

## WHITBY SECONDARY PARTNERSHIP

Online Meeting  
Thursday 19<sup>th</sup> November 2020 at 5.30pm

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

In  
attendance: Peter Geer (Clerk)

### MINUTES

ITEM	NOTES	ACTION
1	<b>Apologies for Absence</b>  None.	
2	<b>Reminder of Confidentiality</b>  Governors were reminded of the need to maintain confidentiality.	
3	<b>Declaration of Interest</b>  Governors were reminded of the need to declare any interests and of their duty of confidentiality around governing body meetings.	
4	<b>Minutes of the meeting of the 20<sup>th</sup> October 2020</b>  Governors discussed the minutes of the 20 <sup>th</sup> October 2020.  <b>DECISION: The Governors approved and accepted the minutes of the 20<sup>th</sup> October 2020 as a true and accurate record proposed by JM and seconded by AF.</b>	
5	<b>Matters Arising from the Minutes</b>  <b>5.1 Policies</b> A Governor noted that the CCW Lockdown policy refers to College before changing to School, it was also noted the word 'unmanned' could be amended to 'not staffed'.  <b>5.2 Open Evening</b> <i>The Governors asked</i> about attendance at the WSF Open Evening on the 17 <sup>th</sup> November. SPR explained that there were two presentations, one at 6pm and one at 7pm and that there were around 35 attendees in total. The presentations were based on the information in the prospectus and the feedback has been positive.  Individual tours with an online booking system had been started but this had to be suspended at the start of the national lockdown.	
6	<b>Licensed Deficit.</b>  See item 8 & 10.	

7	<p><b>New Governors</b></p> <p>Mark Young and Mark Taylor were welcomed to the Governing Board.</p> <p>The Governors noted there remain four Co-opted Governor vacancies.</p> <p>Governors discussed the possible skills that would enhance the Governing Board. Governors noted that someone with a background in health and wellbeing would be valuable as well as someone with an asset management background.</p> <p><b>DECISION: Governors agreed that a Skills Audit should be carried out to identify the needs of the Governing Board with the aim of Co-opting Governors with the skills to meet those needs.</b></p>	PC
8	<p><b>Budget Monitoring Reports – see Confidential Minutes</b></p>	
9	<p><b>Premises and H&amp;S Reports</b></p> <p><b>Eskdale</b> The first stage of the 3G pitch project has nearly concluded. There is a planned meeting soon to confirm the amount raised by the local clubs, from that the total cost of the 3G pitch to the school can be ascertained.</p> <p><i>The Governors asked</i> whether there were any major Health and Safety concerns with the premises, AF confirmed that it is an old site and there are areas which need investment but he has no major specific concerns. TP noted that the tennis court needs resurfacing and that they will need to start to plan for improving the fascias. The fascias have been identified as an issue for a while but been delayed due to the cost involved.</p> <p>TP would like more staff with First Aid training and suggested a small bonus could be paid to staff who take or refresh this training.</p> <p><b>CCW</b> See report attached to agenda - no updates.</p>	Holding to account
10	<p><b>Finance Committee Report</b></p> <p><b>10.1 Finance Meeting</b> CW explained that at the last Finance Committee they discussed the Financial Recovery Plan, Service Level Agreements, the Opportunities Area and the Memorandum of Understanding.</p> <p><b>10.2 Opportunities Area</b> PC has been in contact with Richard Benstead from the Opportunities Area. The OA has provisionally allocated £90k for further support of the Whitby Sixth Form and they would like to see the provision more attractive for students, to be a high quality offer and to have a sustainable long-term future.</p> <p>The Federation will need to put together a plan to use this funding to meet these goals, this plan will need to be submitted by February 2021.</p> <p>The Governors discussed this and agreed that they need a working group to develop a plan, this can then come back to the Governors before the end of term for discussion and approval.</p>	

