

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 Full Board Meeting

Minutes of Full Board Meeting (hybrid), using MS Teams software,
at 17.30 on Monday 12th December 2022

Governors in attendance (V = attended virtually)					
Kevin Bawn	KB	Principal	Simon Sanger-Anderson	SSA	Member Appointed
David Edmondson	DE	Parent Governor	Peter Skelton (V) Leaving at 6.15 pm	PS	Parent Governor
Will Tipper (V)	WT	Parent Governor	Dorf Ruscoe	DR	Member Appointed
Sophy Norris	SN	Co-opted Governor	Sue Diffey (V)Leaving at 7.15 pm	SD	Member Appointed
Paul Colin	PC	Member Appointed			

Additional attendees	Initial	Role/Organisation
Ann Hopkins	AH	College Manager
Sara Jacobs	SJ	Deputy Principal
Paul Sutton	PSU	Deputy Principal
Louise Telford	LT	Deputy Principal

In Attendance	Initial	Role
Catherine Prunty	CP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
Kate Offord	KO	Unwell	Yes
Rebekah Kyffin	RK	AWOL	Yes
Dave Walter	DW	Work Commitments	Yes

Quorum	4	Quorum met	Yes
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Confidential minutes – Part II

ITEM NO.	Agenda Item and Notes
22/23.10	Declarations of Business Interests None
22/23.11	Attendance/Apologies DW – work commitments RK – AWOL Action: CP to email RK and request that she confirm her attendance at future meetings.
22/23.12	Minutes of the last meeting, 14th November 2022 - attached The minutes from the last meeting were approved.

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ITEM NO.	Agenda Item and Notes
22/23.13	<p>Matters Arising 22/23 – 4</p> <p>Training Governors to complete the following training: -</p> <ul style="list-style-type: none"> • KCSIE • PREVENT - Once • Safeguarding - Annually • Governors Code of Conduct – email CP to confirm when read. <p>CP to check which governors have completed their training and send a reminder (copy in SSA) to those that haven't. <i>CP to provide a list of training completed/outstanding to SSA</i></p> <p>Post-16</p> <ul style="list-style-type: none"> • SSA to email SJ & KBA re the use of social media for marketing post-16. <p><i>SSA to liaise with SJ/KB, SJ advised that she is meeting with Jonathan Bishop from Cornerstone in January to discuss the possibility of outsourcing our promotional work.</i></p> <p>22/23-5 – Risk Register</p> <ul style="list-style-type: none"> • CP to colour code Risk Register (red/amber/green) • Add the risk register as an agenda item to the F & R meeting for discussion <p><i>SSA to provide guidelines to CP</i></p> <p>22/23 – 6 – Principal's Report</p> <ul style="list-style-type: none"> • SSA to liaise with KBA and send a commendation letter to those staff who deserve recognition for their hard work/efforts. <p><i>KBA and SSA to liaise re the commendation criteria and identify those staff that should be recognised. CP to view the archives for a commendation letter.</i></p> <ul style="list-style-type: none"> • KBA/PSU to meet and discuss the next steps for improving behaviour <p><i>A discussion took place, details of which were published in the school newsletter. There is a staff forum on Wednesday, further updates will be provided to staff on training day in January.</i></p> <p>Q - Governors raised concerns following feedback from staff regarding student behaviour. A - There are a small number of students whose behaviour is challenging /below expectations, we acknowledge this and are seeking to address the issues raised. The current behaviour policy works for many students but not for all. The policy is being reviewed and discussions are underway, there have been some delays because of illness/OFSTED. PSU is organising a behaviour working party.</p> <p>Q - Governors asked how staff feel about student behaviour. Do staff agree that the issues highlighted apply to a small cohort or do they feel there is a bigger issue that needs addressing? How does their behaviour impact on the whole community? A - There are inconsistencies when dealing with behaviour, unfortunately not all staff follow the behaviour policy which means there are inconsistencies. A staff forum is taking place on Wednesday to review behaviour, followed by another session on the staff training day in January. Governors agreed that staff concerns need to be recognised and any concerns dealt with to ensure that these issues don't impact on staff morale.</p>

