

Caedmon College Whitby – Minutes of the Full Governing Body

Date:	Thursday 26 June	Venue:	Room H4	Time of meeting:	6.00pm	
Present:	Keith Prytherch, Richard Simpson, Neil Slater, Roger Hartley, Pen Cruz, Heather Francis Crane, Alison Hodgson, Fiona Thomson, Tony Hewitt, Garry Matthews, Jane Kenyon-Miller, Jan Narey, Sam Jones, David Chance, Andy Whelan – first 3 items only, Vicki Rahn – first 4 items only, Sally Nedley (standing in as Clerk for Jackie Hunter).					
Apologies: FGB15/40	None.					
Agenda Item	Items discussed/action			Persons(s) for action	Completed/ Required by	
PROCEDURAL						
Declaration of Interests: FGB15/41	Governors had the opportunity to declare any interests in agenda items; none were declared.					
Minutes of the previous meeting (12.5.15) and Matters Arising: FGB15/42	<p>The minutes of the meeting were approved and signed by the Chair.</p> <p>The following points were raised by Governors:</p> <p>Page 1: The Principal had again asked the Council for a sign.</p> <p>The report following the Associate Principal's mini-inspection was to be finalised and emailed to governors in July.</p> <p>The Principal reminded governors of the need to complete the safeguarding training.</p> <p>The Local Authority had organised transport for the next three weeks but did not have a solution for September. The Associate Principal proposed that School Transport was called in for a meeting to resolve this as soon as possible.</p>			<p>Chair</p> <p>Clerk to email to governors when available.</p> <p>Contracts Manager to resolve</p>	<p>25.6.15</p> <p>July 2015</p> <p>July 2015</p>	
SCHOOL IMPROVEMENT						
Digital Learning FGB15/43	<p>Governors received a report from Andrew Whelan (Senior Teacher and Digital Learning from September) with a précis of the 3-year digital strategy and to clarify queries raised from his written report.</p> <ul style="list-style-type: none"> • This 3-year plan is to improve two key areas. Access to devices and an increase use of on-line learning. • All Year 7 students will have access to an I-Pad offered on a three year lease payment plan. There will also be an offer to staff and students in sixth form to purchase devices. • The plan will be rolled out for each new Year 7 in-take until all students in the College have them. • The students will have access to Microsoft Office and Google Docs. • There will be a suite of on-line learning resources for use in College and at home. • Safe – restricted access. • Students can collaborate therefore extending the school day. • Year 7 teaching staff have already started training. • The parents at the Y5-6 parents evening were very positive – a lot of primary schools already using I-Pads. • I-Pads are user friendly, have status, hold their value and Apple offer free training sessions. 					

	<ul style="list-style-type: none"> • The I-Pads will be registered through school to an Apple account and run through the College filtering system. • They will not synchronise with students I-Phones. • Training videos can be made and up-loaded to the College You Tube channel. This is not a public channel and cannot be seen externally. • Staff are being encouraged to engage in the scheme. • All Year 7 tutors will be supplied with an I-Pad. <p>A Governor challenged the use of iPads rather than other tablet devices. Mr Whelan convinced Governors that this iPad was the best way forward for students and the College.</p> <p>Governors approved the plan.</p> <p>The Chair thanked Andrew Whelan for his comprehensive report.</p>		
<p><u>Year 7 Curriculum FGB15/44</u></p>	<p>Governors received a report from Vicki Rahn (Assistant Principal) to précis the written document on the new Year 7 curriculum and clarify any points.</p> <ul style="list-style-type: none"> • Overview – the College wanted to develop a Year 7 curriculum to build on new ventures and work with primary schools, with clear transition plans and continuity from early years to Key Stage 5. • The Senior Teacher for Outdoor Learning and Personal Development (from Sep 15), and two Assistant Principals had been looking at different models from all over the country and taking aspects which they felt were right for the College. • There will be a focus on a skills based model with co-operative learning. The content of the curriculum will not change but the way the learning is constructed and delivered will, eg, the use of a visit to the beach when learning about the Viking invasion. • Sarah Teasdale (primary liaison) has been visiting primary schools and bringing back good practice. Her role will be vital next year to build on numeracy and literacy. • We will be introducing term-by-term themes. • There will be more opportunities for subjects to work together. • The role of the tutor has been re-developed with each Year 7 class having four periods with their tutor to work on projects which will be exhibited at the end of each term. This also gives the tutor a chance to really get to know their group. There will also be an opportunity for different groups of students to work together. • There has been a slight change to the assessment of students. They will be assessed on EBac subjects against GCSE grades. Non-EBac subjects will be skills based. • All predicted GCSE grades were based on Key Stage 2 results and further literacy and numeracy assessments would be made when students joined in Year 7. • The trial exams in Year 7 were being removed with students waiting until Year 8 to sit internal exams. • The Chair asked if Year 7 teachers were ready. There had been three training sessions and the response had been excellent, with staff engaged. There was still work to be done but staff were excited about the changes. CPD would include planning as a team and reflection. 		

