

**WHITBY SECONDARY PARTNERSHIP  
FULL GOVERNING BODY MEETING**

Tuesday 22 September 2020 at 5.30pm

Present: Pen Cruz (Chair), Carolyn Watkinson, Simon Riley, Andy Fyfe, Trevor Parker, Jon Brown, Tony Hewitt, Barry Harland (by video link), Sarah Hugill and Jane Mortimer.  
Apologies: None  
In attendance: Sally Nedley (Clerk)

**MINUTES**

ITEM	NOTES	ACTION
<b>1</b>	<b>Apologies</b> None	
<b>2</b>	<b>Election of Chair/Vice Chair for 2020/21</b> The clerk asked for nominations for Chair. Pen Cruz was nominated by Carolyn Watkinson and seconded by Jane Mortimer. PC left the room and governors agreed unanimously that PC be appointed Chair for 2020/21. The clerk then asked for nominations for Vice-Chair. Carolyn Watkinson was nominated by Jane Mortimer and seconded by Andy Fyfe. CW left the room and governors agreed unanimously that CW be appointed Vice-Chair for 2020/21.	
<b>3</b>	<b>Reminder of Confidentiality</b> Governors were reminded of the need for confidentiality.  Item 13 (Report from the Finance and Staffing Committee) was flagged up as a confidential item and the clerk and staff governors will leave the meeting.	
<b>4</b>	<b>Declarations of Interest</b> None	
<b>5</b>	<b>Minutes of the meeting on 8 July 2020</b> The minutes were agreed as a true record and signed by the Chair. <b>Matters Arising</b> JB asked how the situation with EA was looking. EA has not been in contact with either Head. A press release had been prepared by AF, SPR and PC regarding GCSE results. PC asked if the article had been sent out. SPR said this was not sent by him and apologised for this. PC was concerned that there were no articles in the Gazette regarding GCSE results and CW said that there has been no mention of the Federation. AF was contacted by the Whitby Gazette on 26 Aug and he referred them back to the agreed statement. The agreement with EA was a payment of £7k over seven months. He was paid £2k for two months in April and May but SPR confirmed that he had not done any work since. CW was concerned that this was not good value for money. SPR confirmed that there is no firm commitment with EA and that the work with him could cease. JB suggested that in future both schools send their own articles and photographs to the Whitby Gazette. Governors agreed that no further work would be done with EA and PC agreed suggested that governors should give some thought as to how to achieve more joined-up thinking on communications. Regarding the Outreach facility moving to Normanby, CW asked if any Eskdale students had issues with coming to the Normanby Site. At the moment no Eskdale students are at the Site but Outreach is supporting AF with three students in Eskdale and this seems to be working well. SPR says it is early days but it is working well	

	<p>having Outreach on Normanby site; students are in uniform and there is immediate support available.</p> <p>The drama room at WSF has been completed together with two new IT rooms. Two more rooms to be decorated. CU Scarborough has donated some furniture. SPR is going to bring spending figures to the Finance and Staffing Committee.</p> <p>SPR informed governors that another Covid Risk Assessment is coming from County. It is likely that schools should recommend that staff wear a face mask in communal areas. A Covid group has been formed within CCW who meet weekly. Some staff are wearing masks but most are not at the moment. AF said that most of his staff wear masks in communal areas. Most students on the school transport are wearing masks. PC had spoken with a lady who has an HR background about becoming a governor. She cannot commit at the moment but is happy for the governing body to call on her for specific help.</p> <p>CW will contact Nick Horn regarding the link governor proposals and will either contact governors about this or report back at the next meeting.</p> <p><b>Minutes of the meeting on 8 September 2020</b> The minutes were agreed as a true record and signed by the Chair.</p> <p><b>Matters Arising</b> None</p>	Clerk - agenda
6	<p><b>Licensed Deficits – standing item</b> The Governors are aware that there is a licensed deficit for both Eskdale and CCW.</p>	
7	<p><b>Exam Results &amp; Pupil Premium</b></p> <p>AF shared a series of reports with governors prior to the meeting. He is comfortable with what was predicted and thinks it is very close to what students would have achieved if exams had been sat. Progress 8 is in line with the previous year. PP students are approximately a grade behind. The school will need to focus on the middle band (9-5) and work needs to be done with the PP students. The PP average for Progress 8 is -0.42. Eskdale are now looking at how the gap can be closed and awaiting catch-up funding details. Intervention work with Year 11 students will begin. AF is liaising with Susan Boyd about creating a night school on WSF. This would have to operate in a Covid-safe environment and with the goodwill of staff. JB had worked on a strategy for PP students. Small group work is expensive and shown to not have a significant impact. An attendance analysis is being done as some students are having to isolate. Some of the goodwill from families is now wearing a bit thin. One criticism is that students do not have enough social time. KS4 students are getting the better deal at the moment.</p> <p>SPR shared a series of reports with governors prior to the meeting. 105 students received A Level results. A*-B = 58% and A-C = 87%. There were no U grades. After the mock exams in January, three students were moved to AS level. SPR happy with the teacher assessments grades in GCSE. 67% of students achieved 5 or more standard passes (grade 4+) and 43% achieved 5 or more 'strong' passes (grade 5+). JB noticed that the boys have achieved better this year. SPR said that last year some were in alternative provision and this year's group was generally more engaged. Some students were withdrawn from some subjects to allow them to concentrate on subjects they were stronger in. SPR in the process of preparing his annual report for PP. Strategy this year is no different to last – mentoring, monitoring attendance, behaviour strategies. As long as students are in their lessons, the focus can be on teaching. The joint approach and sharing of information between heads of years and the safeguarding teams from both schools will help.</p> <p><b>Catch-up Funding</b> Awaiting information but there may be an opportunity to pool some resources. CCW is continuing what was already in place for year 7 students in numeracy and literacy. More information will be given to governors in future meetings.</p>	

