

WHITBY SECONDARY PARTNERSHIP

Online Meeting
Thursday 25th February 2021

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

In attendance: Peter Geer (Clerk)

MINUTES

ITEM	NOTES	ACTION
1	Apologies for Absence There were no absences.	
2	Reminder of Confidentiality Governors were reminded of the need to maintain confidentiality.	
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 21st January 2021 The Governors discussed the minutes of the 21 st January 2021 DECISION: The Governors approved and accepted the minutes of the 21st January 2021 as a true and accurate record to be signed by the Chair.	
5	Matters Arising from the Minutes None	
6	Licensed Deficit. See item 11	
7	Governing Board 7.1 Parent Governor The Chair confirmed that to date there have been no applications for the Parent Governor position. Governors to consider if there is anyone they feel would be suitable to approach to be an appointed Parent Governor; in particular an Eskdale parent as that would maintain the principle of parity between the schools. 7.2 Skills Audit	Governors

	<p>Governors discussed the results of the Skills Audit which were distributed in advance of the meeting. The Governors noted that there is already a good range of experience and skills within the Governing Board and while it would be an asset to have someone with a strong finance or wellbeing background it is not essential. The Governors agreed that the most important attribute is enthusiasm and the ability to commit the time to fill the role.</p> <p>Governors to notify the Chair of anyone who they feel could be considered for a co-opted position.</p> <p>7.3 Training Governors noted that PC and CW both have upcoming training.</p> <p>Governors to reflect on whether there is any specific training they would find useful and to contact the Chair so that this can be arranged.</p> <p>Governors noted that they can book bespoke training from Governor Support and agreed that bespoke training for the FGB on monitoring or on the Ofsted Framework could be useful.</p>	<p>Governors</p> <p>Governors</p>
<p>8</p>	<p>Remote Learning</p> <p>The Governors discussed the Remote Learning Checklists that were distributed in advance of the meeting.</p> <p>8.1 Eskdale AF explained that the Remote Learning Checklist from County was notionally a supportive tool but, given the timing of when this was issued, it would have been more helpful if County had instead been able to produce more guidance.</p> <p>The vast majority of items on the checklist have been implemented but the delivery of remote learning is constantly being reviewed and refined. As a result of this AF has categorised most of the items of the list as ‘developing’.</p> <p><i>The Governors asked</i> about safeguarding and AF confirmed that the processes around this are strong. Other strengths are around roles and responsibilities and in the sharing of good practice. The quantity of lessons exceeds the 4 hour requirement from the DfE. There are still around 25% of pupils who are not engaging with the remote learning.</p> <p>AF confirmed that a lot was learnt about remote learning during the first lockdown. In hindsight they would have devoted more time last term to prepare but at that point there were so many issues just in keeping the school running that it was never able to become the priority.</p> <p>The response to the school survey on remote learning from parents has been very positive. There has been a mixture of opinions from pupils which is to be expected.</p> <p>The Governors were pleased to note that the school and staff have been able to continue to offer so much live teaching and that the school is continuing to develop the way this is delivered.</p> <p><i>The Governors asked</i> if lessons are recorded, AF explained that they are not at this time. Staff were uncomfortable in having to adjust to online teaching and so it was thought best not to add additional pressure on them by recording the lessons as well. Governors noted that there are safeguarding reasons why lessons could be</p>	<p><i>Holding to account</i></p> <p><i>Holding to account</i></p>

	<p>recorded and held for a period of time. AF noted that this is an area that will be kept under review.</p> <p>8.2 CCW SPR explained that remote learning is generally working well. There are some limitations that come from Google Classroom but this is to be expected. At the end of last May there was a meeting with staff to review lessons learnt from the first lockdown and this fed in to the approach this time.</p> <p>SPR noted that one of the main differences with online learning is that giving feedback is much more complicated and so they have had to adapt teaching styles and learn new techniques. As a result of this the school did not set out detailed expectations as to how the online teaching would be performed but staff were given time to find the methods that suits them. If there is another lockdown they would now be in a position to set a more detailed list of expectations.</p> <p>The main challenges around remote learning are ensuring that higher achievers are not left out and in reaching the core of students who do not engage or who are very passive.</p>	
9	<p>Opportunity Area</p> <p>MY reported positive feedback from his meeting with Richard Benstead earlier in the week.</p> <p>Sir Martin Narey has asked whether there are still plans to expand the curriculum, the Governors noted this remains an aspiration but the reality of the population of Whitby means that this needs to be done cautiously and would be a financial risk. The priority is first to show a strong core offer from the Sixth Form and to get this across to pupils in the Whitby area. MY noted that it is important that they reply to Sir Martin Narey and set out their reasoning for this decision and why they feel this approach is the best way to secure the future of the Sixth Form.</p> <p><i>The Governors asked about</i> work to further integrate Eskdale with WSF. AF explained that JB and JP will be making time to help with pastoral support and going forwards he would like more Heads of Year and other staff to become familiar with WSF. The intention is that areas that cross both schools (ie careers etc.) will be delivered jointly with the two cohorts and there will be conversations between the Headteachers about this.</p> <p>DECISION: The Governors approved the document to be submitted to the Opportunities Area.</p>	Strategic Direction
10	<p>Governor Monitoring</p> <p>10.1 Monitoring The Chair explained that the Governing Board have been offered the services of a National Leader of Governance by NYCC and she has accepted that offer. The NLG is Carol Goodchild who is a former Primary Headteacher, SIA and Ofsted Inspector. Any Governors with suggestions as to how to best utilise the NLG to contact the Chair.</p> <p>The Chair and Nick Horn have looked at Headteacher Reports and have started drawing up an annual planner for FGB business to encompass reports, monitoring performance management etc. The hope is that this plan will be ready to be brought to the next FGB meeting for discussion.</p>	Governors

