

CLYST VALE ACADEMY TRUST

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**Minutes of Learning & Teaching Committee meeting held at Clyst Vale Community
College in Meeting Room 1, on 13th February 2013
at 5.30 pm**

Part 1 Minutes

Day/Time	5.30 pm 13 th February 2013	Location	Meeting Room 1
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Attendees	Initials	Attendees	Initials	
Levon Stephan	LSt	Paul Colin	PC	Chair
Simon Sanger-Anderson	SSA	Melanie Prance	MP	Parent
Kevin Bawn	KB	Greg Evans	GE	Principal
James Lee	JL			Parent

Apologies	Initials	Reason
Barbara Rusbridge		
Sue Smye		

Absent	Initials

In Attendance	Initials	CVCC
Adrian Green	AG	Vice Principal
Paul Sutton	PS	Staff - SLT
Jill Collins	JC	Clerk

Visitors	Initials
Dave Walters	DW
Allen Bailey	AB
Carl Hubbard	CH

Minutes

ITEM NO.	ITEM	Owner	Date Raised	Date Due
12/13.26	<p><u>Presentations:</u> <u>Heads of Schools Update</u> Allen Bailey updated the Governors on progress of the move to Schools initiative. He reported that pupils had totally bought into the concept of the School structure. It was his view that there was no need to name each School as previously considered as the colour id system was working well and had become familiar, and identified with the existing colour system. His biggest concern was that there wasn't sufficient time to deal with the issues being highlighted by the system as well as staff would wish, i.e. it was clear that issues were being identified in year 7 through SAIF and underperformance was being identified, Measures needed to be put in place but staff didn't have the capacity to change achievement levels. It was clear that students displayed a positive</p>	AB		

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	<p>approach to the new structure. Results were encouraging. Pupils were motivated and aspiration levels increased. There was evidence of peer support/community within Schools and competition between Schools.</p> <p>More opportunities at KS3 could be developed with sporting and non-sporting activities to reinforce the Schools. Need to move to celebrating academic activities in addition to the more traditional activities such as stage or field. KB pointed out that the system is in the early stages and hadn't run for a full year, activities and year on year benefits will develop over time. It was noted that year 11 had also bought into the concept and were very willing to help other in their School.</p> <p>Staff had adopted the scheme with enthusiasm and good grace in spite of the extra pressures they were experiencing. The system had been introduced after extensive consultation. Strong communications from ATHoS staff had assisted parents to reassure parents' concerns.</p> <p>It was noted that opportunities to sell the scheme to parents to help them assist with raising student aspirations should be sought.</p> <p><u>Update on 'Habits of Mind'</u></p> <p>Dave Walters explained the concept of 'Habits of Mind' as a tool to give students strategies to 'unstuck their minds' e.g. through the use of 'Thinking Maps'.. To allow them to find their own solutions to problem solving, rather than just being given the answer. Current battlegrounds being addressed were KS3 and KS4. Intense coaching is being undertaken to ensure that results do not slip prior to exams. The current practice of 'hammering' information into students is changing to one of promoting and using cognitive tools. Staff are being trained in this at present.</p> <p>An external trainer is coming in to CVCC on 3rd September to work with staff. Governors were invited to attend. CVCC is working with Exeter and Cambridge University on a collaborative project to train the 'Habits of Mind' approach to teaching.</p> <p>It was noted that parents need to be informed about the project and its impact on teaching methods so that they can approach problem solving in a similar way. It was suggested that at PTFA event should be held to explain the concept to parents and that information should be placed on the School website. The concept was welcomed by Governors.</p> <p><u>Literacy Update</u></p> <p>Carl Hubbard outlined the work he was undertaking to ensure that the College adopts a consistent</p>	<p>DW</p> <p>CH</p>		

