

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 *Meeting Room 1* at Clyst Vale Community College, Station Road, Broadclyst, Exeter, EX5 3AJ on Monday 15 October 2012 at 5.30pm

Meeting 15.10.12 – Part I Minutes

Day/Time	Monday 15 October 2012 5.30pm	Location	Post 16
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Attendees	Initial	Role	Left	Attendees	Initial	Role	Left
Kevin Bawn	KB	Principal/ Governor		Barbara Rusbridge	BR	Vice Chair/Governor	
Gina Stroud	GS	Co-opted		Linda Smith	LS	Staff	
Vanessa Francis	VF	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	Chair/Parent		Sue Smye	SS	Governor	

Apologies	Initials	Role
Annabel McDonald	AMc	Parent
Jonathan Farnhill	JF	Parent

Absent	Initials	Role

In Attendance	Initials	CVCC

In Attendance	Initials	CVCC
Angela Songur	AS	Clerk

Visitors	Arrived	Left

ITEM NO.	ITEM	Led by
12/13.17	<u>Attendance/Apologies</u>	SS-A
12/13.18	<u>Declaration of Business Interests</u>	SS-A
12/13.19	<u>Minutes of the last meeting, 03.09.12</u>	SS-A
12/13.20	<u>Matters arising</u>	SS-A
12/13.21	<u>End of Staff Governor's term</u>	SS-A
12/13.22	<u>Governor vacancies</u>	SS-A
12/13.23	<u>Company Secretary/Clerk to Governors appointment</u>	SS-A
12/13.24	<u>Principal's Report (Standing item)</u>	KB
12/13.25	<u>Examinations results</u>	KB
12/13.26	<u>Reports from Committees (Business cycle)</u>	The three Committee chairs
12/13.27	<u>To approve Improvement Plan</u>	KB
12/13.28	<u>Review and approve Term Dates 2013/14 (Business cycle)</u>	SS-A
12/13.29	<u>Governors training/visits</u>	SS-A
12/13.30	<u>Confirm Governors' meeting dates</u>	SS-A
12/13.31	<u>Policies:</u>	SS-A

ITEM NO.	ITEM	Led by
	<u>New Governors' Mentor Policy (Business cycle)</u> <u>Governors' visits (Business cycle)</u> <u>Code of Conduct for Governors (Audit issue)</u>	
12/13.32	<u>Risk Register (Audit issue)</u>	SS-A
12/13.33	<u>Publication of staff governor salaries on website</u>	SS-A
12/13.34	<u>Staff/SLT presentations at FGMs and an additional FGM – proposal</u>	SSA/LS/G S
12/13.35	<u>Shaping the Awayday</u>	SSA
12/13.36	<u>Items at the discretion of the Chair</u>	SS-A

		Owner	Date raised	Date due
	SS-A welcomed governors to the meeting. Thanks to AS for stepping in to clerk the meeting. SS-A advised that he would give details regarding the situation regarding the clerk later.			
12/13.17	<u>Attendance/Apologies</u>			
12/13.17.1	Apologies were received and accepted from JF and AMc.			
12/13.18	<u>Declaration of Business Interests</u>			
12/13.18.1	None			
12/13.19	<u>Minutes of the last meeting, 03.09.12</u>			
12/13.19.1	IT WAS RESOLVED THAT the minutes of the last Full Governors meeting held on the 3 rd September 2012 were approved and signed as a true and accurate record subject to one minor amendment. It was proposed to include K Getliffe under the apologies noting that she had resigned.	AS	15.10.12	Actioned
12/13.20	<u>Matters arising</u>			
12/13.20.1	Matters arising were not discussed.			
12/13.21	<u>End of Staff Governor's term</u>			
12/13.21.1	LAn term of office is due on the 6.11.12. LAn advised that she would like to give the opportunity to other staff members to become a staff governor, however if no-one came forward she would think again regarding reappointment. There will be two vacancies with effect from the 6.11.12 and governors would like staff to be made aware of the vacancies. LSm to include in the weekly bulletin to staff. It was mentioned that there have been two members of staff who have expressed an interest.	LSm	15.10.12	
12/13.22	<u>Governor vacancies</u>			
12/13.22.1	As governors are aware K Getliffe resigned over the summer holidays. There are currently: 2 member appointed vacancies 1 Parent governor vacancy 1 Staff governor vacancy (2 with effect from 6.11.12) SS-A advised that he will need to discuss with the clerk and KB to get things in hand to fill the			