	<p>10.2 Link Governor CW has sent out a revised version of the link governor document. The intention remains to meet with the Heads of Year for discussions on their experiences of remote learning. After the meetings have taken place CW will collate the information for a report to Governors.</p> <p>CW to send a letter to staff in advance of the meetings to explain their purpose.</p>	CW
11	<p>Finance</p> <p>11.1 F&S Meeting CW reported that at the last Finance and Staffing meeting Governors were pleased to hear that there had been a number of donations of equipment to help with home learning.</p> <p>The 3G pitch at Eskdale is due to be completed in March and there is the possibility that some unused funds will be returned to the school.</p> <p>Work has been commissioned on the Eskdale Verandah which has been a long-standing issue.</p> <p>11.2 Meeting with NYCC PC,CW and SPR met with Howard Emmet, Amanda Newbold and Deborah Clark to discuss the financial position.</p> <p>SPR explained that a lot of work has been done on the budget but it would be very difficult to find the level of additional savings in the timescale that NYCC are looking for.</p> <p>The Chair explained that at the meeting NYCC expressed the view that there are further savings that can be made from shared working. They asked SPR to do further work on the budget to meet the requirements set out in the pre-warning letter. The Chair asked SPR to take advantage of any help he might need with this, be it from AF, Governors, FMS or leaders of other federations.</p> <p>NYCC have also asked the Governors to produce a strategic vision for the federation in financial terms, they did not give a deadline for this but the expectation is that this will be done as a priority. The Chair noted that there is a Finance and Staffing meeting on the 9th March and the aim would be to have a first draft for that meeting. SPR and AF to also look at their budgets for the Finance and Staffing meeting.</p>	SPR / AF
11	<p>Federation Strategy</p> <p>The Chair explained that there is still work needed in drawing up a Federation Leadership Strategy. The aim remains to have a session with Governors and SLTs when schools have re-opened to discuss this.</p> <p>The Headteachers to consider for the next meeting ways in which Governors and the SLTs can work together more closely – any plan needs to be realistic and achievable.</p>	AF / SPR
12	<p>HT Updates</p>	

	<p>Governors discussed the Headteacher Reports which were distributed in advance of the meeting.</p> <p>SPR reported that there are two long-standing teachers who are retiring at the end of the school year and will need to be replaced. There are also two members of staff who have requested a reduction of hours.</p> <p>AF reported that the staff absence figures show the impact of Covid and how challenging last term was. AF noted that the fall in pupil attendance in December was because the uncertainty of the time led to a proportion of parents choosing to stop sending pupils to school.</p>	
13	<p>Governor Training Opportunities</p> <p>See item 7</p>	
14	<p>Chairs Update</p> <p>No items to report.</p>	
15	<p>Urgent Safeguarding matters</p> <p>SPR explained that there is ongoing police involvement around a pupil.</p> <p>AF explained that they are working with a family in Year 9 and there is also another family who are not engaging with the school at all and a number of outside agencies are involved.</p>	
17	<p>Policies</p> <p>The Publication Scheme and FOI Guide will be brought to the next meeting so that they can be aligned across the schools.</p> <p>The Governors discussed the following policies:</p> <ul style="list-style-type: none"> ● WSP Record Management Policy ● WSP Allergy Policy <p>DECISION: The Governors approved and adopted the Record Management Policy and the Allergy Policy.</p> <p>AF reported that there has been a Health and Safety Audit at Eskdale and the policies will need to be reviewed and considered for Federation Policies.</p>	
18	<p>Any Other Urgent Business</p> <p>18.1 Bungalow See confidential minutes.</p> <p>18.2 Alternative Provision See confidential minutes.</p> <p>18.3 Contracts See confidential minutes.</p> <p>18.4 Building Project AF and TP have put together a proposal for a building project. This project would provide 5 modular buildings for Eskdale and would address the critical lack of space</p>	

	<p>within the school. The total cost of the project would be £250,000 and could take around five weeks.</p> <p>AF would like the Governors to authorise the submission of the proposal to the Normanby Charitable Trust who have provided funding to CCW in the past. If they agree to fund the proposal then it could be completed for September.</p> <p>PC declared she has links to the Normanby Trust, there is no direct conflict of interest, but she will nevertheless abstain from voting on any decision.</p> <p>DECISION: The Governors approved the proposal to be submitted to the Normanby Trust.</p> <p>CW to write a letter in support of the proposal on behalf of the Governors.</p>	<p>AF & SPR & PC CW & AF & SPR</p> <p>CW</p>
19	<p>Confidential Items</p> <p>None.</p>	
20	<p>Next meeting</p> <p>23rd March 2021</p>	

Meeting Closed 7.45pm

Signed by the Chair:

Pen Cruz