. AG responded that it was an attractive thing to pursue but finances had been modelled (an extra year's worth of classes), the project could not be supported financially (extra 2.2 teachers). Most option classes start in year 9 so CVCC is starting early, i.e. core +B&V on 3 year GCSE and options on 2 year with additional work in year 9 to prepare. Next year Maths will run a 3 year GCSE.

Extra-Curricular and Students

KB highlighted the cost of Arts productions with the current budget allocation of £500 he questioned whether this was sufficient. KB asked for Governor's views. SW noted the wonderful job done by the team, £500 is not too much to fund considering the effort and commitment put in she noted the need to sell more tickets to aim to break even.

CW/GS spoke for the benefits of Arts. TG asked if £500 is enough and if not, how much more would be needed. KB thought £1000 in total. CDu said that to make a proper decision she needed to understand the risk to the budget. GS asked about costs of copyright and KB stated that these costs vary depending on the production. GS asked if schools could be separated from other production companies to reduce costs. This wasn't known. PC noted that approx. £800 for the rights is a huge cost in school terms. KB said that it was good to know that Governors supported the productions continuing.

PC STEM – reported that DH had been approached by ITV for media coverage on F1 4x4 world championships. 3 local companies have come forward with offers of help e.g. alloy wheels and design.

6th Form

Leadership & Management

AG reported on Senior Level training MPQSL cou MPQML course

In house workshops positive.

Safeguarding

KB reported the increasing focus on radicalisation. There are extreme right wing groups in the South West. There is an Ofsted focus on this. Staff training will take place.

CW reported that there is an upswing in anti-animal experimentation protests in his area of work.

Staff Issues

KB reported on staffing and returners/leavers and sickness were detailed. There are staff changes in Geography and staff had been out on interviews recently in addition to the

	<p>normal turnaround in staff at this time of year. KB noted an increase in staff poaching not seen for many years. An experienced Physics teacher has been appointed. AG reported on CPD – 6 colleagues had attended NPQSL and he had received positive feedback.</p> <p><u>Finance & Premises</u> Student numbers had been supplied.</p> <p><u>Strategic, Local Authority and Policy Issues</u> <u>Community & Collaboration</u> <u>Local Learning Community – update</u></p> <p>KB outlined the structure and funding of the LLC. It had been decided in Devon that LLCs would not continue. Staff were to be made redundant and funding continues at 30% for one year then it will cease. CVCC feels it is important to maintain links with primary feeders. Some feeders may now favour a move to federate and/or link to CVCC. CVCC will work with them continuing excellent work with transition and building on current strengths in links.</p> <p>MP highlighted the excellent work done by the transition co-ordinator. KB reminded Governors that there are costs associated in providing facilities for the LLC but it is beneficial to be proactive in leading on links with the LLC.</p> <p><u>Character Education Grant – update</u></p> <p>KB updated Governors on progress. 5 East Devon schools had formed a 6th Form alliance (SHAC). The group had bid for a character grant which had been awarded. It was the only School bid approved. 193k had been awarded for developing character education i.e. leadership, curiosity and resilience. It is known that children with disadvantage find it difficult to develop character and those with mental health issues don't develop character. The programme is to build strength for students through 3 strands (traits of character) – Children with disadvantage; Mental Health; STEM. An award will be developed, similar to the Duke of Edinburgh Award. Infrastructure for the project, with Boards and groups is being developed. Each school is to develop a Character Education Lead person/role.</p> <p>A Project Development Officer will be appointed to support the Project Manager. There will be an overarching Steering and Project Assurance Board. A Head Teacher and a Governor will sit on the Project Board and will attend 4/5 meetings per year CW volunteered to represent CVCC. KB is to lead on STEM on the Project Assurance Board.</p> <p>SW asked which students will be involved and KB reported that this would involve key stage 4/5. MP asked which pool of people would be recruited and KB responded to say that he would be talking to those who had responded to express an interest.</p> <p>CDu noted that this project had been discussed at C,L&T and that it was noted that it shouldn't become too much of a distraction but it was a good project. It was a question of getting the balance right. PC noted that once the team is in place the project would be handed over for implementation.</p>		
14/15.80	<p><u>Governors' Self Evaluation</u> A document had been circulated – Governance slides from</p>	KB	