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	approach to marking for literacy across all subjects. HB is currently working with Science Maths and Art. Previously focus has been on content in non-English subjects and CH is aiming to improve literacy in other subjects too, through new marking conventions and greater use of extended writing. Issues regarding pressures on staff time and skills were discussed but CH explained the strategies in place to ensure that the burden was not onerous.			
12/13.27	<u>Attendance/Apologies.</u> Apologies were received from Barbara Rusbridge (Personal Reasons) Sue Smye (Prior Appointment)	LSt		
12/13.28	<u>Declaration of Business Interests.</u> None	LSt		
12/13.29	<u>Minutes of the last meeting 17 December 2013.</u> The minutes of the last meeting were approved, accepted and signed by the Chair.	LSt		
12/13.30	<u>Matters Arising</u> 12/13.20 SAIF info on whiteboards in HoS Office. Issue has now been resolved. 12/13.21 ICT Staff & Student Policy – outstanding & referred to next meeting 12/13.22 Progress on Behaviour Management Procedures. Deferred to next meeting 12/13.23 Child Protection and Safeguarding Policy PS to pass updated Policy to JC for publication on college website. 12/13.25 A working Party is to be set up to consult on names for the new Schools.	LSt PS PS PS/JC PS		Complete 14/3/13 14/3/13 14/3/13 14/3/13
12/13.31	<u>College Improvement Plan</u> KB noted that this item was on the agenda as a standing item but aspects of the plan were being discussed as part of other agenda items therefore nothing to add at this point. At the request of the Chair, it was clarified that the Subject improvement Plan does feed into the College Improvement Plan.	KB		
12/13.32	<u>Curriculum Development: Current Thinking</u> AG presented a paper titled CVCC Curriculum 2013-14: Current thinking. AG thanked the Governors for their input at the away day. Since then The Minister for Education (Michael Gove), had made an announcement affecting the planned changes as shown in point 2. AG stated that M Gove had decided not to introduce two of the proposals, namely, Exam Board reform and the EBacc qualification as previously proposed. AG interpreted changes made to the curriculum were significant and in effect still reflected the EBacc qualification – only the name had been changed. At this time it was difficult to know the structure of KS4 but once known CVCC will need to react	AG		

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	<p>quickly. Points 3.1 – 3.7 on the paper are still ‘up for grabs’ but the whole of section 2 is planned to go ahead from September 2013. We still need to ensure that year 9 students are made to prepare for GCSE exams sooner and emphasis was made on this point to overhaul all year 9 schemes of work. An after School homework club was suggested by College Council whereby funding for this was suggested from their own budget. On January 7th this term the staff training day was used to assess the new lesson observation tool and introduce the new standards required for an outstanding lesson. The possibilities under 3.2 were discussed and second bullet point, i.e. a limited option system in year 9 whereby students narrow down their range of subjects slightly, was favoured. It was planned to introduce exam practice at an earlier stage and Twigh-light activities were considered.</p>			
12/13.33	<p><u>Policies:</u></p> <p>The chair pointed out that the existing policies on the External college website need to be updated, and requested that this be done as a matter of urgency.</p> <p>i) Exam Entry Policy KB had updated the Policy and it was accepted in content with only the standardised front sheet format needing to be added.</p> <p>ii) Admissions Policy KB had reviewed the policy and it was accepted in content with only the standardised front sheet format needing to be added</p> <p>iii) Single Equality Scheme This policy needs work and was KB requested that this be deferred to the May meeting</p>	<p>JC / PC</p> <p>KB</p> <p>KB</p> <p>KB</p>	13/02/13	02/05/13
12/13.34	<p><u>Items at the discretion of the Chair</u></p> <p>MP expressed her appreciation and delight at the visits to staff by the SLT. It was felt that this was a positive move and was appreciated generally by staff.</p>			

Signed by Chair:-Approved as a true and accurate record of the Meeting on the 13th February 2013.

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(Meeting closed: 7:45 pm)

Committee Members:

Levon Stephan	Co-opted/Chair L&T Committee
Kevin Bawn	Principal/Governor
Barbara Rusbridge	Governor
Sue Smye	Governor
Simon Sanger-Anderson	Parent Governor
James Lee	Parent Governor
Gregg Evans	Co-opted Governor
Paul Colin	Staff Governor
Melanie Prance	Staff Governor

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