

CLYST VALE ACADEMY TRUST

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Minutes of Board Meeting held in Post 16 Room at Clyst Vale Community College, Station Road, Broadclyst, Exeter, EX5 3AJ at 5:30 pm on Monday 11th November 2013.

Part I Minutes

Attendees	Initial	Left	Attendees	Initial	Left
Jonathan Farnhill	JF	Parent (Chair)	James Lee	JL	Parent
Kevin Bawn	KB	Principal/ Governor	Melanie Prance	MP	Staff
Paul Colin	PC	Staff	Sara Watt	SW	Staff
Greg Evans	GE	Member Appointed	Levon Stephan	LSt	Co-opted
Teresa Grieve	TG	Parent	Gina Stroud	GS	Co-opted
Dave Hewlett	DH	Staff			

Apologies	Initials	Left
Cathy Durston	CD	Co-opted
Simon Sanger-Anderson	SS-A	Chair/Parent
Kate Hoskins	KH	Parent
Vanessa Francis	VF	Parent

Absent	Initials	Left

In Attendance	Initials	CVCC
Adrian Green	AG	Staff
Ann Hopkins	AH	Staff (left 6.05)

In Attendance	Initials	CVCC
Jill Collins	JC	Clerk

Minutes

Item Number	Description	Owner	Date due
13/14.19	<u>Declarations of Business Interests</u> None	JF	
13/14.20	<u>Notice</u> The Chair confirmed that notice given was timely	JF	
13/14.21	<u>Quorum</u> The Chair confirmed that the meeting was quorate	JF	
13/14.22	<u>Attendance/Apologies</u> The Chair received and accepted apologies from Simon Sanger-Anderson; Cathy Durston; Vanessa Francis; Kate Hoskins	JF	
13/14.23	<u>Minutes of the last meeting, 16-9-13</u> The minutes were approved and signed	JF	
13/14.24	<u>Matters arising</u> <u>13/14.11 i Noted as complete</u> <u>13/14.11 ii KB's appraisal dated noted as 20th November 13</u> <u>13/14.12 i Noted as complete</u> <u>13/14 12 iii Noted as complete</u> Actions recorded for the Clerk were noted as complete	JF	
13/14.25	<u>Principal's Report</u> The Principal spoke to his report which had been circulated. Updates had been provided under the following headings-	KB	

	<p><u>Introduction</u> <u>Achievement</u> <u>Teaching & Learning</u> Behaviour and Safety Extra-Curricular and Students <u>Leadership & Management</u> Improvement Plan Curriculum Staff Issues Finance & Premises <u>Strategic, Local Authority and Policy Issues</u> <u>Community and Collaboration</u></p> <p>KB noted that staff had been working very hard and he praised their efforts in difficult times. Exams had taken place the previous week and results would be known in January, also year 11 tracking information would be known then. He highlighted the GCSE event taking place the following evening to which Governors had been invited. Mary King had been due to attend but unfortunately had double booked herself, so wouldn't stay for long. Another Eventer had been booked to cover the gap. KB noted that Behaviour and Safety by students had been very good. Students and families have expressed concerns over Cranbrook (lack of travel infrastructure for families etc). Positive reports on cross curriculum working.</p>		
13/14.26	<u>Reports from Committees (Business Cycle)</u>	Chairs	
(a)	<p><u>Finance & Premises</u> (This item was dealt with early in the agenda whilst AH was present). <u>Budget plan 13/14</u> GS reported on the budget position (a budget statement had been circulated). The College's deficit has increased due to the costs of appointing 2 new Heads of Schools. GS noted that it is normal at this point in the year for the budget to be in deficit but this is normally balanced out later in the cycle due to underspent funds. It is anticipated that this year the deficit will not be entirely balanced out as was the case last year. GS reported that she was due to meet with AH on Wednesday. AH reported that some of the in-year deficit had been accrued back for Pupil Premium funding. Pupil Premium was now shown as a separate line on the plan to show movements in the funding stream. JF asked for a comparison with last year at this point and GS stated that last year = £60k deficit and this £129k. Future year predictions also indicate a deficit position. JF asked if the negative position was resulting from a reduction in student numbers KB stated that this isn't the case as numbers are not significantly down (15). The only immediate fix would be redundancies. TG stated that this isn't being considered an option presently and other options are being considered. AH noted the dispute with the EFA £32k and the difficulties of predicting future funding from the EFA. All agreed that the deficit position needed to be addressed and discussion continued on how to do this over time. AH noted that some cost of the HoS would be offset with leavers and the end of temporary contracts next year.</p>	GS	

