**++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 Study Room,**

**at 5.30pm on Monday 17th December 2018.**

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| **Attendees** | **Initial** |  | **Attendees** | **Initial** |  |
| Kevin Bawn | KB | Principal | Dorf Ruscoe | DR | Member Appointed Governor |
| Ben Brook | BB | Parent Governor |  |  |  |
| Paul Colin | PC | Co-opted Governor | Laura Waycott | LW | Parent Governor |
| Ceri Johnson | CJ | Parent Governor | Mel Prance | MP | Staff Governor |
| Simon Sanger-Anderson | SSA | Member Appointed Governor | Sophy Norris | SN | Parent Governor |
| Dave Walter | DW | Parent Governor | Tina White | TW | Parent Governor |

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| **Apologies** | Initial |  |  | **Absent** | Initials |  |  |  |
| Micheal Davies | MD | Co-opted Governor |  |  |  |  |  |  |
| Aude Odunlade | AO | Maternity Leave |  |  |  |  |  |  |
| Gina Stroud | GS | Chair |  |  |  |  |  |  |
| Crawford Winlove | CW | Member Appointed |  |  |  |  |  |  |
| Tina White | TW | Parent Governor |  |  |  |  |  |  |
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| **In Attendance** | Initial |  |  | **In Attendance** | Initial |  |  |
| Adrian Green | AG | SLT |  | Racheal Long | RL | Clerk |  |

**Minutes**

The Clerk had provided timely notice of the meeting and the meeting was quorate.

| ITEM NO. | ITEM | Owner | Date Due |
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| 18/19.18 | **Declarations of Business Interests**  None | **LW** |  |
| **18/19.19** | **Attendance/Apologies**  Tw Apologies  CW Apologies  GS Apologies  MD Apologies  AO Maternity Leave | **LW** |  |
| **18/19.20** | **Minutes of the last meeting, -**15.11.2018  Signed off by GS | **LW** |  |
| **18/19.21** | **Matters arising**  None | **LW** |  |
| **18/19.22** | **Principal’s Report (Standing item) –**  KB stated it’s been a relatively short time since the last meeting, no further data drops to report and at the time of this meeting the year 11 results aren’t available.  For information only; Wave. The pupil referral unit, have taken some students off our hands who have been medical ill for a long time. Still waiting on performance figures and clarification whether that’s happened.  Funding is still a big issue. Ref point 1 of the report, KB had informal conversation with c-dash around this issue.    Uffculme has asked if we would like a conversation about MAT. Discussion was had about the rationale behind becoming a MAT. Agreed for KB to have exploratory talk with Uffculme and report back to governors.  KB commented we had an excellent GCSE performance evening.  P16 had significant decline in unconditional offers. CH has done an excellent job.  KB noted that Dave Walters has resigned as of 31/012/2019. Need to look at advertising, reinforcing SLT next term with internal post. Most local schools have 5 teaching SLT, but CVCC is currently managing on 3. Puts us on the small side. MP question, What are the SLT teaching roles in other schools. KB- it varies by school.  F&P numbers are consistent, SSA queried Year 7 numbers. KB confirmed, ok as there are far fewer children.  Mental health sessions, well attended.  Priority learners did well in the summer, however tracking is suggesting the gaps are beginning to widen  Maths, the feel is to change the exam boards, it’s more accessible for our students. MP states you can see the scripts its better marking format.  Attendance is good but we need to get through the spring.  Attendance officer is in place.  6th form is doing well.  Curriculum. Looking closely for changing offers for key stage 4.    RRS. Integrating this across the school. Mental health is going well but there are currently overlapping.  John Cavill. BB ask what are your thoughts KB states that AG has more info. We brought into a package, He has a lot of experience and seems to be going well. MP states that he didn’t hold back and came up with some really good ideas, lots of whole class teaching. Biggest issues is showing progress in books. Visiting other schools and gaining the evidence to allow us to benefit this. He seems very clear and the feedback from talking to the staff was good.  **5 Year Plan.**  SN went through PowerPoint presentation.  Aim to send out this presentation to all staff  Parent participation came up a lot.  Challenges need to be addressed.   * Ofsted is due. * Pupil numbers. * Leadership bottleneck, SLT needs support. * Effect change-independent review lead by SLT. * Review of the image, logo, and website. Strong clear marketing plan. * Educational excellence. What does it mean? * PDP and HR revamp of best practice sharing. * Improve staffing appointments. * Parents needs to be more involved with the school.   Next step, Feedback form Governors and SLT.  DR suggested a vision document would be helpful to be discussed at the next workshop.  Monday 11th Feb. scheduled in for then. CL&T to Swap with Workshop.  **6th Form**  SSA proposed we maintain the 6th form.  LW 6th form may not take in the amount of pupils it needs.  Complete review of the financial situation required. AH to report back.  KB. If it’s not viable we may need to close the 6th form.  MP raised concerns from colleagues about the likely effect of closing P16 on staff.  DR updated ref: Devon Health Care for P16, this had previously stalled however new person in charge and appears to be moving forward again.  . | **KB** |  |
| **18/19.23** | **Monitoring performance data** | **KB** |  |
| **18/19.24** | **Report from Standing Committees:**  **C,L&T**  **Finance & Premises -** Approved accounts.  F&P meeting was held, audit feedback to all regarding Ann and the team was good. No issues. Companies’ house is now updated. Purchase of Alcohol not permitted. LW confirmed all amendments had been made and GS Signed off accounts for uploading to companies house.  Current 3 year budget discussed but further work is needed. | **Chairs** |  |
| **18/19.26** | **Governor visits – Attached** Not for discussion  None | **LW** |  |
| **18/19.27** | **Policies**  Link Template- KB and AG to amend document.  Careers Strategy Draft- Approved  Pay Policy-Amendments have been made. Approved  College improvement plan- Approved | **KB** |  |
| **18/19.28** | **Items at the discretion of the Chair**  None | **LW** |  |

The meeting ended at 7.17 pm.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on the 17th December 2018.

Date of Next Meeting: Monday 28th January 2019

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**Membership: 15 Governors – Quorum 4**

Kevin Bawn Principal

Ben Brook Parent Governor

Michael Davies Co-Opted Governor

Ceri Johnson Parent Governor

Melanie Prance Staff Governor

Dorf Ruscoe Member Appointed

Simon Sanger-Anderson Member Appointed

Gina Stroud Co-opted Governor

Tina White Parent Governor

Crawford Winlove Member Appointed

Sophy Norris Parent Governor

Aude Odunlade Staff Governor (Mat leave)

Paul Colin Member Appointed

Dave Walter Parent Governor

Laura Waycott Parent Governor