	<p>vacancies.</p> <p>SS-A advised that there was a requirement to appoint governors with a financial background to sit on the F&P committee.</p> <p>SS-A advised that he had been contacted by two parents who are both Chartered Accountants – ACII qualified potential Parent Governors. SS-A and LSt have had a preliminary meeting with Greg Evans, Vice Principal Paignton, staff governor and previously Head at Farley Frome. KB and JF will be meeting Greg on Friday and subject to KB's thoughts would be recommending to the governing body to co-opt Greg Evans. AS advised that the maximum number of co-opted governors are 3 and currently all positions are filled.</p> <p>KB felt that if there was a requirement to have governors with accountancy qualifications it would be better to recruit and fill the vacancies with governors with the relevant accountancy experience. GR asked if the Board can have governors with no voting rights. KB was unsure and would need to check.</p> <p>SS-A advised that the governing body needs to be aware when governors term of office is due to expire.</p>			
12/13.23	<u>Company Secretary/Clerk to Governors appointment</u>			
12/13.23.1	<p>As governors are aware E Webb was appointed in July. Unfortunately lifestyle changes have altered and she has been offered a full time job. EW advised that she would serve her notice however arrangements for cover in her new position fell through so EW decided to give immediate notice to Clyst Vale. SS-A and KB have discussed that what is needed is an excellent clerk. Advert is in the paper with interviews next week. SS-A advised that the Company Secretary could be a governor. VF advised that she would be happy to step in to the Company Secretary position in order to give some breathing space until the new clerk is found. SS-A felt that VF would be an admirable and more than competent Company Secretary.</p>			
12/13.24	<u>Principal's Report (Standing item)</u>			
12/13/24.1	<p>KB discussed the Principal's report and the following points were made.</p> <p>Curriculum, Teaching and Learning.</p> <p>Clyst Vale has now been accredited as the second Thinking School in Devon. Now need to embed further and 1) get teachers up to speed, 2) embed into the students.</p> <p>Extra-Curricular and Students.</p> <p>Duke Of Edinburgh. Thanks again to G Robb, C Haines and A-M Harris for assisting with DoE. The college wouldn't be able to run this without the commitment of time from volunteers.</p> <p>Work Experience. Work experience went well with almost all students finding placements.</p> <p>Devon Personalised Learning Service (previously</p>			

	<p>PRU) may become a sponsored Academy which may affect the college.</p> <p>Sixth Form. Made a good start with nearly 200 students. P-16 café is now open and has been a huge success with the students. Induction events went well.</p> <p>Exeter University Support Group is working with the college on a new project. They will be in the P-16 block every Wednesday lunch time offering support for students with a wide range of issues including emotional problems, academic study and careers. Students also have a helpline number which will run every Tuesday, and Saturday evening. Clyst Vale also offers excellent pastoral services.</p> <p>Staff Issues.</p> <p>So far so good with the NASUWT/NUT action short of a strike action. Have fortnightly meetings with the Unions and able to take about the issues. LAn advised that the Unions are not particularly interested in the strike action due to the impact to the working environment.</p> <p>Finance and Premises.</p> <p>Have more questions than answers.</p> <p>Sixth form numbers increased funding decreased. LACSEG funding has not been decided.</p> <p>High needs funding block not yet known. Schools pay up to £10,000 per student; if a student needs more than £10,000 then bids would have to be put in. HSC – committed to supporting specialist units. Finance has an impossible task to provide strategic budgets. Devon will send out budget in March so should get clarity in January.</p> <p>GS pointed out that the college has a significant sum in the budget at the moment however does not allow the college/governors to make any allocation.</p> <p>SS-A – need to know significant funds in order to know that if what's if's happen the college will have enough funds.</p> <p>Longer-term unknowns persist over the minimum funding agreement.</p> <p>GS will be meeting with AH and should have a clearer idea of what is the college's commitment and by March should be able to use what is left over.</p> <p>Student numbers. Slight increase on last years Year 7. Small increase on numbers in the sixth form.</p> <p>Open evening was very good. Year 6 and sixth form attracted a lot of interest.</p> <p>Exam results have been issued in the press and will be in the league tables. About 8 or 9 schools reported a 10% fall in exam results. Most parents pick a school due to the ethos and not exam results.</p> <p>LSt/CD – When the league tables come out we need to think about the response to the exam results.</p> <p>GR – as a parent coming from Exeter it was not just the ethos but the sixth form that attracted us to the college. Disappointing results in the sixth form and the college needs to be aware of this.</p> <p>KB advised that a solution to improve the exam</p>			
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	<p>results would be to increase the entry level. GS felt that people need to know that Clyst Vale is an inclusive school and need to have the information available to back up the exam results. GR – the college/governors should be concerned in getting the school full. KB advised that the vast majority of students went to their 1st choice university and need to get this across to parents. GR advised that governors do not get this information and need to be informed of the successes. KB pointed out that he sent out a summary of reports to governors in the summer advising the successes of the college and the press release that was given. SS-A – really happy that his children are in the school but to explain the exam results to put more information in the press release. KB advised that he struggles to get the Express & Echo out to see the college. Has sent 15-20 press releases since the last meeting and none have been issued. The college needs to generate it's own publicity. CD – need to think about how a PR programme will work for the college. Biggest concerning issue is Exeter College's announcement that it is re-opening discussions about creating a University Technical College (UTC) specialising in Science and Maths. UTC's are high on the DfE agenda. LSt asked if Clyst Vale could be part of the UTC. KB advised that they will have separate governing body and funding. Possibility that the college could have an 11-16 school in Cranbrook on one side and a UTC on the other. Community and Collaboration. Rugby Academy is going well. STEM and ExIST. This area is a little bit under-represented within the governing body especially technology and engineering. Term Dates. This is a separate item on the agenda.</p>			
<p>12/13.25</p>	<p>Examinations results</p>			
<p>12/13.25.1</p>	<p>KB advised governors that he had prepared a one page Exam Results Headlines as well as the normal report. The following points made were as follows: Science results were very good. Maths dipped a lot but still remains above the national average for both attainment and expected progress. Results for students in vulnerable groups and with SEN are also good. English is the issue – 5*A-CEM plummeted. Lots of actions are being taken – need to improve results. KB made the following points from the bigger report.</p>			

