

Caedmon College Whitby - Minutes of the Full Governing Body

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| Date: 17 Oct 2017 | Venue: Room H3 | Time of meeting: 6.00pm | |
| Present: | Keith Prytherch, Pen Cruz (Chair), Tony Hewitt, Ian Donald, Garry Matthews, Richard Simpson, Vicki Rahn, Julian Fester, Jane Kenyon-Miller, Sarah Hugill and Sally Nedley (Clerk). | | |
| Agenda Item | Items discussed/action | Person(s) for action | |
| Procedural | | | |
| 1 | Welcome | The Chair welcomed Sarah Hugill as our new Staff Governor. | |
| 2 | Apologies | Alison Hodgson. Governors consented to the absence based on the reason given. | |
| 3 | Declaration of interests | Governors had the opportunity to declare interests in any agenda items; none were declared. | |
| 4 | Confidentiality | Reminder of confidentiality - confidential matters should be flagged up in advance and those minutes held separately from the public minutes. | |
| 5 | Strategy Paper | This will be recorded separately as a confidential minute. | |
| 6 | Minutes of the last meeting and matters arising. | The minutes of the last Full Governing Body meeting held on 22 June 2017 were approved and signed by the Chair. Jan Narey has been in to College to help J Bond. The extra funding from County has not been received to date. | |
| School Improvement | | | |
| 7 | Appointment of Associate Governor and Vacancies | Vicki Rahn was appointed as an Associate Governor for 2017/18. There are still vacancies for a parent governor and a co-opted governor. | |
| 8 | Committee Membership | The membership of the committees were approved – no changes from 2016/17. Link governors were agreed for the year – PC will contact AH about the vacancy for a link governor for SEN. TH is happy to share this role with AH. | |
| 9 | Governing Body structure, role and objectives | The Code of Conduct for 2017/18 was approved. The objectives for 2017/18 and the decision planner for 2016-2019 were approved. KP explained some of the figures in tables in the objectives document. | |
| 10 | Schedule of Meetings | The schedule of meetings for 2017/18 were approved and it was agreed that the Full Governors and Improvement Committee meetings be held at 4.00pm rather than 6.00pm during the winter and spring terms. A decision on timings for the summer terms will be made later in the year. | |
| 11 | Committee Reports | It was felt that all areas had been well covered during the discussion on the Strategy Paper. | |
| 12 | Head Teacher's PM | PC informed the governors that she had received a letter dated 28 September 2017 from Keith Prytherch informing the governors of his resignation from Caedmon College Whitby. He will be leaving his post as Principal on 31 August 2018 but is happy to come back on a part-time basis during the next two terms (2018) if required. The Clerk will contact County on behalf of the Chair to gain advice on procedures, timeline etc. An additional governing body meeting will be convened to discuss this matter and KP is happy to help in any way he can if the governors wish him to be involved. | |
| 13 | Principal's Report | KP clarified some of the information contained in his report. Lisa Mussett has been employed as a Science teacher and is going to re-train. Paul Stennett returned to teach MFL until Christmas but has now left. Rosie Thomas has been asked to teach the Year 11 class and a supply teacher is currently teaching KS3. Two LSAs are leaving this term. | |

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| | | <p>Attendance is getting worse – currently running at 92% for the whole College. September is a particularly bad month for taking holidays in term time. KP is very disappointed with the response from County. CCW is doing all it can to solve this problem but it is very difficult. RS asked about absence in the 6th form. This has improved as attendance is heavily linked to the bursary and a study scheme has been put in place. If students are on track they have more lee-way. Joe Daley is tracking this and meets with students.</p> <p>There will be another update at the end of the year on the quality of teaching. This is now measured on the judgement of objective one in the PM documents. KP feels this is more robust than a classroom visit. Fixed term exclusions have risen.</p> <p>JF asked what help is given regarding staff absence and what could be done to help staff to become more resilient etc. Occupational Health and Staff Care are available. JF suggested that maybe some mindfulness training might be useful. KP encourages staff to buddy-up if staff are feeling symptoms of stress but it is a difficult situation to manage. JF felt that trying to prevent this before it becomes a problem would benefit both staff and College in the long-run and would reduce staff absence. He can draw up a plan and present it to the College. KP and VER thought this was a good idea and that maybe some sessions could be slotted in during the usual training evenings (Thursdays).</p> | |
| 14 | Report from the Chair | <p>PC has been trying to establish links with industry, both in Whitby and further afield with the view to enable student visits, work experience, mentoring, sponsorship for enrichment etc. Colin Pyrah of Paragon Creatives has been in to College and links have been made with an engineering company in Sheffield. Contact has been made with Whitby Seafood, Boulby Potash Mine and David Wilson Homes. PC would now like other governors to be involved with this initiative and KP suggested this work be done in conjunction with Steve Graham and Gail Mackle. Would governors who are interested in getting involved please email PC.</p> <p>JF asked if the College would consider running an apprenticeship scheme. A discussion took place around this issue and KP would investigate various models and see whether the College could look at this as an option for the future.</p> | |
| Other | | | |
| 15 | Policies | <p>Student Attendance Policy – some further amendments have been made to this policy and after some discussion was approved by the governors.</p> <p>E-Safety Policy – approved by the governors</p> <p>Staff Dress Code Policy – this is a new policy. Some responses were sent to KP after it was distributed to staff. In light of these, the policy was amended and re-distributed. The governors approved the policy and staff will be informed.</p> | |
| 16 | Any other urgent business | None | |
| 17 | Date of next meeting | Tuesday 5 December 2017, 4.00pm | |

Signed as a correct record by the Chair:



Date: 5.12.17