

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

**Minutes of Full Board Meeting held virtually, using MS Teams software,
at 17.30 on Thursday 19th May 2022**

Governors in attendance (V = attending virtually)					
Kevin Bawn	KB	Principal	Peter Skelton	PS	Parent Governor
Simon Sanger-Anderson	SSA	Member Appointed	Will Tipper	WT	Parent Governor
Sue Diffey (V)	SD	Member Appointed			

Additional attendees	Initial	Role/Organisation
Sara Watt	SW	Teaching Staff
Louise Telford (V)	LT	Deputy Principal
Sara Jacobs (V)	SJ	Deputy Principal
Paul Sutton (V)	PSU	Deputy Principal

In Attendance	Initial	Role
Catherine Prunty	CP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
Paul Colin	PC	Family Commitments	Yes
Dorf Ruscoe	DR	Family Commitments	Yes
Sophy Norris	SN	Work Commitments	Yes
Michael Davies	MD	Work Commitments	Yes
Dave Walter	DW	AWOL	No
David Edmondson	DE	Medical Appointment	Yes
Rebekah Kyffin	RK	Family Commitments	Yes
Kate Offord	KO	AWOL	No
Sue Diffey	SD	Left at 6.40 pm	Yes

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

ITEM NO.	Agenda Item and Notes
21/21.30	Declarations of Business Interests None
21/22.31	Attendance/Apologies PC – Family Commitments DR – Family Commitments SN – Work Commitments MD – Work Commitments DW - Did not attend or give their apologies.

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	<p>DE - Medical RK – Family Commitments KO – Did not attend or give their apologies.</p>
21/22.32	<p>Rights Respecting College (RRS) – Gold Accreditation SW gave a presentation to governors and updated them as to where we are on our RRS journey. The college has applied for and are confident that they meet the requirements to gain Gold Accreditation, this will happen on the 5th July when representatives from UNICEF will attend. SW explained that there are 3 strands towards being a RRS, these are: -</p> <ul style="list-style-type: none"> • Teach and learning about rights • Teaching and learning through rights – ethos and relationships • Teaching and learning for rights – participation, empowerment, and action <p>SW highlighted specific areas explained the benefits/importance of being a RRS and provided an update for those areas requiring improvement.</p> <p>Following the presentation Governors were asked if they had any feedback/questions.</p> <p>Q – <i>Governors requested more details about the process on 5th July.</i> A – <i>SW explained that two representatives from UNICEF will attend college, there will be various meetings with KBA/SW and governors. They will talk to students and a bank of evidence will be provided to show that we are meeting the criteria to gain gold accreditation, we will be informed on the day if we have been successful.</i></p> <p>Governors acknowledged the importance/benefits of students being given the opportunity to provide feedback, as it allows them to feel more involved and have a better understanding of the benefits of being an RRS.</p> <p>Q – <i>Governors asked when making statements about students feeling safe, how is this measured?</i> A – <i>SW informed governors that students were asked to complete a survey and feedback from students via focus groups etc.</i></p> <p>Q – <i>Governors asked if there is any evidence/feedback of whether being a RRS has impacted on students that no longer attend Clyst Vale and if UNICEF will want to see evidence of this?</i> A – <i>SW explained that evidence is not required however this feedback would be useful, this is something that we could investigate as a college by talking to post-16 students/ex students.</i></p>
21/22.32	<p>Minutes of the last meeting, 7th March 2022 - attached The minutes of the last meeting were approved.</p>

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21/22.24	<p>Matters Arising SD will be leaving at 6.40 pm.</p> <p>SSA requested that the Links Matrix be resent to governors so they can put their names forward to link to those area that have vacancies. CP to circulate.</p> <p>PSU to send a copy of his presentation from the previous meeting (7th March 2022) to governors. PSU also agreed to provide a written report outlining safeguarding and OFSTED requirements.</p> <p>PSU to contact KO re SEND link.</p> <p>Governors are concerned that the college website is out of date and are mindful that prior to an Ofsted inspection this is the first item they will look at. Governors were advised that a new website is being launched and will be available shortly. The following specific areas of concern were highlighted by governors: -</p> <ul style="list-style-type: none"> • Ofsted Report – the link the report takes you to is out of date. • MFL – the current page is out of date, SJ confirmed that this is work in progress. All other curriculum information is up to date, the only item that needs updating is the MFL intent statement, this has been re-written but needs to be check by HOD prior to uploading on the website. <p><i>Q - Governors asked what the anticipated timeframe was for the launch of the new website.</i> <i>A – Governors were told that the website is near completion, there has been a delay due to illness, but will go live as soon as possible.</i></p> <p>Action:-</p> <ul style="list-style-type: none"> • CP to resend Links Matrix to governors • PSU to send a copy of his presentation from the previous meeting (7th March 2022) and provide a written report to governors. • SJ to email IT to ask that they check the website to ensure that the latest OFSTED report is available. • SJ to email CMC re MFL intent statement and ask that it be uploaded to the college website
21/22.25	<p>Governor Links – Update CP to resend governors link matrix, governors were asked to email CP to confirm which areas they want to link to.</p> <p>KO said in the previous meeting that she would like to be the link for SEND.</p>

