

**Meeting of Caedmon College Whitby and Eskdale Governors
 Re: Consultation on Amalgamation of CC Whitby and Eskdale Schools
 Wednesday 10 February 2016
 8.00am, Astro Social Area, Scoresby Site**

Present: [REDACTED]

Apologies: [REDACTED]

Clerk: [REDACTED]

Discussion	Action by
<p>[REDACTED] welcomed the governors to the meeting.</p>	
<p>A general discussion took place regarding the function of this group of governors, the decisions that it will make, the LA's request that it has an independent chair and the involvement of LA.</p> <p>Both [REDACTED] and [REDACTED] thought an independent chair was necessary because of the general public's misconceptions and confusion surrounding the decision to consult on an amalgamation. [REDACTED] read out an email from [REDACTED] regarding the LA's role in the process and their suggestion that [REDACTED] acts as Chair. It was agreed that [REDACTED] would contact [REDACTED], give [REDACTED] the dates of future meetings and ask [REDACTED] to confirm [REDACTED] attendance. In the meantime it was felt that time was pressing on and, as the public consultation meetings will be held on 14 and 15 March, the governing bodies need a clear vision on the future should the amalgamation goes ahead.</p> <p>The consultation paper will be available on-line from 16 February and hard copies will be sent home to Eskdale parents on Monday 22 February.</p> <p>The LA will be leading the public consultation meeting, but if members of the audience ask a direct question to either [REDACTED] or [REDACTED], they need to be able to answer in a positive manner.</p> <p>The governors need a clear vision of the future in order to allay pupils' and parents' concerns and to involve them in the decision making re items such as uniform, school name, badge etc.</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> • The governors would be the driving force and set the agendas for future meetings. • This group would act as an executive group with smaller groups of governors/staff meeting as working groups to discuss specific issues and report back. • Year groups would not be split. • [REDACTED] and [REDACTED] would meet with [REDACTED] to discuss the logistics of the two schools coming together and draw up a plan ready to discuss at the next meeting. This would include where different year groups would be taught, the ethos of the new school, operational factors etc. • [REDACTED] and [REDACTED] would arrange for members of staff and pupils to visit both schools and for them to voice their concerns, their hopes for the future etc. • Members of this group would arrange to meet governors/staff of primary schools in the area to answer their concerns/questions. • To prepare a long term vision of where the school would like to be one year's time, how we get there and what input is needed from the LA, both financially and in practical help. • [REDACTED] and [REDACTED] to discuss the need for a Year 9 Options evening and also the way forward for the Year 8 students (CCW students in Year 8 have already made their GCSE choices). • To prepare a FAQ sheet before the public meetings. 	<p>[REDACTED]</p>
<p>The dates of the next three meetings are Thursday 25 February, Thursday 3 March and Thursday 10 March – all at 8.00am in the Astro Social Area.</p>	

Meeting of Caedmon College Whitby and Eskdale Governors
Re: Consultation on Amalgamation of CC Whitby and Eskdale Schools
Thursday 25 February 2016
8.00am, Astro Social Area, Scoresby Site

Present: [REDACTED]

Apologies: None

Clerk: [REDACTED]

