

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 Wednesday 19th July 2023

Governors in attendance (V = attended virtually)					
Kevin Bawn	KB	Principal	Peter Skelton	PS	Vice Chair (Co-opted Governor)
Dorf Ruscoe	DR	Member Appointed	Will Tipper	WT	Parent Governor
David Edmondson (joined @ 17.58)	DE	Parent Governor	Rebekah Kiffin	RK	Parent Governor

Additional attendees	Initial	Role/Organisation
Ann Hopkins	AH	College Manager
Paul Sutton	PSu	Deputy Head
Sara Jacobs	SJ	Deputy Head

In Attendance	Initial	Role
Catherine Prunty	CP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
Paul Colin	PC	Family	Yes
Sue Diffey	SD	Unable to access the meeting	Yes
Sophy Norris	SN`	Work Commitments	Yes
Simon Sanger-Anderson	SSA	Holiday	Yes
Kate Offord	KO	Work Commitments	Yes
Steven Whitfield	SW	Illness	Yes

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

ITEM NO.	Agenda Item and Notes
22/23.33	Declarations of Business Interests None
22/23.34	Attendance/Apologies As above
22/23.35	Minutes of the last meeting, 4th May 2023 - attached The minutes of the last Full Board meeting held on 4 th May 2023 were approved.
22/23.36	Matters Arising 22/23.25 Staff Commendations CP to redistribute staff commendation criteria, letters to be sent before the end of term. Actioned: CP circulated information to governors – governors agreed the process will be postponed until next year, refer to 22/23.40 for further details.

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ITEM NO.	Agenda Item and Notes
22/23.37	<p><u>Report from Standing Committees:</u></p> <p>C L & T – Meeting held on 22nd May 2023 – Paul Colin unable to attend so no update provided. PC to submit a few sentences in writing to be included in the minutes.</p> <p>Action: CP to circulate minutes to all governors.</p> <p>F & R – Meeting held on 12th June 2023 Circulate the minutes for the F & R meeting. Budget discussed which will be discussed later this evening.</p> <p>Action: CP to circulate minutes to all governors.</p>
22/23.38	<p>Just Giving Account</p> <p>A staff member is fund raising to purchase a blast chiller for the technical department and has set up a Just Giving Account in their own name. Any money raised will be transferred to the school. School advised governors that this is outside normal finance practices, and they were not made aware prior to any funds being raised/requested. Governors were asked to approve the transaction as a one-off.</p> <p>Governors were asked if they had any questions/concerns.</p> <p>Q Is guidance available and what is the current situation I.e. what should happen if there is a shortfall? Do the public believe that they are contributing towards an official school fundraiser account?</p> <p>A <i>The member of staff was acting in good faith, they showed initiative, which is commendable, however there was no prior consultation. We will liaise with other schools to ask how they operate in these situations. The person most at risk is the member of staff, they have asked for £1000, approximately £610 has been raised so far, no end date has been set for the fundraising request.</i></p> <p>Following a discussion, Governors approved this as a one-off. They agreed however that although the staff member should be commended for their efforts, prior consultation should have been sought and we need to ensure that in the future protocols must be in place, and staff members made aware of their responsibilities. If Staff want to fundraise, they must speak to the College Manager beforehand.</p> <p>Action: AH to notify staff of the protocols regarding fundraising. AH to liaise with other schools to check their processes for fundraising. AH to review/update current procedures. KBA to seek advice from ASCL.</p>

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ITEM NO.	Agenda Item and Notes
22/23.39	<p>2023-2024 Budget Approval The proposed budget was circulated to governors prior to the meeting.</p> <p>AH presented the proposed budget for 2023/2024 to governors at the F & R meeting on 12th June. Governors were advised that although the budget shows a deficit, we are waiting for further information regarding funding. On receipt of these figures, it was agreed that the school will continue to look at how the deficit for the following year can be reduced. The F & R committee recommended the budget for approval by the Full Board</p> <p>Governors were asked if they had any questions or concerns prior to approving the budget. No questions or concerns were raised.</p> <p>The budget was discussed and formally approved by the Full Governing Body.</p>
22/23.40	<p>Staff Commendations Governors suggested in the last C L & T meeting that SW & KB-D would be worthy of a commendation for their efforts.</p> <p>Governors agreed that this topic would be postponed until the new academic year, a decision will then be made, and letters written in readiness for the next Full Board meeting on Monday 18th September.</p> <p>The current policy is outdated and will be reviewed in the new academic year.</p> <p>Action: Governors with support from SLT to agree which staff members will receive a governor's commendation, letters will be presented to governors at the next full board meeting. SSA/KB to discuss/review the Staff Commendation Policy.</p>
22/23.41	<p>Principal's Report (Standing item)</p> <p>The Principal's Report was circulated prior to the meeting, KBA provided an overview and asked governors if they had any questions/concerns.</p> <p>KB thanked governors for their support and raised concerns regarding governor availability, particularly for statutory meetings which essentially take place during school hours.</p> <p>Staffing Levels/Issues Since writing the report, the following appointments have been made: -</p> <p>Lisa Jones (Early Help Coordinator/Family Support) Mark Connelly (History – maternity cover) Olly Reed (Teaching Assistant) Becca Watts (Teaching Assistant)</p>

