

## 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 Monday 18<sup>th</sup> March 2013.**

<b>Part I Minutes</b>
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Attendees	Initial		Left	Attendees	Initial		Left
Simon Sanger-Anderson	SS-A	Chair/Parent		Paul Colin	PC	Staff	
Kevin Bawn	KB	Principal/ Governor		Dave Hewlett	DH	Staff	
Cathy Durston	CD	Co-opted		Melanie Prance	MP	Staff	
Jonathan Farnhill	JF	Parent		Linda Smith	LS	Staff	
Teresa Grieve	TG	Parent		Levon Stephan	LSt	Co-opted	
Kate Hoskins	KH	Parent		Gina Stroud	GS	Co-opted	
Sue Smye	SS	Governor					

Apologies	Initials	
Greg Evans	GE	Member Appointed
Vanessa Francis	VF	Parent
James Lee	JL	Parent

Absent	Initials	

In Attendance	Initials	CVCC
Adrian Green	AG	Staff (from .59)

In Attendance	Initials	CVCC
Jill Collins	JC	Clerk

Visitors	Arrived	Left
None		

### Minutes

Item Number		Owner	Date raised	Date due
12/13.53	<b><u>Notice</u></b> The Chair confirmed that notice given was timely	SSA		
12/12.54	<b><u>Quorum</u></b> The Chair confirmed that the meeting was quorate	SSA		
12/13.55	<b><u>Attendance/Apologies</u></b> SS-A welcomed all Governors and particularly new members of the group to the meeting and introductions were made.  Apologies were noted and accepted from Vanessa Francis, Greg Evans and James Lee  It was noted that the following individuals be <b>appointed</b> as Governors of the Company in accordance with Article [53A]:-  <b>Mrs Teresa Grieve</b> <b>Mrs Kate Hoskins</b> <b>Mr James Lee</b>			

	It was reported that <b>Mrs Barbara Rusbridge</b> had <b>resigned</b> as Governor on 28 <sup>th</sup> February 2013 and the Chair had been in communication with her on behalf of the Governors to thank her for her contribution over many years.			
12/13.56	<b><u>Declaration of Business Interests</u></b> None	SSA		
12/13.57	<b><u>Minutes of the last meeting, 03/12/12</u></b> <b><u>IT WAS RESOLVED THAT</u></b> the minutes of the last Full Governors meeting held on the 3 <sup>rd</sup> December 2012 were approved and signed by the Chair post meeting as a true and accurate record.	SSA/JC		
12/13.58	<b><u>Matters arising</u></b>  12/13.45 Publish Annual Report on CVCC website and circulate to all Governors (Clerk)  12/13.48.3 Amend Code of Conduct (Practice) for Governors (Clerk/KB) See item 12/13.67 below  12/13.49 Working Party on Governor's Commendations (LS/BR/PC) BR had been taking this forward and so the group needed to re-constitute. It was decided that PC would take control of this task and members of the group would now be PC;LS;MP;CD. PC would bring a paper to the next meeting.	SSA  Clerk	PC	Complete  Agenda item  FB 8/7/13
12/13.59	<b><u>Election to the post of Vice Chair</u></b> The Clerk reported that she had invited those interested in becoming Vice-Chair to come forward. One candidate had come forward (Jonathan Farnhill). The Chair invited the group to vote on the proposal that <b><u>JF be appointed Vice-Chair</u></b> . Secret Ballot papers were available if required. On a show of hands the proposal was carried by majority (with one abstention).	SSA/ Clerk		
12/13.60	<b><u>Follow up from away day</u></b> KB spoke to a presentation he had prepared in response to issues discussed at the CVCC Governors' away day. The presentation concentrated on three main points, Curriculum; Achievement; Strategic Direction. KB reported that it was the SLT's view that there is a changing emphasis in the sector and CVCC is entering a highly competitive phase. Achievement levels for the 3 <sup>rd</sup> quartile group of students were not high enough and work needs to be undertaken to raise aspirations and results. Also raising the expectations of their parents would help to promote learning at home as well as in College. KB stated that there was a need to increase SLT capacity for monitoring standards throughout the school by reducing SLT teaching hours (including hours for marking and preparation). KB stated that SLT needed a clear cabinet view on the vision and strategic direction for the College. SLT needed	KB		

