

Clyst Vale Academy Trust
COMPANY NUMBER: 07564519
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Minutes of Full Board Meeting

Minutes of Full Board Meeting held virtually, using MS Teams software,
at 17.30 on Thursday 15th November 2021

Governors in attendance					
Kevin Bawn	KB	Principal	Ben Brook	BB	Parent Governor
Dave Walter	DW	Parent Governor	Paul Colin	PC	Member Appointed
Sue Diffey	SD	Member Appointed	Sophy Norris	SN	Parent Governor
Simon Sanger-Anderson	SSA	Member Appointed	Peter Skelton	PS	Parent Governor
Dorf Ruscoe	DR	Member Appointed	Michael Davies	MD	

Additional attendees	Initial	Role/Organisation
Allen Bailliey	ABa	Associate Principal
Sara Jacobs	SJ	Deputy Principal
Paul Sutton	PSU	Deputy Principal

In Attendance	Initial	Role
Catherine Prunty	CP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board

Quorum	4	Quorum met	Yes
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Non-confidential minutes – part 1

ITEM NO.	Agenda Item and Notes
21/21.9	Declarations of Business Interests
21/21.9.1	None
21/22.10	Attendance/Apologies
21/22.10.1	SN - late due to work commitments (arrived @ 6 pm)
21/22.11	Minutes of the last meeting, 13.09.2021 –attached
21/22.11.1	Approved
21/22.12	Matters Arising
21/22.12.1	21/22.3 AH has submitted minutes to PS for signing.
	21/22.4 Pay Committee meeting has been moved to 30 th November 2021 @ 5.30 pm.
	21/22.5 KBa has and will continue as agreed to publish vacancies in School Newsletter. CP has sent the official 'Parent Governor Vacancy' letter to parents

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	<p>21/22.7 CP has updated the policy list and published approved policies on the school website, this is ongoing, 21/22.8 S S-A to write to GS/LW/CJ thanking them for their service</p> <p>CP has been appointed as Clerk to Governors.</p> <p>CP has added as agreed electronic signatures to the Terms of Reference for each committee.</p>
21/22.13	Governor Recruitment/Resignations
21/22.13.1	<p>The follow governors Terms of Office expire in December: -</p> <p>PC, term ends 5/12/21 DW, term ends 13/12/21 SN, term ends 13/12/21</p> <p>PC would like to continue for a further term, this has been agreed by the governing body, PC has accepted.</p> <p>Q – Governors asked if DW/SN can be reappointed?</p> <p>Action: CP to check Articles of Association.</p>
21/22.15	Governor Links – copy attached
21/22.15.1	<p>SSA met with AH last week, notes of meeting to be emailed to governors.</p> <p>Action: CP to type and distribute to governors.</p>
21/22.15.2	<p>It was agreed that it isn't necessary to link to all subjects, although SEND is key. SSA will continue to link with AH and KBa.</p> <p>Action: KBA/SSA to review document, this will be shared with the governing body for consideration.</p>
21/22.16	Hybrid Meetings
21/22.16.1	<p>A successful demo of hybrid meetings has been completed. All meetings will continue to be held virtually; hybrid meetings will commence once covid restrictions are lifted.</p>
21/22.17	Principals Appraisal – finalise details
21/22.17.1	<p>SSA, PS & DR will attend, agreed date of 24th November.</p> <p>Action: CP to check the next training date for 'Principal's Appraisal'.</p>
21/22.18	Principal's Report (Standing item)
21/22.18.1	<p>There is a shortage of staff (illness/personal reasons) which is impacting on various departments/staff. ASCL are holding a virtual session on 15th December @ 5 pm for governors to demonstrate some of the pressures that SLT are currently experiencing.</p> <p>Action: KBA to send link to Governors.</p>
21/22.18.2	<p>Covid 16 students and 3 members of staff in AS are absent, in-class support is therefore reduced.</p>

