

**Caedmon School**

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**Whitby Community College**

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3 June 2014

Dear Parent/Carer

We write to inform you of the excellent and exciting news that the Local Authority's Executive Members have approved the amalgamation of Whitby Community College and Caedmon School, due to the high level of support for this venture. This means that the Governors and staff of both schools are now working extremely hard to put in place all the arrangements to enable a new, single, 11 – 19 school to open in September 2014. The current Caedmon School buildings and site will become known as 'The Scoresby Site' from September and the current Whitby Community College buildings and site will become known as 'The Normanby Site'. We will be a 'split-site', single school with sixth form provision for post-16 students. We will be retaining the best of Caedmon School and the best of Whitby Community College to create the best possible learning experience for the young people in the area.

Of course, there are many arrangements to make to ensure that the right curriculum and standards are in place - the Headteachers will keep you informed of these developments. We can also inform you that the new school will require a new Governing Body. This will be made up of 12 Governors in total, including elected staff, community members and four parents. We attach a letter regarding the four parent governor vacancies that are available in this respect. Please follow the guidelines in the letter carefully if you wish to put forward a nomination, within the timescale and regulations, to ensure that your nomination will be valid.

This is a very exciting time for us all and I hope that you share our enthusiasm for the new school; we are aiming to provide the very best educational and extra-curricular experiences we can for all the young people in the area and ensure that all the students enjoy a happy, healthy and successful time at 'Caedmon College Whitby' and beyond.

If you have any queries, please do not hesitate to contact Mr Prytherch, Mr Hewitt, or one of us (if it is regarding the work of a parent governor and governing body) and any one of us will be happy to talk to you.

Yours sincerely

Mr N R Slater  
Chair of the Governing Body  
Caedmon School

Mr R P Simpson  
Chair of the Governing Body  
Whitby Community College

3 June 2014

Dear Parent

### **ELECTION OF PARENT GOVERNORS**

I am writing to let you know that there is to be an election of Parent Governors. Following the amalgamation of Whitby Community College and Caedmon School, the new Governing Body, when complete, will be made up of 12 Governors of which 4 will be elected by parents. There are currently four Parent Governor places to be filled. The term "parent" includes anyone who has custody of a child currently registered at Caedmon School or Whitby Community College, as well as "natural" parents. Parents can stand for election and vote in secret in the election, if a ballot is needed. **Please note that the first meeting of the new Governing Body will be on Thursday 19 June at 6.00pm, in order to confirm the full membership of Governors. Should you be appointed as a Governor, you will need to attend this meeting. The next meeting of the new Governing Body is scheduled for Thursday 23 June 2014 at 6.00pm and all Governors, again, will need to attend.** As well as parents, the Governing Body is made up of Governors appointed by the Local Authority (the County Council), College staff, the Headteacher and Governors appointed by the rest of the Governing Body (Community Governors). Parent Governors have a four year term of office and continue to serve even if their child or children leave the College during this period.

### **What is expected of Governors?**

The work of Governors affects most aspects of the College. Governors establish, with the Headteacher, aims for the College, approve policies - for the curriculum, behaviour and discipline, for example, and are responsible for the College budget and use and maintenance of the premises. More generally, they are expected to be in touch with the local community and to help to guide the College to meet the community's educational needs. They are also expected to help the College to explain to the community what the College is trying to achieve for young people. A leaflet, providing further information, is available from the Governor Support Unit, County Hall, Northallerton; telephone 01609 532936, or by emailing the Governor Support Unit at County Hall via [Governor.Support@northyorks.gov.uk](mailto:Governor.Support@northyorks.gov.uk).

The Governors, together as a body, have a range of legal responsibilities and being a Governor is a very important commitment. New Governors should be willing to attend training to help them to learn what is entailed and be available to contribute to meetings and committees. The following principles have been agreed by Governors of the Governing Bodies of Caedmon School and Whitby Community College and will form the guiding principles for the new Governing Body. In addition, the new Chair of the Governing Body will be looking for people who have particular skills to compliment the Governing Body, including financial awareness, external business links and experience, existing experience of work/the operations of a secondary school and education.

