

CLYST VALE ACADEMY TRUST

Company Number 07564519
A Company Limited by Guarantee
Registered in England
Clyst Vale Academy Trust is an exempt charity

Minutes of Board Meeting held in Post 16 Room at Clyst Vale Community College, Station Road, Broadclyst, Exeter, EX5 3AJ at 5:30 pm on Wednesday 10th July 2013.

Part I Minutes

Attendees	Initial	Left	Attendees	Initial	Left
Simon Sanger-Anderson	SS-A	Chair/Parent	Paul Colin	PC	Staff
Kevin Bawn	KB	Principal/ Governor	Melanie Prance	MP	Staff
Cathy Durston	CD	Co-opted	Sara Watt	SW	Staff
Jonathan Farnhill	JF	Parent	Kate Hoskins	KH	Parent
Greg Evans	GE	Member Appointed	James Lee	JL	Parent
Vanessa Francis	VF	Parent	Levon Stephan	LSt	Co-opted
Teresa Grieve	TG	Parent	Gina Stroud	GS	Co-opted

Apologies	Initials	Left
Dave Hewlett	DH	Staff

Absent	Initials	Left

In Attendance	Initials	CVCC
Chris Dormand	CDo	Staff
Adrian Green	AG	Staff

In Attendance	Initials	CVCC
Paul Sutton	PS	Staff
Dave Walters	DW	Staff
Jill Collins	JC	Clerk

Visitor	Arrived	Left
J Brookes (Grainge)	5:30	6 pm

Minutes

Item Number		Owner	Date raised	Date due
12/13.69	<u>Declaration of Business Interests</u> None	SSA		
12/13.70	<u>Notice</u> The Chair confirmed that notice given was timely	SSA		
12/12.71	<u>Quorum</u> The Chair confirmed that the meeting was quorate	SSA		
12/13.72	<u>Attendance/Apologies</u> SS-A welcomed all Governors and particularly SW a new member of the group to the meeting. Apologies were noted and accepted from Dave Hewlett as he was supervising students on a trip away.			
12/13.73	<u>Membership</u> It was noted that the following individuals be appointed as Governors of the Company in accordance with Article [50A]:-			

	<p>Sara Watt</p> <p>It was reported that Mrs Sue Smye and Mrs Linda Smith had resigned as Governor and the Chair had been in communication with them both on behalf of the Governors to thank them for their contribution over many years.</p>			
12/13.74	<p><u>Minutes of the last meeting, 18/03/12</u> <u>IT WAS RESOLVED THAT</u> the minutes of the last Full Governors meeting held on the 18th July 2013 were accepted and approved. They were signed by the Chair.</p>	SSA		
12/13.75	<p><u>Matters arising</u></p> <p><u>12/13.49 Working Party on Governor's Commendations</u> PC had provided a paper which had been circulated. The proposals were discussed and questions were raised regarding appointments to the panel (currently 4 persons) and whether students would be able to nominate staff for a commendation. Such nominations would be accepted but this was not the main focus – focus on student motivation. The recommendations of the panel would be presented to the Full Board for approval. (Add to the business Cycle). The proposal was approved and adopted.</p> <p><u>12/13.58 H&S Oversight by Governor</u> It was noted that Gina Stroud had assumed this responsibility.</p> <p><u>12/13.60 Resources for Communications Strategy</u> KB reported that he had held 2 meetings with external advisors on communications, to explore how CVAT could use tools such as Facebook/Twitter. More discussions were required to work out the detail of what is required e.g. possible appointment to a marketing post.</p> <p><u>12/13.61 Communications to Parents on Uniform</u> PC reported that an initial communication to parents on the appointment of suppliers had been sent along with a follow up letter. PC stated that he was about to send out a final reminder to parents/carers. The sizing shop which is open on Tuesday and Thursday to enable students to try for size has been popular. Admin staff have been 'manning' the stall and supporting students/parents with this. Signposting to the facility has been through assemblies and School notices. There was discussion regarding sanctions for non-compliance. Sanctions would include re-dressing; internal exclusion. It was noted that there would be no change to the dress policy for post 16.</p>	<p>SSA</p> <p>PC</p> <p>SSA</p> <p>KB/SLT</p> <p>PC</p>		<p>Complete</p> <p>Complete</p> <p>Carried forward to 13/14</p> <p>Complete</p>

