

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 23rd March 2015.

Part I Minutes

Attendees	Initial	Attendees	Initial
Simon Sanger-Anderson	SS-A	Greg Evans	GE
Kevin Bawn	KB	Teresa Grieve	TG
Ben Brook	BB	Dorothy Ruscoe	DR
Sharon Collins	SC	Gina Stroud	GS
Cathy Durston	CD	Crawford Winlove	CW

Apologies	Initials	Attendees
Dave Hewlett	DJ	Staff Governor Resigned
Mel Prance	MP	Staff Governor

Apologies	Initials	Attendees
Lévon Stephan	LSt	Co-opted
Sara Watt	SW	Staff Governor
Absent	Initials	
Paul Colin	PC	Staff

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

In Attendance	Initials	Attendees
Jill Collins	JC	Clerk

Minutes

The Clerk had provided timely notice of the meeting and the meeting was quorate. The Chair drew the Board's attention to a recording device which would be operational at meetings from this point on.

Item Number	Description	Owner	Date due
14/15.62	<u>Declarations of Business Interests</u> None	SSA	
14/15.63	<u>Attendance and Apologies</u> Apologies were received from Lévon Stephan; Mel Prance; Sara Watt. Paul Colin was not present.	SSA	
14/15.64	<u>Appointments/Resignations</u> In accordance with Article 50A <u>Dorothy Ruscoe</u> was appointed as a 'Member Appointed' Governor at Clyst Vale Academy Trust. The Clerk reported that a letter of resignation from <u>Mr Dave Hewlett</u> had been received that day. Mr Hewlett had indicated his intention to resign with immediate effect.	SSA	
14/15.65	<u>Minutes of the last meeting, 12-2-15</u> The Part I minutes of the meeting on 12 th February 2015 were discussed and subject to an amendment to 14/15.56, they were approved and Signed by the Chair.	SSA	

	The Part II minutes of 12 th February 2015 were tabled. Subject to an amendment to 14/15.64 and a typo in 14/15.65 they were approved and signed by the Chair.		
14/15.66	<p><u>Matters arising</u> KB reported that staff morale is very low at present which is not unexpected given the financial situation currently. Colleagues, and in particular Staff Governors were under strain. The situation was not improved by leaks of incorrect information and inappropriate discussions with students about the staffing changes consultation which were misinformed and unhelpful.</p>	SSA	
14/15.67	<p><u>Principal's Report</u> – Report circulated. <u>Introduction</u> The Principal updated the Board on current activity i.e. the busy build up to exams, budget planning, and the expected visit from Ofsted. KB reported that the College is on course to address the need to balance the books and secure an Ofsted 'Good'. <u>Outcomes & Performance Indicators</u> Validated RAISE for 2014 results has been delayed until later this month. GCSE data had been scrutinised by C,L&T Monitoring Group and CVCC is on track for good results. 6th Form PANDA results indicate at least a 'Good' result though CVCC will argue for 'Outstanding'. <u>Improvement Plan</u> The College Strategic Plan had been covered in depth by C,L&T. The plan had been strengthened with the involvement of the School Improvement Partner, who had met with staff and students. Further improvements are still to be made, specifically in the area of 'student voice'. Activity for 'student voice' is now run through the 'Schools' structure. CDu commented that the SIP reports had been very positive. GE/BB arrived at this point. <u>Curriculum, Teaching & Learning</u> KB reported that the Year 9 to 10 and 11 to 12 options process has been completed. Planning has been taking place in English and Maths for the specifications for new examinations in 2017 and the associated financial costs. A second round of lesson observations had been completed as part of the interim appraisal process and the results included in his written report. 97% of lessons had been graded as 'Good' by SLT. <u>Extra-Curricular and Students</u> KB reported on the results of the Kirkland Rowell Survey. It was disappointing that parents' perception of Extra Curricular activities was not as positive as in previous surveys. KB responded to this by outlining the many and various lunch time and inter-schools activities on offer at CVCC. CVCC have secured the rights to perform 'Into the Woods' in March 2016. Post 16 conducted an interview with the Speaker of the House of Commons; 4X4 team reached regional finals; ex- students' success in Rugby and Bobsleigh. A visit by Lady Milena Grenfell-Baines (History). Sustainability Day. Chess tournament success (2nd place in</p>	KB	

a regional tournament). Ski trip; French Trip; fundraising quiz for Kenya; World Book Day fundraising. Positive results in a regional Maths challenge. Golf success. Hosting the new Cranbrook Youth Club. A feature on BBC Spotlight for Schools' Report.