	<p><b>DECISION: The Governors appointed Mark Young, Mark Taylor, Carolyn Watkinson, Sarah Hugill, Simon Riley, Andy Fyfe, PD and SB to the Opportunities Area working group.</b></p>	
<p><b>11</b></p>	<p><b>HT Reports</b></p> <p><b>11.1 CCW Attendance</b>          SPR explained that attendance is around 94% which is comparable to the same time last year. As per the DfE guidance students who are self-isolating are taken out of the statistics.</p> <p><b>Behaviour</b>          There have been four exclusions to date this term for a total of 3.5 days - significantly down on last year. After-school detentions have been reintroduced.</p> <p><b>Teaching and Learning</b>          The training day in November was focused on performance development and the setting of targets, teachers are expected to use evidence-based practice models.</p> <p><b>COVID</b>          There have been four positive cases – three students and one teacher. For each they looked at the contacts they had with others in the school and as a result a number of people were required to self-isolate.</p> <p><i>SPR left the meeting.</i></p> <p><b>11.2 Eskdale COVID</b>          AF explained that it has been a difficult term. The key goal has been to make the site safe and to allow staff to focus on the teaching and learning. To allow this book looks have been minimised and lesson observations stopped. The pastoral and safeguarding teams have also been relaunched.</p> <p>Last week three students tested positive for COVID but only reported their symptoms after a number of days at school. AF has been in contact with PHE and eventually the decision was taken in conjunction with PHE to close the school for two weeks. There are currently eight students and three staff tested positive and this number is likely to increase.</p> <p><i>The Governors asked</i> about the reaction in the community, AF explained the vast majority of families have been very supportive. The systems for online learning are now much more developed than they were during the first lockdown. There are 63 students entitled to Free School Meals and the school has been organising meals for them during this period.</p> <p>AF confirmed that the aim remains to reopen on the 26<sup>th</sup> November but this would need to be kept under review.</p> <p>A Parent Governor noted their experience was that the level of communication from the school around COVID and the closure had been very good.</p> <p><b>Attendance</b>          This is at 94.6% so far this term and attendance is especially good for Year 10.</p>	<p><i>Community Engagement</i></p>

	<p><b>Teaching and Learning</b> The SDP is now in place and each faculty has their own plan which feeds into this. The first data capture has now been completed and the results are being collated to give an accurate image of pupil attainment and progress.</p> <p><b>11.3 Summary</b> The Governors wished to thank the Headteachers and the staff for their hard work in a difficult term.</p>	
<b>12</b>	<p><b>Link Governor Update</b></p> <p>The Chair explained to the new Governors that there was a session with Nick Horn at the start of the Autumn term where link roles were allocated – however this has been overtaken by events.</p> <p>The Governors discussed monitoring and visits to the schools by Governors.</p> <p><b>DECISION: The Governors agreed that Governors should not go in school unless there is a clear reason as to why they need to be on site.</b></p>	
<b>13</b>	<p><b>Update from Chair</b></p> <p><b>13.1 Meeting with Howard Emmett</b> The Chair explained that she and CW met with Howard Emmett at the start of November. Howard Emmett has concerns about the lack of progress and still needs to be convinced of the appetite of the Federation to make changes and deliver savings.</p> <p>Howard Emmett maintains that the Federation must be out of cumulative deficit by March 2023 but is prepared to be flexible on this deadline if he sees that there is strong progress towards it.</p> <p><b>13.2 Consultation</b> The Chair confirmed that a large number of questions were submitted to the Selection Committee as part of the consultation. The Selection Committee will aim to group these questions together and answer them – taking advice from HR as required.</p>	
<b>14</b>	<p><b>Safeguarding</b></p> <p><b>14.1 Eskdale</b> There are two pupils currently with Child Protection Plans and there may potentially be a third shortly.</p> <p><i>Mark Taylor left the meeting.</i></p> <p><b>14.2 Confidential Item</b> See Confidential Minutes</p>	
<b>15</b>	<p><b>Policies</b></p> <p>The Governors discussed the policies which had been distributed in advance of the meeting.</p> <p><b>DECISION: The Governors approved and adopted the following policies:</b></p>	

	<ul style="list-style-type: none"> <li>● CCW Proven Extra Potential Policy</li> <li>● CCW Initial Teaching Training Policy</li> <li>● CCW Homework Policy</li> <li>● CCW Stock Control Policy</li> <li>● Accepting New Students onto Sixth Form Courses</li> <li>● KS5 Retention Policy</li> <li>● Post 16 Behaviour</li> <li>● WSP KS3 &amp; 4 Admission Policy</li> <li>● WSP Continuing Professional Development Policy</li> <li>● Eskdale Induction of Newly Qualified Teachers</li> </ul> <p>The Governors wished to thank Becky and Sally for their hard work in helping to align the policies.</p> <p><i>The Governors asked</i> whether the one-to-one interviews are happening for Year 11 pupils as per the retention policy, AF confirmed that these were happening but were having to be done online.</p>	<i>Holding to account</i>
<b>16</b>	<p><b>Any Other Urgent Business</b></p> <p>Governors were reminded to send any training certificates and the Register of Business Interest Form to Sally Nedley.</p> <p>The date of the next FGB meeting to be moved to Thursday 17<sup>th</sup> December at 5.30pm</p>	<b>Governors</b>
<b>17</b>	<p><b>Confidential Items</b></p> <p>See Confidential Minutes</p>	

Meeting Closed 8pm

Signed by the Chair:

