

**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 held virtually, using MS Teams software,  
at 17.30 on Monday 13<sup>th</sup> December 2021

Governors in attendance					
Kevin Bawn	KB	Principal	Ben Brook	BB	Parent Governor
Simon Sanger-Anderson	SSA	Member Appointed	Paul Colin	PC	Member Appointed
Dorf Ruscoe	DR	Member Appointed	Sophy Norris	SN	Parent Governor
Michael Davies	MD	Co-opted			

Additional attendees	Initial	Role/Organisation
Allen Bailely	ABa	Deputy Principal
Sara Jacobs	SJ	Deputy Principal
Paul Sutton	PSU	Deputy Principal
Ann Hopkins	AH	Deputy Principal

In Attendance	Initial	Role
Catherine Prunty	CP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
Peter Skelton	PS	Family Issues	Yes
Sue Diffey	SD	No apology received	Yes
Dave Walter	DW	No apology received	Yes
Crawford Winlove	CW	No apology received	Yes

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

ITEM NO.	Agenda Item and Notes
21/21.9	<b>Declarations of Business Interests</b> No declarations of business interests.
21/22.10	<b>Attendance/Apologies</b>
	PS SD DW CW
21/22.11	<b>Minutes of the last meeting, 15<sup>th</sup> November 2021</b> The minutes of the last meeting were approved.
21/22.12	<b>Matters Arising</b> N/A

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21/22.13	<p><b>Governor Recruitment</b></p> <p>There are three parent governor vacancies, four applications have been received. The final count is taking place on Wednesday 15<sup>th</sup> December @ 10 am.</p> <p>Neither DW or SN have applied to renew their terms of office as Parent Governors. SN left the meeting briefly so governors could discuss the options available. Governors agreed to co-opt SN and DW if they agree. SN confirmed that she would like to renew her terms of office. Governors agreed to co-opt her.</p> <p>PC agreed to continue after his terms of office have expired, members will need to reappoint him.</p> <p><b>Action:-</b>  CP to email DW to ask if he wishes to continue as a governor (co-opted)  CP to email members and ask for their approval to reappoint PC</p>
21/22.14	<p><b>Governor Links</b></p> <p>Governors were provided with a copy of the governors links document prior to today's meeting. There is a vacancy for a Health &amp; Social link, SSA is stepping down as careers link but will continue to link with AH and KBA.</p> <p>SSA asked governors to review the vacancies available and to email him with expressions of interest. Governors were reminded that when attending link meetings brief notes should be made, a copy of which must be given to SSA/CP.</p>
21/22.15	<p><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>➤ Update following Principal's Performance Management that took place on 24<sup>th</sup> November 2021</li> </ul> <p>KBa's Performance Management went ahead as planned; objectives were shared in the Staff Bulletins. Governors said they liked the fact that this information was shared and thanked those involved.</p> <p><b>Training – 'Principal's Appraisal'</b></p> <p>PS, DR and SD have confirmed their attendance, training will take place virtually on 15th February.</p> <p><b>Action:</b>  CP to arrange training course</p>
21/22.17	<p><b>Report from Standing Committees:</b></p> <p><b>Finance &amp; Resources</b> – Meeting held on 6<sup>th</sup> December 2021</p> <p>Bishop Fleming presented the Academy accounts, one or two minor changes need to be made prior to approval. We have an unexpected favourable variance of approx. £99K, this will be put into unrestricted reserves which will exceed our unrestricted reserves sealing limit.</p>