Attendance-

The attendance figures had been provided in KB's report. The overall total of 94.4 was lower than the preferred (95%). This was due to non-attenders in years 9-11 who are known to be experiencing health problems. The school is working closely with parents and external agencies. In some cases the students are dual registered with DPLS. PSu explained a recent change to the way attendance is recorded in that although students may be attending at DPLS they do not count as attenders at CVCC even though they are dual registered which impacts negatively on CVCC figures. TG queried why absence Authorised/Unauthorised absence figures were high in years 10/11. PSu explained that this was due to a School Refuser in year 11 and went on to explain that there were a number of students with complex medical needs and CVCC was doing all it can to help but was penalised through attendance figures. The figures should improve in the summer term.

SSA asked if this would impact on Ofsted and KB confirmed that it is one of many indicators used by Ofsted and there is an expectation of 95% so there would be a negative impact. TG commented on the high level of cold/flu virus cases around this year which must have an effect.

PSu detailed the school policy around in term holidays i.e. the rule is strictly applied and if attendance doesn't improve sanctions are applied.

KB noted the support received from parents at CVCC.

Exclusions

The data on exclusions was presented to Governors and discussed. There were 34 instances of exclusion. 2 out of 18 excluded students had been permanently excluded. The internal exclusion room now provided was having an impact. PSu talked of the impact on the school by a few specific cases and the need to support staff through action by applying existing policies. There is a need to be strong in the face of defiance and disruptive behaviour. The numbers need to be placed in context as CVCC is a low- excluding school.

6th Form

KB's report on 6th Form highlighted the positive results for 2014 with upward trends.

Activity on preparing students for entry into Higher Education was on-going with sessions for Year 12 at a UCAS convention; visits to Cardiff and Exeter University (CW to talk on Medicine and Dentistry at Exeter). A former CVCC student now at Oxford will talk with potential Oxford students.

Application numbers are down for P16 entry next year which is a trend across East Devon Schools. To counter this, a consortium of 6th forms, led by 5 Heads, is being set up and it is possible that some minority subjects may be delivered collectively through video conferencing. This will bring cross-school enrichment and extra-curricular activity. A bid

	<p>for funds has been submitted to the DfE for funding from a 'Character' fund.</p> <p>CDu asked what % of applicants don't take up their places and this was confirmed as roughly 10% drop off. KB noted that Year 12 was strong and will progress.</p> <p><u>Leadership & Management</u></p> <p><u>Safeguarding</u></p> <p>KB had outlined in his report the impact on a recent Safeguarding audit at Callington which had previously been judged 'Outstanding'. KB noted that schools were using this as a self-evaluation tool and he felt that CVCC stood up well. Items to consider were monitoring for impact and promoting British values which were included in the report. SSA asked whether there were any lessons for CVCC. PSu responded that Safeguarding was an area of strength for CVCC as systems were robust.</p> <p>GS stated that it was planned that PSu would conduct L2 Safeguarding training for Governors at the June Away-Day. Noted that GE was Deputy Safe Guarding Governor and was trained to Level 4. KB noted that Governors needed to look at the single central record - at Callington some staff were not aware of some common signs of abuse.</p> <p><u>Staff Issues</u></p> <p>KB mentioned the staffing consultation which needs to be kept under constant review.</p> <p>KB went through known resignations and appointments. 1 fte in Science; .8 fte in B&V both moving to Torquay Academy. The Site Manager will leave in April 15 and the Library Manager is retiring after 26 years. A replacement has been appointed.</p> <p><u>Finance & Premises</u></p> <p>Student numbers were presented and briefly discussed.</p> <p><u>Strategic, Local Authority and Policy Issues</u></p> <p><u>Community & Collaboration</u></p> <p>Local Learning Community</p> <p>KB's report outlined the changing environment of the local learning community with greater fragmentation taking place. CDu asked for clarification about a possible 'Digital Primary' in Westclyst. KB explained the 'virtual' nature of the proposal.</p> <p>SC asked whether the April appeals process might bring more applicants to CVCC. KB stated that it is possible but that CVCC cannot bank on this due to the Cranbrook intake. KB's report explained the changes to the method of funding for LLCs is changing with a switch to AWPU. More planning on this will take place in the summer.</p> <p>KB reported that DCC Cabinet had approved the move to Devon Libraries becoming a Trust. The change to charity status will mean financial savings and retention of Librarians. This is a positive move and has been modelled in York and Suffolk. GS noted a reported increase in children's use of Libraries.</p>		
14/15.68	<u>Ofsted Readiness</u>	KB	

