

CLYST VALE ACADEMY TRUST

**Company Number 07564519
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**Minutes of Curriculum, Learning & Teaching Committee meeting held at Clyst Vale
Community College in Meeting Room 1, on 30th September 2013
at 5.30 pm**

Part 1 Minutes

Day/Time	5.30 pm 30 th September 2013	Location	Meeting Room 1
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Attendees	Initials	Attendees	Initials	
Levon Stephan	LSt	Chair	Paul Colin	PC Staff
Cathy Durston	CD	Co-Opted	Melanie Prance	MP Staff
James Lee	JL	Parent		

Apologies	Initials	Reason
Kevin Bawn	KB	Hosting Kenyan Visitors
Jonathan Farnhill	JF	Away on Business

Absent	Initials
Greg Evans	GE

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

Visitors	Initials
Kevin Birch For item 13/14.7 (i)	KBi

Minutes

ITEM NO.	ITEM	Owner	Date Raised	Date Due
13/14.1	<u>Declarations of Business Interests</u> None	LSt		
13/14.2	<u>Presentation:</u> <u>Report from Staff Training Days (Habits of Mind). Dave Walters.</u> DW reported that he is currently steering CVCC towards advanced status for 'Thinking Schools' accreditation. The initial accreditation had been completed last September. He gave a detailed presentation on progress. The improvements were focussed on 4 levels of educational outcomes- Habits of mind; Cognitive tasks and Skilful thinking; Thinking skills; Content. Students are given a framework for organising; thinking about cause and effect; Thinking maps; Developing learning habits. Discussion followed on the consistency of use and			

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	<u>Sign Off Terms of Reference</u> agreed at FB 16-9-13 The ToR were signed by the Chair			
13/14.6 (i)	<p><u>College Improvement Plan – update on progress</u></p> <p>In KBs absence AG lead on this item. The College Improvement Plan had been approved at Full Board on 16th September 13. The College Improvement Partner had visited and the mandatory monitoring visits from HMI were expected within the next 2 weeks. Further/final versions will be required in the light of adjustments arising from the HMI visits.</p> <p>Actions being taken are-</p> <p>English 1st priority with re-grouped year 10/11 sets. Extra staff had been recruited in English to improve literacy. AG noted that it had been announced on the BBC that the Minister for Education (M Gove) had proposed closing early entry to GCSE.</p> <p>AS/A2 is a Post 16 priority. CDo is operating a robust recruitment standard on entry and providing supervised study for targeted groups with registered attendance. Students who fail to attend will be chased and recorded non-attendance. The Learning Contract is in place and CDo is enforcing that. A period 6 is in place. PC stated that putting period 6 in place has impacted on timetable and option blocks.</p> <p>CDu question how CVCC compared to other Colleges. PC stated that other Colleges do run at least 9 hours as CVCC will, and run with reduced option blocks.</p> <p>LSt asked how the changes had been received by staff? MP reported that the implementation had been very fair with loads offset where possible.</p> <p>AG reported that aside from English, other priorities were Business, Spanish History and PE. Actions were- Exam reviews of these 5 subjects. Action plans have been resourced. SLT link meetings are scheduled twice as often with reference to action plans. LSt noted that there was a cross section of Governors with links to these subjects.</p> <p>AG reported that with regards to Assessment & Marking the College was in process of conducting exam reviews ensuring that Departmental marking policies were in line with College policies. Drop ins are showing that the actions are having an impact.</p> <p>Management/Leadership/Appraisal</p> <p>AG reported that appraisal is linked to target setting and performance. 3, 4 or 5 targets would be set as appropriate. The full documents with action plans would go to Full Governors and there is currently a frenzy of activity to ensure that deadlines are met.</p>	AG		

