

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

Minutes of Full Board Meeting (hybrid), using MS Teams software,
at 17.30 on Monday 26th September 2022 (moved from 19th September 2022)

Governors in attendance (V = attended virtually)					
Kevin Bawn	KB	Principal	Peter Skelton	PS	Parent Governor
Simon Sanger-Anderson	SSA	Member Appointed	Dorf Ruscoe (V)	DR	Member Appointed
David Edmondson	DE	Parent Governor	Kate Offord	KO	Parent Governor
Dave Walter	DW	Co-Opted Governor	Sue Diffey (left 7.24 pm)	SD	Member Appointed
Sophy Norris	SN	Co-Opted Governor			

Additional attendees	Initial	Role/Organisation
Allen Bailey	ABA	Assistant Principal
Ann Hopkins	AH	College Manager
Sara Jacobs (left at 7.00 pm)	SJ	Deputy Principal
Paul Sutton	PSU	Deputy Principal

In Attendance	Initial	Role
Catherine Prunty	CP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
Paul Colin	PC	On holiday	Yes
Rebekah Kyffin	RK	AWOL	Yes

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

ITEM NO.	Agenda Item and Notes
22/23- 1	Declarations of Business Interests Please complete the 'Declaration of Business' form emailed and return to the Clerk
22/23- 2	Attendance/Apologies Please see above.
22/23 - 3	Matters Arising <ul style="list-style-type: none"> ➤ Identify a named Deputy Safeguarding Officer <i>KO put herself forward for this position, governors approved.</i> ➤ SLT to explore MATS and agree a plan of action, following advice received from the Regional Schools Commissioner. <i>This will be added to an agenda in the future for further discussion with governors.</i>

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ITEM NO.	Agenda Item and Notes
	<ul style="list-style-type: none"> ➤ Skills Audit/Action Plan CP to send out information to SSA.
22/23- 4	<p>Minutes of the last meeting, 15.07.2022 – attached The minutes from the last meeting were approved.</p>
22/23- 5	<p>Election of the following positions.</p> <p>The following position were discussed and agreed by governors.</p> <p><u>Election for Chair of Board and Vice Chair</u> SN nominated SSA as Chair of the Board, this was seconded by DE. All in agreement. SSA nominated PS as Vice Chair of the Board, this was seconded by SN. All in agreement.</p> <p>Chair of Finance & Resources – there were no volunteers to take up the position of Chair, If anyone is interested in the position of Chair of Finance & Resources or would like some more information, please speak to S S-A/AH SSA will continue as Chair in the interim. All in agreement.</p> <p>Chair of Curriculum, Learning and Teaching - PC was nominated. All in agreement.</p> <p>Committee membership was discussed, and it was resolved that the committee members should be: -</p> <p>Finance & Resources SSA (Chair) DR, KO, RK, SN (moved from C L & T).</p> <p>Curriculum, Learning & Teaching PC (Chair), PS, DW, SD</p> <p>Pay Committee SN (Chair), DW, DR</p> <p>Discipline Committee SD, PC, DR, PS and WT. PS and WT to complete training, Governors were informed that there have been some recent changes in regulations for permanent exclusions.</p> <p>Appeals Committee Dependent on which governors are available to attend.</p> <p>Health & Safety Governor PC</p>