	<p>Year 9 needs to be addressed.</p> <p>Year 10 – mostly encouraging – science results are a bit of a concern.</p> <p>Dance results were fantastic.</p> <p>English Language results are good – 74.5% which would be above the national average and is an improvement on last year’s 69%.</p> <p>Year 11 – 60% not good at all in % making 3 levels progress in English.</p> <p>Maths still holds up – had a drop but still a good result.</p> <p>A2 students got what they were predicted – average points score increased, could keep on 3 courses rather than 2.</p> <p>AS – Have introduced a limited range of Level 2 courses however the revision won’t come into effect until next September.</p> <p>PC advised that the college needs to think about how it can continue to develop Yr12. Currently looking at curriculum but need to think about lots of things. AG commented that he is having more conversations with Heads of Subjects and it is felt that the Yr12’s are more like GCSE students which require more support. KB added that the students had confirmed that the teachers could not have done much more and it is up to them.</p> <p>SS-A pointed out that the school is an engine to drive academic attainment. Would be keen for Heads of Subject to meet with governors.</p> <p>KB – Have gone through the reports in a lot of details. The reports received are a lot briefer but feel that governors want more information – are governors happy with the report.</p> <p>Governors confirmed that they were happy with the report.</p> <p>KB wanted to mention the Maths department as a separate issue. The Maths department is a very successful department. The grade boundaries were changed (11%) and the Maths result plummeted.</p> <p>The Maths department ran a modular course achieving 66%, had they of done a linear course they would have achieved 79%. More interestingly 75% of the questions overlapped.</p> <p>GS asked if this will repeat itself next year. KB advised that the Michelle Barrett and the Maths team have spent the last few weeks discussing the issue and have come up with a plan. Some students will be doing a linear course and some students doing a modular course.</p>			
12/13.26	Reports from Committees (Business cycle)			
12/13.26.1	<p>LST reported that at the last C,L&T meeting held on the 1st October the following items were discussed.</p> <ul style="list-style-type: none"> • Feedback given on Thinking Schools. Well done to DW. • Went through in detail the College Improvement Plan • PS gave a presentation on the 4 schools. Hoping to decide names by December. 			

