

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

<b>Date:</b> 21.6.18		<b>Venue:</b> Room H3	<b>Time of meeting:</b> 5.00pm	
<b>Present:</b>		Pen Cruz, Vicki Rahn, Garry Matthews, Julian Fester, Jane Kenyon-Miller, Richard Simpson, Sarah Hugill, Tony Hewitt, H Kirk, Jonathan Bond and Sally Nedley (clerk).		
<b>Agenda Item</b>		<b>Items discussed/action</b>		<b>Person(s) for action</b>
1	Apologies	Alison Hodgson and Keith Prytherch – apologies accepted Non-attendance: Helen Beeforth		
2	Declaration of interests	None declared.		
3	Confidentiality	Reminder of confidentiality - confidential matters should be flagged up in advance and those minutes held separately from the public minutes.		
4	Minutes	The minutes of the meeting held on 27 March 2018 were approved and signed by the Chair. The confidential minutes of the same date were also approved and signed by the Vice Chair. Pen apologised to governors for not inviting Stuart Carlton to this governing body meeting as noted in the confidential minutes.		
5	Whitby Alternative Provision	This item recorded as a confidential minute.		
6	Attendance Report	The current attendance stands at 92.17%. At the end of last year, attendance stood at 92.96% and with 5 weeks to go, we are expected to exceed this figure. V Nightingale has put together an action plan and linked this into the Safeguarding Report. She is working with a mentor setting up a small work space looking at creative ways of keeping some of the more difficult students in College. Hopefully, a new link governor will be appointed next year to work with her. TH was concerned about the level of attendance within the group of FSM students. JJB says this is being addressed.		
7	Committee Reports	The Clerk will email the last Improvement and Resources minutes to governors.		Clerk
8	Link Governor Reports & Literacy Reports	<p>Link Governor reports for the following were presented:</p> <p>JKM – Post 16. VCV and her team are working extremely hard to keep students motivated and JKM's concerns are that if there was no 6<sup>th</sup> form provision in Whitby, what would have happened to some of these students. This is a facility that must not be lost and she urged governors to keep pushing this agenda forward.</p> <p>TH – Data. How FFT worked for staff, training tonight with KVM. This will be looked at again in September but target setting is going to be more tailored for each student in the future.</p> <p>GM – Behaviour, Welfare and Safeguarding. A lot more work involved with Safeguarding and Child Protection and capacity of Senior Leadership is a worry.</p> <p>RS – Health and Safety. No major concerns.</p> <p>JF – SAIL curriculum. Feels very positive about this. Still awaiting the peer review report. Seems to be generating good behaviour and attainment. Two concerns – cannot keep the coaching going over all years as expensive and not all staff are completely sold. TH – needs time for SAIL to embed and see what the GCSE or even A Level results are like for this cohort of students.</p> <p>PC – Performance Management.</p> <p>VER and AH met and discussed the Literacy Report prepared by Melissa Cooke. The students took part in the BBC News Report this year which was a success. The College is also taking part in the 'Thinking Reading' intervention. This is an initiative being funded by the Opportunity Area</p>		

		and VER asked Governors if they were willing to support this – they agreed.	
9	Head Teacher Report	VER ran through the Head Teacher's Report which the governors had received with the agenda. More students have been on university trips this year and there is a STEM event for primary pupils next week. Funding has been made available through the Opportunity Area for teachers to do training courses (NPQML) and more funding will be available next year. We are currently doing a project with the Captain Cook Museum which will generate a lot of publicity for the College.	
10	Collaborative Update	This item recorded as a confidential minute.	
11	Staffing Update	VER gave the governors a list of the staff who were leaving in the summer, the new starters and the continuation of the management roles agreed this term.	
12	Safeguarding Action Plan Update	This has been shared with governors. There are some training needs and Jo Robinson will find the relevant training course for governors and contact them accordingly.	
13	Governor Vacancies	A letter was sent to Helen Beeforth regarding her non-attendance at the governors meetings this year. It was agreed by governors that in her absence tonight, she would be removed as a parent governor. We will be losing Richard, Jane and Garry at the end of August. Therefore, we now have two parent governor and one LA governor vacancies. A letter about the election of parent governors will be put on the website. Could governors recommend a replacement LA governor? Please let PC know.	
14	Policies	<p><b>Policies</b></p> <p>The following policies were discussed and approved by the Governing Body. They will be uploaded to the College website.</p> <p>College Internet Policy  Anti-bullying Policy  Numeracy Policy  Lone Working Policy  Sixth Form Admissions Policy  Sixth Form Bursary Fund Policy  Careers Education and Guidance Policy</p> <p>Mobile Phones Policy – this policy is to be rewritten and brought to governors in September.</p>	
15	AOB	PC thanked VER on behalf of the governors for her hard work, new ideas etc since taking on the role as Acting Principal in January. She has had a tremendous impact on the College. PC also thanked Jane, Richard and Garry for their service to the College. Their experience and judgement has been invaluable. Please go with the governing body's best wishes and hopes that, if needed, we can seek out words of wisdom! PC has written to Keith to thank him.	
16	Date of next meeting	TBC	

Signed as a correct record by the Chair:

*Pen Cruz*

Date: 27.6.18