

**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 Monday 14<sup>th</sup> November 2022**

<b>Governors in attendance (V = attended virtually)</b>					
Simon Sanger-Anderson	SSA	Member Appointed	Peter Skelton	PS	Parent Governor
David Edmondson	DE	Parent Governor	Dorf Ruscoe (V)	DR	Member Appointed
Rebekah Kyffin	RK	Parent Governor	Kate Offord (V)	KO	Parent Governor
Dave Walter	DW	Co-Opted Governor			

<b>Additional attendees</b>	<b>Initial</b>	<b>Role/Organisation</b>
Allen Bailey	ABA	Assistant Principal
Ann Hopkins	AH	College Manager
Sara Jacobs	SJ	Deputy Principal
Paul Sutton (Virtual)	PSU	Deputy Principal

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

<b>Apologies</b>	<b>Initial</b>	<b>Reason</b>	<b>Apologies accepted by the Board</b>
Paul Colin	PC	On holiday	Yes
Sophy Norris	SN	Family Commitment	Yes
Will Tipper	WT	Family Commitment	Yes
Sue Diffey	SD	Family Commitments	Yes
Kevin Bawn	KB	Unwell	Yes

<b>Quorum</b>	<b>4</b>	<b>Quorum met</b>	<b>Yes</b>
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**Non-confidential minutes – part 1**

<b>ITEM NO.</b>	<b>Agenda Item and Notes</b>
<b>22/23- 12</b>	<b>Declarations of Business Interests</b> None
<b>22/23- 13</b>	<b>Attendance/Apologies</b> Accepted
<b>22/23- 14</b>	<b>Minutes of the last meeting, 19 September 2022 – attached</b> The minutes from the last meeting were approved.

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ITEM NO.	Agenda Item and Notes
22/23 - 15	<p><b>Matters Arising</b>  <b>22/23 – 8</b>  Governors to complete the following training: -</p> <ul style="list-style-type: none"> <li>• KCSIE</li> <li>• PREVENT - Once</li> <li>• Safeguarding - Annually</li> <li>• Governors Code of Conduct – email CP to confirm when read.</li> </ul> <p><b>Action: CP to check if governors have completed their training, send a reminder to those that haven't and copy to SSA.</b></p> <p><b>22/23 – 9</b>  SLT to formulate a plan for post-16, to be discussed at a Full Board meeting, date to be agreed.</p> <p>SJ provided an update to governors. SJ advised governors that one of her appraisal targets is to analyse post-16 data and review recruitment/marketing strategies. At the open evening last week, the number of Clyst Vale students in attendance was disappointing. Claire Haynes, Head of Post-16 has visited local schools and continues to develop links to promote post-16.</p> <p>Governors said they were disappointed that despite previous conversations around the marketing of post-16, it hasn't happened, this is now a priority! Governors were advised that a member of staff has been identified as someone who may be able to support with the marketing of post-16.</p> <p>There are many advantages to attending post-16, for example reduced class sizes, whilst this is appealing to parents however, how we do we make post-16 more attractive to young people for both existing/external students. We need to consider the financial implications for maintaining it. DR is meeting with Claire Haynes tomorrow.</p> <p><b>Q</b> - Governors asked if we have spoken to students to ask what attracts them to Exeter College? What can we offer to encourage you to attend post-16 at Clyst Vale?  <b>A</b> - Some students that go to Exeter College realise it isn't for them and apply to come to post-16.</p> <p><b>Action:</b>  <b>SSA to email SJ &amp; KBA re the use of social media for marketing post-16.</b></p>
22/23 – 16	<p><b>Corporate Risk Register</b>  SSA requested that we change the wording to 'Risk Register' and gave a summary to governors of the purpose of the document.  CP will colour code the risk registers green/amber/red. Red risks must be reviewed more regularly.</p> <p><b>Action:</b>  <b>CP to colour code Risk Register (red/amber/green)</b>  <b>Add the risk register as an agenda item to the F &amp; R meeting for discussion.</b></p>

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ITEM NO.	Agenda Item and Notes
22/23 – 17	<p><b>Principal’s Report (Standing item)</b>            SJ highlighted items from the principal’s report which was circulated to governors prior to the meeting. Governors were asked throughout if they had any questions or concerns.</p> <p>Emma Stevenson has been appointed as Bridge Co-Ordinator wef from 16<sup>th</sup> Feb 2023.</p> <p>391 applications have been received for year 7 intake 2023/2024.</p> <p><b>Quality of Education</b>            Governors were provided with a summary/action plan of Ofsted priorities/next steps. SJ explained that all subjects apart from drama have had a curriculum review, this is underway. All subjects have standardised long term plans which have been shared and published on the school website.</p> <p>SJ is auditing KS4 and KS5 and working with SLT links to cross-examine the quality of the curriculum. It is recognised that several students in year 10 struggle with academic curriculum/vocational qualifications. Links have been made with the local farm, this has opened up opportunities for some students, in addition we also offer a number of non-counting qualification.</p> <p>Since the last OFSTED inspection, a huge amount of work has been undertaken with Heads of Department. There is a very clear, standardized approach to assessments in place, Heads of Department have been issued with new key stage level 3 descriptors.</p> <p>Our next step is to quality assure mark books; several departments have already standardized their procedures.</p> <p>LT is liaising with staff to ensure that the curriculum is adapted/appropriate for students with SEND. Staff have received training which was well received. There is a whole college approach and all staff are aware of the four areas of need. Heads of Department have adapted their plans to ensure that the appropriate provision is in place for SEND students. Pupil passports have been refreshed/improved; each document now references the whole college language.</p> <p>SJ and LT are completing learning walks and checking what SEND provision is in place in the classroom.</p> <p>The quality of teaching within the MFL team is much improved following a change in leadership/staffing. There has been a change in culture, this is reflected in the new curriculum intent statement. The curriculum has been overhauled and is now more engaging/inclusive. By making changes we hope that this will encourage students to study a language. SLT are considering whether students should opt out of languages rather than opting in, this will enable discussions to take place regarding their suitability for the course.</p>

