

WHITBY SECONDARY PARTNERSHIP

Online Meeting
Tuesday 20th October 2020 at 5.30pm

Present: Pen Cruz, Carolyn Watkinson, Simon Riley, Andy Fyfe, Sarah Hugill, Barry Harland,
Trevor Parker, Jon Brown, Jane Mortimer.

In
attendance: Peter Geer (Clerk)

MINUTES

ITEM	NOTES	ACTION
1	Apologies for Absence There were no absences.	
2	Reminder of Confidentiality There is one confidential item which will be at the end of the meeting.	
3	Declaration of Interest Governors were reminded of the need to declare any interests and of their duty of confidentiality around governing body meetings.	
4	Minutes of the meeting of the 22nd September 2020 The Governors discussed the minutes of the 22 nd September 2020. The Governors noted that for item 7 of the minutes the Eskdale Progress 8 score should read as '-0.42'. DECISION: The Governors approved and accepted the minutes of the 22nd September 2020 as a true and accurate record proposed by CW and seconded by JM with the amendment above.	
5	Matters Arising from the Minutes 5.1 GB Membership The Chair explained that since the last meeting she has met with Mark Taylor and Mark Young who were identified as possible Co-opted Governors. Mark Taylor was a former Headteacher of Eskdale and is keen to get involved with helping the Federation. Mark Young is a former Chair of Governors at Stakesby and is now a Teacher having done some of his Teacher Training at Eskdale. He has two children at CCW. DECISION: The Governors voted to appoint Mark Taylor and Mark Young as Co-opted Governors, proposed by JM and seconded by BH. The Chair will invite them to the next meeting which is on the 19 th November.	PC

	<p>5.2 School Tours The Governors noted that they had received positive feedback about the tours for Year 6 students and would like to thank both Headteachers for making this possible.</p> <p>5.3 Sixth Form <i>The Governors asked</i> about progress on the Sixth Form prospectus, SPR confirmed that this has been signed off and is now being printed. The aim is that it will go out at the start of next half term and work is building towards a virtual open evening on the 17th November.</p> <p>The Sixth Form team is currently working on plans for this virtual open evening and SPR will share more information as the plans develop. The intention is that the open evening will feature the subject teachers. As well as the virtual open day they are looking at ways to offer one-to-one tours of the site.</p> <p><i>The Governors asked</i> about the interest from Eskdale pupils in the Whitby Sixth Form, AF explained that there are around 25-30 pupils who have expressed some interest. There are seven students who are keen on Computer Science, this is not a subject CCW has offered before but SPR is exploring this as a possible option. The Governors noted that the Sixth Form Team may want to draw on AF for suggestions for targeting the Eskdale pupils.</p>	<p><i>Holding to account</i></p> <p><i>Holding to account</i></p>
6	<p>Licensed Deficit.</p> <p>The Chair confirmed that this is a standing agenda item but will be discussed more as part of the Finance Committee Report.</p>	
7	<p>Governor Panels</p> <p>The Governors discussed Governor Panels</p> <p>DECISION: The Governors agreed that Panels should be drawn from available Governors as required.</p>	
8	<p>Meeting Dates</p> <p>The Governors noted that the meeting scheduled for the 17th November be moved to the 19th November to avoid clashing with the Sixth Form open day.</p>	
9	<p>Finance Committee Report</p> <p>CW reported to the Governors as Chair of the Finance Committee.</p> <p>9.1 Memorandum of Understanding One of the areas discussed at the Finance and Staffing Committee was the Memorandum of Understanding. This agreement allows for AF's continued involvement with the Sixth Form. SPR will look at the budget implications of this for CCW and come back with a response before the end of the week.</p> <p>The Governors expressed their strong view that the Memorandum of Understanding is vital to ensure that the Whitby Sixth Form is shared by the two schools. The Governors are committed to a shared Sixth Form and this is a key goal of the Federation.</p> <p>9.2 Service Level Agreements</p>	<p>SPR</p>

