

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

Minutes of Full Board Meeting (hybrid), using MS Teams software,
at 17.30 on Monday 6th March 2023

Governors in attendance (V = attended virtually)					
Kevin Bawn	KB	Principal	Simon Sanger-Anderson	SSA	Member Appointed
Dorf Ruscoe (Virtual)	DR	Member Appointed	Will Tipper	WT	Parent Governor
Paul Colin	PC	Member Appointed	Sue Diffey (left at 7.00 pm)	SD	Member Appointed
Peter Skelton	PS	Parent Governor	David Edmondson	DE	Parent Governor
Kate Offord	KO	Parent Governor			

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
Stephen Whitfield	SW	Parent Governor (not formally appointed)

In Attendance	Initial	Role
Catherine Prunty	CP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
Rebekah Kyffin	RK	Work Commitments	Yes
Sophy Norris	SN	On Holiday	Yes
Dace Walter	DW	AWOL	

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

ITEM NO.	Agenda Item and Notes
22/23.22	Declarations of Business Interests None
22/23.23	Attendance/Apologies Rebekah Kyffin – work commitments Sophy Norris – on holiday
22/23.24	Minutes of the last meeting, 12th December 2022 - attached The minutes from the previous meeting were approved. At the recent workshop chaired by PS, several important decisions were made regarding proposals for the pastoral reorganisation, CP to type up the minutes and distribute to

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	governors. Action: CP to type and distribute minutes of the recent workshop.
22/23.25	Matters Arising 22/23.16 <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 <p>Bullet points 1 & 2 are included in the principal's report, a copy was circulated to governors prior to today's meeting. Bullet point 3, this is work in progress. CP to complete this task by the next FB meeting.</p> 22/24.21 On receipt of the official Ofsted report, governors will liaise and organise an event for staff to celebrate their achievements/hard work. Governors agreed that this event will be take place on 17 th April (training day) at lunchtime, light refreshments to be provided. Action:- CP to send a calendar invitation to governors for the staff event. CP to circulate 'Commendations for Staff' policy to governors. Governors to liaise with SLT and agree on which staff should be commended.
22/23.26	Report from Standing Committees: C L & T – Meeting held on 19 th January 2023 PC provided an overview to governors following the recent literacy presentation given by Sara W and Kate B-D. <p>New interventions have been introduced to develop literacy skills. There is a system in place for boosting vocabulary and literacy priorities around disciplinary reading, there is also a focus on reading within each subject. Students are being encouraged to read for pleasure and a program called Bedrock Learning has been introduced.</p> <p>Governors praised Sara W and Kate B-D for their hard work, it is evident they contributed towards the 'good' Ofsted result achieved by the college and should be commended.</p> <p>PSu gave a behaviour update to governors and highlighted areas of importance from the action plan, a copy of which will be circulated to governors. Action: CP to circulate a copy of the behaviour action plan. Governors agreed that SW and K B-D will receive a commendation.</p>
22/23.27	Pastoral Reorganisation Head of Year interviews are taking place on Friday. Meghan McConnachie is currently on a sabbatical; on her return she will continue as Head of Year. Pam G and Claire T will continue as ATHOS until the end of the year and will provide cover for Green School in the absence of Catherine who has recently been appointed as Lead Attendance & Admissions Officer. Some tasks have been distributed to other staff members to ease their workload.

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	<p>PSu proposes that when the pastoral changes come into effect in September, a member of SLT oversees each Head of Year.</p> <p>Heads of Departments/staff have been asked to consider how we can expand inter-tutor competitions to ensure that we are inclusive across the college, previously we have offered chess/maths quizzes/talent contests etc as well as sporting events.</p> <p>Students feedback regarding the reorganisation is positive, they feel that it is important to continue with the school colours as they enjoy the competitive element, it has been agreed that this will continue.</p> <p>Governors said they are pleased that the pastoral reorganisation has been agreed and is going ahead from September.</p>
22/23.28	<p>Principal's Report (Standing item) KB provided an overview of the Principal's Report, a copy of the report was circulated to governors prior to the meeting.</p> <p>School Numbers Devon has seen an increase in the number of students leaving education to be electively home educated, this is for several reasons i.e., post-covid, mental health issues, not coping with mainstream education.</p> <p><i>Q</i> <i>Governors asked if there have been any changes to elective home education and how it works?</i> <i>A</i> <i>Parents/carers decide if they want their child to be home educated. If they choose to do so, they must notify the school in writing, on receipt of written confirmation, the child is taken off roll, if the school has any safeguarding concerns, these are shared with the EHE team.</i></p> <p>Staffing Issues We have been unsuccessful in recruiting for maternity cover in the History department, therefore KBA, SJ and other staff have increased teaching commitments.</p> <p>Quality of Education: Curriculum Two new subjects have been introduced for next year, these are Enterprise and Hospitality and Catering.</p> <p>A new approach has been taken towards options, the purpose of which is to encourage more students to choose a language and increase EBacc numbers. Numbers have increased, next year we will be running two Spanish groups and one French group. We want to improve the quality of the Key Stage 3 curriculum and feel strongly that as we continue to do that, we will get more wanting to study a language.</p> <p>Changes have been introduced for Deep learning day; careful thought has been given to the programs available for each year group. The science department will provide interventions for year 11, year 10 will study PSHE and Key Stage 3 will complete cross</p>