	<p>tangible Governor support and presence in College.</p> <p>There was extensive discussion about circumstances which impacted on the College e.g. overstated stats on achievement in feeder schools and extra-curricular events such as theatre productions which, though highly valued for the many positive aspects, had impacted on study/assessment results due to the time out of the classroom. A balance will need to be found and work missed will be required to be completed. The work of Kelly Knight (Transition Co-ordinator) was commended as highly valuable in improving new entrants' levels of attainment.</p> <p>It was noted that CVCC had been very flexible and accommodating in meeting staff requests in the past and with the change of emphasis each request would need to be considered carefully to ensure that the impact would not be detrimental to driving up standards, whilst remaining fair to all staff. CVCC would maintain its stance on being a caring, nurturing College but also raising expectations on academic achievement to prepare CVCC students for the world of FE/HE/work.</p> <p>The merits of various methods of communication were discussed e.g. Twitter; Facebook; bulk texting. <b>It was resolved</b> to create a communications strategy to set out how CVCC would publicise more widely the change of emphasis and increase in expectations to students/parents and staff (aiming higher).</p> <p>SSA asked KB/SLT to come back with proposals on what resources would be needed to make this happen.</p>		18/3/13	08/7/13
12/13.61	<p><b><u>Principal's Report (Standing Item)</u></b></p> <p>The Principal had provided a report which had been circulated. Headings within the report were-</p> <p>Outcomes &amp; Performance Indicators  Improvement Plan  Curriculum, Learning and Teaching  Extra-Curricular &amp; Students  6<sup>th</sup> Form  Staff Issues  Finance &amp; Premises  Strategic, Local Authority and Policy Issues  Community and Collaboration  College Uniform</p> <p>There was discussion on the impact of the new 'Free Schools' to commence in September. Three were to be set up Sparkwell; Steiner and Route 39. It was noted that CVCC's capital funding pot would be impacted by these new schools as all share a common pot. It was noted that there could be overprovision of Secondary level student places East of Exeter if potential students coming from the Cranbrook development were slow to materialise.</p>			

	<p>The future 'ownership' of the sports hall is still under discussion The decision regarding its future could be impacted by the development of the new Cranbrook School which has no facility for sports at present. To be kept under review.</p> <p>KB reported on positive news-</p> <ul style="list-style-type: none"> <li>-that the phase 1 planning application had been granted</li> <li>-that CVCC had been successful at National 4X4 Big Bang Challenge at the Excel Centre.</li> </ul> <p>Congratulations were expresses to DH and all involved. DH reported that photos and video were available on CVCC website and 'youtube'. Another project is underway for Big Bang in June ('go for set').</p> <p><u>Uniform Consultation</u></p> <p>PC presented a paper on behalf of SLT detailing final recommendations. The recommendations had come about after extensive consultation with the College community. Results of the consultation showed mixed results and were inconclusive. There wasn't a clear steer on preferences. Therefore SLT had decided to recommend taking a middle ground approach, also taking the opportunity to use the uniform review to enhance standards of dress. PC emphasised the need to distinguish between home and school wear. There had been strong support, though not overwhelming, for the 'hoodie' for obvious practical reasons (scrunch ability and wash ability, lack of ironing etc.), but it was felt that it did not portray a positive message for CVCC. A practical CVCC logoed outer coat would be available as an alternative (though any dark outer coat would be acceptable). 38% had voted for a blazer though it was felt that this would be too formal. Discussions were in progress to make all items available via an on-line shop, at reasonable prices. Early adoption of the new uniform would be encouraged.</p> <p>Staff dress code would also be reviewed as staff would set the standard and encourage a raise in standards overall and apply consistency. Governors' support in enforcing the new code was requested. Next steps were for PC to devise and publish the code and finalise contracts with the supplier.</p> <p><b>It was resolved</b> that the recommendations should be adopted. Information should go out to parents by Easter to aid planning for next academic year.</p>			
12/13.62	<p><b><u>Reports from Committees (Business Cycle)</u></b></p> <p><b><u>Finance &amp; Premises</u></b>  <b><u>10<sup>th</sup> December 12</u></b>  <b><u>4<sup>th</sup> February 13</u></b>  <b><u>4<sup>th</sup> March 13</u></b>  <b><u>NB: action points</u></b>  <b><u>12/13.58 H &amp; S Oversight by Governor</u></b>  <b><u>12/13.65 Audit Oversight</u></b></p>	<p><b>PC</b></p> <p><b>Chairs</b></p> <p><b>GS</b></p> <p><b>SSA</b></p>		<p>08/07/13</p> <p>08/07/13</p>