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	<p>Safeguarding Governor DW</p> <p>Deputy Safeguarding Governor KO</p>
22/23- 6	<p>Summary of 2022 Exam Results The workshop on Monday 3 October will focus on exam results. Results were positive, we are waiting for national figures, attainment is above national average. Priority learners remain an issue.</p>
22/23- 7	<p>Safeguarding Update The safeguarding audit is due at Christmas, following this audit, PSU will provide governors with a report.</p> <p>There have been a few changes to KCSIE. Annual staff training continues, Educare is our chosen training provide. Within the Educare package there are several training modules which governors should complete.</p> <p>On receipt of the Safeguarding policy, it will be added to the school website.</p> <p>PSU informed governors that during the summer holidays there was a notable increase in safeguarding issues. Of the 11 phone calls received 5 led to strategies meeting. Of those only 1 has progressed further. There is an increase in concerns regarding the welfare of some students. Although a low no of students are currently on a Child Protection Plan, there is an increase in the number of Early Help cases, it is expected to increase throughout the year.</p> <p>Nic Bennett has been appointed as the welfare liaison person for students and staff.</p>
22/23- 8	<p>Training Governors were asked to complete the following training on EduCare and email CP any certificates and confirm when it has been completed. Please contact CP if there are issues accessing the website.</p> <ul style="list-style-type: none"> • KCSIE (Educare) • PREVENT (Educare) • Safeguarding (Educare) • Governor’s Code of Conduct – please email CP to confirm you have read it.
22/23– 9	<p>Principal’s Report (Standing item)</p> <ul style="list-style-type: none"> • Outline Priorities for 2022/2023 <p>KB highlighted items from the principal’s report which was circulated to governors prior to the meeting. Governors were asked throughout if they had any questions or concerns.</p>

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	<p>KB advised governors that it has been a positive start to the year, although there has been an increase in absence. This is mainly due to COVID, we continue to follow Public Health Guidance.</p> <p><i>Student numbers</i> We are full in most year groups apart from year 11.</p> <p><i>Staffing</i> We are still recruiting for various vacancies although this is proving difficult due to a lack/suitability of applicants.</p> <p>We have managed to fill the vacancies in the Library and The Bridge internally, but this is only temporary, we continue to recruit for these positions as well as many others.</p> <p>Staff wellbeing/health continues to be a priority.</p> <p><i>Curriculum, Teaching and Learning</i> The new college website has been launched. Departments are linking with primary schools. There is improved provision for those students that aren't GCSE ready. We continue to offer ASDAN, some students are working with the local community farm which is positive. Deep Learning Day has been refreshed. During the Autumn term the theme will be around tutors and team building, in the spring/summer we will be working collaborative to do some cross curricular work amongst subjects. Quality Assurance Monitoring and Evaluation continues to ensure consistency across departments. LT has been providing strategies to staff to support SEND learners, this will continue and be reviewed regularly. Teaching and learning are in a strong place, we continue to ensure that staff are engaging. There have been some changes to the coaching team, a team member recently left and another has taken on other responsibilities, we will continue to build on this moving forward.</p> <p><i>Student Behaviour</i> There has been some fallout following the holidays, several students have been involved in outside negative interactions from surrounding areas along with some social media backlash. This has resulted in an increase in behaviour at school and has included some physical assaults, we have also had to resolve a number of issues/conflicts, particularly in year groups 10/11.</p> <p><i>Behaviour Policy</i> This is currently being reviewed, a questionnaire has been sent to all staff and a working party will be set up to review the current policy.</p>

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	<p><i>Attendance</i> A few students in year 11 are not attending school for several reasons. The attendance figure target is 94%, we are currently at 92/93%. We continue to meet regularly with the Education Welfare Officer and have started contacted parents/carers.</p> <p><i>Attitudes- Rights Respecting Gold School</i> This has given us the opportunity to revisit/change student mind sets. We want to celebrate our achievements which is important to the value and ETHOS of CVCC.</p> <p>Governors expressed their congratulations to Kevin and the team on their achievements, it is very much appreciated.</p> <p><i>Open Evening – Year 6</i> The evening was a great success, we anticipate that we will be full next year, feedback from parents was positive.</p> <p><i>Students Experiencing Seizures</i> Students experiencing seizures have a right to attend school and medical professionals are not deeming that they are unfit to attend school however this does raise concerns when we consider other students who are struggling to access their learning and pressures on staff. LT and KBA continue to seek advice, although we are aware of the problems there is no immediate or simple solution. We must continue as we are, this may increase the level of complaints from parents/carers of those who children are affected.</p> <p>Q - Governors asked what health services are involved? A – KB explained that one student is under CAMHS, another has declined support. KB and LT have met with various external agencies however they specialise in epilepsy, these students have non-epileptic seizures.</p> <p>Q – Governors asked what the triggers are as they appear to physiological and were concerned that no clear guidance is available. A – KB told governors that it can be due to a few things such as lights, stress, noise. Students each have an Individual HealthCare Plan however they are fluid due to lack of guidance. Nationally we cannot find any other schools that have a cluster of students with NEADS. Across Devon we believe there is only one school, and they only have one case. KBA, PSU and LT are speaking with Devon County Council tomorrow to ask how they can support us, students, and staff.</p> <p><i>Sixth Form</i> Year 12 numbers have reduced, we have less students than anticipated. 35 students joined us; we were expecting 45 +. We need to review sixth form moving forward. SJ is now linking with post-16 and looking at ways in which we can increase our uptake. Suggestions are visiting local schools to promote post-16. Financially we need 105 students to break even, currently we have 84 students.</p>

