

CLYST VALE ACADEMY TRUST

Company Number 07564519
A Company Limited by Guarantee
Registered in England
Clyst Vale Academy Trust is an exempt charity

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 16th September 2013.

Part I Minutes

Attendees	Initial		Left	Attendees	Initial		Left
Simon Sanger-Anderson	SS-A	Chair/Parent		Paul Colin	PC	Staff	
Kevin Bawn	KB	Principal/ Governor		Melanie Prance	MP	Staff	
Cathy Durston	CD	Co-opted		Sara Watt	SW	Staff	
Jonathan Farnhill	JF	Parent		Kate Hoskins	KH	Parent	
Greg Evans	GE	Member Appointed		James Lee	JL	Parent	
Vanessa Francis	VF	Parent		Levon Stephan	LSt	Co-opted	
Teresa Grieve	TG	Parent		Gina Stroud	GS	Co-opted	
Dave Hewlett	DH	Staff					

Apologies	Initials	
Dave Walters	DW	Staff

Absent	Initials	

In Attendance	Initials	CVCC
Chris Dormand	CDo	Staff
Adrian Green	AG	Staff
Paul Sutton	PS	Staff

In Attendance	Initials	CVCC
Jill Collins	JC	Clerk

Visitor	Arrived	Left

Minutes

Item Number		Owner	Date due
13/14.1	<p><u>Renew and Sign Declaration of Business Interests Forms</u></p> <p>The Clerk had circulated the forms for completion. The signed forms were received from most Governors. Those outstanding would be chased by the Clerk.</p>	Clerk	
13/14.2	<p><u>Election of Chair/Vice Chair</u></p> <p>As required under Article 83, the Clerk established the Chair's willingness to serve for a further year (confirmed) and whether there were any other persons willing to stand. None came forward. The Chair was re-elected unopposed.</p> <p>As required under Article 83, the Clerk established the Vice-Chair's willingness to serve for a further year (confirmed) and whether there were any other persons willing to stand. None came forward. The Vice-Chair was re-elected unopposed.</p>	Clerk	

13/14.3	Notice The Chair confirmed that notice given was timely	SS-A	
13/14.4	Quorum The Chair confirmed that the meeting was quorate	SS-A	
13/14.5	Attendance/Apologies The Chair had received apologies from Dave Walters.	SS-A	
13/14.6	Agree & sign Terms of Reference for Board Meetings The Draft Terms of Reference for Full Board had been previously circulated. The Chair requested that these be set aside as not required. Curriculum, Learning & Teaching The Draft Terms of Reference were agreed and will be signed at the first C,L&T Meeting. Finance & Premises The Draft Terms of Reference were agreed subject to an amendment within the Finance Section - removal of the final two items as these will be overseen by the Audit Committee. The final version will be signed at the first F&P meeting. Audit Committee It was noted that the Draft Terms of Reference are currently being reviewed by TG as agreed. To be signed off at the first Audit meeting. Pay Committee The draft Terms of Reference were agreed and will be signed of at the annual Pay Committee meeting. Review /implementation Group for Governor's Annual Report See item .16	SS-A	
13/14.7	Election of Committee Chairs Finance and Premises The Chair established the willingness of GS to serve again which was confirmed. No others expressed a wish to stand. Gina Stroud was therefore re-elected. Curriculum, Learning and Teaching The Chair established the willingness of LSt to stand again. LSt expressed the wish to hand over to another due to heavy work commitments and concern regarding the time commitment required for the role. The Chair expressed his wish that LSt should continue as an experienced and very competent Chair, particularly during the testing time to come, post Ofsted. No others were willing to take on the role. LSt was confirmed as Chair of C,L&T.	SS-A	
13/14.8	Minutes of the last meeting, 10/07/12 The minutes were approved and signed as correct, subject to the addition of an action point noted for TG under 12/13.75 Matters Arising (12/13.62).	SSA	
13/14.9	Matters arising 12/13.60 KB Reported that he had held 2 meetings with colleagues on communications, to explore how CVAT could use tools such as 'face-book/twitter'. More discussions were required to work out the detail of what is required e.g. possible appointment to a marketing post. 12/13.65 Attendance Policy See item13/14.15	SS-A	Complete