	<p>GS noted how the EFA funding did not reflect the higher costs of more experienced teachers rising through the pay scales over time. There is no allowance for this in funding. It was resolved to accept and approve the revised Budget statement for 13/14</p> <p><u>Capital Funding</u> AH updated the group on progress for the project. AH reported that a previously unknown 16” water main had been discovered on the premises. To allow the project to proceed, either the mains pipe, or the new building needed to be moved due to the requirement to have a 10 metre gap between main and building. It had been decided that the best solution was to move the new building. AH reported that a new planning application was in progress but it was not envisaged that this would impact on the schedule of works for the build though the 4 week contingency would now be used. Estimated completion is 1st week in August 14. LSt raised questions on the impact on residents and whether objections were likely to be raised with the planning office. AH confirmed not. GS asked whether the revised plan needed to go back to the EFA and AH confirmed this isn't necessary. LSt noted that the time slippage was worrying and questioned whether there was any claim for costs against the contractors and AH agreed to investigate this. GS expressed displeasure. She stated that AH should have circulated the project group to advise them of these developments. The group should have had the opportunity to go to the meeting and participate in the decision making process. AH accepted the comment and said that she would 'take this on board' and promised to keep the project group fully informed in future. <u>Taylor Shaw</u> AH updated the group on the move to Taylor Shaw. All 'Cashless' funds have now been transferred to TS bank accounts. Staff are still to be moved over.</p>	<p>AH</p>	<p>2-12-13</p>
<p>(b)</p>	<p><u>Curriculum, Learning & Teaching</u> LSt reported on activity at the meetings 30th September and 4th November 13 (minutes circulated) Of particular note was the change to the range of options available to year 9 in preparation for the changes to curriculum/qualifications in 2016. LSt requested that further information be brought to the December meeting. Also discussed/noted were – Changes to staffing- cover for HoS maternity leave has been arranged, attempts are ongoing to cover the retirement of an experienced member of staff in Maths. Introduction of 'Trios' in 'twilight' sessions to share best practice and measure improvement. KB noted that further industrial action had been postponed and that thought would be given to the introduction of the 'Living Wage' (future). Discussion moved to the changing demographics (Cranbrook) and future impact on the College, both positive and negative. Lack of information is still impacting on</p>	<p>LSt</p> <p>KB</p>	<p>2-12-13</p>

