

CLYST VALE ACADEMY TRUST

**Company Number 07564519
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**Minutes of Learning & Teaching Committee meeting held at Clyst Vale Community
College in Meeting Room 1, on 2nd May 2013
at 5.30 pm**

Part 1 Minutes

Day/Time	5.30 pm 2 nd May 2013	Location	Meeting Room 1
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Attendees	Initials	Attendees	Initials	
Levon Stephan	LSt	Paul Colin	PC	Chair
Kevin Bawn	KB	Melanie Prance	MP	Principal
Cathy Durston	CD	Simon Sanger-Anderson	SSA	Co-Opted
James Lee	JL	Sue Smye	SS	Parent
Jonathan Farnhill	JF			Parent

Apologies	Initials	Reason
Greg Evans	GE	Work Commitments

Absent	Initials

In Attendance	Initials	CVCC
Adrian Green	AG	Vice-Principal (SLT)
Dave Walters	DW	
Jill Collins	JC	Clerk

Visitors	Initials

Minutes

ITEM NO.	ITEM	Owner	Date Raised	Date Due
12/13.35	<p><u>Presentations:</u> <u>Moodle</u> Paul Colin gave a demonstration on Moodle. Governors were taken through the processes of logging in and facilities available through the site e.g. the Forum for information sharing/discussion. Also resources for parents/students e.g. lesson information for catch up/review which saves on paper when hand-outs are needed. When speakers come into College their presentations are put on the site as a resource. The Chair and Governors were requested to review their statements and send updates to the Clerk to ensure that the website is current and useful for visitors to the site.</p>	PC		
12/13.36	<p><u>Course 42</u> Judith Gibbs presented on Course 42.</p>			

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	<p>SLT Link is Adrian Green.</p> <p><u>What do we cover?</u> PSD was previously provided by Tutors but is now delivered by a specialist team of volunteers. Students in year 7 are grouped (but deliberately not by level of achievement or Tutor Group). Areas covered in the sessions are sensitive with topics such as teenage abusive relationships, personal life skills; relationships; health and social skills. Feedback from students is good and indicates that they are happy and feel comfortable with the way topics are covered.</p> <p><u>How we do it?</u> Through role play and drama sessions which cover real life situations. Videos are used to promote discussion.</p> <p><u>How is it going?</u> Feedback from students and staff is very positive. There is some possible overlap with the Beliefs and Values Policy. Student Council feedback has been positive. Feedback from Heads of Schools is that they miss the close contact with students but are reassured that these difficult topics are covered in the course. HoS have reiterated that communication needs to be maintained so that they are aware of issues some students may be dealing with.</p> <p><u>Future</u> There is to be a more formal review after half term. Relationships are to be developed with the HoS/ATHoS & Assemblies. More work on gender stereo-types. All Tutors are happy to continue next year but their availability has not yet been confirmed and may be impacted on by other commitments. Governors could attend a non-sensitive session by arrangement.</p>			
12/13.37	<p><u>Attendance/Apologies.</u> Apologies were received and accepted from Greg Evans</p>	LSt		
12/13.38	<p><u>Declaration of Business Interests.</u> None</p>	LSt		
12/13.39	<p><u>Minutes of the last meeting on 13th February 2013.</u> The Part I minutes of the last meeting were accepted, approved by the group, and signed by the Chair. Part II Minutes were approved by the group, and signed by the Chair at the end of the meeting</p>	LSt		
12/13.40	<p><u>Matters Arising</u> 12/13.21 ICT Staff & Student Policy Outstanding & referred to the 1st meeting of 2013/14.</p>	LSt PS		Sept 2013

ITEM NO.	ITEM	Owner	Date Raised	Date Due
	<p>12/13.22 Progress on Behaviour Management Procedures. Outstanding & referred to the 1st meeting in 2013/14. LS and other Governors expressed concern that this important policy is now long overdue and keeps getting deferred. Governors requested that it is to be in place for the start of the new academic year and if necessary an extra-ordinary meeting needs to take place to ensure that this takes place.</p> <p>12/13.23 Child Protection and Safeguarding Policy PS to pass updated Policy to JC for publication on college website.</p> <p>12/13.25 A working Party is to be set up to consult on names for the new Schools. Governors requested an update with the progress on School names. It was reported by AG that the College Council was due to report back shortly, but that as 'colours' seemed to be working well it is unlikely that changes would be made. Governors decided that this is not a strategic issue and that the matter would not need to come back to C,L&T.</p>	PS PS/JC		<p>Sept 2013</p> <p>Complete</p> <p>Complete</p>
12/13.	<p><u>College Improvement Plan</u></p> <p>Following a request by the Chair of a paper summarising the actions taken to improve student achievement, AG presented his paper on OFSTED Preparation Plans and Raising Achievement which had been circulated.</p> <p>Issues raised within the paper had been highlighted at C,L&T previously. Issues of inconsistency of practice were being addressed and the benefits of actions taken will show in August when results are released. Results for Business courses (23 students) could be problematic due to a diverse mix of abilities in that group and strategies put in place for PE should bring positive results. Intensive revision sessions are being given to some weaker students.</p> <p>Results indicate that due to interventions in year 11 (73 students)</p> <ul style="list-style-type: none"> - 52% improved their profile - 38% maintained position - 10% worsened position <p>Improved proactive liaison with parents had impacted on attendance. Data analysis identifies weak students and a team intervenes to apply strategies according to the severity of the problem (SAIF). Regular talks take place with Heads of Subjects to ensure that checklists are implemented and procedures followed.</p> <p>Governors expressed their acceptance and appreciation of the paper.</p>	KB/AG		

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	a way forward. ii) Beliefs and Values The Policy had been reviewed and was approved/adopted.			
12/13.44	<u>Items at the discretion of the Chair</u> Paul Colin talked to a paper which was tabled, titled Staffing and Curriculum Dilemmas for September 2013. The paper had been brought to the meeting in order to inform Governors about the challenges regarding priorities and allocation of resources currently facing the SLT. SLT clarified that one of the main priorities under consideration is AS level provision. Although the decisions being made were operational and not requiring direct input or approval from Governors, they were asked to bear this in mind when coming into CVCC and meeting with staff who may wish to discuss this with them The decisions taken would be reported at the next meeting.	PC/KB KB		13/6/13

Signed by Chair:-Approved as a true and accurate record of the Meeting on the 2nd May 2013.

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(Meeting closed: 8:15 pm)

Committee Members:

Levon Stephan
Kevin Bawn
Sue Smye
James Lee
Gregg Evans
Paul Colin
Jonathan Farnhill
Cathy Durston
Melanie Prance

Co-opted/Chair L&T Committee
Principal/Governor
Governor
Parent Governor
Co-opted Governor
Staff Governor
Parent Governor
Co-opted Governor
Staff Governor

Meeting Dates			
	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 2013	Finance and Premises	5.30pm
	8 July 2013	Full Board	5.30pm