	<p><u>12/13.80 Draft Pay Policy</u> KB is to write the new Pay Policy and Appraisal Policy by the end of term. This will give staff the opportunity to fully read over the vacation and discuss with Unions if necessary. See item13/14.15</p> <p><u>12/13.82</u> KB is to re-write the College Improvement Plan during the vacation See item13/14.12</p>		<p>Complete</p> <p>Complete</p>
13/14.10	<p><u>Agree draft Annual Cycle</u> The document circulated previously was approved and adopted.</p>	SS-A	
13/14.11	<p><u>Agree review date for Principal's Performance</u> GS reminded the group that S Smye had resigned and there was a vacancy on the review panel. The Chair requested volunteers to fill the gap and Greg Evans came forward. The Clerk was asked to investigate whether GE needs to undertake training for the appraisal of a Principal. It was felt likely that this would not be necessary due to GE's current role in another School. The members of the panel will agree a date with KB and the School Improvement Partner as the external adviser outside of the meeting.</p>	SS-A	<p>asap Report to next meeting</p>
13/14.12 (i)	<p><u>Principal's Report (Standing Item)</u> KB spoke to his report (circulated), which he explained was necessarily brief on this occasion to allow more time for discussion of the report on <u>exam results</u> and the <u>College Improvement & Post-Inspection Plan</u> which had been circulated in addition to his report. Headlines were- <u>Extra-curricular activity</u> Sports Day & Festival on the Field Carnival of Arts Inter-School Competition College Annual Awards Duke of Edinburgh Gold Awards Visit to Cambodia <u>Staff Issues</u> New staff members Possible strike action on 17th October. The School will remain open if possible, subject to Health & Safety requirements. Staff dress- request to conform to professional standards – continuing to improve. <u>Finance & Premises</u> Capital Funding Project. Contractors have been appointed. Demolition and site safety work was completed in summer break. Building will start in October. Catering. Pro-Serve has gone into administration. Company has been taken over by Taylor Shaw. No impact to introduction of the 'cashless' system due to previous links with Taylor Shaw. Student numbers. Less than expected impact on recruitment due to the Ofsted judgement. Numbers have remained stable. Estimate of 2013/14 role after start of term is 990 fte. <u>Strategic, Local Authority and Policy Issues</u> An 8 week consultation period was completed and Pay and Appraisal Policies are on agenda for consideration/approval.</p>	KB	

	<p>Statutory changes required changes to the Attendance Policy and this is on the agenda.</p> <p>The national changes to resit arrangements for those students failing to obtain GCSE C grades in English and Maths when studying A level will not impact. CVAT has previously implemented this as good practice.</p> <p><u>Community and Collaboration</u></p> <p>Visitors are due from Ndururumo High School, Nyahuru (awaiting confirmation). A return visit is planned for next July.</p> <p>Community groups DASH; EXIST; EDDC; Broadclyst Traffic Group; SHACKE; and Police Action Group are yet to commence meetings so nothing to report at this stage.</p> <p>Discussion followed.</p> <p>LSt requested information on the temporary arrangements in place for Heads of Schools.</p> <p>PS reported that it was going very well. Adverts would be going out this week. KB commented that CVAT was fortunate as there were a number of staff on temporary contracts which provides greater flexibility. When appointee's individual specialisms are known there will be adjustments made.</p> <p>TG asked about arrangements for keeping the School open during the planned strike action.</p> <p>KB reported that if all staff who are members of the unions involved take strike action, the School won't be open due to Health & Safety concerns. The information on who will strike won't be known until very last minute.</p> <p>SW requested that as pay will be deducted for strike action, the funds should be set aside for the benefit of students.</p> <p>LSt requested an update on implementation of the new uniform. PS reported that the new uniform had proved popular with students. There had been some issues e.g skirts too short, incorrect trousers, shirts/blouses. MP suggested that the approach on enforcement needed to be more consistent. AG commented that staff needed to make a judgement call. The approach was relaxed if there was a good reason e.g. disability issues.</p> <p>Issues with incorrect supplies from Thomas Moore were discussed and KB would ask AH to address these to ensure that only the correct uniform is sold from TM. The newsletter should be used to continue the message. The PE kit was only available on line and help/advice is available from the College in making a purchase.</p> <p>The consensus was that the new uniform is a great success and results had been better than expected. Enforcement would continue to maintain the new standard.</p>		<p>Report to next meeting</p>
<p>13/14.12 (ii)</p>	<p><u>Exam Results</u></p> <p>KB spoke to the detailed report which had been circulated. He explained that the report had been broken down to report against benchmarks/KPIs, referring to 'value added' and progress data. Data due in December is needed to conduct year on year comparison. Tables and appendices were also provided. The report reflects the complex situation regarding English results. Some students didn't sit English which affected the results as the results are measured on the full cohort. Maths had entered all students and had better results.</p>		

