

## 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 at Clyst Vale Community College, Station Road, Broadclyst, Exeter, EX5 3AJ on Monday 3 September 2012 at 5.30pm

|                                   |
|-----------------------------------|
| Meeting 03.09.12 – Part I Minutes |
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|          |                                   |          |         |
|----------|-----------------------------------|----------|---------|
| Day/Time | Monday 3 September 2012<br>5.30pm | Location | Post 16 |
|----------|-----------------------------------|----------|---------|

| Attendees             | Initial | Role                   | Left | Attendees            | Initial | Role           | Left |
|-----------------------|---------|------------------------|------|----------------------|---------|----------------|------|
| Kevin Bawn            | KB      | Principal/<br>Governor |      | Barbara<br>Rusbridge | BR      | Chair/Governor |      |
| Gina Stroud           | GS      | Co-opted               |      | Linda Smith          | LS      | Staff          |      |
| Vanessa Francis       | VF      | Parent                 |      | Jonathan Farnhill    | JF      | Parent         |      |
|                       |         |                        |      | Cathy Durston        | CD      | Co-opted       |      |
| Paul Colin            | PC      | Staff                  |      | Graeme Robb          | GR      | Parent         |      |
| Levon Stephan         | LSt     | Co-opted               |      | Lois Angell          | LA      | Staff          |      |
| Simon Sanger-Anderson | SS-A    | Vice<br>Chair/Parent   |      | Sue Smye             | SS      | Governor       |      |

| Apologies        | Initials | Role   |
|------------------|----------|--------|
| Annabel McDonald | AMc      | Parent |
|                  |          |        |

| Absent | Initials | Role |
|--------|----------|------|
|        |          |      |
|        |          |      |

| In Attendance | Initials | CVCC |
|---------------|----------|------|
|               |          |      |
|               |          |      |

| In Attendance | Initials | CVCC  |
|---------------|----------|-------|
| Emma Webb     | EW       | Clerk |
|               |          |       |

| Visitors | Arrived | Left |
|----------|---------|------|
|          |         |      |
|          |         |      |

| ITEM NO. | ITEM  | Led by |
|----------|---|--------|
| 12/13.1  | <u>Election of Chair/Vice Chair</u>                                   | Clerk  |
| 12/13.2  | <u>Notice – Governors to agree correct Notice Given</u>               | Chair  |
| 12/13.3  | <u>Quorum - 3 governors or where greater 1/3 rounded up</u>           | Chair  |
| 12/13.4  | <u>Attendance/Apologies.</u>  | Chair  |
| 12/13.5  | <u>Declaration of Business Interests.</u>                             | Chair  |
| 12/13.6  | <u>Agree Committee Membership</u>                                     | Chair  |
| 12/13.7  | <u>Election of Committee Chairs</u>                                   | Chair  |
| 12/13.8  | <u>Agree Terms of Reference</u>                                       | Chair  |
| 12/13.9  | <u>Agree Annual Business Cycle</u>                                    | Chair  |
| 12/13.10 | <u>Agree dates for meetings for the following year</u>                | Chair  |
| 12/13.11 | <u>Agree date for the AGM (needs to be held prior to 1.10.12)</u>     | Chair  |
| 12/13.12 | <u>Set up subcommittee to action the Governors Annual Report</u>      | Chair  |
| 12/13.13 | <u>Agree Principal's Performance review date</u>                      | Chair  |
| 12/13.14 | <u>Review practice/procedures as set out in the Academy Governors</u> | Chair  |

| ITEM NO. | ITEM  | Led by |
|----------|---|--------|
|          | <u>Handbook</u>                             |        |
| 12/13.15 | <u>Items at the discretion of the Chair</u> | Chair  |

|           |   | Owner | Date raised | Date due |
|-----------|---|-------|-------------|----------|
| 12/13.1   | <b><u>Election of Chair/Vice Chair</u></b>  |       |             |          |
|           | <p>This being the first meeting of the school year<br/> <b>IT WAS RESOLVED THAT</b> SS-A be appointed as Chair of the Board in accordance with Article 83 until the start of the first board meeting in the next school year.</p> <p><b>IT WAS RESOLVED THAT</b> BR be appointed as the Vice Chair of the Board in accordance with Article 83 until the start of the first board meeting in the next school year</p> <p>SS-A proposed a vote of thanks to BR, the outgoing Chair, for stepping into the role and at short notice.</p> |       |             |          |
| 12/13.2   | <b><u>Notice – Governors to agree correct Notice Given</u></b>  |       |             |          |
| 12/13.2.1 | Yes   |       |             |          |
| 12/13.3   | <b><u>Quorum - 3 governors or where greater 1/3 rounded up</u></b>  |       |             |          |
| 12/13.3.1 | Yes   |       |             |          |
| 12/13.4   | <b><u>Attendance/Apologies.</u></b>   |       |             |          |
| 12/13.4.1 | Apologies were received and accepted from AMc. BR advised that KG had resigned and regretfully she had accepted her resignation. SS-A welcomed the new Clerk to Governors/Company Secretary, EW   |       |             |          |
| 12/13.5   | <b><u>Declaration of Business Interests.</u></b>  |       |             |          |
| 12/13.5.1 | None  |       |             |          |
| 12/13.6   | <b><u>Agree Committee Membership</u></b>  |       |             |          |
| 12/13.6.1 | Agreed for the Finance & Premises Committee, Curriculum, Learning & Teaching Committee and Pay Committee (see attached Terms of References).  |       |             |          |
| 12/13.6.2 | It was agreed that 1) the extent of the requirement to have an Audit Committee be investigated further, 2) that the Terms of Reference for an Audit Committee be drafted appropriately for an Academy School and 3) advice taken on the composition of an Audit Committee.  | EW    | 03.09.12    | 15.10.12 |
| 12/13.6.3 | It was noted that there were skills gaps amongst current governors which should be taken into account when it came to filling governor vacancies.   |       |             |          |
| 12/13.7   | <b><u>Election of Committee Chairs</u></b>  |       |             |          |
| 12/13.7.1 | Agreed for the Finance & Premises Committee and the Curriculum, Learning and Teaching Committee (see attached Terms of References)  |       |             |          |