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	<p>curricular work. Sara Watt is completing an environmental project with an RRS theme to include developing areas of the school site.</p> <p>Quality assurance is a current focus for middle leaders, an overview summary is being maintained to allow us to make more informed judgments about the quality of teaching and learning across the board, this will be discussed in more detail at the next C L & T meeting.</p> <p>Literacy was highlighted as a concern by Ofsted. Interventions have been introduced to address this, these include Lexia and Bedrock Learning. For next year's cohort, our focus is on phonics, how it is taught and how we track/monitor performance to ensure that we support those students who haven't grasped the basics.</p> <p>Learning & Teaching</p> <p>The coaching team continue to support teaching staff, the teaching and learning bulletins are sent out regularly, these are tied into the six key elements of effective classroom practice.</p> <p>The foundations are in place and several of the items on the action plan have been completed, the biggest barrier is getting some teaching staff to engage/review their strategies and think about how they can improve their practice. SJ is liaising with Kevin to discuss the appraisal process to ensure that staff are held accountable and that there is engagement across all staff in the college.</p> <p>Outcomes</p> <p>Several students in year 11 are taking a reduced number of GCSE' because of extreme mental health issues, this is an obvious cause for concern. In addition, there has been an increase in demand for services that would not normally be offered i.e., home invigilation.</p> <p>Reporting</p> <p>Several live dashboards have been introduced using Microsoft BI, this allows us to track/analyse current and historical data in more detail for both behaviour and attendance.</p> <p>Behaviour/Attendance</p> <p>Nationally our attendance is in line with other schools and slightly above in Devon. Our current attendance rate is 90%, our target is 94-95%. If a child has 90% attendance, this equates to one missed day of school a fortnight.</p> <p>Year 8 and 11 are causing the most concern, several students in year 11 are school refusers. Our persistent absence figure is currently 27%, a child is persistently absence if they have missed 10 days of school. Many students have been absent for genuine reason i.e., illness. This figure changes weekly, we predict that this figure will reduce by the end of the year. Pre-covid, persistent absence was between 10-13% and our</p>

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	<p>attendance figure was 94%. When Ofsted visited before last they were concerned about the level of persistent absence, the school has worked hard to reduce this figure and bring it below national.</p> <p>Over the next year we must reduce the number of students that are persistently absent, the target attendance figure is approx. 95%.</p> <p><i>Q Has there been a change in respect of the role of the Education Welfare Officer (EWO) and the support offered to parents/carers/schools.</i></p> <p><i>A New DFE (Department for Education) regulations come into effect from September, the role of the EWO will therefore change. We currently buy in the services of the EWO, from September the support on offer will be reduced, it will be more procedure based and more responsibility placed on schools.</i></p> <p>The Bridge Co-ordinator is now in place, Emma is doing well, and progress is being made. Several students however continue to cause concern and their behaviour at times is incredibly challenging.</p> <p>Suspensions have increased since pre-covid, this figure is still less in comparison to other schools, there has been a notable increase in physical assaults. The behaviour group meet regularly to discuss/address issues and are reviewing current procedures. We continue to embed our ethos/RRS and remind/educate students of our expectations.</p> <p>Finance and Resources</p> <p>AH is in the process of reviewing school budget forecasts., these will be available shortly.</p> <p>Strategic and other issues</p> <p>All 180 places for the new intake have been filled; there is a waiting list of 70. Due to the increase in the number of students with SEND (Special Educational Needs and Disabilities) there are approx. 15-20 families whose children already attend Clyst Vale but have been unsuccessful in securing places for their other children.</p> <p>Devon County Council have suggested that we consider increasing our PAN by 30 for the year 7 entry, although we have capacity and can legally do this, any funding would be lagged. We have been offered a growth contribution of approx. £58K, however this amount is not enough. In addition to this, we have several other demands to consider i.e., timetabling, recruitment, pastoral reorganisation etc.</p> <p><i>Q Governors asked if we took on another class of entry would this enable us to accommodate those children who have siblings at school but have been unsuccessful in obtaining a place.</i></p> <p><i>A Unfortunately, this would not be the case, parents/carers of those students with an EHCP have first preference.</i></p>