	<p>the ASCL Conference in March 2015.</p> <p>The Chair moved discussion to the 'shape' of the Away Day in June. It had already been decided that there would be a session on L2 Safeguarding training for Governors (PSu) as this is a statutory requirement. This document would also inform discussions at the event.</p> <p>The Chair also suggested that Governors should think about the shape of the Governing body and its meetings, raising questions such as having specific meetings to deal with Policy review.</p> <p>KB suggested that Governors should ask themselves how well they know the College. GS noted that she felt that she didn't know enough about areas outside of F&P and needed to know about C,L&T also. CDu agreed and worried about F&P. CDu expressed her view that as Governors they were responsible for running the 'business' and it was important that the College succeeded financially as well as via the curriculum. TG Agreed with this comment.</p> <p>SSA asked for Governors' thoughts to ensure that the good work done so far continued. Discussion followed on the merits of monthly F&P meetings and the need for financially skilled Governors to sit on this Committee and the system of Governor visits. KB noted that Governors visit with links and may conduct a 'walk around' but they don't formally observe teaching.</p> <p>AG offered to circulate a document on 'British Values' to all Governors</p> <p>GS noted that she is soon to visit with PSu on tracking Pupil Premium and questioned whether the College Manager should attend. It was decided that AH should attend.</p>	AG/ Clerk	
14/15.81	<u>Reports from Committees (Business Cycle)</u>		
a)	<p><u>Finance & Premises meeting – 14/5/15</u></p> <p>GS reported on activity at F&P. The Monitor and budget has been reviewed. GS stated that the budget for 15/16 is almost completed but more work is required on the one for 2016/17. GS reported that approx. £35k is soon to be returned to CVCC as funds retrieved from the theft. AH is looking at all budgets to see what can be clawed back.</p> <p>KB mentioned that a bid to replace the boilers had been successful with £133k awarded but there was a question over the transfer of funds from the EFA as £333k had been sent. AH is investigating whether £200k will need to be returned.</p> <p>GS reported that the Risk Register is nearing completion.</p>	GS	
b)	<p><u>Curriculum Learning & Teaching Committee – 7-5-15</u></p> <p>CDu talked to the last meeting. Teresa Langler had spoken on Beliefs and Values which had been interesting and very relevant to society today. CDu talked about the discussions around the SIP report on History and the Character Education Grant. PC noted that Beliefs and Values contributes to the SMSC agenda and is a contributor to 'Best 8'.</p>	CDu	
c)	<u>Audit Committee – No report</u>		

14/15.82	<u>Commendations – List 2</u> PC reported on one nomination received for Kelly Knight. After discussion the recommendation was approved.	SSA	
14/15.83	<u>Governor Visits</u> Visit reports from LSt (1) and GS (2) had been circulated. KB recommended that Governors read the information on Careers which had been circulated. Discussion followed on the availability of placements and the difficulties with timing resulting with places filling quickly, therefore limiting choice for students. Also there were a number of issues for some employers in taking pupils under 16. KB outlined the fall back options available. CW noted that the Medical School is setting up a scheme and he would discuss this with GS. SSA noted the benefits of better communications with parents through the 'Schoolcomms' system.	SSA	
14/15.84	<u>Policies</u> <u>Appraisal Policy (KB)</u> Discussion followed on the wording of the policy. GS talked to the process last year and the need for clear and understood criteria to be provided to all concerned. KB responded to say that this had been provided last year but he was looking at providing model statements this year. This was agreed and the policy was approved. <u>Capability Policy</u> This policy had been reviewed by F&P and it was noted that it should be ratified by Full Board. Policy to be put on the agenda for 13 th July 2015.	SSA Clerk	 13-7-15
14/15.85	<u>Items at the discretion of the Chair</u> A schedule of Term dates for 2016/2017 was presented for approval. It was resolved to approve the schedule.	SSA	

Signed CHAIR:-

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Approved, as a true and accurate record of the Meeting on the 18th May 2015.

Meeting Dates			
	13 th July 2015		