### **Proposed Governor Objectives - 2014 to 2015**

1. To hold the Strategic Team to account as a critical friend.

2. To ensure that sufficient Governor Link visits to the College take place - two per term per Link Governor (and that reports are produced of each visit).
3. To seek improved ways to communicate directly with parents and, in particular, to find new ways of engaging with those parents who are hard-to-reach.
4. To monitor and review the performance management of staff and its link to pay (Chair to be Link Governor responsible for this.)
5. To engage in regular, appropriate training specific to link Governor roles/committee membership and also whole-College improvement.
6. To be fully familiar with the College development plan and evaluation framework.
7. Every Governor to have a link role or be on a Governing Body Committee and fully engage with these roles, with the intention of developing expertise in a particular area(s).
8. To provide a good induction for new Governors with an information pack and a meeting to give an overview of what is happening and future possible developments and a chance for questions and discussion.
9. To understand the Ofsted inspection framework and Ofsted's requirements of Governing Bodies.
10. To keep up-to-date with educational policy changes and developments, both locally and more widely.

**Our mission: 'To be the best we can be'**

**Our aims:** To enable our students to develop a real passion for 21<sup>st</sup> Century learning and work, through engaging teaching and learning in a safe, creative environment. We will facilitate learning which both our students and the community values and which brings out the best in them. We will motivate students to succeed, both now and in the future, allowing them to achieve their best. To do this, we will offer the best possible opportunities for students to develop and be optimistic about adult life. Thus ensuring a lifelong love of learning.

**This is what we believe in:**

All members of the College community have a duty to develop themselves, and encourage in others in the wider community the following positive strengths and values, specifically:

- **Excellence:** it is not only about giving our best but also about participating, making progress against personal goals, striving to be and to do our best in our daily lives and benefiting from the healthy combination of a strong body, mind and will. A resilient, growth mind-set is essential and adopting a healthy lifestyle is important and expected.
- **Friendship:** which encourages us to develop mutual understanding among individuals and people from all over the world. We will develop empathy and inspire humanity to overcome political, economic, gender, racial or religious differences and forge friendships to celebrate and appreciate those differences.

- **Respect:** incorporating respect for oneself, others, the rules and regulations of our society and the environment. Respect also stands for fairness, being a good citizen and for fighting against unethical behaviour.
- These values will be developed by using them to remind ourselves of how we would like to be and will provide a focus for all our aspirations.
- Students have a duty to apply themselves to their learning and personal development, making the best use of all the support and opportunities available to them; high expectations and effort are paramount for lifelong learning. Full involvement in College life will be expected from all.
- The College staff and governors have a duty to create the conditions for safe, successful learning and personal development, meeting to the best of their ability the needs of the full range of learners equally, using all available resources as effectively as possible and safeguarding the students. Consistency and fairness will be developed through all that we do and especially through our 'House Style'.
- Parents have a duty to work with the College to support the successful learning of their sons and daughters, through challenge, encouragement and support.

## **LEADERSHIP PLEDGE**

### **Leadership at Caedmon College will:**

- Develop, with stakeholders, a clear vision and common purpose that inspires confidence, motivation and ultimately, success for all
- Be optimistic, ambitious and realistic, demonstrating humility and stewardship
- Ensure joint ownership and responsibility for driving the College towards outstanding/excellence, where the talents of all are respected and valued
- Be visible and pro-active
- Work with a shared commitment and in harmony
- Have professional relationships with all stakeholders that are built on trust, effective communication, support, respect and courtesy