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	<p>Q- Why it is that students do not stay on to post-16. A – KB/SJ told governors that this may be because of the types of course available and because students like the freedom that Exeter College offers.</p> <p>Q - What are other schools in the area doing with their post-16. A - Exeter schools don't have post-16 facilities, Honiton and Sidmouth do. Kings also has a post-16 which is bigger than ours. There's is more robust, however transport is lacking, they have seen a reduction in numbers too.</p> <p>Governors requested that a plan is formulated. Why is it a good idea for us to retain sixth form? What is great about sixth form over Exeter College? How can we sell it to our year 11 students and attract students from other schools?</p> <p>Action: SLT to formulate a plan for post-16 and discuss at a Full Board Meeting, date to be agreed.</p> <p>Finance We have a 5-year fixed term energy contract, although not affected by the whole sale gas price, there are some small charges (government levies). The biggest unknown is the teaching staff pay award. Although we won't know until October at the earliest, we anticipate an increase of £154K. We are reviewing trips and visits and the cost implications for families</p> <p>School Uniforms As a school we are slightly less expensive than nationally. The skirt is expensive so we could source an alternative, we are also looking at setting up a 2nd hand uniform shop.</p> <p>Q – KB asked Governors how they felt about the cost of the uniform? A – Governors asked if we were continuing to rivet trousers and felt that more guidance was needed for parents/carers as to where items can be purchased i.e., trousers. Governors said that it might be beneficial to relax the rules slightly and have less logos to reduce costs. They agreed that a 2nd hand shop would be beneficial.</p> <p>Governors were asked if they had any further questions, none were raised.</p>
22/23- 10	<p>Policies</p> <ul style="list-style-type: none"> ● 22/23 Terms of Reference for all committees – Terms of reference were approved. ● Attendance Policy – PSU requested that this be deferred ● Staff - Appraising Teaching Staff Performance – AH advised that we are waiting for the policy from HR Somerset, this has been deferred.

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22/23- 11	Items at the discretion of the Chair / AOB KBs Appraisal – SN, DR, DW will attend.

The meeting ended at 7.26 pm

Signed CHAIR:-



Approved as a true and accurate record of the Meeting on Monday 26th September 2022

Date of Next Meeting: Monday 14th November 2022

Membership: 12 Governors – Quorum 4

Name	Position	Name	Position
Kevin Bawn	Principal	Will Tipper	Parent Governor
Dorf Ruscoe	Member Appointed	Simon Sanger-Anderson	Member Appointed
Paul Colin	Member Appointed	Dave Walter	Co-Opted Governor
Peter Skelton	Parent Governor	Susan Diffey	Member Appointed
Sophy Norris	Co-Opted Governor	David Edmondson	Parent Governor
Kate Offord	Parent Governor	Rebekah Kyffin	Parent Governor

References:

- AS – Additional Support
- ASCL - Association of College and College Leaders
- DCC – Devon County Council
- HOD – Head of Department
- KCSIE – Keep Children Safe in Education
- MAT- Multi Academy Trust
- PAN - Pupil Admission Numbers