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21/22.18.3	<p>KBA attended a virtual meeting with Devon County Council to discuss Covid and the impact/expectations on schools.</p> <p>Flu & Covid Vaccines – 608 students received their flu vaccine and 160 had their covid jabs.</p> <p>Student Numbers In-year admissions have increased by 16 since September. Discussions are taking place with various people in admissions regarding the quality of some of the applications received and whether some schools are following protocol.</p> <p>45 students on roll have an EHCP, an additional 2 students with EHCP are expected to join shortly, this figure is away above the National Average.</p> <p>PSU explained that we need to agree our PAN for September 2024 today so this can be published in the Admissions Policy.</p> <p>Our In-year admissions are managed by DCC, we are considering opting out of this service and running them in-house from 2024, year 7 applications will continue to be managed by DCC.</p> <p>Q - Governors asked if we can refuse an application? A – It was explained that we cannot refuse a place if we have space. Recently however we declined an application as it was felt that we would not be able to meet the needs of the child. We have been asked to reconsider our decision.</p> <p>Q – Governors asked if we had received our New Intake information for 2022/2023 and suggested that if we haven't that we contact DCC as this data should be now available.</p>
21/22.18.4	<p>Staffing Levels</p> <p>KBa informed governors that some resignations have been received today, this information will be reported at the next meeting.</p>
21/22.18.5	<p>Quality of Education</p> <p>All subjects have had their review meetings with KBa and action plans have been completed. Departments are focussing on and improving provision for SEND learners and embedding the new Curriculum and Assessment Policy. A Parents Information evening was held virtually prior to TPRs being sent out; feedback received has been very positive.</p> <p>Although there have been some teething issues, most departments have completed their first assessments and are adding to their reports for the first time. Subjects are realising that they may need to make some tweaks to ensure the information published is accurate and up to date i.e. subject descriptors, assessment dates.</p> <p>SD completed a learning walk with SJ, PC has attended some subject drop ins. These have been valuable and allowed us to gain an external perspective. Feedback received is that the school is lovely and has a calm and purposeful environment, but some students were vague when asked what they need to do to improve.</p>

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21/22.18.6	<p>Concerns were raised regarding consistency of marking. Feedback was gratefully received and has been fed back to HOD. When gaps in provision have been identified, HOD have been very responsive. HOD have been asked to review student workbooks and talk to teams regarding their marking and feedback policy. PC recently attended a meeting with SJ and the Head of MFL, this allowed him to observe the full circle from the learning walk to the feedback given and actions agreed.</p> <p>SJ met with the Literacy Co-ordinator, he has some great ideas regarding things we can implement to improve literacy considering the funding from the catch-up programme. These include working more closely with HOD to look at the development of reading strategies. The education White Paper is anticipated in the Spring, a new Duke of Edinburgh Scheme is being introduced for the environment which is good news.</p> <p>Recovery Catch Up/Tutoring programmes Approx. £22,000 of funding has been allocated by the DFE for the catch-up programmes. This will primarily be offered to but not solely, disadvantaged and vulnerable students. We need to consider how to deliver this additional learning.</p> <p>There are various options to consider: -</p> <ul style="list-style-type: none"> • PSU is meeting with 1:1 Mentors, they are struggling however to find tutors because of the volume of demand from other schools. • School led tuition provided by staff/ex staff. • Academic Mentor – they would initially attend a 3-4 week technical training course run by ‘Teach First’ . <p>Q - Governors asked if any additional hours would be compulsory for staff? A - KBa/PSu confirmed that staff would be asked if they wish to volunteer and would be paid accordingly.</p>
21/22.18.7	<p>Teaching and Learning Group There are two groups, including a core group of 6 which is made up of representatives from across all subjects. Amy Pearce (Teach First) has provided some training sessions. One of our experienced members of staff volunteered to be videoed, this was followed by a discussion around elements of teaching practice and what could be improved. This week there will be some paired observations and we are trying out a coaching template to improve feedback. In the spring this will be introduced across the college to improve practice.</p> <p>A member of the Teaching and Learning Group is working closely with our librarian, and some research literature is now available in the library for staff, this can be used to enhance their CPD.</p> <p>Each half-term a focus on Teaching and Learning linked to six key elements is distributed, this half terms is about reducing cognitive load. Learning walks/lesson observations will determine our next focus for Spring/Summer, SJ will send fortnightly practical strategies to teachers. Our SENDCO is completing learning walks and has noted improvements in terms of differentiation in the classroom. GL & SJ meet fortnightly to discuss areas for development.</p>

