

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

<b>Date:</b>	25.10.18	<b>Venue:</b>	Room H3	<b>Time of meeting:</b>	5.00pm	
<b>Present:</b>	Simon Riley, Pen Cruz, Julian Fester, Barry Harland, Sarah Hugill and Sally Nedley (clerk).					
<b>Agenda Item</b>	<b>Items discussed/action</b>				<b>Person(s) for action</b>	
1	Apologies	Alison Hodgson and Tony Hewitt – both apologies were accepted.				
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	Election of Vice Chair	PC nominated JF and BH seconded. JF was duly appointed vice-chair for one year.				
5	Minutes 27.6.18	The confidential minutes of the meeting held on 27 June 2018 were approved and signed by the Chair.				
6	Minutes – Improvement	These were shared with the governors but will be formally approved at the next Improvement meeting on 22 January 2019.				22/1/19 agenda
7	Minutes - Resources	These were shared with the governors but will be formally approved at the next Resources meeting on 18 March 2019.				18/3/19 agenda
8	Instrument of Government	The Instrument of Government was discussed and it was agreed that the number of parent governors would be reduced to three and the number of co-opted governors would also be reduced to three. As TH is to become our LA governor, this leaves two co-opted vacancies. SPR is meeting with a potential future governor when we return from the half-term break. It was also agreed that an article would be put on our website asking for people who would be interested in being a governor to get in touch with SPR. (There is an additional confidential minute regarding this matter.)				Clerk to inform Governor Support.  Clerk / KS
9	Governing body structure, roles and objectives	The Governors' Code of Conduct was agreed. The Review of Objectives document was discussed and it was agreed that the wording around the expectations of the link governor roles need to be looked at. The links between CCW and local business and community also needs to be strengthened. JF and BH agreed to look more closely at this document and bring it back to the next meeting in December. The 'Outcomes We Expect' document was discussed. Governors agreed that this was a useful document to have and the raw data is important but that they also agreed that the Head's perception of how the College was performing was also a useful tool. There is no information on attendance, behaviour or parental engagement. SPR is going to look at condensing the table and sectioning it out to make it easier to follow. He will bring an up to date version to the December meeting.				JF / BH Clerk  SPR
10	Schedule of Meetings	This was amended to show an extra Full Governing Body meeting on Thursday 21 February 2019. A new schedule will be circulated to governors.				Clerk
11	Governor Training	There are various free training sessions run by NYCC for governors, specifically SINs meetings in November. The clerk will send the schedule to governors who will notify her if they wish to attend any of the sessions. PC asked JF and BH to carry out the Safer Recruitment Training. The clerk will ask Jo Robinson (JER) to send them the link. PC is going to look at the induction of staff with JER and SPR will check with JER and personnel regarding the self-disclosure forms for staff.				Clerk  Clerk SPR
12	Skills Audit & 360 Degree Review	The governors were asked to complete a skills audit and a 360 Degree Review of the Chair's performance. To return to the clerk before the next meeting in December.				Clerk

13	School Improvement Plan and Link Governor Roles	<p>SPR ran through the new document with governors. There are six key priorities: (1) Closing the gap for disadvantaged students; (2) Developing the quality of teaching, learning &amp; assessment; (3) Climate for learning; (4) Leadership and management; (5) Post 16 outcomes &amp; whole school curriculum development; (6) Developing partnerships.</p> <p>There are 166 disadvantaged students with attendance in the high 80s. Attendance for FSM students is 86%. The profile of attendance is being raised within College with the general attendance target being 96%. The national target is 94.8%. K Mallender has been revitalising the CPD programme. PC asked if staff were clear how improvements will be made. SPR replied that there is a lot of good practice being shared this year. The Science and English departments in particular working collectively. There is a rota for staff who are on call to deal with problems and to visit 'hot spots'. Teachers are encouraged to ask if they need ST to call in on tricky groups. The data is also being drilled down more. SPR and J Bond are looking at a more restorative approach in school to combat behaviour issues. It was agreed that JF will oversee Key Priority 1 liaising with S Boyd, AH would oversee Key Priority 2 liaising with K Mallender, SH will oversee Key Priority 3 liaising with J Bond, TH would oversee Key Priority 4 liaising with S Graham and BH would oversee Key Priority 6. Governor link for Key Priority 5 to be agreed.</p> <p>JF agreed to become the link governor for SEND. BH agreed to become the link governor for Health and Safety.</p>	
14	Principal's Report	SPR asked the governors to think about what they would like to see in a written principal's report. SPR and PC will discuss a format and bring it to the next full governing body meeting in December.	SPR / PC
15	Chair's Report	The Governance Health Check was carried out by Margaret Burton on 22 October. This was very useful and her written report has been received today and will be emailed out to the governors. There are some improvements to be made, specifically with regard to the website and the checking of the Single Central Record. SPR will meet with the Clerk regarding the website and PC will meet with J Robinson to look at the Single Central Register.	Clerk / SPR PC / JER
16	Policies	<p>After discussion, the following policies were approved:</p> <ul style="list-style-type: none"> <li>• Use of Reasonable Force and Physical Restraint Policy</li> <li>• Physical Activity Policy</li> <li>• The Teaching and Learning Policy</li> <li>• The Performance Management Policy</li> </ul> <p>PC and SPR will look at the Social Media and Mobile Phone Policies in more depth and bring them to the next meeting.</p>	SPR / PC
17	Trip	The Ski Trip which is taking place in January 2019 was retrospectively agreed by governors. It was agreed that this would not take place again within term time.	
18	Any other urgent business	Three items were brought to the meeting by SPR – a draft revised budget in light of Howard Emmett's visit to College on Friday 26 October, the teachers' pay awards document and a request for compassionate leave. It was agreed that these items would be recorded as confidential.	
19	Date of next meeting	The next Full Governing Body meeting will be held on Tuesday 4 December at 5.00pm.	

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

**Date: 17.12.18**

*Pen Cruz.*