

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 Thursday 4th May 2023

Governors in attendance (V = attended virtually)					
Kevin Bawn	KB	Principal	Simon Sanger-Anderson	SSA	Member Appointed
Dorf Ruscoe (Virtual)	DR	Member Appointed	Will Tipper Virtual	WT	Parent Governor
Paul Colin	PC	Member Appointed	Rebekah Kyffin	RK	Parent Governor
Peter Skelton	PS	Parent Governor	Dave Walter	DW	Member Appointed
Kate Offord (Virtual)	KO	Parent Governor	Steve Whitfield (Virtual)	SW	Parent Governor

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

In Attendance	Initial	Role
Catherine Prunty	CP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
David Edmondson	DE	Family Commitments	Yes
Sue Diffey	SD	Work Commitments	Yes

Quorum	4	Quorum met	Yes
--------	---	------------	-----

Non-confidential minutes – part 1

ITEM NO.	Agenda Item and Notes
22/23.24	Declarations of Business Interests None
22/23.25	Attendance/Apologies David Edmondson Sue Diffey
22/23.26	Minutes of the last meeting, 6th March 2022 - attached The minutes of the last meeting were approved.
22/23.27	Matters Arising 22/23.24 CP to type and distribute minutes of the recent workshop. Actioned 22/23.25 CP to send an invitation to governors for the staff event Actioned: staff were extremely grateful and appreciated the kind gesture. CP to circulate 'Commendations for Staff' policy to governors. Governors to liaise with SLT to agree on which staff should be commended.