Item	Discussion	Action by
1	<p>Election of Chair The clerk opened the meeting by asking for a nomination for a Chair for this group. [REDACTED] and [REDACTED] have previously spoken about this and suggest that the Chair is rotated each meeting between an Eskdale governor and a CCW governor. This was agreed. [REDACTED] suggested [REDACTED] chaired the meeting today.</p>	
2	<p>Apologies None</p>	
3	<p>Minutes of the last meeting and matters arising The minutes of the last meeting were agreed and signed by [REDACTED]. It has been decided that only the representatives from the LA will be on the stage at the two consultation meetings at the Spa on 14 and 15 March. [REDACTED] asked that the item re members of this group meeting staff and governors of primary schools be kept on the agenda.</p> <p>Not all members of this group have received the email dated 19 February from [REDACTED]. This will be forwarded on and any further emails will be passed to the clerk for forwarding to the group.</p>	<p>[REDACTED]</p> <p>[REDACTED]</p>
4	<p>Update from CCW meeting with LA [REDACTED] reported on the meeting that CCW governors had with [REDACTED]. This was very productive and the minutes from that meeting will be shared with this group. There were some very encouraging remarks and a lot of goodwill.</p>	
5	<p>Paper from Executive Group This paper was sent to governors prior to the meeting. [REDACTED] suggested that governors make amendments to it and pass it back to [REDACTED] before next week's meeting. In the meantime [REDACTED] ran through the document.</p> <p>a) 11-19 Ethos and Pastoral Care – [REDACTED] felt that it was important that the staff of both schools worked together to make sure the pastoral care is embedded into the new school. This may ease some of the worries that existing Eskdale parents have.</p> <p>b) Curriculum – [REDACTED] explained 'KED' to the group. No costs involved yet as we are in the pilot scheme as part of [REDACTED] membership of [REDACTED]. [REDACTED] is coming to [REDACTED] on 11 March to aid staff who are writing the new curriculum. The agenda for the day will be sent out and if any members of this group would like to attend they are very welcome. It was proposed that no year group will be split across sites. However, if Year 7 are taught at Eskdale and Year 8 are taught at Scoresby then this would mean two moves for some students rather than just one. It was agreed, after some discussion, that the current Year 7 pupils be disrupted as little as possible. Year 9 students would be taught at Normanby but would have some lessons at Scoresby (i.e. food tech, PE).</p> <p>c) Time-table and Site Use – This was agreed in principle but the model would be influenced by site development.</p> <p>d) Vision and Funding – It was agreed that the sentence at the end of the Year 5 vision would be taken out.</p> <p>e) Open Day for Year 9 Eskdale Students – governors agreed the letter to Eskdale parents inviting them to CCW on Tuesday 8 March. Students will come during the school day and parents can attend an Open Evening on the Normanby Site at 6.30pm.</p> <p>f) School Name and Uniform – It will be proposed at the consultation meeting that the new name will be 'Whitby School'. The uniform will be as it is now for CCW but with a new badge and tie. The students will be involved in designing the new badge. It was agreed that blazers would be provided for all students in Year 7 and ex-Eskdale Year 8</p>	<p>[REDACTED]</p> <p>Agenda</p>

	<p>students. A new badge will be provided for all other students.</p> <p>g) Statements from Individual Governing Bodies and JGSG – These are in hand and will be agreed the next meeting of this group.</p>	
6	<p>Views of Students</p> <p>■ is holding five assemblies next week for each year group showing them a power point presentation and explaining the proposed merger. On Thursday 3 March at 6.30pm ■ will meet with CCW parents to answer any queries about the proposal. Members of this group are welcome to attend. ■ asked ■ and ■ to attend as parents. ■ will send ■ a copy of the power point.</p> <p>■ is going to use IT lessons for Eskdale pupils to look at the proposal and complete the on-line response sheet.</p>	■
7	<p>Capital Investment and Site Development</p> <p>There is a meeting planned with ■ on 9 March at 9.30am. She is going to look at the plans which were prepared two years ago for a sixth form centre. Would any members of this group like to attend with ■ and ■? ■ and ■ will attend. Confirmation of the venue will be sent in due course.</p>	■ confirm venue
8	<p>Identification of Transitional Funding Needs</p> <p>A document has previously been sent to governors and ■ asked if they let ■ know of any further items they think should be listed. ■ mentioned transport costs if students need moving from three sites and the cost of supplying blazers.</p> <p>■ asked about voluntary redundancies. ■ and ■ were informed that these will not be available but they will push the point again with the LA at the next meeting.</p>	
9	<p>Due Diligence Arrangements</p> <p>This paper was sent to governors prior to the meeting. This has been broken into four phases to be looked at over the next four weeks and reported back to this group.</p> <p>The Executive Group (■) are meeting on Wednesday 2 March at 9.00am. After the meeting ■ will join them to look around the Normanby Site and then visit the Scoresby Site. On Thursday 3 March after the JGSG meeting, ■ will return with ■ to Eskdale.</p>	
10	<p>Risk Management Arrangements</p> <p>Governors agreed that a risk management document needs to be written. This will be looked at after the meeting with County.</p>	
11	<p>■ thanked the Executive Group on behalf of the governors for their work so far.</p>	
12	<p>Date of Next Meeting</p> <p>Thursday 3 March, 8.00am, Astro Social Area, Scoresby Site.</p>	

Meeting of Caedmon College Whitby and Eskdale Governors
Re: Consultation on Amalgamation of CC Whitby and Eskdale Schools
Thursday 10 March 2016
8.00am, Astro Social Area, Scoresby Site

Present: [REDACTED]

Apologies: [REDACTED]

CC: [REDACTED]

Clerk: [REDACTED]

