

Caedmon College Whitby - Minutes of the Full Governing Body

Date: 5 Dec 17		Venue: Room H3	Time of meeting: 4.00pm	
Present:		Pen Cruz, Keith Prytherch, Garry Matthews, Ian Donald, Julian Fester, Alison Hodgson, Jane Kenyon-Miller, Vicki Rahn, Richard Simpson and Sally Nedley (clerk). Helen Beeforth joined the meeting at 5pm and was welcomed by the Chair.		
Agenda Item		Items discussed/action		Person(s) for action
1	Apologies	Tony Hewitt, Sarah Hugill and Jane Kenyon-Miller These absences were approved.		
2	Declaration of interests	Governors had the opportunity to declare interests in any agenda items. Vicki Rahn – Item 9		
3	Confidentiality	Reminder of confidentiality - confidential matters should be flagged up in advance and those minutes held separately from the public minutes.		
4	Link Governor Roles & Terms of Office	<p>The following links were agreed: Tony Hewitt to work with Kate Mallender on Outcomes Alison Hodgson to work with Vicki Rahn on Teaching & Learning and Assessment. A new link governor role will be developed with Ian Donald working with Victoria Nightingale on Attendance. CEIAG will be combined with the SAIL Curriculum and Personal Development. Vacancy for SEN and Vulnerable Learner link governor – PC to approach Helen Beeforth.</p> <p>TH, AH, PC and GM – Their terms of office end on 31 August 2018. Would governors please let PC know if you are not going to stand again as a governor when your term of office ends.</p>		
5	Minutes of Previous Meetings & Matters Arising	<p>The minutes of the meeting held on 17 October 2017 were approved and signed by the Chair. Matters Arising: Paul Stennett left in October and a supply teacher is in post doing a very good job. Victoria Nightingale has settled into her new role as attendance officer. There is still a lot of work to do around attendance, rewards, sanctions etc. The quality of teaching is linked to the PMs and new data is available. PC will meet with Kate Mallender. KVM and VER have been going into lessons mainly Yr11, focusing on revision and preparation for trial exams. There has also been a lot of work with Yr9 and the impact of the SAIL curriculum. Fixed term exclusions are currently running at 39 (73 days). One permanent exclusion – see item 10. JF has done some research on staff resilience training and found five proven interventions. He is going to meet with VER to discuss them. Richmond has now joined the Stokesley MAT. The minutes of the meeting held on 13 November 2017 were approved and signed by the Chair. Matters Arising: Alison Hodgson has replaced Jane Kenyon-Miller on the Selection Committee.</p>		
6	Curriculum Conference	<p>The annual Curriculum Conference with the strategic team took place in October. VER ran through the document with governors and then asked for questions. RS – it says in the document that the Post 16 students will act as coaches and asked whether they would be paid? VER – No, the College is looking at how they can be accredited for this work, maybe through the Duke of Edinburgh Award scheme. PC – how does Whole Education view this move? VER – they are excited by this and a school in Birmingham is using this model. The 6th Formers value and training and can use this on CVs for jobs or university applications. Whole Education see this as a positive. Coaching will still</p>		

		<p>happen throughout the school day by subject teachers. The log books would still be used to record dialogue and this will be used when having the development conversations with parents twice a year.</p> <p>RS – is this based purely on cost or is it better educationally? VER – a bit of both. KP – the coaching is extremely expensive.</p> <p>RS – as the College is moving to three lessons per day, how does this impact with the students? KP – with the return to linear learning and final exams, students will benefit from this way of learning.</p> <p>AH – asked how the day would look. KP – 9-9.30 tutor time, double lesson followed by a 20 minute break, a double lesson followed by the lunch break and then a double lesson in the afternoon.</p> <p>VER – Teachers will need to plan differently for a double lesson but planning and marking time will reduce overall.</p> <p>RS – This is good for the older students in preparation of exams, probably be more difficult for the younger ones.</p> <p>PC – can the impact be measured in terms of behaviour, teacher planning etc? KP – yes.</p> <p>RS – if a child is exited, does he/she stay out for the whole of the lesson? KP – yes, would not go back into lesson.</p> <p>KP – feels this could have a big impact on staff wellbeing, there would be no five minutes lost at the beginning or ends of lessons, although longer lessons planning time would be shorter. After speaking with middle leaders, he thinks the majority of staff will be in favour.</p> <p>JF – as some of the KS5 subjects will be reduced from five periods a week to four, what impact will there be on students who are less independent learners? KP – these students would receive the support they needed.</p> <p>RS – this will actually benefit students who are moving on to university or colleges where they have less contact with tutors.</p> <p>JF – by reducing the number of A Levels students can study, is the College limited the more able students? KP – no, students can still study four A Levels if they wish but no universities ask for four so it may benefit students to study three and get three good grades.</p> <p>PC – the KS5 subjects not being offered, how many students were interested in these subjects? KP – minimal, one or two and some none.</p> <p>JF – conscious if the College drops German, there is another school locally who offers it. KP – North Yorkshire is set up to teach French. No German lessons are offered in primary schools. PC – cannot do French from scratch at University but other languages you can.</p>	
7	Restructure, 2018	This will be recorded separately as a confidential minute.	
8	Governors' Data Report	KVM has prepared a data report for the governors and Yr11 seem to be in a better position now than at the same time last year. If things stay on track we should be nearer the national average this academic year. PC asked if KVM could run another SISRA training session in the new year.	KVM to arrange
9	Head Teacher Appointment Process update	This will be recorded separately as a confidential minute.	
10	Head Teacher's Report	This will be recorded separately as a confidential minute.	
11	Chair's Report	<p>A letter has been received from Stuart Carlton showing his commitment to our budget and the provision of a 6th Form College in Whitby.</p> <p>PC has met informally with Gill Teanby, Chair of Governors at Eskdale. They agreed an agenda for a joint governor meeting to cover the provision of 6th Form, areas of commonality, attendance issues, staff CPD and working together. They agreed to share an articulation of what the schools were doing – this is not a slow route to an amalgamation. Nick Horn will minute these meetings.</p>	

12	Policies	<p>Careers Education and Guidance Policy – This policy has been re-written and was approved by the governing body.</p> <p>Continuing Professional Development Policy – Some minor changes, approved by the governing body.</p> <p>Educational Visits Policy – Some minor changes, approved by the governing body.</p> <p>Child Protection Policy – NYCC 2017 policy adopted by the governing body.</p> <p>Maternity, Adoption, Shared Parental and Paternity Policy – NYCC policy adopted by the governing body.</p>	All policies will be uploaded to the College website.
13	AOB	<p>Revised Budget</p> <p>The Revised Budget Forecast 2017/18 and 3-year Forecast was approved by the governing body and will be submitted to the LA.</p> <p>Keith Prytherch expressed his thanks to the Governors allowing him to take leave from the College.</p>	
14	Date of next meeting	Thursday 8 February 2018, 5.00pm	

Signed as a correct record by the Chair:

Ben Cruz

Date: 27.3.18