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.	Agenda Item and Notes
	<p>Actioned: CP to circulate 'Commendations for Staff' policy to governors. Action: SLT to agree which staff should be commended, add to agenda.</p> <p>22/23.26 CP to circulate a copy of the behaviour action plan. Governors agreed that SW and K B-D will receive a commendation Action: SW and K B-D to receive a commendation</p> <p>22/23.28 SSA/KBA to discuss/investigate whether it is legally possible to challenge Devon County Council and agree a plan of action. Actioned: KBA/LT have met with DCC and requested support.</p> <p>KB to speak to other suitable schools re MATS Action: to be carried forward to the next agenda</p>
22/23.28	<p>Report from Standing Committees:</p> <p>C L & T – Meeting held on 27th March 2023 The head of Post 16, Claire Haynes, gave a presentation on the state of post-16 at the time. We need to develop better marketing and promotional strategies, necessitating additional funding and continue establishing connections with other schools. We need to find strategies to increase the number of applicants because there are now just 78 students enrolled, and a minimum of 108 students are needed to make it financially sustainable.</p> <p>We are surrounded by several excellent schools; if we joined a MAT, we would be better able to recruit from beyond the area. We are assessing the taster sessions held during the summer term and will move them ahead to make sure that we are advertising our open evenings to the appropriate pupils. Our careers advisor, who also works at Cullompton School, may direct students to post-16 programmes.</p> <p>Governors agreed that further discussion is required as to the future of Post 16.</p> <p>Two new courses will run from September, students are encouraged to study for an EBacc, there will be two Spanish groups and a French group in year 10, this is work in progress as KS3 improves.</p> <p>There will be two nurture groups, each of which will hold 15 pupils. The year 7 intake will cause some scheduling challenges because some students are functioning at pre-key stage levels. We are looking into accommodation because we don't have enough room right now to meet their needs. In terms of the support packages, they'll need and the targeted interventions, additional staff will be needed for small groups/break-out space.</p> <p>F & R – Meeting held on 27th April 2023 The government announced after the budget was set in July that we were responsible for the staff pay awards, which came at a cost of £160K plus an additional sum of £40K for staff pension contributions. Although the forecast was favourable for this year's end, there is an in-year financial deficit of £48K. We are awaiting word from the government on the amount of funding we will receive.</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.	Agenda Item and Notes
	<p>Recruitment We are still advertising for various vacancies across the college, the apprentices are settling in well within the finance team.</p> <p>Governors were asked if they had any questions or concerns.</p> <p><i>Q What are you doing to improve the current position moving forward to next year, is there a plan in place and will you restrict funding in other areas i.e. consumables/procurement?</i> <i>A We frequently check our consumables/procurement, 84% of our costs are for staffing. Robust discussions take place regularly and SLT are looking at ways of reducing expenditure. The curriculum will be run in the format needed for next year whilst we wait to hear what is happening with funding. SLT will continue to review all areas to monitor/consider costs and will bring it back to the committee for discussion in the future. Our reserve is more than adequate, this allows us some time to consider the next steps.</i></p>
22/23.29	<p>Staff Commendations Governors received the guidance for staff commendations prior to the meeting. There is no maximum number of commendations that can be awarded. Governors requested assistance with the selection process to decide which staff will receive a commendation KBA will consider how best to manage it, it will then be added to the agenda for further discussion with governors.</p> <p>Action: CP to redistribute the staff commendation criteria, letters to be sent before the end of term.</p>
22/23.30	<p>Principal's Report (Standing item) The principal's report was circulated prior to the meeting</p> <p>Student Numbers We continue to receive applications across all year groups; however, we have very limited spaces available and expect these to be filled by the end of the academic year.</p> <p>Exams It has been a challenge to recruit invigilators, there is an increase in the number of students needing support, we continue to advertise.</p> <p>Quality of Education – Curriculum DLD has been revamped, the latest being a success. For year 9 students there were three separate workshops, they did some targeted work, the focus was on the subjects they will be taking in KS4. Year 11 had a day of science intervention; it was well received, year 12 students went to UCAS.</p> <p>There has been a push on reading across the curriculum, this will continue next year. We have run a program of CPD and trained staff on different reading strategies, in addition an audit has also been completed. Next year staff will be asked to include a reading strategy which will be embedded in their subject area, this will cover the range across the whole curriculum and increase reading miles, it will also look at the type of text that students are reading and how often in lessons.</p> <p>At Easter several year 11 students attended an on-site revision programme. Zoe Brotherton, Head of Humanities organised a 12:1 revision programme to prepare year 11 for their forthcoming exams, students/parents/carers were invited to attend a KS4 evening which</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.	Agenda Item and Notes
	<p>outlined the revision programme. Heads of Subjects held various workshops for core/EBaac subjects, this was well received by students and gave them a structure for revision early on.</p> <p>SJ provided governors with a handout titled 'Teaching and Learning: Monitoring Summary', this document summarised the work completed with Heads of Subjects over the last 12 months across all subjects and detailed strengths and areas of development. SLT continue to work with link subjects to identify key priorities/next steps.</p> <p>The coaching team continues to work well, the culture of the college is shifting, teaching staff are open to taking more responsibility for their professional development.</p> <p>Attendance We are doing well in comparison to other schools in Devon. Attendance has stabilised, several year 11 students' attendance is a cause for concern. New regulations come into force from September, schools will have more responsibility, current processes are being reviewed. We continue to work closely with parents/carers to encourage more positive engagement and improve attendance.</p> <p>Behaviour The behaviour team is now established, many changes have been implemented across the college. Meetings have taken place with parents and carers of those students whose behaviour is becoming a concern. We are implementing Relational Pastoral Support Plans to improve behaviour and track whether it is having a positive impact. An action plan has been devised with five target areas to improve behaviour across the college.</p> <p>Year 7 Intake 21 students joining in September have an EHCP, a further three students are being assessed for an EHCP, 30% of year 7 students will have special educational needs. Students with an EHCP are entitled to support, any additional resources usually come with them. Those identified with SEN (K) may require significant support, however no resources/funding is provided but we must ensure that their needs are met. We have reached out to local schools and discovered that there are four or five secondary schools in Devon in a similar situation. We are increasing staffing levels within Additional Support. More space will be needed for interventions, there is also the impact on the curriculum as the complexity of the needs of some of these students as they are working at pre key stage levels, there are also financial implications. The next step is that a member of the 0 to 25 team to review the costing as well as consider the potential impact on the rest of the cohort/school.</p> <p>LT has linked with Southbrook; they are offering support re differentiation of the curriculum; LT is also visiting Pilton Community College, they already have established nurturing groups, LT will observe teaching groups and get some advice re implementation etc.</p>
22/23.31	<p>Policies SEND Policy</p>
22/23.32	<p>Items at the discretion of the Chair / AOB Action: CP to chase outstanding skill audits</p>

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

The meeting ended at 19.12 pm

Signed CHAIR:-



Approved as a true and accurate record of the Meeting on Thursday 4th May 2023

Date of Next Meeting: Wednesday 19th July 2023

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 – leave at 7	Member Appointed
Sophy Norris	Co-Opted Governor	David Edmondson	Parent Governor
Kate Offord	Parent Governor	Rebekah Kyffin	Parent 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)