Item	Discussion	Action by
1	<p>Apologies Apologies were given and accepted.</p>	
2	<p>Minutes of the last meeting and matters arising The minutes of the meeting held on 3 March were agreed and signed. [REDACTED] suggested some slight changes to the JGSG statement and Governors were given a copy. The updated statement was agreed.</p>	
3	<p>Confidentiality of Minutes It was agreed by the group that the minutes of these meetings are marked as confidential.</p>	
4	<p>Strategic Services Meeting [REDACTED] gave the governors an update on the meeting with [REDACTED] and [REDACTED] from County which took place on 9 March. [REDACTED] stayed on after the meeting to look around the Normanby and Scoresby Sites. An architect will be appointed to put the ideas into a written plan. These plans should be available within a couple of weeks. A copy of the transitional plan will be sent to [REDACTED] by email before this afternoon's meeting at County. [REDACTED] was not confident that there was a sense of urgency for the completion of work needed. [REDACTED] agreed that things would have to be pushed along as a transitional year can be no more than that.</p>	[REDACTED]
5	<p>Use of Sites 2016-17 [REDACTED] has been talking to [REDACTED] regarding the timetable for 2016-17. Looking at various models, the one which would probably work the best, in order to keep years 7 & 8 together, would be to have these two year groups on the Eskdale Site. Year 9 would predominately be based at Normanby with maybe some over-spill to Scoresby. This would allow the Scoresby Site to be available for building work to be carried out to make it fit for purpose in September 2017 as a 6th form centre. It would also allow for work to be carried out at Normanby. The six period day could be kept and there would be a reduction in the number of five minute timetable transfers. [REDACTED] was concerned that this will alienate the CCW parents who, up to this moment, have been very supportive. There are some issues which will need to be looked at closely, i.e. transport of students who are from the other side of town and making sure students get a chance to meet before September 16. After some discussion, it was agreed that this model be put forward as the preferable one but when County announce it at the public meetings, it should be emphasised that this transitional year will be difficult but to achieve an 11-16 school on one site is the ultimate aim. [REDACTED] said it was vital that a deadline is set and adhered to as to when work will be completed and students are settled, i.e. no more than one year.</p>	
6	<p>Due Diligence – Part 2 This week the executive group looked at Performance Management, teacher trackers, SEFs and they shared data on student progress. They looked at whether targets for GCSE were being met and how both schools tracked progress at KS3. If the schools merge, the new school would be due an Ofsted in the third operating year so the GCSE results of the current year 9 pupils could be critical. [REDACTED] asked if it would be possible to see the Eskdale School Improvement Plan and recent ROU written by the LA. [REDACTED] could not see a problem with this, [REDACTED] will check with Eskdale governors.</p>	

7	<p>Risk Analysis</p> <p>■ has drafted a risk analysis and governors were given a copy. ■ asked if they could make notes on this draft on how the risks could be mitigated, add any further risks that need to be considered and return it to ■.</p> <p>The first item on the risk analysis was regarding the new governing body. The group was shown a document produced for CCW governors showing the requirements and skills needed. ■ is also going to add a paragraph about the commitment needed by governors. After the 26 April, if the merger is to go ahead, governors will be asked if they are willing to be considered to serve on the new governing body. They will also be asked to supply a short statement giving details of their experience and skills set.</p>	
8	<p>Planning for LA Meeting</p> <p>■ will be attending a meeting at County this afternoon. One more item has been added to the transitional plan and an updated copy will be emailed to governors.</p>	■
9	<p>AOB</p> <p>Pete Dwyer has asked if some power point slides could be provided for the public meetings. ■ will put something together later today or tomorrow and send to the group for their thoughts before sending on to Pete Dwyer tomorrow afternoon. The information contained on the slides will include the use of sites, transport for years 7 & 8 students, transition of vulnerable students, the ethos of a single school, proposed name and uniform, GCSE work for year 9 pupils and the proposal for all students in one year group to meet before the end of the summer term.</p> <p>There is to be a special meeting of the Young People's Overview and Scrutiny Committee on Friday 8 April in Whitby Pavilion. ■, Corporate Development Officer, has requested governor and teacher representatives from CCW and Eskdale attend. ■ are all unavailable on this date and after some discussion, it was agreed that no one from either school will attend. However, the Clerk will send ■ the statements which have been prepared by the CCW and Eskdale governing bodies and the JGSG.</p>	Clerk
10	<p>Date of Next Meeting</p> <p>Thursday 17 March, 8.00am, Astro Social Area Scoresby Site</p> <p>Thursday 24 March, 8.00am, A8, Normanby Site</p>	