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ITEM NO.	Agenda Item and Notes
21/22.26	<p><u>Report from Standing Committees:</u> F & R – Meeting held on 12th May 2022 (rescheduled from 5th May 2022) SSA will continue as Chair until a replacement is found. Compared to previous years the college finances are looking better, next year is looking positive due to an increase in student numbers. College Managers report – the new HR Admin Assistant is settling in well. AH is still under a lot of pressure, this should ease once the HR Admin Assistant is trained and the new Finance Assistant and is in post.</p>
21/22.27	<p>Principal's Report (Standing item)</p> <ul style="list-style-type: none"> ○ College Improvement Plan: Highlight Report (as appropriate) <p>Kevin provided an overview of the report. He explained that it has been one of the most challenging years to date. The following areas were highlighted: -</p> <p>Staffing Several staff have been absent which has put pressure on colleagues. SLT have been used to cover lessons, there has been an escalation in behaviour which has meant that SLT have been unable to focus on whole college issues. SJ has had to cover several lessons which means less time available to QA Teaching and Learning. Staff absence has improved since returning in April so the backlog of events that happened prior to this are now being actioned.</p> <p>There has been an increase in student anxiety, particularly around exams compared to previous years. Three or four are experiencing seizures (NEADS), staff have needed to be available to support these students which has taken not only a lot of time but also an emotionally toll on staff. Although processes have been put in place to manage this, unfortunately medical professionals have been unable to provide any solid guidance.</p> <p>There were concerns in respect of GCSES due to a lack of invigilators, fortunately staff family members and friends etc. stepped forward and we were able to fill these roles.</p> <p>Governors were asked if they had any questions/concern re staffing, no questions or concerns were asked/raised.</p> <p>Quality of Education, Learning and Teaching and Outcomes and Evaluations Year 11 are soon to leave, this will free up some time for HOD, some of this time will be used to focus on QA. After Easter there was a big push on Teaching & Learning, departmental and individual audits were completed around strengths and weaknesses. Departments are focusing on one of the three practical strategies they have been given. They are trialling new approaches and completing learning walks. In terms of QA, HOD are much more aware and can provide evidence of priorities. Progress has been made in relation to curriculum planning and staffing for next year. The number of maths groups is increasing from 7 to 8.</p>

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	<p>Recently HOD have been more receptive to SEND provision and have requested that action planning commencing in September instead starts as soon as possible. Governors said that following the recent visit from Richard Steward, his intervention seems to have been a beneficial and positive experience for staff.</p> <p>SJ agreed and explained that it is always positive for staff to hear/have the message reinforced by an external visitor. Student books continue to cause concern, HOD are reviewing their marking/feedback policies and are much more aware of where improvements need to be made, QA has really helped with this.</p> <p>Following LT's appointment, Governors asked if she could provide feedback regarding the work, she is doing in respect of SEND. LT pointed out that 19% of students have SEND, she is currently looking at how we can cater for their needs effectively. Feedback from staff is that they feel overwhelmed. LT is will shortly be holding a twilight session for staff to outline plans for SEND and to introduce some of the changes being made. Moving forward the four areas of need are being condensed. LT explained that there will be three main strategies, these will be supported by additional strategies which will become the consistent approach to universal provision to ensure that student's needs are met. As a starting point we will go back to basics, staff will continue to use student passports but in addition to this there will be 12 key areas of practice which will be embedded, this won't increase workload but will help with planning/improving the experiences and outcomes for those with SEND as well as other students in the classroom. From September, Additional Support will have a separate room supervised by an HLTA, the purpose of this is to provide a more intensive learning focus, they will offer pre-teaching and liaise closely with teaching staff.</p> <p>Governors were delighted to hear of the changes/plans for SEND moving forward and have requested regular future to monitor progress.</p> <p>Behaviour Overall behaviour is good; this was also noted by Richard Steward. Some students are challenging, and we have seen an increase in the amount of fixed term suspensions/permanent exclusions. Since COVID, behaviour has escalated, there are higher levels of students with anxiety/trauma. More staff time/resources are needed to support these students which is adding to people's already busy workloads. There needs to be a more consistent approach when talking to students, and staff need to ensure that they are using the appropriate RRS language, this is being reviewed after ½ term and will embedded with staff.</p> <p>Attendance PSU told governors that he is confident that our attendance rates will be in the mid to high 90's again from September onwards. The college recognises that post-COVID there are too many students that are persistently absent, many have anxiety but there is no official diagnosis to say they can't attend college. College is working closely with students/parent/carers to improve their attendance. Parents/Carers will</p>