8	<p><b>Schools' draft Revised Budget Update</b></p> <p>The Finance and Staffing committee have met and a lot of work is being done on the budget.</p> <p>AF is working with Deborah Clark to finalise the Eskdale budget and looking at ways of saving costs going forward. There will be more to report after 8 October.</p> <p>SPR looking to where savings can be made. There are increased numbers in Sixth Form and Year 7. Next year is looking to have an in-year positive balance [REDACTED]</p> <p>[REDACTED]</p> <p>County is going to apply the national funding formula – Howard Emmett has written a long paper on this and Helen Otter is looking at how it is being put into the software. It could mean an extra 2% which for CCW would be 60K per year.</p> <p>TP asked if staff governors could have further information regarding the financial situation of both schools. AF and SPR are happy to talk with SH and TP in further depth once discussions have taken place and decisions made.</p> <p>PC stated that the finances are is still very much a work in progress. A revised budget will be available for the next governing body meeting and she is meeting with Howard Emmett at the end of October.</p>	Clerk - agenda
9	<p><b>Federation Strategic Plan</b></p> <p>PC asked governors to formally approve the Federation Strategic Plan. CW had sent this to governors so all have seen it and it had been discussed at length at the workshop on 28 August. SPR pointed out that the Plan states that there are three institutions but there are only two. CW said that the governors recognise the Sixth Form's attachment to CCW (same DfE number etc) but the profile of WSF is would be to be seen as a third institution or entity. TH suggested that, when governors formally approve the plan, a caveat is added that governors recognise that the Federation consists of two institutions. PC suggested that the document be accepted and the wording would be altered to reflect these concerns.</p> <p>Governors approved the document.</p> <p><b>Federation Operational Plans</b></p> <p>SPR stated that the CCW plan is a work in progress. PC responded that the Governors has asked for a draft of the Federation Operational Plan for this meeting. He SPR said that he had looked at the Federation Plan with the senior team but feels that the school does need its own internal development plan first. CW asked when this would be available and SPR said it would be by half term. Governors agreed that it is important that each school has its own SIP but that the SIP must also have integral links to the Strategic Plan. It may be that SPR and AF do different plans but get to the same result. After some discussion, there appeared to have been some confusion over what is expected from the Heads in relation to the plans. AF said that he had no issues with the Strategic Plan or content and has prepared his part of the operational plan along the same lines. He thinks the plans should be presented in the same way. PC appreciated that this way of working was new to everyone, the important thing is to have the plans and the format can be tweaked. TH suggested that a link governor works within each school to liaise with the heads on the plans and how they link in with the Strategic Plan. The Chair asked the two heads to liaise with each other about the Federation Operational Plan so that it can be presented to governors on 20 October. She also asked the Heads to update her if there were any problems in the meantime.</p>	
10	<p><b>Urgent Safeguarding Items</b></p> <p>None at either school.</p>	
11	<p><b>Policies for Approval</b></p> <p>It was agreed that named staff in policies would be shown in an appendix at the back of a policy and the job role would feature in the policy itself. The amendments will be made accordingly. The following policies were approved by the Governors and will be uploaded to the schools' websites.</p>	Clerk

	<ul style="list-style-type: none"> <li>• WSP Intimate Care Policy</li> <li>• WSP Medical Conditions Policy</li> <li>• WSP Looked After Children Policy</li> <li>• WSP Relationship and Sex Education Policy</li> </ul>	
<b>12</b>	<p><b>Any Other Urgent Business</b></p> <p>CW asked about open evenings for year 6 students. AF has sent information to primary schools and offered one-to-one tours. He is also organising a virtual tour, videos of department areas and information is going out on social media. There will be no parents' evenings for the foreseeable future. Parents will be contacted either by Zoom or by telephone to discuss the students' progress. SPR is doing something similar at CCW for year 6 students. However, he was hoping to hold some sort of parents' evening for year 11 students if it is safe to do so. Parents would only meet with one member of staff who would talk about all subjects. The Covid Group are going to discuss this at their next meeting. AF was concerned that this was putting staff at risk and that if CCW offered this, parents would want to know why Eskdale were not offering meetings. SH felt that parents should have the opportunity of a face to face meeting if they wanted one. TP felt that as a parent of a year 11 student he would prefer a face-to-face meeting but from a health and safety point of view, in order to manage this risk, it is better not to have this option. JB pointed out that this kind of decision was an operational one for the Heads and Senior Teams to make rather than the governors. After some discussion, PC asked that the following statement be entered into the minutes. <b><i>The governing body considers that, in the current circumstances and in order to minimise unnecessary risk, face-to-face meetings with families should not take place unless strictly necessary.</i></b></p>	
<b>13</b>	<p><b>Report from the Financial and Staffing Committee (Confidential Item)</b></p> <p>The staff governors and clerk left the meeting.</p>	
<b>14</b>	<p><b>Date of the Next Meeting</b></p> <p>Tuesday 20 October 2020, 5.30pm</p> <p>It was agreed by governors that this meeting would be held by Zoom.</p>	

Signed by the Chair:

*Pen Cruz*