	<p>planning.</p> <p>KB reported that the Broadclyst Road Traffic Group is to set up a lorry in the CVCC car park next week. It was a matter of concern that students are failing to wear helmets when cycling to school. LSt asked what action CVCC is taking to address this. PC reported that the ATHOS do write to parents when students are identified as not wearing safety helmets.</p>		
13/14.27	<p><u>External Reports (SIP and HMI)</u></p> <p>The reports were noted as received. LSt praised the Principal on content of the reports.</p>	KB	
13/14.28	<p><u>Performance Arts Technician Position</u></p> <p>A paper had been circulated regarding the proposal for this post. Lengthy discussion followed regarding need versus impact on the deficit budget position. The discussion covered all options possible e.g. part time or full time hours considering the peaks/troughs of the post; temporary or permanent; flexibility both in terms of working hours and of taking on other duties which could be incorporated into the post to get best value; impact on College of not appointing (loss of students to Exeter College); parity and fairness to other subjects which may also see such a post as beneficial.</p> <p>The deficit position was of great concern and GS pointed out that the College would be taking a risk by funding the post but it was felt that some of the cost could be offset by other leavers later in the year.</p> <p>GE questioned whether there may be Arts Grants available to help fund the post and this is to be investigated. He also stated that CVCC should consider the possibilities of income generation through cross curricular activity/rental of service. KB sated that the post holder should be utilised further than in Performance Arts alone and should have responsibility for servicing AV for all externally facing events.</p> <p>For guidance only, the Chair requested a show of hands in favour.</p> <p>It was resolved to appoint to a full time temporary post (2 terms) with a further review before any extension.</p>	KB	
13/14.29	<p><u>Consultancy on College Leadership Structure by ASCL</u></p> <p>A consultancy visit is due to take place on Monday and Tuesday 18th/19th November 2013 by Janet Harvey. KB is holding the diary for meetings with staff and Governors. Governors were invited to attend.</p> <p>MP raised a question regarding how confidential conversations would be and the Chair stated that this would be clarified before the meetings.</p>	JF	
13/14.30	<p><u>Governance Improvement Plan</u></p> <p>A one page document had been tabled which was an update to the CIP to clarify monitoring of student progress. The document was accepted.</p>	JF	
13/14.31	<p><u>Governors training/visits</u> Verbal updates on all subjects</p> <p>The Chair requested reports from Governors regarding activity.</p> <p>GS reported that she had attended Health & Safety training which had been very good.</p> <p>LSt & JL had attended a Governor's update and they</p>	JF	

	updated the group on that session.		
13/14.32	<u>Reports from Link Governors in response to action Plan</u> (not for discussion) KB/JF had tabled a draft form for use when visiting links (SLT & HoS) in College. All Governors were requested to use the form when meeting their Links. Meetings should take place at least once in each half term. JF noted that a cycle of review should be in place and meetings were not to be 'one off' events. TG noted that the form didn't fit her link with the College Manager so she would adapt the form to fit. In the light of comments made a revised form would be re-circulated (Clerks note KB Completed re-circulation). All link governors were asked to ensure they met their SKT/HoS link at least once during this half term so the form could be evaluated at the away day.	JF	
13/14.33	<u>Away-Day 18th January 14</u> Location to be advised. All Governors are requested to attend. The session will focus on student achievement and the means of measurement.	JF	
13/14.34	<u>Items at the Discretion of the Chair</u> <u>Terms of Reference Audit Committee</u> Revised Terms of Reference provided by TG had been circulated to the Board and were approved. To be signed at the first meeting on 5 th December 13	JF	

Signed CHAIR:-

Approved as a true and accurate record of the Meeting on the 11th November 2013.

Meeting Dates			
<u>2013/14</u>			
	14 th November 2013	Finance & Premises	5:30 pm
	2nd December 2013	Pay Committee	5:30 pm
	2 nd December 2013	Full Board	6:00 pm
	9 th December 2013	Finance & Premises	5:30 pm
	23 rd January 2014	Curriculum, Learning & Teaching	5:30 pm
	3 rd February 2014	Finance & Premises	5:30 pm
	3 rd March 2014	Finance & Premises	5:30 pm
	13 th March 2014	C,L&T Monitoring meeting	4:30 pm
	13 th March 2014	Curriculum, Learning & Teaching	5:30 pm
	17th March 2014	Full Board	5:30 pm
	24 th April 2014	Finance & Premises	5:30 pm
	1 st May 2014	Curriculum, Learning & Teaching	5:30 pm
	12 th May 2014	Full Board	5:30 pm
	22 nd May 2014	Finance & Premises	5:30 pm
	12 th June 2014	C,L&T Monitoring meeting	4:30 pm
	12 th June 2014	Curriculum, Learning & Teaching	5:30 pm
	3 rd July 2014	Finance & Premises	5:30 pm
	10 th July 2014	Full Board	5:30 pm