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21/22.18.8	<p>Data Emma Bullock has joined the Data team, she is doing a wonderful job.</p> <p>Changes to the TPR have been well received by parents.</p> <p>Year 7 CATS have been completed. From next week, seating plans will be updated to include links to non-verbal cat scores.</p> <p>We are considering ways in which we can capture sources of assessment that might make up alternative assessment provision in the event that GCSEs are jeopardized.</p> <p>Action: KBa will be writing to parents/carers shortly regarding the forthcoming Year 11 Exams.</p> <p>Governors wanted to pass on their thanks for those involved in creating the “Curriculum and Assessment Policy”.</p>
21/22.18.9	<p>Student Behaviour Overall behaviour is good, however there are a small number of individuals displaying some anti-social behaviour outside of school. We are working closely with external agencies where necessary and some fixed term exclusions have been made.</p>
21/22.18.10	<p>Attendance Although our attendance figure is low, this is mainly because the DFE have notified schools that any covid absence must be marked as an ‘illness’, this is impacting on the overall figure.</p> <p>We have had some lengthy and challenging exclusions recently and are negotiating with other schools re managed moves.</p>
21/22.18.11	<p>Schools Review Student numbers have increased since reducing from four to three schools. This situation is becoming unmanageable, and we therefore have to review the pastoral system.</p> <p>PSU will compose a ‘consultation document’, this will be made available to governors in January for discussion with a view to implementing any changes in September 2022.</p> <p>Action: PSU to compose a consultation document.</p>
21/22.18.12	<p>College Improvement Plan This item was deferred. Governors agreed that this will be added as an agenda item to the next Full Board meeting in December for their approval.</p> <p>Action: KBa will send this document by email before the next Full Board Meeting. CP to add item to the agenda for the next Full Board meeting in December.</p>

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21/22.18.13	<p>Safeguarding There has been a minor change to the Babcock policy. Governors should have received the KCSIE guide and government information. PSU will be completing the safeguarding audit shortly. DW to provide dates of completed safeguarding training to PSU The Safeguarding Audit Report will be added to the agenda for discussion at the first Full Board meeting in the new year.</p> <p>Action: DW – provide dates of safeguarding training undertaken to PSU. CP – add Safeguarding Audit to agenda (standing item yearly)</p>
21/22.18.14	<p>Sixth Form Both the Head of Sixth Form and her PA have been absent.</p> <p>The Open Evening was held last Thursday, KBA thanked staff for their help in particular SJ, Sue Voysey and Heather Padden for their support in the absence of colleagues. Post 16 Students were outstanding at promoting the sixth form and helping to set up/tour guides etc.</p> <p>Approx. 80 students attended, 15 of whom were external. Moving forward we will be talking to students to encourage them to attend Post 16 as well as drawing on experiences from ex-students.</p>
21/22.18.15	<p>Finances KBA gave a brief overview in AH's absence. The auditor's report is yet to be received. SSA met with AH last week and provided a summary of their meeting, a copy of which will be forwarded to governors.</p>
21/22.18.16	<p>MATs Governors agreed that this is something that must be revisited. KBA is due to retire within 2 – 3 years. Governors highlighted that one of the changes in the Trust handbook for this year is it's now a must that trusts talk to the RSC when there's a change of accounting officer or head.</p> <p>Action: CP to add MATS to a future agenda, check with SSA/KB when and whether it should be a standing item.</p>
21/22 – 19 21/22.19.1	<p><u>Policies:</u></p> <p>Admissions Policy (Y7 – Y11 & P16) – DCC produce our admissions policy, this is part of the service that we buy in to make sure that we are legally covered 100%.</p> <p>Governors approved the Admissions Policy and agreed that our pan would remain at 180 for each year group.</p>

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ITEM NO.	Agenda Item and Notes
21/22.19.2	<p>Complaints Procedure</p> <p>The following amendments were requested before approval at the next meeting:-</p> <ul style="list-style-type: none"> • Mediation - add a paragraph to explain what it is and the purpose. • Where it says <i>'For more information please contact and then gives you a mobile number,</i> please change to include a position i.e. Clerk to Governors/PA to Principal and a landline. Once the changes have been made this will be submitted for approval at the next FB meeting. <p>Action: AH make changes to Complaints Procedure and resubmit at next FB meeting CP to add to agenda.</p>
21/22.20	<u>Items at the discretion of the Chair / AOB</u>
21/22.20.1	<p>Terms Dates and Queens Jubilee</p> <p>This has been discussed with SLT and staff have been consulted.</p> <p>Action: KBa to email governors for approval.</p>

The meeting ended at 7.20 pm

Signed CHAIR:-



Approved as a true and accurate record of the Meeting on Monday 15th November 2021.

Date of Next Meeting: Monday 13th December 2021

Membership: 11 Governors – Quorum 4

Name	Position	Name	Position
Kevin Bawn	Principal	Ben Brook	Parent Governor
Michael Davies	Co-Opted Governor	Simon Sanger-Anderson	Member Appointed
Dorf Ruscoe	Member Appointed	Crawford Winlove	Member Appointed
Paul Colin	Member Appointed	Dave Walter	Parent Governor
Peter Skelton	Parent Governor	Susan Diffey	Member Appointed
Sophy Norris	Parent Governor		

References:

AS – Additional Support

ASCL - Association of School and College Leaders

DCC – Devon County Council

HOD – Head of Department

KCSIE – Keep Children Safe in Education PAN - Pupil Admission Numbers