

Caedmon College Whitby - Minutes of the Full Governing Body

| | | | |
|------------------------------|--|--|--------------------------------|
| Date: 12 January 2017 | | Venue: Room H4 | Time of meeting: 6.00pm |
| Present: | | Keith Prytherch, Pen Cruz, Richard Simpson, Alison Hodgson, Vicki Rahn, Tony Hewitt, Julian Fester, Garry Matthews, Sam Jones and Sally Nedley (clerk). | |
| Agenda Item | Items discussed /action | Person(s) for action & date required by | |
| Procedural | | | |
| 1 | Apologies | Jane Kenyon-Miller, Roger Hartley, Jan Narey, Ian Donald Governors consented to this/these absence/s based on the reasons given. Fiona Thomson – no apologies received | |
| 2 | Minutes of last meeting – 6/12/16 and Matters Arising | The minutes of the last Full Governing Body meeting held on 6 December 2016 were approved and signed by the Chair. Matters arising: none | |
| 3 | Declaration of Interests | Governors had the opportunity to declare any interests in any agenda items; none were declared. | |
| School Improvement | | | |
| 4 | Link Governor Report | Post-16 Link Governor Report – Jane Kenyon-Miller TH asked about the attendance within 6 th Form – no issues but percentage not available when governor met with Alison Dimbleby. | |
| 5 | Principal's Report to Governors | <p>Curriculum Decisions</p> <p>There are very few changes from last year. However, there will be a few changes with staffing. Three posts will be lost and three members of staff have requested a four day week. We are advertising for a Maths teacher and two English teachers. These will be in the Times Ed next week. There will be a challenge on how we move the SAIL curriculum from KS3 to KS4. The Whole Education review on 11 January was very positive. A written report will be sent in due course but in the meantime a video is available and will be forwarded to governors. The Chair confirmed that the governors were committed to carrying this initiative forward and further details of costs etc will be available for governors to review later in the year. During the review of MFL, a difficulty was highlighted in the teaching of Spanish. We may have to withdraw Spanish from the curriculum offer for KS4 next year. TH asked if circumstances change in the future, could this be back on the curriculum in future years. KP – this may be possible.</p> <p>Staff Review</p> <p>Some staff are feeling stressed and over-worked. It is important that we are aware of these issues but it is much more difficult to find solutions. PC asked if the fact that this is an Ofsted year is adding extra stress. KP – yes. College is speaking with staff, union and the College Improvement Team about these issues.</p> <p>BTec Inspection</p> <p>The outcome of the inspection was fantastic. All paperwork being completed and up to date. Many thanks to Rachel Heath, the BTec co-ordinator.</p> <p>Maths and English Reviews</p> <p>When Ofsted arrive they will be asking for current progress so the focus is on the delivery of the action plans. There will be a whole College review in February and departments not already seen will be reviewed then. The heads of English, Maths and Science will be at the Improvement Committee meeting to present their progress report of the year so far.</p> <p>Outreach Review</p> <p>Hazel Kirk and Clare Davies have put changes in place highlighted by the action plan and differences are already being seen. There was a suggestion that Outreach would move from Green Lane but a new contract has been signed for two years at a much reduced price. There are new working practices with the Prevention Service in that they now meet directly with Clare on a monthly basis. GM asked if the safeguarding issues regarding two specific students have been resolved. KP – yes.</p> <p>HRBQ</p> <p>KP explained the process of the survey and how it informs the PSHE programme. Mental health issues were highlighted by the report and the pastoral leaders are looking at this area. Initiatives have been laid on in College, eg drugs awareness. North</p> | |

| | | | |
|--------------|---------------------------------------|--|---------------------------|
| | | <p>Yorkshire reports that issues are improving but KP feels within Whitby issues are worsening. A lot of families need a lot of extra support from College. SJJ – quite a compliment in a way that families trust the staff at College enough to ask for help. JF asked if there was any cross-party discussions going on around this area. KP – yes, health professionals and NYCC receive results of the surveys. The College still needs to find ways of interacting with dis-engaged families. Hazel Kirk is going to run another workshop for the parents of our SEN and more vulnerable students, this proved very successful last year.</p> <p>Parent View</p> <p>Parents can go on line to fill in a questionnaire about the College and the same questionnaire is handed out on parents' evenings. The results are collated and a report produced for governors. The report is updated after every parents' evening and will be available for the Ofsted inspectors.</p> | |
| 6 | LA Report | <p>Final Report from A Bramley (Secondary Lead Adviser)</p> <p>Governors had received a copy of the report by A Bramley. KP and KVM met with her and looked at the data. This is based on the summer results and the data since September shows an upward trend. There is two more sessions of governor data training on 16 and 23 January.</p> | |
| 7 | Success Criteria | <p>A group of governors met to look at this document and new criteria was set for the next two years. There is one slight adjustment to be made to the KS2-KS4 Value Added column and this will be amended and re-issued to governors. Apart from this amendment the governors approved the document.</p> <p>There is some difficulties as at the moment schools and exam boards do not know what a grade 9 looks like. SJJ is currently leading a group looking at targets and whether the target band needs to be thicker. Do we share targets with students? Maybe we should just share predicted grades. RS asked whether there was any information on how Ofsted are taking into consideration the changes in criteria and assessment? KP – Ofsted will triangulate data, classroom visits and talk to students and staff. SJJ says targets are very aspirational. RS – should targets be more realistic? Governors are welcome to join SJJ's group if they wish.</p> | |
| 8 | Chair's Report to Governors | <p>The Chair attended the Presentation Evening and made particular reference to one of the College's ex-students who spoke. She found her to be very inspirational. The whole evening was very enjoyable.</p> <p>This rest of the Chair's report was agreed to be minuted separately as a confidential item.</p> | |
| Other | | | |
| 9 | Policies for Governor approval | <p>Complaints Policy – Approved by governors.</p> <p>Confiscation Policy – After some discussion around the issue of e-cigarettes, the policy was approved by governors. A letter will be issued to parents informing them of the changes.</p> <p>Physical Restraint Policy – Approved by governors.</p> <p>Student Leadership Team Policy – Approved by governors.</p> | Upload to website (clerk) |
| 10 | Approval for Trips | <p>Bewerley Park Trip – The Year 8 trip in March 2017 was approved by governors.</p> <p>New York – A trip is being proposed for 2018 for the current Year 11 and Year 12 Art and Business students. The trip would be for six days at a cost of approximately £1,300. A saving plan would be set up and there would be help for PP students. This was approved by governors (in principle only).</p> | |
| 11 | Any other urgent business | <p>Update on the Grounds Contract</p> <p>The grounds contract is to be cancelled. A member of the grounds team has accepted a redundancy offer. Two part-time site staff will have their job descriptions changed to include some grounds work. KP will speak with Sue Whelan regarding the equipment. Governors approved these changes.</p> | |
| 12 | Succession Planning | This item was agreed to be minuted separately as a confidential item. | |
| 13 | Confidentiality | The Chair reminded Governors of the need to maintain confidentiality of the matters discussed. The Principal's report distributed with the agenda papers is to remain confidential. | |
| 14 | Date of next meeting | Thursday 24 March 2017 at 6.00pm. | |

Signed as a correct record by the Chair: _____

Pen Cruz

Date: 06.03.17