	<p>A document (SEF on a Side) had been circulated. KB reported that checklists had been given out to staff and were circulated to Governors for information. KB noted the importance of 'Democracy and the rule of Law'. This agenda will be covered through the curriculum and Course 42. AG reported that this is being audited to ensure that all aspects are covered.</p> <p>SSA asked KB to re-cap on the re-structure consultation. KB reported that on 27th February the consultation was launched. Savings of £223,000 to be made through non-renewal of FTC which is not part of a redundancy process. Also 2 Admin staff redundant and re-alignment of Premises staff. Meetings with trade unions are in place. Since this process started other staff have notified that they plan to leave, which will have an effect on the need for savings. 17th April is the end of the consultation and in early May KB will look again at what is needed. There is likely to be an in year deficit of £120k which will need to be addressed in the following year. The situation is fluid and complex in managing the curriculum within the resources and staffing. FTC posts can be re-offered up until 17th July 15.</p> <p>BB asked about Science staffing. KB reported that one member of staff has got a position elsewhere from after Easter.</p> <p>SSA Stated that Governors are supportive of the Principal in delivering the savings necessary to both balance the budget and deliver the curriculum.</p> <p>KB had recently attended a conference where a useful document had been provided – 14 key Ofsted questions for Governors. KB will circulate this document.</p>		
14/15.69	<p><u>College Strategic Plan</u> Evaluation of the plan had been circulated, It had been discussed at C,L&T. See above</p>	KB GS	
14/15.70	<p><u>Reports from Committees (Business Cycle)</u></p>		
a)	<p><u>Finance & Premises meetings</u> GS reported that the budget is in a position Governors can be comfortable with. Awaiting final budgets from EFA and that data needs to be factored in. Some clarifications are needed. Once finalised the budget will come to Full Board. We have a Cash Flow (1 year) and are now close to having a 2 years report. Bids for 2 cash grants for boiler replacement and the heating distribution system are close to resolution. Policies are under review via email due to IT problems. Attendance figures have been reviewed. The Risk Register is awaited. KB confirmed that this is in hand. TG requested that this should be circulated 2 weeks before the meeting. Action for F&P Circulation)</p>	GS	
b)	<p><u>Curriculum Learning & Teaching Committee</u> In LSt's absence GE went through activity at C,L&T Committee. e.g. talks given and presentations made at Monitoring Group of Raise On Line data by DW and CDo. GS asked If Spanish is going in the right direction. CDu and</p>		

	<p>GE went through the presentation given by Helen Coley on measures in place to improve results. DW had done some tracking of data over time to improve monitoring and grade predictions. Projections were now more robust. AG went through interventions in place and stated that 4 LOP were at 64% which is better than previously. The same monitoring has been applied to History.</p>		
c)	<p><u>Audit Committee</u> CDu reported on activity at Audit Committee. North Somerset Council came in for audit in November 4 recommendations came out of that report. 1 for CL,&T regarding the ICT Policy,3 for F&P on the counter Fraud Policy and new procedures to be updated by 31st March GS confirmed that this had been done. Amendments were required to the Whistle blowing Policy. TG reported on the February audit on Governance. Communications were rated as 'excellent' and the overall result was 'good' SSA requested that a copy be sent to him (Clerks note: complete).</p>		
14/15.71	<p><u>Commendations</u> In PC's absence CDu reported that LSt, CDu, and PC had met to consider nominated staff MP was involved via email. The resulting proposal was circulated late so it was also tabled. A criteria was applied which required that candidates showed evidence of sustained performance and high level of activity. The following awards were approved. <u>Staff</u> Graeme Lee Alison Crook Lela Rogers Jane Ford (query raised and confirmed as correct) Sophie Gilbert Wendy Baxter Gary Turl <u>Students</u> Jack Vickery Sam Chambers</p>		
14/15.72	<p><u>Policies</u> Admissions Policy for 2016. KB reported that CVCC buys into the DCC Admissions service. Admissions Service had identified 7 questions for consideration by Governors. PAN figures were discussed (182 and 17 for Year 12). CVCC doesn't meet the PAN figure of 182 and BB questioned whether the figure should be reduced a little as this gives more scope to refuse managed moves with the resulting impact on results statistics. KB responded that the PAN would need to reduce the PAN significantly. Net capacity is 1200. May impact on funding bids. Discussion followed. Impact on 3% rule was explored. CDu asked if there was any impact on budget and it was confirmed that budget isn't affected. KB will take soundings from other Heads and consider the implications of a reduction.</p>		

	Approved subject to the query on PAN		
14/15.73	<p><u>Items at the discretion of the Chair</u></p> <p>CW advised that he is to talk at an event at CVCC for year 12 on leaching of BPA a chemical in some plastics and the risk to human health: Myth or Reality. To include involvement from CVCC Biology Students.</p> <p>CW Meeting with DW afterwards to discuss how to evaluate the impact of the project.</p> <p>KB raised a question about the June Away-Day and discussion followed on possible items for an agenda. CDu suggested that a date should be fixed in diaries. Clerk to email a provisional date.</p>	<p>SSA</p> <p>JC</p>	<p>ASAP</p>

Signed CHAIR:-

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Approved, as a true and accurate record of the Meeting on the 23rd March 2015.

Meeting Dates			
	18 th May 2015		
	13 th July 2015		