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	<p>be and should expect to be challenged about their child’s attendance, this will be made clear. The attendance process has improved, as has the engagement with the EWO. There has been a noticeable increase in some student’s attendance however the persistent absence figure is still too high, OFSTED will look at this.</p> <p>14 students are currently on part-time tables, again this figure is higher than usual. Overall, the college will be able to show OFSTED that we have improved and continue to improve our attendance. We have revised our policies and procedures and things are back on track.</p> <p>From September 2022, the Government are reviewing attendance across all schools/colleges nationally, it is anticipated that more robust processes will be implemented, this may well cause further conflict with parents/carers.</p> <p>Student Welfare Post-COVID the school have been able to hold several events i.e., Legally Blonde, Ten Tors, Sports Awards Evening and many more. These events are a great opportunity for students and a sizeable number get involved.</p> <p>Governors were asked if they have any questions, none were asked.</p> <p>Management Plan KBa apologised, but pressure of work has meant that he was unable to complete a highlight report. This will be emailed to Governors as soon as possible.</p> <p>Safeguarding The Single Central Record is being updated, there are a few gaps, however these won’t cause any concern for OFSTED. Once this record is fully updated it will be handed over to the new HR Assistant.</p> <p>There is a lot of activity with external agencies i.e., social services in respect of students with family issues. We have seen an increase in Early Help Plans. HOS, PSU and LT are involved in meetings with external agencies, the volume has increased over the last 6 months, this impacts hugely on staff time, the amount of work involved is not always visible.</p> <p>OFSTED Following feedback from Richard Stewart, this continues to be a work in progress and is at the forefront of colleagues. Other schools/colleges in the area have been inspected and will differ, however feedback from other schools/colleges has been helpful/reassuring and the processes outlined are what we are expecting. Feedback is that inspectors were much more in lessons, there was more of an emphasis on student books as well as more conversations with students and although there were some meetings with staff and governors, there were not as many as in previous</p>

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	<p>inspections. One item which is considerably new is focus groups for single sex students and promoting gender equalities.</p> <p>Strategic Issues</p> <p>Sustainability is another topic high on the agenda. The Secretary of State has announced a GCSE nationally. This will require considerable amounts of cash injection. The college is particularly energy efficient college, there are areas of improvement that could be made but this would be very expensive.</p> <p>Governors were asked if they had any questions?</p> <p>Q – Following Richard Steward’s comment ‘Review of the college's culture from comfortable to challenging’, governors asked for further clarification. A – Governors were advised that this particularly relates to challenging teaching and learning in the classroom. Staff must ensure that all students are doing, abilities are stretched and challenged. It is also about reinforcing the RRS language and reminding them they have to be more responsible, for example punctuality, if they are late they should be challenged, the emphasis must be shifted back to the students, they need to be encouraged/reminded of their responsibilities, college expectations and held accountable.</p> <p>SEND key messages are needed to support staff, it's not about discarding content but about adapting delivery styles. It is important that learners with additional needs are entitled to that level of challenge/high expectations/challenging content, staff will receive coaching to support them to enable them to scaffold/differentiation and deliver content.</p> <p>Governors were asked if they had any questions or would like to provide any feedback.</p> <p>Governors said that the feedback provided was helpful and thanked SLT, the following question(s) were asked.</p> <p>Q – Governors raised concerns about post-16 and if asked by OFSTED why we continue to have one what their response should be and if some time at a future workshop could be allocated to this for a discussion. A – Kevin agreed that it would be beneficial to allocate some time to discuss this.</p> <p>Action:- KBa to email the highlight report to governors. Future of Post-16 discussion to be included in a future workshop.</p>

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ITEM NO.	Agenda Item and Notes
21/22.29	Policies N/A
21/22.30	Items at the discretion of the Chair / AOB None

The meeting ended at 7.18 pm

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on Thursday 19th May 2022.

Date of Next Meeting: Monday 11th July 2022

Membership: 13 Governors – Quorum 4

Name	Position	Name	Position
Kevin Bawn	Principal	Will Tipper	Parent Governor
Michael Davies	Co-Opted Governor	Simon Sanger-Anderson	Member Appointed
Dorf Ruscoe	Member Appointed	Dave Walter	Co-Opted Governor
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		

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