	<p>10.4 Summary</p> <p>The two schools are coming from different starting points and with different levels of expertise. Subject areas will work to develop an exchange of ideas between the schools and they should be able to draw the best parts from each other.</p> <p>The Headteachers noted that some of these actions have been slow to start as the priority has been in dealing with the challenges of re-opening the schools. It is envisaged that after half-term there will be more time to focus joint working.</p> <p>Governors understood that the Federation Operational Plan is a working document which will continue to evolve. Governors confirmed that they are keen to see evidence of these meetings between the two schools taking place on a regular basis.</p>	
11	<p>School Development Plan / School Improvement Plan</p> <p>11.1 Eskdale</p> <p>AF explained that there are seven priority areas in the SDP; Leadership, Disadvantaged, Progress and Data, Teaching and Learning, Behaviour, Safeguarding and Federation.</p> <p>The need to adapt to CoVID has meant they are having to prioritize actions in response to this as there are restrictions on what they can do. For example one-to-one work like Thinking Reading is no longer possible and so they have had to look at alternative options.</p> <p>Beyond the SDP each faculty will have their own plan, this plan will identify the key developments for each of the same seven areas.</p> <p>The SDP remains a live document and Governors are able to access it through Onedrive.</p> <p>11.2 CCW</p> <p>SPR explained that the SIP is an iteration on last year.</p> <p>The headings for the document are; Raising Attainment, Learning, Climate4learning, Leadership and Management and Post 16. For each of these headings there are three identified issues with KPIs, actions and milestones.</p> <p>The Senior Leadership Team set the outline for the SIP and then there are departmental improvement plans based on the same five areas. The Senior Leadership Team review the SIP on a monthly basis and each Friday there is a meeting to discuss a single area.</p> <p>There is a RAG system with milestones which are updated three time per year. The QA cycle has various monitoring points where data is collected – these are staggered by year groups.</p> <p><i>The Governors asked</i> how this will link to the Federation Strategic Plan. SPR explained that many of the school improvement areas overlap with Eskdale and there can be a collaborative approach. However, at the same time each school has its own identity and so will have areas specific to them.</p> <p>The Governors agreed that the School Development Plans should be revisited at meetings in the Spring and Summer.</p> <p><i>SH left the meeting.</i></p>	Strategic Direction

12	<p>Teaching Staff Pay Progression</p> <p>12.1 Eskdale The performance management was delayed from March. AF spoke to the unions and it was agreed that pay progressions should continue as normal. Progression to UPS would also follow the usual application process but there have been no applications.</p> <p>12.2 CCW SPR confirmed that performance reviews were carried out, the objectives were reviewed subject to the CoVID and:</p> <ul style="list-style-type: none"> • Two members of staff will move from pay point 5 to 6. • Two members of the SLT to move up to the next spine point. <p>In addition there was one application to move from UPS1 to UPS2 and two applications to move to UPS.</p> <p>The Headteacher has reviewed the UPS applications and recommends to the Governing Board that the three applications are approved.</p> <p>DECISION: The Governors approved the pay progressions which would continue as normal for both schools. DECISION: The Governors voted to approve all three UPS applications.</p>	
13	<p>Link Governor Roles</p> <p>The Governors discussed Link Governor roles. CW to liaise with Nick Horn as to how and when to take this forward.</p> <p>DECISION: The Governors confirmed the following Link Governor roles: Safeguarding Jon Brown SEND - Jane Mortimer Health and Safety - Jon Brown, Barry Harland Year 7 - Carolyn Watkinson Year 8 - Barry Harland Year 9 - Jon Brown Year 10 - TBC Year 11 - Jane Mortimer Post 16 - Pen Cruz</p>	CW
14	<p>HTPMG</p> <p>The Chair has spoken to NYCC who have allocated James Durran to act as the external advisor for the Headteacher Performance Management.</p> <p>The Governors discussed the membership of the HTPMG.</p> <p>DECISION: The Governors appointed Pen Cruz, Carolyn Watkinson and Jon Brown as the HTPMG with James Durran as external advisor.</p>	
15	<p>Safeguarding</p> <p>15.1 Eskdale AF confirmed that there are 3 pupils on Child Protection Plans. There are no significant issues to report.</p>	

	<p>15.2 CCW</p> <p>SPR confirmed that there remain three pupils on Child Protection Plans. The number of mental health issues seem to be rising.</p> <p><i>The Governors asked</i> about the actions taken in relation to mental health needs, SPR confirmed that the school use Whitby Underground. There are two pupils with acute issues, one receives support from CAMHS when not in school and for the other the school in in the process of trying to escalate the level of external support.</p>	<p><i>Holding to account</i></p>
<p>16</p>	<p>Policies</p> <p>The Governors considered the following policies:</p> <p>WSP Charging and Lettings Policy WSP Lockdown Procedures CCW Closed Circuit Television Policy CCW Emergency Evacuation Policy</p> <p>The Governors noted that CCW and Eskdale will need separate Lockdown and Emergency Evacuation Policies as these are site specific.</p> <p>TP noted that the Lockdown Procedures could be adapted for Eskdale and should only require minor changes. The updated procedure can be brought to the next FGB meeting but until that time the Lockdown Procedures can be agreed in principle.</p> <p>DECISION: The Governors approved and adopted the policies listed above subject to the site-specific amendments to the Lockdown Procedures for Eskdale which will be brought to the next meeting.</p>	
<p>17</p>	<p>Any Other Urgent Business</p> <p><i>AF, SPR and TP left the meeting.</i></p> <p>CONFIDENTIAL ITEM</p>	

Meeting Closed 9.25pm

Signed by the Chair:

Pen Cruz