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	<p>A number of policies were considered and approved.</p> <p>We reviewed our current position, it is favourable moving forward.</p> <p><b>Pay Committee</b> – Meeting held on 30<sup>th</sup> November 2021  A meeting will be held to review support staff appraisals in the latter part of the summer term, SN/CP will liaise and organise a date prior to the next meeting.</p> <p><b>C,L&amp;T</b> – Meeting held on 14<sup>th</sup> October 2021  SJ provided an update re OFSTED priorities, quality of education, recovery education and the new Curriculum and Assessment Policy. PC attended a link meeting with SJ and discussed future agendas. PC joined the link meeting with Head of MFL which he found informative, he also sat in on the HOD Team’s meeting. The Teaching and Learning group are devising a coaching programme to support staff with their practices. SJ reflected on progress made in respect of the OFSTED priorities with HODs, they were receptive to this information.</p> <p>In preparation for OFSTED, SJ has launched the idea of deep dives to support subjects. Subject leaders have been given key questions for staff and students. The next workshop will focus on progress/OFSTED preparations and priorities.</p> <p><b>Action:</b>  CP to email Pay Committee to set up an additional meeting in June to review support staff appraisals.</p>
21/22.18	<p><b>CVCC Accounts 21-22 – Sign Off</b>  Governors received a copy of the CVCC accounts prior to this meeting. It was agreed that the final accounts will be sent to them by email for their approval.</p>
21/22.21	<p><b>Principal’s Report (Standing item)</b>  College Improvement Plan – Governors had sight of this document prior to the meeting.</p> <p><b>Covid</b>  There are 14 students with covid and two members of staff. This figure is low in comparison to the rates in Devon, new guidance comes into force from tomorrow. Testing on site will return in the New Year.</p> <p><b>Carol Service</b>  The carol service will go ahead with extra restrictions in place.</p> <p><b>Year 7 Intake 2022/2023</b>  333 preferences for Clyst Vale, 174 of which we are first choice, PAN is 180.</p>

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	<p><b>Staffing</b>  3 members of staff leaving, Layla Kempster, Con O'Brien and Rebecca Dominey  There is a vacancy for a Data and Exams Assistant.  During the last 2/3 weeks the college has been running with a 10% staffing absence, we have two or three long term absences. English has suffered as a result, Science is recovering and in the 6<sup>th</sup> form both the PA and Head have been absent since ½ term. Heather Padden has stepped in to cover and is supporting students with their UCAS applications, we have recruited a temporary admin assistant to cover the PA role. This week and last week has been difficult due to staffing levels both teaching and non-teaching, there is a shortage of supply staff.</p> <p>We have changed our approach to covering lessons and are making use of technology via TEAMS, we can offer more interactive cover to enable teachers to continue with normal curriculum plans.</p> <p><b>Year 11 Data</b>  Progress looks okay, we corrected an error in the data for double science, the data is therefore better than published in the principal's report. There is a notable gender gap emerging. Lower ability and SEN students are a concern, although these have probably been the highest hit throughout covid and will be part of the catch-up programme in the New Year.</p> <p>Q – Governors asked if the gender gap is as expected i.e., girls performing better than boys.  A – ABa confirmed that this is the case, the indication is that this is happening nationally.</p> <p><b>Behaviour</b>  Behaviour began to escalate in November but has improved.</p> <p><b>Attendance</b>  WE 29<sup>th</sup> Nov – we are slightly above national average, the national average is 89.2%. Our overall attendance is 89.8%, we would expect this figure to be round 93-94%. This is low but in line with most schools in the country, covid hit us badly in the first term; longer term and persistent absences have increased. We have a lot of work to do in the next two terms to support students back into school. Fortnightly meetings are taking place with the Education Welfare Officer.</p> <p><b>OFSTED</b>  This is work in progress and will continue to be a priority. Curriculum planning is significantly better than two years ago and more coherent within curriculum, improvements have been made , MFL is in a much better position along with SEND.</p> <p>KBa asked governors if they had any questions</p> <p>Q – What is your evaluation of where we are with OFSTED?</p>

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	<p>A - SLT have evaluated strengths and weaknesses within each department and have a better oversight. At the HOD's briefing we looked at the Ofsted improvement priorities one at a time, this enabled us to clearly articulate what progress had been made.</p> <p>For SEND there is clear mapping of what provision looks like for each subject. Learners need to be more actively engaged in their learning, the training day in January focus on this and how we can make improvements within the classroom. Following the 2019 audit, a number of the criticisms made have been addressed.</p> <p><b>College improvement Plan</b></p> <p>KBa provided an overview of the report and asked if governors had any questions.</p> <p>SS and KBa are meeting tomorrow, SSa suggested that SLT need to review the size of the leadership team.</p>
21/22.22	<p><b>Policies –</b></p> <p>Admissions Policy (Y7 – Y11 &amp; P16) – this was agreed at the previous FB meeting.</p> <p>Complaints Procedure – Amendments made as requested in last FB Meeting.</p>
21/22.20	<p><b>Items at the discretion of the Chair / AOB</b></p> <p>Thank you for your time this year and SLT for their contribution.</p>

The meeting ended at 6.45 pm

Signed CHAIR:-



Approved as a true and accurate record of the Meeting on Monday 13<sup>th</sup> December 2021.

Date of Next Meeting: Monday 7<sup>th</sup> March 2022

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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