	<ul style="list-style-type: none"> Aspects of the four-lesson teaching plan were clarified. <p>The Chair commented that the new model looked very exciting and thanked the Assistant Principals involved for their hard work.</p>		
<p><u>Principal's Report FGB15/45</u></p>	<p>The Principal gave the governors a précis of the report and highlighted some issues.</p> <p>The LA were visiting the College on 15 July to measure the impact in Maths and Science. Governors would be sent a report after the visit.</p> <p>In preparation for Ofsted, the Principal would be attending a conference to listen to Matthew Purves talking about the new framework. A Section 8 Inspection should be received where HMI would check that the College was still a 'Good' school. If HMI thought differently, the inspection would be converted to a Section 5 Inspection for a full review. The two areas high on the minds of Ofsted would be delivering SMSC to a high level and behaviour. There was also a drive to promote 'Fundamental British Values' as part of SMSC. It was up to schools and colleges how this was interpreted and developed.</p> <p>Interviews had taken place that day and an internal candidate had been promoted and an external candidate appointed to work with the Assistant Principal on teaching and learning.</p> <p>The Principal reported on the outstanding teaching vacancies. On Monday, he would be attending an 'iday' event run by Engage Education where schools and colleges have the opportunity to meet with potential staff and 'sell the school and area'. JK suggested taking some Tour De Yorkshire footage.</p> <p>There is a new service being set up called 'Prevent' to help with attendance issues but as yet this has had no major impact. The figures are being checked to make sure the data is correct. TH has looked at this issue and when CCW is compared with the national figures they are very similar.</p> <p>Progress Data Update</p> <p>The Year 11 predicted grades are looking very positive with staff predicting 5 A*-CEM being at 68%. The progress in Maths and English is above the national average and the Pupil Premium gap was reducing. The Assistant Principal (Assessment) had prepared a report showing the issues and actions and this would be emailed to governors. All sub-groups were making progress and a more robust method of tracking students who were two grades behind was being introduced. A governor asked about the students who were working above predicted levels; the principal explained that this was celebrated through the rewards system using the 'A2L' policy.</p> <p>Academy Update & MAT sub-committee</p> <p>This was on hold until after 2 July when Eskdale School would be making their decision re the change to their age range. If they voted to make the change then the College would need to submit a new 3-year financial plan. On 2 July, the Principal would be meeting Jan Renau (Regional Schools Commissioner) to discuss the Academy bid. A Governor suggested looking at the preparation of two bids – one if Eskdale School became 11-16 and the College lost</p>	<p>Report to governors after visit.</p> <p>SJJ will email report to governors.</p>	