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	<p>KBA and SJ are looking at ways in which we can encourage students to take up EBAAC subjects.</p> <p>Following a recent link meeting with Caroline McConachie, Head of MFL, governors said they are impressed with the changes made to the curriculum and how well/quickly the team have managed to turn things around.</p> <p>SJ asked governors to reintroduce staff commendations. It is important that staff are recognised for their hard work, this would be a positive step forward, particularly for those middle leaders who have worked extremely hard over the last two years.</p> <p>Lexia an on-line literacy intervention has been introduced, this program screens students in word study comprehension/grammar and places them according to their ability range, the levels start at foundation, years 1 - 3 and go up to advanced which is the equivalent of being secondary ready. Approximately 100 students are using this platform. We will measure the progress made at Christmas, initial signs are that students are engaging well and making good progress. The English department are working closely with Additional Support. We have also introduced a program called Bedrock Learning, this is used by years 7 &amp; 8 as part of their independent home learning, this has been extended to some KS4 learners who are also struggling with their literacy.</p> <p>Kate Borgan-Davis is working with staff/Heads of Department and looking at disciplinary literacy and reading. In the Spring, training will be rolled out to staff and will focus on how to teach reading and maximise reading miles.</p> <p>Curriculum adaptations have been made in English and Maths for some students e.g. Early entry in English literature for sets 7 &amp; 8 and a new English Language course for these students.</p> <p>The Teaching and Learning group continue to meet regularly, feedback from staff has been very positive. There are six key elements of effective classroom practice which have been identified and introduced.</p> <p>ABA provided governors with a summary sheet of GCSE results which contains data relating to different groups and comparison between student performance in 2019 compared to 2022.</p> <p>Q - Why is the middle lump of boys going down again?  A – We believe this is mainly down to behaviour for learning and lack of engagement with independent study. Next year we must review our approach towards homework. We need to outline our expectations and ensure that homework is not only completed but also to the best of their ability.</p>

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ITEM NO.	Agenda Item and Notes
	<p><b>Attendance</b>  Year 11 attendance is a concern, although this is being addressed.  Guidance has changed and a new attendance policy introduced. Julie Jarman, Education Welfare is keen to work with us as a pilot school to improve attendance/processes.</p> <p><b>Behaviour</b>  Feedback from the recent Shack panel (East Devon behaviour attendance panel) is that the number of suspensions/exclusions in Devon is four times higher than in other areas. Staff have been issued with a questionnaire requesting feedback/suggestions in respect of behaviour, how this can be improved and what sanctions can be imposed to improve behaviour. Maria Murch, receptionist has previously worked in behaviour management and is has been appointed as The Bridge co-ordinator temporarily.</p> <p>Governors were asked if they had any questions/concerns?</p> <p>Q- Governors raised concerns about the escalating poor behaviour, how do we plan to improve behaviour around the college and when will this be implemented?  A - PSU is setting up a working group. A meeting will take place in the next two weeks to discuss staff feedback and what needs to change to improve behaviour/consistency across the college. We will have these things in place by Christmas and will be able to start implementing them in the Spring/Summer term.</p> <p>The pastoral restructure has been postponed pending the government announcement regarding teacher's pay.</p> <p>Governors discussed behaviour concerns raised by a middle leader at a recent link visit. The member of staff mentioned that the biggest impact on staff morale is student behaviour. Staff believed that a behaviour review was going to happen earlier, that the current behaviour is no longer fit for purpose.</p> <p>There is an increase in the number of permanent exclusions, it has been noted that the majority of students recently excluded have SEND.</p> <p><b>Action:</b>  SSA to liaise with KBA and send a commendation letter to those staff who deserve recognition for their hardwork/efforts.  KBA/PSU to meet and discuss the next steps for improving behaviour  PSU to set up a working party to discuss behaviour.</p>
22/23 - 18	<p><b>Support Staff Pay Award</b>  AH circulated an impact forecast to governors prior to the meeting.</p> <p>All local schools are implementing the pay award, the proposal is to accept the pay award and back date it to April, staff will receive the increment in November's salary.</p> <p>Governors approved the support staff pay award.</p>

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ITEM NO.	Agenda Item and Notes
22/23 - 19	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Attendance Policy</li> <li>• Safeguarding and Child Protection Policy</li> </ul> <p>The above policies were approved by governors.</p>
22/23- 20	<p><b>Items at the discretion of the Chair / AOB</b></p> <p>SSA is not available to chair the F&amp;R meeting 5<sup>th</sup> December 2022 governors agreed that the meeting would take place on Tuesday <b>6<sup>TH</sup> December 2022 instead.</b></p> <p><b>Action:</b>  CP to email Bishop Fleming to notify them of the change of date.</p>

The meeting ended at 7.19 pm

Signed CHAIR:-



Approved as a true and accurate record of the Meeting on Monday 14<sup>th</sup> November 2022

Date of Next Meeting: Monday 12<sup>th</sup> December 2022

**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	Member Appointed
Sophy Norris	Co-Opted Governor	David Edmondson	Parent Governor
Kate Offord	Parent Governor	Rebekah Kyffin	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