	<p>Discussion followed.</p> <p>JF asked if the target was 3 levels of progress in English and KB confirmed that this is so, CVAT was 10% above the National which is good.</p> <p>CD talked to results in Post 16. 'Levels of progress' was still an issue. Pass rates were down on National average due to some weak students. SEN students had impacted as results were not good in comparison to others, though CVAT is pleased with their individual progress. CDo forecasts that 'value added' will improve overall next year as results will include BTEC results. There was concern this year over Business, History and Psychology. She highlighted the need to put together a package in order to maximise entry to Universities. Work is underway to be more selective on entry with an eye to outcomes.</p> <p>DW highlighted the commentary in the report which helps to contextualise the results and there followed a discussion on how the data was presented. It was noted that Governors have access to SISRA to enable them to analyse data more fully. Useful graphs were also available on 'dashboard'. Governors expressed a wish to be able to consult data directly in addition to the data presented by SLT.</p> <p>SSA expressed confidence that issues are being addressed and that the message on improving is being passed on through all levels of Management within the College. KB stated that he was happy to engage in management discussions with Governors in implementing action plans. The College is moving in the right direction to provide the improvements Ofsted require.</p>		
<p>13/14.12 (iii)</p>	<p><u>College Improvement & Post Inspection Report</u></p> <p>The report had been circulated. KB reported that due to the timing of the Ofsted report he had drafted the CIP to include the Ofsted Action Plan.</p> <p>The targets stated were high in comparison to results achieved. KB reported that he JF and AG were to attend an Ofsted session on Thursday 19th Sept 'getting to good' and he would be taking this plan to the session. Each priority within the plan would be assigned to an SLT member. KB highlighted that each action in the plan would bear a financial cost and these were included at the end of the plan.</p> <p>Discussion followed-</p> <p>CDu asked how the College would identify and take action on underperforming teachers. KB responded, by peer observation, support, action arising from appraisal, performance management through middle leaders and SLT and ultimately, placing into procedures. PC noted that RI teachers would have paired observations, various interventions and other actions as included in the action plan.</p> <p>SW commented that staff found the criticisms difficult to hear and that the judgement didn't take account of the work with SEN students. In her subject of English, if you take SEN students out of the figures the results would have been very good at 74%. KB pointed out that averages are what counts; the average was 62% which requires improvement.</p>		