	<p>funding and one that would show funding if there was just one school in Whitby.</p> <p>The Chair then gave a verbal report from the MAT sub-committee. The meetings had been held regularly and included visits from potential advisers (AVEC), Harry Rashid (NYCC), a representative from Wrigleys (solicitors), two potential directors and the chairs of Stakesby and Ruswarp primary schools. KP has had several discussion with the primary heads and chairs but with very guarded responses. Some of the primary schools are exploring the possibility of setting up their own MAT or joining an existing one.</p> <p>Eskdale Consultation</p> <p>The governors had submitted their response and received a letter from Pete Dwyer. There has been a meeting with the Head and Chair of Eskdale School and a College Governor had met informally with their Chair. The Principal had contacted the local MP who wrote to Nicky Morgan, Secretary of State for Education. He had forward a copy of his letter. Hopefully Nicky Morgan would get involved. A Governor pointed out that if she did get involved, the LA would probably be under scrutiny. A Governor also felt that a new Governor on the Governing Body of Eskdale School had a set view, but should be taking the right decision for the town as a whole. If Nicky Morgan were to get involved it could force the issue, especially as the Government was pushing for schools to become Academies. The Principal had spoken to Wrigleys Solicitors who pointed out that deciding to change to 11 - 16 age range and actually achieving it were two different things. The Principal formally thanked the Link Governor for SMSC for her hard work, commitment and support in this matter, particularly in drafting the Governors' response.</p>		
<p><u>Review Development Plan</u> <u>FGB15/46</u></p>	<p>The business strategy has been sent to Governors. The Principal asked governors to add any comments and return to the College. The Resources Committee would pick up responses and finalise the plan in the autumn term.</p> <p>The subject evaluation, subject reviews/observations will follow in the mock Ofsted report.</p>		
<p><u>Comiitee and Other Reports</u> <u>FGB15/47</u></p>	<p>The Resources Committee met on 18 May – minutes were attached.</p> <p>All new staff are coming into College on 26 June for an induction day.</p> <p>The LA report of the visit to Outreach was very positive.</p>		
<p><u>Review of Policies</u> <u>FGB15/48</u></p>	<p>Uniform – the Principal proposed that as an addition to the uniform list would be an optional V-necked, black jumper, embroidered with the College logo and purchased from the College's supplier only. This was agreed by Governors.</p> <p>The Anti-bullying Policy and Lone Working Policy were agreed by Governors. NS did suggest more categories of bullying to be included and passed KP a list. GM asked if staff named in the Anti-bullying Policy were still applicable. This will be checked.</p> <p>Mobile phone policy – agreed.</p> <p>Numeracy Policy – agreed.</p> <p>The other policies to be reviewed were deferred to the Committee meeting in the autumn term.</p>	<p>Update uniform list.</p> <p>More categories in anti-bullying Policy and check staff names.</p> <p>Defer policies.</p>	

<u>Link Governor Reports/Training FGB15/49</u>	The Link Governor for Student Support (Key Stages 3 and 4) had met with Jonathan Bond and talked about transition. A Governor wished to thank a Head of Year for her invaluable work with Years 8 and 9 boys in particular. Next year, the member of staff would be working with Years 7 and 8.		
<u>Chair(s) Actions/ Correspondence FGB15/50</u>	No correspondence. No issues re governor attendance.		
<u>Any Other Urgent Business FGB15/51</u>	The Awareness and Support Event held tonight was a great success. Several governors attended and were very impressed with both the turnout of parents and the organisations being represented. The Principal would thank the Assistant Principal (SEN and Inclusion) on behalf of Governors for organising the event. The police are looking to appoint a full time Community Support Officer in Whitby and part of the remit was to spend 50% of their time based in a school. The Principal would contact Inspector Andy Everett with a view to them being based at CCW.		
<u>Confidentiality FGB15/52</u>	The Chair reminded governors of the need to maintain confidentiality of the matters discussed.		
<u>Date of next meeting</u>	To be confirmed.		

Signed as a correct record by the Chair: _____ **Date:** _____