## **OUTCOMES WE EXPECT**

**(Students making 4L of progress to above National Average and KS5 APE to 220)**

• T & L = 100% Good; 50% Outstanding by 2017	• A2L – no low level disruption; outstanding behaviour, uniform and attendance
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	<ul style="list-style-type: none"> <li>• More successful and personalised Outreach work</li> </ul>
<ul style="list-style-type: none"> <li>• CPD and PM = Outstanding</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent parental engagement</li> </ul>
<ul style="list-style-type: none"> <li>• Achievement = good/outstanding, with 3 levels progress in KS3 and 4 levels of progress by the end of KS4 above National Averages</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership &amp; Management and Governance – to be Outstanding</li> </ul>
<ul style="list-style-type: none"> <li>• Pupil Premium students to make at least the same progress as others and many to exceed it</li> </ul>	

### **Do Parent Governors have Special Responsibilities?**

No. Parent Governors do not have "extra" duties. All Governors are equally responsible and discharge their responsibilities as a 'body', not individually. Parent Governors speak as parents: they cannot speak for all parents.

### **Are there any restrictions which could disqualify parents from becoming Parent Governors?**

Yes, but they are unlikely to apply to most parents considering becoming a Parent Governor. The restrictions are contained in the School Governance (Constitution) (England) Regulations 2003, Schedule 6 and subsequent amendment Regulations. A copy of these is attached as a Self-Declaration form. Parents putting themselves forward for election will be required to sign this form and return it with a nomination form. If any of the restrictions apply, you should not proceed with your nomination as a Governor. Also, you are disqualified from election or appointment as a Parent Governor if you are an elected member of the Local Authority (or if you are paid to work at the College for more than 500 hours in any twelve month period commencing on 1 August and finishing on 31 July).

Governors may be subject to enhanced DBS (formerly CRB) checks and the elected parent will be provided, by the College with the requisite form to complete and take to the Headteacher along with proof of identity (as detailed in the list of Valid Identity Documents). The Headteacher will then pass the completed form to the CRB Unit at County Hall for checking and forwarding, as required. The term of office of the successful candidate (s) may only commence once a clear enhanced DBS Disclosure has been received by the College, should this be required.

### **How are Parent Governors Elected?**

Parent Governors must be people (aged at least 18) who have a child(ren) at Caedmon School or the College when they are elected. Nomination forms are available from the College and our website. Each form must be signed by the candidate. Candidates should also make a short statement about themselves – a maximum of 50 words will be allowed and this will be rigidly applied. A simple form for this purpose will be provided with nomination forms. Please return the form to me as quickly as possible. If more nominations are received than there are places to fill,

there will be a secret ballot and I will send to each parent, ballot forms (one per parent) and envelopes for their return. The form explains how votes may be cast.

If the number of nominations received is the same as the number of places to be filled, then those people will be declared elected. If there are fewer, those nominated will be declared elected and it will be for the Governing Body to fill any remaining vacancy by appointing a Parent Governor.

**The rules for the election** are written down in Procedures set by the Local Authority, and these are available from the College and its website.

**Result of the Election**

The names of those elected will be displayed at the College for at least seven days and will be stated on the College website and other College publications as appropriate. Anyone having any query about the election is invited to contact the College.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Prytherch', with a horizontal line underneath the name.

Keith Prytherch  
Headteacher and Returning Officer

**THE CLOSING DATE FOR NOMINATION IS WEDNESDAY 11 JUNE 2014, 12 NOON**

**NORTH YORKSHIRE COUNTY COUNCIL  
ELECTION OF PARENT GOVERNORS  
Nomination Paper**

<b>Name of School:</b> Caedmon College Whitby with effect from 1 September 2014
<b>Number of Parent Governors to be elected:</b> Four
<b>Please read the Notes below before completing the form</b>
<b>CANDIDATE</b>
(Name/Address/Signature)
<b>Signed:</b>

**Notes:**

**A parent can stand for election and vote in the election, if he or she has a child registered at Caedmon School or Whitby Community College on the date of the election\*.**

A CANDIDATE **must** be eligible to vote in the election, ie, be a parent of a student(s) on the College roll;  
**must** sign, and return with this nomination paper, form Self-Declaration 1 to indicate eligibility to stand for election under the School Governance (Constitution) (England) Regulations 2003, Schedule 6;  
**must** indicate whether they wish to have their address shown on the ballot paper.