CONFIDENTIAL



Meeting of Caedmon College Whitby and Eskdale Governors
Re: Consultation on Amalgamation of CC Whitby and Eskdale Schools
Thursday 3 March 2016
8.00am, Astro Social Area, Scoresby Site

Present: [REDACTED]

Apologies: [REDACTED]

Clerk: [REDACTED]

Item	Discussion	Action by
1	<p>Apologies Apologies were given and accepted.</p>	
2	<p>Minutes of the last meeting and matters arising The minutes of the meeting held on 25 February were agreed and signed. [REDACTED] queried the cost of 'KED' at the last meeting. [REDACTED] - As we are not a KED school but a 'KED inspired' school there is no fee. Not sure what will happen when the pilot expires. Still putting together an agenda for [REDACTED]'s visit. This will be emailed to the group. It was agreed that, as well as all new year 7 students in September 2016, current year 7 and 8 students from Eskdale would also be supplied with blazers. It was agreed that minutes from these meetings, once approved by [REDACTED], would be sent to [REDACTED]. [REDACTED] apologised for the visits to the two schools by members of this group being cancelled.</p>	Clerk
3	<p>Vision Statement Governors had been emailed this document prior to the meeting. [REDACTED] suggested some additions to highlight the 'KED' values. [REDACTED] gave the governors an amended statement and it was read and discussed. [REDACTED] will re-draft this document with the various amendments agreed by the group.</p>	[REDACTED]
4	<p>Governors' Statements [REDACTED] has emailed [REDACTED] with some suggestions for the statement and these were discussed. [REDACTED] asked that it was emphasised that if amalgamation went ahead, it would give the new school a secure financial footing. [REDACTED] will redraft and email it to the group for agreement. [REDACTED] and [REDACTED] are meeting to draft the CCW governors' statement for it to go to their governing body. [REDACTED] gave the group a copy of the statement agreed by Eskdale governors.</p>	[REDACTED]
5	<p>Due Diligence – Part 1 The executive group met on 2 March and looked at staffing at both schools. [REDACTED] thanked [REDACTED] for sharing the information from Eskdale. No major issues presented itself, although [REDACTED] is concerned that we may have some staff shortages in September. This is something [REDACTED] would like County to be aware of and have a contingency plan for if necessary. [REDACTED] thought the PM system at CCW was good. Some staff [REDACTED] are unwilling to join a working group until after the decision on 26 April. The next phase that the executive group are looking at is student performance.</p>	
6	<p>Governance Arrangements The minimum number of governors a school must have is seven. The following points were agreed in principle.</p> <ul style="list-style-type: none"> • The new governing body would have a maximum of 12. • Individuals with skills or interests in the following areas would be sought: legal & financial, educational, student well-being & community, communication, IT/digital, SEN, LA influence. • The current governing body of CCW would be asked to step down and a new governing body would be formed with staff and parent governors being elected. Eskdale GB ceases to exist. <p>This item will be looked at again after 26 April.</p>	

7	<p>Transitional Planning</p> <p>██████████ are at a meeting at County Hall on 10 March. ██████ has added a few more items onto the plan and these were discussed. Hopefully, they will get an agreement in principle at this meeting of the extra funding needed. It is proposed to inform County that the school will have an extra training day on 5 September for all staff to get together. The group was then shown a plan of Scoresby Site with the proposed alterations needed for it to become a 6th form centre. At this point ██████ showed the group around Scoresby. ██████ also informed the group of the alterations needed at Normanby for it to become an 11 – 16 site.</p>	
8	<p>AOB</p> <ul style="list-style-type: none"> • Arthur Barker is visiting both schools on Wednesday 9 March. • CCW are holding a meeting tonight at 6.30pm for parents to watch a short presentation and to speak with ██████ if they have any concerns over the amalgamation. • The executive group would like the input of this group in the transitional planning. ██████ asked the group if they were happy for an independent facilitator to attend this planning meeting and the group agreed this was a good idea. ██████ has been in touch with ██████ and ██████ is to speak with ██████ again later today. ██████ confirm to the group whether ██████ attend. The planning meeting is set for Monday 7 March, 8.00am – 1.00pm in the Astro social room. 	
9	<p>Dates of Future Meetings</p> <p>Thursday 10 and 17 March, 8.00am, Astro Social Area, Scoresby Site. Thursday 24 March, 8.00am – venue TBA.</p>	