	<p><u>12/13.62 Audit Committee Chair/Membership to be decided. Terms of Reference to be written.</u> GS reported that Somerset County Council had been appointed as Internal Auditors and will conduct 2 Audits per year. An Audit Committee is to be established. This Committee is not a sub group of C,L&T or F&P but reports directly to the Full Board. Membership will be TG; CD and PC, CD to be Chair and RO. TG is to amend the Finance Policy and review the Terms of Reference. The group is to discuss the timing of the 1st meeting. It was noted that Somerset County Council could not be the Responsible Officer. Item will be progressed through the F&P Committee, with Audit added to the FB agenda in future as appropriate.</p> <p><u>12/13.65 Attendance Policy – See item .82 below</u></p> <p><u>12/13.67 Code of Practice for Governors</u> The action point was noted as complete</p>	<p>TG</p> <p>GS</p> <p>KB</p> <p>Clerk</p>		<p>c/f 13/14</p> <p>Complete</p> <p>c/f 13/14</p> <p>Complete</p>
<p>12/13.76</p>	<p><u>Principal's Report (Standing Item)</u> KB spoke to his report which had been circulated. The report headings followed an introductory section which outlined positive initiatives such as changes to syllabus in in Maths, student success, examples of which were - 2 groups of national champions and activities such as Ten Tors Sweeny Todd, Duke of Edinburgh, S.T.E.M involvement and developments from the past year and also highlighted some issues causing concern, for example the staffing of the HOS system and the focus on raising achievement. Other headings were-</p> <p>Outcomes and Performance Indicators Improvement Plan Curriculum, Teaching & Learning Extra-Curricular and Students 6th Form Staff Issues Dress Code Finance & Premises Strategic, Local Authority and Policy Issues Community and Collaboration</p> <p>The paper was accepted and discussion followed on the issue of Dress Code for staff. KB stated that there isn't presently a code for staff and that mis-information on this topic had caused concern to staff. There is potential for any prescriptive code to cause contention. Both SSA and KB agreed that CVAT expected all staff to dress in line with aspirations of the School. Governors noted the higher expectations placed on students with regard to dress and felt it not unreasonable to expect staff to dress as appropriate in a professional environment. A form of words was agreed for communication to staff. Should KB/SLT decide to operate a dress code at some point in the</p>			

	<p>future, Governors would support them in enforcing the code. The situation would be reviewed after a term.</p> <p>Discussion moved to the visit from Ofsted and papers were circulated for discussion under Part II (see part II minutes)</p>			
12/13.77	<p><u>Reports from Committees (Business Cycle)</u> Minutes had been circulated for all meetings below</p>	Chairs		
a)	<p><u>Finance & Premises</u> <u>25th April 13</u> <u>20th May 13</u> <u>1st July 13</u></p> <p><u>Capital Funding Project</u> James Brookes from Grainge Architects, was present specifically for this item The item was dealt with at the beginning of the meeting to allow to JB to depart before main business commenced. A project plan for the capital funding project was circulated outlining the timescales for each stage of the project. It was noted that there is no contingency for overspend. Building contractors would be appointed and ownership of risk would be inbuilt into the contract with a fixed end/completion date. The tender list selection process would be complete by the end of July and the contractor would be appointed at the end of September or early in October 13. JB asked Governors if they wished to be present at selection of the contractor. No specialist expertise is required. Project Managers (Hills) had been appointed on a design and build process. Due to the short time frame it was necessary to move things along quickly. Grainge will work to Hills. Discussion followed and GS sought opinions from those present. PC commented that the consultation with staff regarding their needs was progressing well and staff seemed happy that their needs would be catered for as far as is reasonable within budget constraints. There would be timetable difficulties due to the loss of 4 teaching rooms pending the new build and enabling works has meant the loss of Science class rooms now. JB stated that Grainge will discuss events such as exams; open days and negotiation would take place with the contractors to minimise disruption. There is also a possibility to use the project for student involvement (maths tasks etc). KB explained that the long term plan is to lose some porta-cabins (Modern Languages) which would lead to cost savings in rent in the future and this was an opportunity to replace some very old accommodation. Governors approved the actions taken up to this point and GS is to advise JB post meeting if any Governors wish to be involved in the tender process and appointment of contractors. JB Left the meeting after this item</p>	GS		
		GS		Report to F&P 13/14

	<p><u>General Report</u></p> <p>GS reported that we have still to address the heating situation. There will be progress when AH/Bruce Grieg have the time to conduct the research. Budget will be dealt with under .83 but it was noted that CVAT had started the year in a deficit position. The deficit was reducing over time and was causing less concern.</p> <p>It was expected that CVAT would be in a deficit position at the start of 13/14 so will be in a similar position but with tougher economic conditions. It may be necessary to dip into reserves for strategic issues and if necessary a working party would be convened to look at this, Staff Governor rep(s) would be included.</p> <p>GS highlighted the appointment of the Auditors (N Somerset County Council (see Matters arising)). The initial audit had highlighted minor points for action. Thanks were expressed to TG and KH for their professional input to the work of the committee. On catering GS noted the changes in post-16 common room and the Giraffe House provision. Proserv had been the subject of a take-over but as CVAT had a 2 year contract (recently renewed) this was not seen as a problem at present. It is however unlikely that there would be any income from profit sharing.</p> <p>The cycle scheme had been introduced successfully.</p>			
b)	<p><u>Curriculum, Learning & Teaching</u></p> <p><u>2nd May 13</u> <u>13th June 13</u></p> <p>The changes in membership on C,L&T were noted but this was seen as a positive move. LS outlined the various presentations given at the meetings. It was noted that the effects/results of the many interventions undertaken over the last year had yet to show evidence but this summer's results will rectify this. The changes to the ATHOS support and additional support in Student Services has been helpful. SAIF and Transition were noted as positive initiatives.</p> <p>JF spoke about the 2 working groups set up from C,L&T on Student Achievement and Teacher Performance. The Teacher Performance group looked at the changes required to be made to the Pay Policy in the light of Government changes to teacher's pay structures and how to enable teachers to become more effective. The meeting took place the evening prior to the Ofsted visit. Ofsted will give focus to this issue in its report.</p>	LS		
12/13.78	<p><u>Receive/note the Self Evaluation Form (SEF)</u></p> <p>This item had been superseded due to the Ofsted visit. The document circulated previously is to be maintained. The clerk was requested to circulate the document again but with a health warning that due to the Ofsted visit some re-writing will be required.</p>	KB Clerk		Complete