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(ii)	<p>Feedback from Ofsted meeting 'Getting to Good' AG reported that he, KB and JF had attended the seminar. The seminar was meant to take place after the HMI visit and CVCC was at a slight disadvantage as most other Schools has their HMI visitor at present – for CVCC this was not the case. AG presented graphs which he spoke to. Noted that post HMI inspection only 41% of schools had improved to 'Good' and only 1% to 'Outstanding'. This highlighted the massive job to be done. Common themes for improvement across schools were identified. The most common action point was Teaching but AG reported that this was not a huge problem for CVCC. Another was progress across the whole ability range which is relevant. AG outlined plans – to get a clearer view on what 'Good' looks like; using 'Good' teachers to improve standards across the board; using staff trio i.e. at least 1 'good' in a mixed ability group to spread best practice; open a regular discourse between teachers and other Schools. This won't be part of the appraisal system but results will go to the final 'Twilight' session in summer term. MP asked about cover implications and AG responded that this would not be impacted too greatly as with 5 hours of personal time and devolved time there is a reduced need for cover. Staff would also be asked to self-reflect to review consistency. AG provided a checklist for reference. CDu noted one of the items – 'Targeted support and robust performance management where staff do not respond to change' and emphasised the importance that staff <u>do</u> respond to the changes needed.</p>			
13/14.7	<p><u>Policies:</u></p> <p>i) <u>Careers Information and Work Experience Policy</u> This item was dealt with early in the agenda as KBi was present to talk to the policy. KBi pointed out the changes to policy this year. A whole teaching staff training day on Careers and Apprenticeships had been held and KBi is now teaching on 'Course 42'. AG noted the positive input from Governors for the Careers sessions held recently. CDu pointed out that more lead in time is required with a programme supplied in advance, to enable planning for Governors to attend in future as it was a positive thing to do. LSt had attended the sessions and noted the improvement in candidates'</p>			

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	<p>performances during the day. KBi stated that students take the day very seriously and feedback from business community was good. The next session is in June at the DLD.</p> <p>Minor amendments: to remove KBi's requirement to sign the last page and to add 'the College's nominated Careers Co-ordinator' were noted.</p> <p>With the above minor amendments the policy was approved and adopted.</p> <p>ii) <u>Assessment, Recording and Reporting Policy</u> MP raised a procedural question concerning the lower end and meeting the required 3 levels of progress. It was noted by DW that there is a difference between recording and reporting – results are reported at the current level. CDu noted that Year 7 is indicative and that TPR is focussed on GCSE outcomes. AG agreed that parents may find TPRs difficult to understand and this could be reviewed. AG confirmed that CVCC is looking for 4 levels of progress. The policy was approved and adopted.</p> <p>iii) <u>Physical Restraint Policy</u> The policy was approved and adopted.</p>			
13/14.8	<p><u>Items at the discretion of the Chair</u></p> <p>Proposal for a Performing Arts Technician</p> <p>LSt explained the background to this item. During the training day at the start of term 2 members of staff had raised the issue of the need for a performing arts technician with SS-A and LSt. The retirement of a member of staff who had huge gap. Discussion followed. GS, Chair of F&P had stated that F&P would consider the proposal providing it had been considered by C,L&T first.</p> <p>Questions were raised e.g. about the time required for such a post; whether this proposal met the needs of the College's current core purpose; whether there could be an alternative approach to tie in with other Department's technical needs; conflicting priorities e.g. Marketing post; and whether some aspects of the role are normally undertaken by teachers.</p> <p>CDu stated that it was hard to make a decision based on the proposal presented. (The Clerk tabled papers which were to be presented at F&P the following week). There was support for a post</p>			

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	which contributed to on-going curriculum but not for supporting one off productions. CDu felt that there was a need to compare with conflicting priorities. PC stated that the proposal could not be supported in its present form. More detail is needed to make the case. The Committee asked that the paper be re-written and presented by SLT to be agreed (or not) in principle so the proposal could not be supported at this time.			

Signed by Chair:-Approved as a true and accurate record of the Meeting on the 30nd September 2013.

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(Meeting closed: 8 pm)

Committee Members:

Levon Stephan	Co-opted/Chair L&T Committee
Kevin Bawn	Principal/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			
Monday	4 th November 2013	Curriculum, Learning and Teaching	4.30 pm*
Monday	11 th November 2013	Full Board	5.30 pm
Monday	2 nd December 2013	Full Board (inc Pay Committee)	5.30 pm
Thursday	23 rd January 2014	Curriculum, Learning and Teaching	5.30 pm
Thursday	13 th March 2014	Curriculum, Learning and Teaching	4.30 pm*
Monday	17 th March 2014	Full Board	5.30 pm
Thursday	1 st May 2014	Curriculum, Learning and Teaching	5.30 pm
Monday	12 th May 2014	Full Board	5.30 pm
Thursday	12 th June 2014	Curriculum, Learning and Teaching	4.30 pm*
Thursday	10 th July 2014	Full Board	5.30 pm