	<p>Discussion had taken place concerning the appropriate place for Audit oversight. This had been discussed at F&amp;P and C,L&amp;T. F&amp;P felt that it was inappropriate for F&amp;P to have oversight as it could be perceived that a conflict could arise and the task should move to C,L&amp;T. There are currently no financial experts who sit on C,L&amp;T so the C,L&amp;T Chair felt that the move was not appropriate. LS proposed that that audit oversight should be considered at a separate committee which could work in a similar way to the Pay Committee. <b>It was resolved</b> that a separate Audit Committee would be created which would be 'tagged on' to the C,L&amp;T Committee. SSA will sit in on the 1<sup>st</sup> meeting. The Chair and membership is to be decided and the TOR to be written by VF.</p> <p>GS reported that the Lettings and Flexible Working Policies had been approved but that several policies had been deferred due to late submission of amended versions.</p> <p>The Cycle Scheme had been approved. There had been a presentation by Proserve and the contract would be renewed for a further 2 years. The profit sharing situation should improve as it is expected that catering will move into profit next year. Final Budget won't be set until the end of March. Capital funding project bid wasn't successful. AH and Bruce are looking at alternatives (biomass). Devon Audit had upheld CVCC's challenge to the audit report and it had been amended. Other ROs were being considered.</p>	<p><b>New Chair/VF</b></p>		<p>08/7/13</p>
	<p><b><u>Curriculum, Learning &amp; Teaching</u></b>  <b><u>17<sup>th</sup> December 12</u></b>  <b><u>13<sup>th</sup> February 13</u></b>  <b><u>14<sup>th</sup> March 13</u></b> Cancelled</p> <p>LS reported on activity at C,L&amp;T.</p> <p>There had been a presentation by Kelly Knight on transition. This was designed to address a 40% drop in attainment on entry in year 7. Also English were not meeting the required standards and CVCC is working with Exeter University to raise achievement. There had been a presentation on the SAIF system which was reported as giving positive results. Allen Bailey had given a presentation on behalf of HoS on the move to Schools. This was very positive. There was an increase in cross school competition and co-operation.</p> <p>Dave Walters had given a presentation on the 'Habits of Mind' project which was very interesting. Carl Hubbard had presented on improving literacies across all subjects and this was well received. AG commented that the policy for Behaviour Management which was currently outstanding, would benefit from being introduced in September rather than in the spring term as currently scheduled. This</p>			

	was agreed with the proviso that the policy is approved before the end of the summer term in preparation for use in September.	CL&T		
12/13.63	<b><u>Membership of Committees</u></b> .SSA reported that discussions regarding reallocation of Governors to the Committees had taken place prior to the meeting and that changes would take place with immediate effect – JF and CD would move to C,L&T SSA would move to F&P	SSA		
12/13.64	<b><u>Governors Link Visits (Business Cycle)</u></b> SSA/KB outlined the benefits of these visits for both parties. Staff also benefited from informal contact with Governors. Governors being seen in School avoided them seeming to be invisible. Discussion followed, Governors' current activity/ involvement being- Interviewing potential staff; Deep Learning Days; Skills sessions e.g. CV writing; SLT were asked to identify further opportunities for Governor involvement and notify Governors as they occur. Also it was noted that making more use of opportunities for 'spotlighting' Governors who are present at events would make them more visible to staff and parents. PC highlighted that he currently doesn't have a link.	SSA		
12/13.65	<b><u>Policies</u></b> i) Admissions Policy This policy had been previously considered and approved by C,L&T and was approved by the Full Board. ii) Attendance Policy KB reported that the policy required further work and would need to be deferred to the next meeting.	KB/Clerk	18/3/13	08/07/13
12/13.67	<b><u>Code of Practice for Governors</u></b> The Code was approved subject to minor amendments as follows- Typo The/the JF requested that the Nolan principles on behaviour should be inserted.	KB/Clerk	03/12/12	Complete
12/13.68	<b><u>Items at the Discretion of the Chair</u></b> None			

**CHAIR:-**

**Simon Sanger-Anderson**

Approved as a true and accurate record of the Meeting on the 18th March 2013.

Meeting Dates			
	25 April 2013	Finance and Premises	5.30pm
	2 May 2013	Curriculum, Learning and Teaching	5.30pm
	20 May 2013	Finance and Premises	5.30pm
	13 June 2013	Curriculum, Learning and Teaching	5.30pm
	1 July	Finance and Premises	5.30pm
	8 July	Full Board	5.30pm