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ITEM NO.	Agenda Item and Notes
	<p>22/23-09 – F & R Meeting – Change of Date</p> <ul style="list-style-type: none"> • CP to email Bishop Fleming to notify them of the change of date. CP actioned, the date has been changed.
22/23.16	<p>Safeguarding</p> <p>PSU circulated the 2021-2022 Annual Safeguarding report to governors and provided an overview: -</p> <ul style="list-style-type: none"> • Policies must now include a specific review date i.e., dd/mm/yy • We anticipate an increase in the reporting of bullying (persistent) incidents this year. <p>Q - Governors asked where bullying (persistent) incidents are recorded, how they are reported and who to.</p> <p>A – A form must be completed for any incidents of bullying (persistent), prejudice, hate, sexual misconduct etc, these are recorded in the Equality Log and shared with Devon County Council.</p> <p>There were 109 fixed term suspensions, 3 of which were permanent. Overall attendance was 87.9%, this is in line with national figures. Persistent absence is 38%, this is very high and is mainly COVID related. In the context of last year, this is unusual. The criteria for persistent absence is 19 days (38 sessions) of missed education in a year.</p> <p>Following the last OFSTED report, communication with external education providers is much improved, staff record safeguarding incidents on CPOMS.</p> <p>Areas for action: -</p> <ul style="list-style-type: none"> • Appoint a deputy safeguarding officer – KO has agreed to take on this role • Eyes on welfare checks for students – this has improved, we continue to look at ways in which we can monitor student welfare more closely • Attendance – we need to improve our practices/monitoring and identify those students who are vulnerable <p>Governors were asked if they had any questions/feedback regarding the report.</p> <p>Governors raised concerns about the number of suspensions/exclusions and requested termly, a breakdown of the number of suspensions/exclusions so they compare the number across the whole academic year.</p> <p>Governors commended Maria Murch on reception for her effort and professionalism when dealing with a challenging student recently.</p> <p>Action: -</p> <ul style="list-style-type: none"> • PSU to liaise with KBA and provide governors with an overview of attendance (termly) • PSU to provide termly a breakdown of the number of suspensions/exclusions • CP to change policy review dates to read a specific date i.e. dd/mm/yy
22/23.17	<p><u>Report from Standing Committees:</u></p> <p><u>Finance & Resources</u> – Meeting held on 6th December 2022 Bishop Fleming presented the Academy accounts; some minor changes were made prior to approval. Our current position is favourable moving forward.</p> <p><u>Pay Committee</u> – Support Staff meeting held on 7th November 2022 The first support staff pay review meeting took place. It was very positive, there was one issue regarding a double jump, however this has now been resolved.</p>

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	<p>The teaching staff pay performance meeting was held on 28th November 2022 The depth and quality of feedback has increased. There are a couple of items requiring action by KB, however overall, it was a positive meeting.</p>
22/23.18	<p>CVCC Accounts 22-23 – Sign Off - Accounts attached Governors received a copy of the CVCC accounts prior to the meeting.</p> <p>AH advised governors there has been some minor changes made, one was to quantify the reason for the increase in SLT expenditure compared to last year. This figure has increased following the recommendation by OFSTED to recruit another member of SLT.</p> <p>There was a query regarding staffing numbers, this figure has been reviewed and amended. There is now an agreed method in place for calculating this figure.</p> <p>We have a greater balance than anticipated, this was down to some errors with the journal. Bishop Fleming is meeting with finance to confirm the processes for year end to avoid any anomalies in the future.</p> <p>There was a discussion as to whether we should add any information regarding our carry forward and why it is 9% as opposed to 5%, governors agreed this wasn't necessary.</p> <p>Governors praised the finance team for their hard work.</p> <p>Governors were asked if they had any concerns/questions, no questions or concerns were raised.</p> <p>Governors approved and signed off the final accounts.</p>
22/23.19	<p>Principal's Report (Standing item) KB provided an overview of the principal's report which was circulated prior to the meeting.</p> <p>It has been a challenging time for SLT following illness and the subsequent OFSTED visit. There was excessive amount of information to collate prior to the OFSTED inspection, this was very time consuming. KB has shared his concerns with ASCL and praised school leaders for their efforts/support and quality of work, thanks was also expressed to all school staff for their help and support.</p> <p>Claire Coleman is now in post wef 1st December as Cover Coordinator.</p> <p>The Bridge is being staffed predominantly by SLT in the interim, Emma Stephenson, Behaviour Coordinator will be joining on 6th February.</p> <p>SEND surgeries have commenced and will take place twice a year. Each appointment will be approx. 30 minutes face to face/virtual or by phone. The aim is to increase parental engagement, there has been a high attendance of parent/carers so far.</p> <p>Year 11 attendance is a concern. During the last two weeks there has been an increase in student absence, this is a concern across the local area however there are some particularly unpleasant viruses circulating.</p>

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	<p>NEADS – these are becoming more manageable; one student has a reduced timetable. We continue to receive support from external agencies I.e., CAMHS/Inclusion Team at Devon County Council.</p> <p>Sixth Form – Four students have been successful in obtaining interviews with Oxbridge.</p> <p>Finance & Resources – The government announced additional funding of 2.3 billion for education sectors, we are waiting to hear how much funding we will receive, the budgets will be reviewed in the New Year once this figure is confirmed.</p> <p>Attendance – KB apologised as this information was omitted from the principal's report. PSU advised governors that our attendance is approximately 92% year to date. Year 11 attendance is a concern, Year 7, 9 & 10 are above national. We continue to address concerns and liaise regularly with the Education Welfare Officer. COVID can no longer be considered when reviewing attendance figures which is impacting our data.</p> <p>Suspensions- there has been a rise in the number of suspensions, often the students suspended are repeat offenders.</p>
22/24.21	<p>Items at the discretion of the Chair / AOB</p> <p>Governors congratulated staff and praised them for their achievements. It was agreed that when the official OFSTED report is received, staff must be acknowledged for their hard work by the governing body as a whole.</p> <p>Parent Governor Vacancy – one application was received; the applicant will be informed of their success and if they would like to accept the position.</p> <p>Action: On receipt of the official Ofsted report, governors will liaise and organise an event for staff to celebrate their achievements/hard work.</p>

The meeting ended at 19.01 pm

Signed CHAIR:-



Approved as a true and accurate record of the Meeting on Monday 12th December 2022

Date of Next Meeting: Monday 5th March 2023

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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