

## Caedmon College Whitby - Minutes of the Full Governing Body

<b>Date:</b> 22 June 2017	<b>Venue:</b> Room H3	<b>Time of meeting:</b> 6.00pm	
<b>Present:</b>	Keith Prytherch, Pen Cruz (Chair), Tony Hewitt, Ian Donald, Garry Matthews, Alison Hodgson, Richard Simpson, Sam Jones and Sally Nedley (Clerk). Pete Dwyer (Corporate Director, NYCC) left after item 4.		
<b>Agenda Item</b>	<b>Items discussed/action</b>	<b>Person(s) for action</b>	
<b>Procedural</b>			
The Chair welcomed Pete Dwyer from NYCC to the meeting.			
1.	Apologies	Vicki Rahn, Julian Fester and Jane Kenyon-Miller. Governors consented to these absences based on the reasons given.	
2.	Resignation of Governors	Jan Narey has tendered her resignation to the governing body due to possible conflicts of interest caused by her husband taking up the post of Chair of the Opportunity Area Committee. PC will send a letter on behalf of the governors thanking her for her contribution to the governing body.	Letter - PC
3.	Declaration of interests	Governors had the opportunity to declare interests in any agenda items; none were declared.	
4.	Strategic Discussion	Discussion with Mr P Dwyer. This is recorded separately as a confidential minute.	
5.	Minutes of the last meeting and matters arising.	The minutes of the last Full Governing Body meeting held on 6 April 2017 were approved and signed by the Chair. PC thanked KP on behalf of the governors for his work on the restructuring process. He said that although staff morale has improved slightly, it is still low. Some staff who are leaving have chosen not to attend the Leavers and Ofsted Staff Celebration in July. SJJ gave them a synopsis of the work that CIT and RAG carry out, when they meet, who is involved and the groups' aims.	
<b>School Improvement</b>			
6.	Principal's Report	KP ran through the Principal's report with governors. The issue of attendance is still worrying with attendance declining – currently at 92.4%. SJJ has received no help from the LA who say it is a problem for the College to remedy. Unauthorised holidays are a big problem. 13 families were invited in today to have a meeting with SJJ and SCto discuss the issues of their child's attendance and only three attended. Robin Smith has visited the College to finalise the changes needed to secure the sites. ID asked what the main issues were regarding site security. KP replied that the sites are open to vehicles and anyone can drive on to them. An external inspection was carried out during the recent examinations – the College passed with flying colours. The governors extended their thanks to Sarah Barnes and Andrea Lindoe in the Exams Office. The Art department are holding an exhibition at Raithwaite Hall today. Hazel Kirk has now put all the SEN files in order and we are going to ask a SENCO from an 'Outstanding' school to externally verify them. There are two staff vacancies for September. One is for a MFL teacher and one is an internal vacancy for Head of KS4 Science. RS has volunteered to attend the interviews on Wednesday 28 June.	PC / Clerk
7.	Committee Reports	The Improvement Committee (9.5.17) and Resources Committee (22.5.17) minutes were presented to governors for their information.	
8.	Link Governor Reports	<b>Spiritual, Moral, Social &amp; Cultural (PC)</b> PC is finding it much better now that there is just one member of staff (Steve Graham) who is responsible for this area of the College. The work that SJG and his enrichment team is doing opens up lots of possibilities for students. As governors it is important that during this time of financial uncertainty, this is one area that is protected. SJG will attend the full governing body meeting in October.	