	<ul style="list-style-type: none"> AG gave feedback on the new Course 42. C Hubbard on had to deal with any Literacy issues. Review and accepted the Drugs Policy. 			
12/13.27	<u>To approve Improvement Plan</u>			
12/13.27.1	<p>The Improvement Plan was taken to C,L&T on the 3rd October and discussed in detail. Amendments have now been incorporated into the Plan.</p> <p>IT WAS RESOLVED THAT the draft Improvement Plan was approved.</p>			
12/13.28	<u>Review and approve Term Dates 2013/14 (Business cycle)</u>			
12/13.28.1	IT WAS RESOLVED THAT the Term Dates 2013/14 were approved.			
12/13.29	<u>Governors training/visits</u>			
12/13.29.1	<p>GS attended training for Principal's appraisal. LSt attended a Staff briefing. CD went into the sixth form for interview practice Yr13's. SS-A asked that if any governors were interested in visiting the college to give interview practice across the years to contact the college. PC advised that they would like to improve the content in Course 42 and this could be an area that could be included.</p>			
12/13.30	<u>Confirm Governors' meeting dates</u>			
12/13.30.1	Governors' meeting dates were approved.			
12/13.31	<p><u>Policies:</u> <u>New Governors' Mentor Policy (Business cycle)</u></p> <p><u>Governors' visits (Business cycle)</u></p> <p><u>Code of Conduct for Governors (Audit issue)</u></p>			
12/13.31.1	<p><u>New Governors' Mentor Policy</u> This needs updating since becoming an Academy. SS-A advised that the new clerk can look at this policy and bring back to the next Full Board Meeting on the 3rd December 2012.</p> <p>It was agreed that a half hour Moodle session would be run prior to this meeting by PC.</p> <p><u>Governors' visits</u> SS-A advised that as there was no paperwork for Governors' visits it could not be approved. Review on the 3.12.12.</p> <p><u>Code of Conduct for Governors</u> Governors requested a number of amendments to be made together with a bullet point under the Conduct section relating to Safeguarding. KB to advised the relevant wording. Code of Conduct for Governors needs to go to the meeting in the 3.12.12 to be approved.</p>	<p>Clerk</p> <p>Clerk/PC</p> <p>Clerk</p> <p>KB/AS</p>	<p>15.10.12</p> <p>15.10.12</p> <p>15.10.12</p> <p>15.10.12</p>	<p>3.12.12</p> <p>3.12.12</p> <p>3.12.12</p> <p>Actioned</p>
12/13.32	<u>Risk Register (Audit issue)</u>			
12/13.32.1	This item is deferred. Needs to be an agenda item			

	on the next Finance & Premises meeting, 22.10.12 then go back to Full Board Meeting on the 3.12.12.	Clerk	15.10.12	3.12.12
12/13.33	<u>Publication of staff governor salaries on website</u>			
12/13.33.1	Following a request from the Auditor that any member of staff who works for the charity has their salary published on the accounts. It was felt that this was unreasonable to publish Staff Governors salaries on the website. Governors agreed that they would provide the information on the paper version which will be filled at Companies House, however are not prepared to put this information on the document that is published on the website. IT WAS RESOLVED THAT Staff Governors salaries will not be published on the website.			
12/13.34	<u>Staff/SLT presentations at FGMs and an additional FGM - proposal</u>			
12/13.34.1	SS-A felt that it is often a struggle to get through all the business at meetings especially if there are presentations. SS-A, GS and LSt have discussed having a separate meeting for presentations so that all the governors can be involved. It was proposed to hold any presentations prior to the C, L&T committee meeting for 1 hour for all governors then to commence the business of the C,L&T committee from 6.30-8.30pm. Governors agreed with this proposal. LSt asked that the Heads of Schools came to the next C,L&T meeting. AG advised to leave until next term as P Sutton recently went through a lot of details in his recent feedback. It was agreed to ask the Heads of Schools to the next meeting held after Christmas on the 14 th February 2012.	LSt/Clerk	15.10.12	14.2.13
12/13.35	<u>Shaping the Awayday</u>			
12/13.35.1	It was agreed that the Awayday due to be held on the 20.10.12 be postponed until January. SS-A needs to organise what needs to be discussed at this meeting. Originally the Awayday was to talk about setting up procedures, SS-A did not think that this would be dealt with at this meeting. BR suggested that governors forward any ideas for the Awayday to SS-A.	SS-A	15.10.12	Jan 13
12/13.36	<u>Items at the discretion of the Chair</u>			
12/13.36.1	BR advised that the minutes of the Full Board meeting had not been agreed and signed. <u>IT WAS RESOLVED THAT</u> the minutes of the last Full Governors meeting held on the 27 th July 2012 were approved and signed as a true and accurate record.			

CHAIR:-

Simon Sanger-Anderson

Approved as a true and accurate record of the Meeting on the 15 October 2012.

(Meeting closed: 8.30pm)

Meeting Dates			
	15 October 2012	Full Board	5.30pm

	22 October 2012	F&P (postponed from 8.10.12)	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