**THIS FORM MUST BE RETURNED TO THE HEADTEACHER BY WEDNESDAY 11 JUNE 2014, 12 NOON, IN A SEALED ENVELOPE OR EMAIL MARKED "CONFIDENTIAL - PG NOMINATION". \* The date of the election is deemed to be the closing date for the receipt of nominations.**

**NORTH YORKSHIRE COUNTY COUNCIL  
ELECTION OF PARENT GOVERNORS  
Statement in Support of Election**

**School: Caedmon College Whitby**

**Name:** \_\_\_\_\_ **Age(s) of child(ren)** \_\_\_\_\_

**Experience and/or interests relevant to serving as a Governor (maximum strictly 50 words)**

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Children & Young People's Service**  
**Parent Governor Elections Self-Declaration Form 1**

I declare that I am not disqualified from serving as a School Governor (or an Associate Member) in accordance with the following criteria:

- **I am not** a registered student at the College (this does not apply to Associate Members)
- **I am** aged 18 or over at the date of election or appointment (this does not apply to Associate Members)
- **I do not** work at the College for more than 500 hours in a school year (Parent Governors only)
- **I do not** already hold a governorship at the College
- **I am not** an elected member of the Local Authority (applies to Parent, Staff and Community Governors)
- **I am not** the subject of a bankruptcy restrictions order or an interim order or a debt relief restrictions order or an interim debt relief restrictions order
- **I have not** had my estate sequestrated (temporarily repossessed) with the sequestration having not been discharged, annulled or reduced
- **I am not subject to:**
  - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
  - an order made under section 429 (2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order)
  - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
- **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 34 of the Charities and Trustee Investment Act (Scotland) Act 2005 (a) from being concerned in the management or control of any body
- **I am not**
  - Included in the list kept under section 1 of the Protection of Children Act 1999 as amended (list of those considered by the Secretary of State as unsuitable to work with children)
  - disqualified from working with children or subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)
  - disqualified from registering for childminding or providing day care
  - disqualified from registration under Part 3 of the Childcare Act 2006

- Disqualified from working with children under sections 28, 29 or 29a of the Criminal Justice and Court Services Act 2000
- **I have not**, in the five years prior to becoming a Governor, or since becoming a Governor, received a sentence of imprisonment, suspended or otherwise, for a period of three months or more without the option of a fine
- **I have not**, in the twenty years prior to becoming a governor received a sentence of imprisonment for a period of two and a half years or more
- **I have not**, at any time, received a prison sentence of 5 years or more
- **I have not** been fined, in the five years prior to becoming a Governor or since appointment or election as a Governor, for causing a nuisance or disturbance on education premises
- **I have not** been disqualified for non-attendance as an LA, foundation (other than Ex-officio Foundation Governor), Community Governor, Co-opted Governor, or Sponsor Governor in the past 12 months at this College
- **When requested** by the Clerk to the Governing Body, I do not refuse an application being made under section 113A of the Police Act 1997 for a criminal records certificate.

**I confirm it is my understanding that should any of the above statements change, I will inform the Clerk to Governors immediately of my resignation. I further understand that my personal details will be checked with the Disclosure and Barring Service (Criminal Records).**

I am applying to be a Governor at Caedmon College, Whitby.

Full Name (block capitals please): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you have any questions about your eligibility to become or remain a governor you may, in complete confidence, contact Rose Walker, Strategic Support Services, County Hall, Northallerton, DL7 SAE. Tel: 01609 532936.**

**Email: [Rose.Walker@northyorks.gov](mailto:Rose.Walker@northyorks.gov)**