		<p><b>Safeguarding, Vulnerable &amp; Foundation Learners (JN)</b> JN has met with HJK and prepared a very detailed report for governors on the work that is done around safeguarding. Julian Fester will be approached to ask if he will take over as link governor from Jan.</p> <p><b>Effectiveness of Post-16 (JKM)</b> JKM has been in contact on many occasions with Alison Dimbleby regarding Post-16 education at the College. TH thought the last paragraph on the report was excellent and could be used as a starting point to get the message out regarding the importance of our 6<sup>th</sup> Form provision. <i>"This report clearly demonstrates the valuable role which our 6th form plays in the curriculum offer to the community. The staff are committed and inspirational and are supporting the students to attain their chosen goals and motivating others to achieve qualifications and career options they had not previously considered."</i></p>	Clerk
9.	Alternative Provision	<p>SJJ has carried out a review with Helen Beadnall and Clare Davies. There is a lot of good work going on which now needs embedding and refining. There is to be a bigger focus on Teaching and Learning in both Inreach and Outreach. SJJ feels that Outreach needs to be seen as a department within College and to get the same help and support. PC asked if the schemes of work or resources are changing. SJJ – it is more a case of better working relationships with College staff. Helen and Jonathan Bond are working closely together and she also meets regularly with Andrew Whelan to get to grips with Google Classroom. The governors have asked if their thanks can be expressed to Clare Davis and Helen Beadnall for their work in Inreach and Outreach.</p>	PC / Clerk
10.	Post Ofsted	<p>The governors have received an updated Post Ofsted plan. RS commented that it reads well. The ST's aim is to weave the Post Ofsted Plan and the Learning Plan together to become one single document. PC raised a number of points in the document.</p> <ul style="list-style-type: none"> <li>• Are regular meetings between HJK and SJJ happening? Yes</li> <li>• Regarding the transition work to engage parents – it would also be good to invite primary governors as well as staff and parents.</li> <li>• Clarification of Development Evenings – held once per term when parents are invited in to speak to coaches and for students to present their work.</li> <li>• SJJ looking at Parent Voice – PC suggested parents have a more defined role if they get involved.</li> <li>• Is the breakfast club helping with attendance? SJJ – it helps but still some significant issues with attendance in the disadvantaged student category.</li> </ul> <p>ID asked how many attended the breakfast club. SJJ – six at the moment and around 15-20 students meeting at lunchtime.</p>	
11.	Policies for Approval	<p><b>Equality Policy</b> – This is based on guidance from NYCC. PC queried the paragraph in the policy which states that the College 'must ensure that all staff, parents and pupils adhere to the scheme.' In the case of parents, she queried how this could be done.</p> <p><b>Publication Scheme &amp; FOI Policy</b> – This is based on guidance from NYCC.</p> <p><b>Employee Gifts and Hospitality Protocol</b> – Again this is based on guidance from NYCC.</p> <p><b>Confiscation Policy</b> – Two small changes.</p> <p><b>Sex and Relationship Education Policy</b> – One sentence added in section 7.</p> <p><b>Cover Policy</b> – Three small changes made</p> <p><b>CCTV Policy</b> – map added on where the cameras are situated.</p> <p>All policies were approved by the governors and will be updated on the College website.</p>	KP to investigate

Other			
12.	Election of Governors	Richard Simpson has been nominated by the Authority to serve a further term of office as Local Authority governor on the Caedmon College Whitby Governing Body. He is willing to serve and the governors approved his appointment. An advertisement will be placed on the College Intranet for a staff governor. An advertisement will be put on the College website at the beginning of September for a parent governor. It was decided to delay the appointment of a co-opted governor until the Autumn term when the governors will hopefully be clearer of what skills are required to drive the College forward.	Clerk
13.	Schedule of meetings - 2017/18	The schedule of governing body meetings for 2017/18 was approved and will be circulated accordingly.	Clerk
14.	E-mails	From September 2017, all correspondence, agendas and associated documents that need to be sent to governors will be sent to their College email address. If anyone needs any further information of how to access their College email please contact the clerk.	
15.	Any other business	The governing body thanked Sam Jones for her commitment to the College and wished her the very best in her new role as deputy head in Derbyshire. She was also congratulated on her passing the NPQH. <b>KP informed governors that as this year's sets of results would be impossible to compare to previous years, just the basic facts will be quoted to the press.</b>	
16.	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. It was decided that item 4 would be recorded as a separate confidential minute.	
17.	Date of next full governors' meeting	Tuesday 17 October 2017, 6pm.	

Signed as a correct record by the Chair:

*Ben Cruz*

Date: 17 Oct 2017