

**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> September 2021**

<b>Governors in attendance</b>					
Kevin Bawn	KB	Principal	Ben Brook	BB	Parent Governor
Dave Walter	DW	Parent Governor	Paul Colin	PC	Member Appointed
Sue Diffey	SD	Member Appointed	Sophy Norris	SN	Parent Governor
Simon Sanger-Anderson	SSA	Member Appointed	Peter Skelton	PS	Parent Governor
Dorf Ruscoe	DR	Member Appointed			

<b>Additional attendees</b>	<b>Initial</b>	<b>Role/Organisation</b>
Ann Hopkins	AH	Deputy Principal

<b>In Attendance</b>	<b>Initial</b>	<b>Role</b>
Catherine Prunty	CJP	Clerk

<b>Apologies</b>	<b>Initial</b>	<b>Reason</b>	<b>Apologies accepted by the Board</b>
Crawford Winlove	CW		Yes
Michael Davies	MD		Yes

**AGENDA**

<b>ITEM NO.</b>	<b>ITEM</b>
<b>21/22 - 1</b>	<b><u>Declarations of Business Interests</u></b> Please complete the Declaration of Business Interest's Form and return to AH by Monday 20 <sup>th</sup> September 2021. If no changes, please email AH to that effect.
<b>21/22 - 2</b>	<b><u>Attendance/Apologies</u></b> MD - Accepted CW - Accepted
<b>21/22 - 3</b>	<b><u>Minutes of the last meeting, 15.07.2021</u></b> – attached AH apologised for the lateness in sending the minutes, please report any changes to AH by Monday 20 <sup>th</sup> September so she can amend and submit to PS for signing.  <b>Action(s):</b> <b>AH to make any amendments and submit to PS for signing.</b>
<b>21/22 - 4</b>	<b><u>Election of the following positions;</u></b> The following positions were appointed for the 21-22 academic year:-

**Clyst Vale Academy Trust**  
**COMPANY NUMBER: 07564519**  
**A Company Limited by Guarantee**  
**Registered in England**  
**Clyst Vale Academy Trust is an exempt charity**

ITEM NO.	ITEM
	<p><b><u>Chair or Co-Chair of Governors</u></b>  S S-A</p> <p>If anyone is interested in the Co-Chair position, please speak to S S-A and we can appointment at the next FB meeting.</p> <p><b><u>Vice Chair of Governors</u></b>  PS</p> <p><b><u>F&amp;R Committee Members;</u></b> S S-A, CW, DR, BB, MD  <b><u>Chair of F&amp;R:</u></b> S S-A</p> <p><b><u>CL&amp;T Committee Members;</u></b> PS, PC, SN, SD, DW  <b><u>Chair of CL&amp;T –</u></b> PC</p> <p><b><u>Pay Committee Members;</u></b> SN, DW, DR  <b><u>Chair of Pay Committee:</u></b> SN</p> <p><b><u>Discipline Committee;</u></b> S S-A (Chair), DR, PS</p> <p><b><u>Appeals Committee;</u></b> , DW, CW, SD</p> <p><b><u>Health &amp; Safety Governor;</u></b> PC</p> <p><b><u>Safeguarding Governor;</u></b> DW</p> <p>Current committee members to remain in the interim, this can be reviewed when other members are appointed.</p> <p>SN is not available on the date outlined in the Terms of Reference for the Pay Committee meeting, SN to email AH her availability.</p> <p><b>Action(s):</b></p> <p><b>SN to email AH her availability so AH can rearrange Pay Committee meeting.</b></p>
21/22 – 5	<p><b><u>Governor Recruitment –</u></b>  Terms of office attached</p> <p>CJ and LW have both resigned, GS has resigned as Chair.</p> <p>MD, Term of Office ends on 24<sup>th</sup> July 2022, no formal resignation received.</p> <p>Current vacancies – There are 3 vacancies, one of which is a parent governor, although more than one parent governor can be appointed. We will ask for expressions of interest in the next School Newsletter.</p>

**Clyst Vale Academy Trust**  
**COMPANY NUMBER: 07564519**  
**A Company Limited by Guarantee**  
**Registered in England**  
**Clyst Vale Academy Trust is an exempt charity**