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	<p><i>Q If we increase the PAN for the year 7 entry, would this be to help Devon County Council, if so, can we negotiate any funding available?</i></p> <p><i>A If we were to increase the PAN, we would need a growth contribution of at least £150K to make it viable.</i></p> <p><i>Q What are students numbers expected to be like in the long-term?</i></p> <p><i>A The primary bulge has now reached year 7, we anticipate that numbers will fall, there are other factors to consider however as to why we are now oversubscribed. It seems that the local community favours us over other schools, this has led to an increase in applications. Other possible explanations may be our ethos/RRS.</i></p> <p>Governors were asked if they had any further questions, no further questions were asked.</p> <p>Governors agreed that even if further funding is available the PAN for year 7 entry will not be increased.</p> <p>23 of the year 7 students joining in September have an EHCP (Education Health Care Plan), this will account for 13% of the year group. This number is significant compared to other schools in the local area. Some of these students have been offered a place at a specialist setting; however, as their parents/carers preference is Clyst Vale, legally they are entitled to a place and therefore have priority over any other applicant even if they live outside of the catchment area.</p> <p><i>Q Out of the 23 applicants with an EHCP, have they been successful in obtaining a place because parents/carers have requested they attend Clyst Vale?</i></p> <p><i>A There has been a significant increase in EHCPs (Education Health Care Plan) across Devon, although statistics show there isn't any parity between schools. In addition to this several students attending will be on the SEN (SPECIAL EDUCATIONAL NEEDS) register and will require some form of additional support.</i></p> <p>LT has been in contact with other schools with a high level of EHCPs to look at their structures. There are several factors to consider including adapting the curriculum, staffing, teaching formats/interventions, additional space will also be needed. This will create capacity issues within the SEN department and how we respond to parents/carers when managing annual reviews/interventions/referrals etc. Some changes may be needed to manage the extra responsibilities within the department.</p> <p>There will be eight teaching groups, two of which will have a nurturing group focus with a highly differentiated curriculum, a high presence of TAs will be needed to support these students. The ability range for many is year three down to pre key stage levels, this means increasing the number of classes. In addition to this several students are on the SEN register and therefore receiving interventions, we anticipate that 38% of the year 7 cohort in total will have special educational needs and will need further interventions/targeted support. We anticipate that we will receive in the region of £40-</p>

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	<p>£50K of additional funding for these students, approx. £80K is required to pay for the restructure needed/teaching. KB and LT are liaising with the 0-25 team to see if they can offer any further advice/guidance and whether any additional funding is available.</p> <p><i>Q Are there any circumstances where we can withdraw their offer of a place because we cannot meet their needs.</i></p> <p><i>A We have already raised this and said that for some applicants we do not feel we are an appropriate setting; however, they still chose Clyst Vale as they feel we will be able to do a good job for their child. In September we must do our best to deliver everything in their plan. If we feel that we are not meeting their needs, there will be a process of interim reviews/annual reviews, this would all have to be done with parental agreement and a mutual decision would need to be reached.</i></p> <p>Governors felt strongly that these issues must be addressed with Devon County Council and the question asked as to whether any legal challenge is possible. Although it may be too late for this cohort, this is something that Devon County Council must take into consideration in the future to ensure that they understand the impact. KB and SSA will discuss and agree a plan of action.</p> <p>Action:- SSA/KBA to discuss/investigate whether it is legally possible to challenge Devon County Council and agree a plan of action.</p> <p>MATS (Multi Academy Trusts) KB has spoken to a standalone school in the local area; however, they are not exploring MATS at the current time. Schools can no longer set up a new academy, they must join an existing MAT. Prior to half-term the proposed school bill was withdrawn by the government, the target date of 2030 no longer applies.</p> <p>At the governor's request KB will continue to explore/speak to other suitable schools. governors were reminded that they must be clear which direction they wish to travel in, particularly as KB will be retiring in the not-too-distant future.</p> <p>Action:- KB to speak to other suitable schools re MATS.</p>
22/23.289	Items at the discretion of the Chair / AOB N/A

The meeting ended at 19.22 pm

Signed CHAIR:-



Approved as a true and accurate record of the Meeting on Monday 6th March 2023

Date of Next Meeting: Thursday 4th May 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 – leave at 7	Member Appointed
Sophy Norris	Co-Opted Governor	David Edmondson	Parent Governor
Kate Offord	Parent Governor	Rebekah Kyffin	Parent Governor
Steven Whitfield	Parent Governor		

References:

AS – Additional Support

ASCL (Association of School and College Leaders)

DCC (Devon County Council)

HOD – Head of Department

KCSIE (Keeping Children Safe in Education)

MAT- Multi Academy Trust

PAN (Pupil Admission Numbers)