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	<p>Myriam Feater (Teacher of MFL)</p> <p>Interviews for the caretaker position took place today; no one was appointed; the post will be readvertised in September. We continue to recruit for various other vacancies.</p> <p>Q Due to the issues around retention/recruitment of staff, governors asked if are we able to offer a package to retain existing staff? A SJ explained that excellent work is made inducting new recruits, there have been some internal promotions and we have been able to retain staff by offering additional roles, in addition we have been successful at recruiting staff from other schools.</p> <p>Behaviour</p> <p>Q Governors asked why exclusions have increased significantly, there is a trend across the country. Why is this happening, is it anything to do with the pandemic? A Nationally, lots of schools are facing challenging behaviour they didn't experience prior to covid. There are several factors i.e., lack of parental boundaries, increase in children with anxiety/social emotional issues. When dealing with behaviour incidents we always aim to deescalate the situation, there are instances however when this is not effective and results in a suspension. The number of suspensions is disheartening and impacts heavily on the students concerned. We are hopeful that next year we will see an improvement in student behaviour and a reduction in the number of suspensions/exclusions.</p> <p>Q At the last meeting poor behaviour was discussed, governors raised the importance of a praise system that rewards students doing well, the current system is ineffective. A PSU explained that the behaviour group have reviewed the current praise system and changes have and continue to be made. Sara Watt has outlined a praise policy which will be ready to go in September, there will be a focus on rewards, examples are: -</p> <ul style="list-style-type: none"> • Priority when purchasing food in the Giraffe House/Canteen • Sponsorship from local companies i.e., Exeter Chiefs • Non-uniform <p>Governors praised staff for their hard work and thanked them for the full and rich list of events that have taken place over the last term.</p> <p>Post-16</p> <p>Q How is post-16 booking in terms of numbers for next year? A The taster days were successful, feedback from students was positive. We would like to repeat the exercise for both internal and external next year, this is being explored by Claire Haynes. We anticipate that approximately 40 students will join in September.</p>

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	<p>Q Following previous conversations, post-16 is a key asset, we are concerned for the viability of post-16 moving forward, what can we do to secure its future.</p> <p>A Zoe Brotherton has been being appointed as Gifted and Talented Coordinator, part of her role will be to engage with students both internally and externally and to share our successes and promote post-16.</p> <p>Governors agreed that the situation needs to be closely monitored and further discussions are required. It is essential that we continue to advertise, particularly on social media. SJ explained that we are already advertising on social media platforms. Chris Faulkner is working with Cornerstone Academy who are helping us with our marketing.</p> <p>Site Maintenance Various work is taking place across the college to include: -</p> <ul style="list-style-type: none"> • Humanities block, the render is being replaced, this work is taking place free of charge because of a building failure, thank you to Tony Adshed, Site Manager for organising • Main hall is being repainted • There are several staff that have offered their services, thank you to those who have stepped forward. • Nurture rooms <p>Q Will the work to the patio area be completed? A Unfortunately not. A solution has been found; however, a member of the site staff has left, and we don't therefore have the resources available.</p> <p>Pay Awards It is unlikely that there will be any future strikes, teachers must ballot and decide if they accept the latest government offer.</p>
22/23.42	<p>Head Teacher Recruitment Governors congratulated Sara on her appointment as Head Teacher. As the governors involved in the recruitment process were not present, it was agreed that this item would be postponed until the next meeting.</p> <p>Governors thanked AB and AH for their hard work in setting up the process and WT and KO for their support/involvement.</p>
22/23.43	<p>Terms of Office (Expired) DW has resigned, his resignation has been accepted. PS' (Parent Governor) terms of office expired on 4 July 2023, PS confirmed that he would like to renew his term, governors agreed to co-opt him. SD (Member Appointed), terms of office expired on 4 July 2023.</p> <p>Action: CP to email members and ask them to approve an extension to SD terms of office. CP to write to governors prior to the Full Board meeting in September to ask for nominations, including self-nominations and set a deadline for returns.</p>

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22/23.44	Meeting Dates 2023/2024 Governors approved the meeting dates for 2023/2024.
22/23.45	2024-2025 Term Dates Governors approved the term dates for 2024-2025.
22/23.46	Policies N/A
22/23.47	Items at the discretion of the Chair / AOB

The meeting ended at 19.01 pm

Signed CHAIR:-



Approved as a true and accurate record of the Meeting on Wednesday 19th July 2023

Date of Next Meeting: TBC

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	Susan Diffey	Member Appointed
Peter Skelton	Parent Governor	David Edmondson	Parent Governor
Sophy Norris	Co-Opted Governor	Rebekah Kyffin	Parent Governor
Kate Offord	Parent Governor	Vacancy	Co-Opted 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)
KS3 Key Stage 3
MAT Multi Academy Trust
PAN (Pupil Admission Numbers)