12/13.79	<p><u>Receive/note the School Improvement Partner Annual Report</u></p> <p>The documents were received and noted but as they were recently received time was needed to fully digest the contents.</p>	KB		
12/13.80	<p><u>Draft Pay Policy</u></p> <p>KB is to write the new Pay Policy and Appraisal Policy by the end of term. This will give staff the opportunity to fully read over the vacation and discuss with Unions if necessary.</p>	KB KB		Report to 1 st meeting of 13/14
12/13.81	<p><u>Governors Training/Visits (Business Cycle)</u></p> <p>GS had attended training on Safeguarding. The session was not very successful but did cover the basics. It is helpful that GS now receives information through email circulation.</p> <p>PS noted that 10 CVAT staff had attended internal safeguarding training recently.</p> <p>TG;KH;JL attended New Governor training.</p> <p>TG had attended sessions with AH which had helped with her understanding of College finance matters.</p> <p>TG expressed thanks to AH for her time.</p> <p>LS; CD; JF had taken part in 'Preparation for Work Day' by conducting interview skills sessions. PS - Feedback was that the sessions were valued by those who took part.</p>	SSA		
12/13.82	<p><u>Policies</u></p> <p>i) <u>Attendance Policy</u> To be carried forward</p> <p>ii) <u>Agree School Development Plan (inc Ofsted Action Plan (Business Cycle)</u></p> <p>This item had been superseded by the Ofsted visit.</p> <p>KB reported that an Ofsted Action Plan is being drafted (circulated). Also the plan has implications for the College Improvement Plan and also links back to the SEF. After discussion it was decided that the documents should be merged and that issues would also be discussed at away days.</p> <p>KB is to re-write the CIP during the vacation.</p>	KB KB		1 st meeting of 13/14 1 st meeting of 13/14
12/13.83	<p><u>Ratify 13/14 Budget (Business Cycle)</u></p> <p>The Budget statement was circulated prior to the meeting. GS reported that a deficit was planned but it was her recommendation that the Full Board should ratify the budget proposal. GS explained that due to the EFA often changing the funding formula it was a changing position. GS would keep the Board informed on the current financial position throughout the coming year.</p> <p>The Chair expressed confidence in GS's judgement and a vote was taken. Unanimously resolved in favour.</p>	SSA		

12/13.84	<p><u>Review and agree Term Dates 2014/15</u> The term dates for 2014/15 had been circulated. KB explained the rationale and the dates were accepted and approved.</p>	SSA/KB		
12/13.85	<p><u>Review and agree Governor's Meeting Dates 13/14</u> The draft schedule of dates had been circulated. Discussion followed and it was decided to reduce the number of <u>Full Board</u> meetings in term 1, from 3 to 2 and add a meeting to the 3rd term. <u>C,L&T</u>, a Monitoring Group would meet for 1 hour prior to the start of the 2nd meeting of each term. There would be 2 away days if necessary next year. One in mid-January and one in May. An amended schedule is to be sent out for final comment by the Clerk.</p>	SSA Clerk		Complete
12/13.86	<p><u>Items at the Discretion of the Chair</u> The process for the 'Cycle of Review' presented was accepted and approved.</p> <p>The Chair took the opportunity to summarise the events of the past year. SSA focused on the progress made throughout the year which would bring benefits in future e.g. the appointment of new Governors (bringing relevant expertise) new Clerk, changes to committee structures and revised committee membership with the addition of new working groups. The new Committees had worked well and thanks were expressed to the Chairs of Committees.</p> <p>Priorities for the future will be clear from the Ofsted report and SSA expressed his resolve that Governors will back the Principal and SLT in supporting any actions necessary. Governors will be more visible and will back up the hard decisions to come, in addition to providing the challenge necessary for good decision making, but in a positive way. Governors will work as part of a team with SLT towards the agenda of 'raising achievement' and future improved Ofsted results.</p>	SSA		

CHAIR:-

Simon Sanger-Anderson

Approved as a true and accurate record of the Meeting on the 10th July 2013.

Meeting Dates			