CLYST VALE ACADEMY TRUST

Company Number 07564519 A Company Limited by Guarantee Registered in England

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		

ĺ	Day/Time	5.30 pm 2 nd May 2013	Location	Meeting Room 1

Attendees	Initials		Attendees	Initials		
Levon Stephan	LSt	Chair	Paul Colin	PC	Staff	
Kevin Bawn	KB	Principal	Melanie Prance	MP	Staff	
Cathy Durston	CD	Co-	Simon Sanger-	SSA	Parent	
		Opted	Anderson			
James Lee	JL	Parent	Sue Smye	SS	Co-Opted	
Jonathan Farnhill	JF	Parent	-			

Apologies	Initials	Reason		Absent	Initials
Greg Evans	GE	Work Commitments			

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

Minutes

ITEM NO.	ITEM	Owner	Date Raised	Date Due
12/13.35	Presentations: MoodlePaul 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 	PC		
12/13.36	Course 42 Judith Gibbs presented on Course 42.			

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	SLT Link is Adrian Green.			
	What do we cover?			
	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.			
	How we do it?			
	Through role play and drama sessions which cover			
	real life situations. Videos are used to promote			
	discussion.			
	How is it going?			
	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.			
	Future			
	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			
40/40 07	arrangement.	1.01		
12/13.37	Attendance/Apologies.	LSt		
	Apologies were received and accepted from Greg Evans			
12/13.38	Declaration of Business Interests.	LSt		
	None			
12/13.39	Minutes of the last meeting on 13 th February	LSt		
	<u>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 aigned by the Chair at the and of the meeting			
12/13.40	signed by the Chair at the end of the meeting	LSt		
12/13.40	Matters Arising	LJI		
	12/13.21 ICT Staff & Student Policy Outstanding & referred to the 1st meeting of	PS		Sept
	2013/14.			2013
	2010/14.			

ITEM NO.	ITEM	Owner	Date Raised	Date Due
	 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. 	PS PS/JC		Sept 2013
	12/13.23 Child Protection and Safeguarding Policy PS to pass updated Policy to JC for publication on college website.			Complete
	 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.			Complete
12/13.	College Improvement PlanFollowing a request by the Chair of a papersummarising the actions taken to improve studentachievement, AG presented his paper on OFSTEDPreparation Plans and Raising Achievement whichhad been circulated.Issues raised within the paper had been highlightedat C,L&T previously. Issues of inconsistency ofpractice were being addressed and the benefits ofactions taken will show in August when results arereleased. Results for Business courses (23students) could be problematic due to a diverse mixof abilities in that group and strategies put in placefor PE should bring positive results. Intensiverevision sessions are being given to some weakerstudents.Results indicate that due to interventions in year 11(73 students)- 52% improved their profile- 38% maintained position- 10% worsened positionImproved proactive liaison with parents had	KB/AG		
	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. Governors expressed their acceptance and appreciation of the paper.			

ITEM NO.	ITEM	Owner	Date Raised	Date Due
12/13.42	Learning & Teaching Working Groups Jonathan Farnhill spoke to his paper which had been circulated. JF explained the purpose of the review groups would be to focus on specific topics. Usually with a single item agenda 'short and sharp review' in the style of a task and finish group. The proposal was robustly discussed in detail and at length. Possible topics proposed were 1. Teacher performance 2. Curriculum development 3. Implementation of schools . . After discussion and clarification of objectives the proposal was supported in principle and KB noted that the topics reviewed should cross reference to the College Improvement Plan as this may be a means of reducing the list of priorities. It was also important to consider the implications of the new Pay policy which are to be implemented. (Sue Smye left at this point (7.15 pm)). KB also highlighted that staff time was limited and that the groups should not be burdensome in terms of staff time. The scope of the groups would need to be decided but JF emphasised that these were not to be planning meetings but purely for reviewing past practice in identifying what has worked with a view to improving performance in the future. Governors fully supported the proposals of the paper as a means to support SLT in improving academic achievement. It was decided that a meeting should be organised with JF & the SLT on Wednesday 15 th May at 9am to scope out the meetings. Membership of the groups will be drawn from both Committees and will meet after half term. JF to report to next meeting. <td>JF JF/SLT</td> <td></td> <td>13/6/13</td>	JF JF/SLT		13/6/13
12/13.43	Policies:i)Single Equality SchemeThe Policy remains outstanding and requires a great deal of work. KB reported that insufficient time had been available to complete the extensive review necessary. Discussions took place considering whether such a detailed policy document was indeed mandatory, and whether it was good use of Principal's time to prepare. Other options were considered as to who could be delegated to help with the task.It was decided that the Clerk should review the current document in the first instance to identify	КВ	13/02/13	13/6/13

ITEM NO.	ITEM	Owner	Date Raised	Date Due
	a way forward. ii) Beliefs and Values The Policy had been reviewed and was approved/adopted.			
12/13.44	Items at the discretion of the Chair 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.

(Meeting closed: 8:15 pm)

Committee Members:	
Levon Stephan	Co-opted/Chair L&T Committee
Kevin Bawn	Principal/Governor
Sue Smye	Governor
James Lee	Parent Governor
Gregg Evans	Co-opted Governor
Paul Colin	Staff Governor
Jonathan Farnhill	Parent Governor
Cathy Durston	Co-opted Governor
Melanie Prance	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