	<p>It was noted that SEN students had done very well but didn't qualify for the 3 levels of progress required for a 'good' Ofsted result. It was agreed that results inclusive of SEN need to improve.</p> <p>JF highlighted that results had been good in Maths. It was noted that resits in June had improved Maths and this wasn't an option in English.</p> <p>JF noted that the Governors need to monitor and measure success and put a plan in place to address issues. KB highlighted the re-introduction of the Governors monitoring group which will meet prior to the second C,L&T Committee meeting in each term.</p> <p>The Improvement Plan is also a standing item on C,L&T. PC noted the Governor links to SLT. The Chair was requested to address the need for all members of SLT to have a link Governor.</p> <p>There was discussion on the merits of either linking with a subject or a person.</p> <p>The Chair requested that the Clerk should send him a list of the links as they stand currently</p> <p>In future Link Governors should provide a written report to Full Governor Meetings for circulation (not for discussion) and the Link reports as a response to action plans, should be a standing item on the FB agenda to show evidence of monitoring.</p> <p>LS proposed that the results of this initiative should also be discussed at the Away-Day (18th January 14).</p> <p>There was some discussion on the merits of changing the structure of committees with a proposal to move to more Full Board and fewer subcommittee meetings. No decisions were reached at this point except that another FB will be convened after half term.</p> <p>KB noted that HMI will inspect again and discussions with SLT will be on-going. The plan needs working through and monitoring. The methods of monitoring for subject leaders will follow. The plan is already in action. The Governor's Monitoring Group will meet each term. The Chair will be JF and membership – VF; GE; LS; TG;JL.</p>	<p>Clerk</p> <p>Link Govs/ Clerk</p> <p>Clerk</p>	
<p>13/14.13</p>	<p><u>Reports from Committees (Business Cycle)</u> Reporting was completed at the end of 12/13 therefore there were no reports to carry forward.</p>	<p>Chairs</p>	
<p>13/14.14</p>	<p><u>Governors training/visits</u> Verbal updates on all subjects were provided for the group. SS-A , JF and LSt had visited the College during the training days at the start of term. TG had visited AH to discuss Internal Audit. GS and JF are involved in the Capital Project. GS gave a detailed verbal report on progress with the tendering for the project. SSA stated that he will work with AH on a plan for CVAT publicity.</p>	<p>KB</p>	
<p>13/14.15</p>	<p><u>Policies</u> <u>Attendance Policy</u> The policy was approved and adopted. <u>Governor's Code of Conduct:</u> This policy had been approved previously and was provided for information only. <u>Appraisal Policy</u> After discussion the policy was approved and adopted. <u>Pay Policy</u></p>	<p>KB</p>	

	<p>KB confirmed that the policy aligned to the Devon County model policy and had been agreed with the Unions. There had been no feedback from staff as a result of the consultation process. After discussion concerning funding for automatic progression should the College be in deficit, the policy was approved and adopted subject to the following amendment-</p> <p>Page 8 paragraph 7: remove the first sentence. Page numbering needs checking/amendment.</p> <p><u>Behaviour for Learning Policy</u></p> <p>The policy was approved and adopted.</p>		
13/14.16	<p><u>Governor's Report</u></p> <p>The Governors are required to complete an annual 'Governors Report and Financial Statement' to the end of year period 31st August 2013.</p> <p>The Clerk reported that the initial templates and data on Governors attendance and term of office had been completed.</p> <p>After brief discussion SS-A decided that responsibility for compilation and completion of this document would lie with the Chair and Principal.</p>	KB/SS-A	
13/14.17	<p><u>Items at the Discretion of the Chair</u></p> <p>None</p>	SS-A	
13/14.18	<p><u>Part II minutes from 10th July 2013</u></p> <p>The draft minutes were approved by the group and signed by the Chair</p>		

CHAIR:-

Simon Sanger-Anderson

Approved as a true and accurate record of the Meeting on the 16th September 2013.

Meeting Dates			
2013/14	16 th September 2013	Full Board	5:30 pm
	30 th September 2013	Curriculum, Learning & Teaching	5:30 pm
	7 th October 2013	Finance & Premises	5:30 pm
	4 th November 2013	C,L&T Monitoring meeting	4:30 pm
	4 th November 2013	Curriculum, Learning & Teaching	5:30 pm
	14 th November 2013	Finance & Premises	5:30 pm
	2 nd 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
	17 th 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