|                   |   |          |          |          |
|-------------------|---|----------|----------|----------|
| <b>12/13.8</b>    | <b><u>Agree Terms of Reference</u></b>  |          |          |          |
| <b>12/13.8.1</b>  | Agreed for Finance & Premises Committee, the Curriculum, Learning and Teaching Committee and the Pay Committee. To be signed off in time for the Full Board Meeting on 15.10.12   | EW       | 03.09.12 | 15.10.12 |
| <b>12/13.9</b>    | <b><u>Agree Annual Business Cycle</u></b>   |          |          |          |
| <b>12/13.9.1</b>  | Agreed save for some changes to meeting dates (see attached amended Business Cycle)   |          |          |          |
| <b>12/13.10</b>   | <b><u>Agree dates for meetings for the following year</u></b>   |          |          |          |
| <b>12/13.10.1</b> | Agreed following some changes to meeting dates (see attached Governors Meeting Dates)   |          |          |          |
| <b>12/13.11</b>   | <b><u>Agree date for the AGM (to be held prior to 1.10.12)</u></b>  |          |          |          |
| <b>12/13.11.1</b> | SS-A to agree a date with other Members for the AGM to take place before 1.10.12  | SS-A     | 03.09.12 | 08.09.12 |
| <b>12/13.12</b>   | <b><u>Set up subcommittee to action the Governors Annual Report</u></b>   |          |          |          |
| <b>12/13.12.1</b> | It was agreed that a sub-committee would be made up of VF, GR, SS-A and KB. KB and Ann Hopkins to email draft Report to these Governors for consideration   | KB       | 03.09.12 |          |
| <b>12/13.13</b>   | <b><u>Agree Principal's Performance Review date</u></b>   |          |          |          |
| <b>12/13.13.1</b> | KB to contact SIP and circulate possible dates to VF, GS & SS. GS to undertake training before Performance Review takes place. EW to investigate training dates for GS  | KB, EW   | 03.09.12 |          |
| <b>12/13.14</b>   | <b><u>Review practice/procedures as set out in the Academy Governors Handbook (Awayday)</u></b>   |          |          |          |
| <b>12/13.14.1</b> | EW to circulate a draft version of the Handbook prior to the Full Board meeting on 1.12.12 for governors to be able to ascertain what key information is missing  | EW       | 03.09.12 |          |
| <b>12/13.14.2</b> | It was agreed that there would be a Governors 'Away Day' on Saturday 20 October to be held from 9 am-1pm. CD to investigate whether or not the Met Office would be available to use as a venue. A likely alternative venue is Poltimore Village Hall or otherwise Stoke Canon Village Hall. | CD, SS-A | 03.09.12 |          |
| <b>12/13.15</b>   | <b><u>Items at the discretion on the Chair.</u></b>   |          |          |          |
| <b>12/13.15.1</b> | None  |          |          |          |

**CHAIR:-**

Approved as a true and accurate record of the Meeting on the 3 September 2012.

(Meeting closed: 7.20pm)

| Meeting Dates |                   |                                   |        |
|---------------|-------------------|-----------------------------------|--------|
|               | 25 September 2012 | AGM                               | 5.30pm |
|               | 1 October 2012    | Curriculum, Learning and Teaching | 5.30pm |
|               | 8 October 2012    | Finance and Premises              | 5.30pm |
|               | 15 October 2012   | Full Board                        | 5.30pm |
|               | 15 November 2012  | Finance and Premises              | 5.30pm |
|               | 22 November 2012  | Curriculum, Learning and Teaching | 5.30pm |
|               | 3 December 2012   | Full Board                        | 5.30pm |
|               | 10 December 2012  | Finance and Premises              | 5.30pm |
|               | 17 December 2012  | Curriculum, Learning and Teaching | 5.30pm |

|  |                  |                                   |        |
|--|------------------|-----------------------------------|--------|
|  | 4 February 2013  | Finance and Premises              | 5.30pm |
|  | 14 February 2013 | Curriculum, Learning and Teaching | 5.30pm |
|  | 4 March 2013     | Finance and Premises              | 5.30pm |
|  | 14 March 2013    | Curriculum, Learning and Teaching | 5.30pm |
|  | 18 March 2013    | Full Board                        | 5.30pm |
|  | 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 |