ITEM NO.	ITEM
	<p>We will offer both an electronic vote and a paper vote. Ideally applicants will have a background in finance/health and safety.</p> <p>If any members know of anyone what might be interested, please ask them to send in their resume.</p> <p><b>Action(s):-</b></p> <p><b>KBa to publicise vacancies in School Newsletter and request any expressions of interest.</b></p>
21/22 – 6	<p><b><u>Principal’s Report (Standing item)</u></b> – circulated prior to the meeting</p> <p>Update given by KB</p> <p>We are part of the enhanced covid response, 19 students and two members of staff have tested positive for covid, Public Health have been notified. Some parents/carers have raised concerns regarding the covid vaccinations. All staff/students must follow the protocol even if they have had one or both vaccinations.</p> <p>Student numbers on roll are now 961, this is an increase of 100 in the last two years. Year 13 student numbers have reduced.</p> <p>We have made several staff appointments over the summer. Two members of staff are currently on maternity leave.</p> <p>Subject exam reviews will be held with each of the subject’s areas to review the data.</p> <p>The focus on training days was teaching and learning. The Teaching &amp; Learning group has been given some timetable remission so they can concentrate on coaching/share techniques. Literacy was highlighted, this will be followed up by subjects in their actions plan to minimise vocabulary gaps.</p> <p>S S-A asked for an update in respect of OFSTED. KBA explained that they were due towards the end of October, a visit is therefore imminent, preparations are ongoing.</p> <p>Student Behaviour - It has been a positive start to the term, all year groups are now mixed, and we have reverted to the original school day.</p> <p>Year 7 Transition Week – Approximately 140 out of 170 students attended, it was highly successful. Feedback from students is very positive. DR advised that feedback received is very positive.</p> <p>Bonnie &amp; Clyde Production – it was one of the best productions we have ever done, well done to Emma Williams for organising it.</p> <p>Work Experience – approximately 130 students were able to attend a work placement.</p> <p>Leadership &amp; Management – KBA is still writing the College Improvement Plan.</p>

**Clyst Vale Academy Trust**  
**COMPANY NUMBER: 07564519**  
**A Company Limited by Guarantee**  
**Registered in England**  
**Clyst Vale Academy Trust is an exempt charity**

ITEM NO.	ITEM
	<p>Post 16<sup>th</sup> Prom – the prom was a success.</p> <p>Finance &amp; Resources – we have recruited a new member of staff in the Finance Team. The CIF bid was successful, and the work has begun.</p> <p>BB asked about the National Tutoring Programme and Recovery Catchup. KBA confirmed that this will be discussed at C L &amp; T.</p>
<p><b>21/22 - 7</b></p>	<p><b><u>Policies</u></b></p> <p>AH has created a policy section within the Governors’ Team. When a policy is up for review AH will add it to the channel under the policy section. This will allow you to view and record any comments. The content will be used to pull it into a final document to be reviewed.</p> <p>Any policies added over the Summer have a deadline of 10<sup>th</sup> September and need to be approved. BB raised concerns that some may not read the policies. AH explained that although there are a lot of policies that need to approved moving forward, we will return to the normal cycle once they are all up to date. We are reviewing which policies need to be approved by the governing body and those that SLT can approve.</p> <p>BB asked if there are any policies where the key terms are changing i.e. the Redundancy Policy. AH explained that a lot of the personnel policies are based around the Somerset policies. Payment terms and schedules are those of Devon so no significant changes. HR policies are reviewed by Somerset annually, this means that we are complying with any changes in legislation etc. The policies that we ask governors to review are mainly bog-standard policies. AH will continue to ensure Clyst vale policies remain, for example the Staff Leave of Absence Policy</p> <p>In the future we will revert to our standard operational procedure with the possibility that KBA and AH will identify the core policies that need to be approved.</p> <p>It was agreed that the policies available are approved.</p> <p><b>Action: -</b></p> <p><b>Chairs of Committees to sign and return Terms of Reference to AH</b>  <b>CP to add approved policies to college website and update Policy List Record.</b></p>
<p><b>21/22 - 08</b></p>	<p><b><u>Items at the discretion of the Chair / AOB</u></b></p> <p>20-21 Terms of Reference for all Governors committees are attached and will require signing by the chair of each committee and Chair of Governors, once appointed.</p>

**Clyst Vale Academy Trust**  
**COMPANY NUMBER: 07564519**  
**A Company Limited by Guarantee**  
**Registered in England**  
**Clyst Vale Academy Trust is an exempt charity**

ITEM NO.	ITEM
	<p>AH has sent the Terms of reference, could the Head of each committee please sign and return them.</p> <p>S-SA would like Ann to carry out a poll to ask members of the committee for their preferences regarding future meetings.</p> <p>S S-A thanked KB, AH and CP for their support, this was also extended to all members of the committee.</p> <p>Clerk to Governors – the position has been advertised however no one has applied. CP has as offered to step in to support if necessary, on a temporary basis. AH to liaise with S-SA.</p> <p>GS/LW/CJ have resigned. Sue V to provide a copy of the most recent letter to S S-A so he can send a thank you letter.</p> <p><b>Action(s):-</b></p> <p><b>Sue V to send a copy of the most recent letter to S S-A so he can write to GS/LW/CJ and thank them for their service.</b></p> <p><b>AH to liaise with S S-A re vacancy for Clerk to Governors.</b></p>

The meeting ended at 7.15 pm

Signed CHAIR:-



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

Date of Next Meeting: 15<sup>th</sup> November 2021

**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		