

WHITBY SECONDARY PARTNERSHIP

Online Meeting
Wednesday 8th July 2020 at 5.30pm

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

In attendance: Peter Geer (Clerk), Nick Horn (NYCC)

MINUTES

ITEM	NOTES	ACTION
1	<p>Apologies for Absence Apologies were received and accepted from: Julian Fester, Trevor Parker and Tony Hewitt</p>	
2	<p>Declaration of Interest Governors were reminded of the need to declare any interests and of their duty of confidentiality around governing body meetings.</p>	
3	<p>Minutes of the meeting of the 16th June 2020</p> <p>The Governors discussed the minutes of the 16th June 2020</p> <p>DECISION: The Governors approved and accepted the minutes of the 16th June as a true and accurate record proposed by PC and seconded by JM.</p>	
4	<p>Matters Arising from the Minutes of the 24th March</p> <p>Marketing Plan <i>The Governors asked</i> if Ed Asquith had been contacted regarding breaking down the cost per article, SPR confirmed that he had arranged a meeting with him but this had had to be postponed.</p> <p><i>The Governors asked</i> whether there is adequate PPE in school, SPR and AF confirmed that they have sufficient PPE in line with the guidance.</p>	<p><i>Financial Probity</i></p> <p><i>Holding to account / Staff wellbeing</i></p>
5	<p>Licensed Deficit.</p> <p>The Governors noted that they are aware that both schools remain in a licenced deficit position.</p>	
6	<p>Alternative Provision</p> <p>SPR explained that the Alternative Provision moved from the Green Lane site to the Normanby site in September - this has helped to save around £20k in rental costs but has not been as successful as hoped in making the provision more inclusive. SPR would now like to relocate the AP to existing pre-fabricated classrooms on the Normanby site to be closer to the main school and make it easier for staff and SLT to support the AP.</p>	

	<p>DECISION: The Governors approved the move of Alternative Provision to the Normanby site.</p> <p>For September there are a total of seven students who are expected to register with Outreach.</p> <p>SPR explained that the Outreach budget has been falling – it was £138k for 2020/21 and will be around £108k for 2021/22. The reduction in funding is largely due to changes from NYCC as Outreach no longer deals with home schooling as well as a general funding cut to Alternative Provisions.</p> <p>SPR explained that out of this budget there are fixed staffing costs of around £90k, as a result they will need to look closely at staffing levels going forward. SPR aims to bring any proposals to the Governing Board early next term.</p> <p>SPR and AF noted that historically once students have gone to Alternative Provision they have not returned to the main school, this has started to change this year and the aim is to build on this going forward.</p>	<p>SPR</p>
<p>7</p>	<p>Improvements on WSF Site</p> <p>SPR confirmed that there is £38k remaining in Capital funding for the work on the Whitby Sixth Form.</p> <p>SPR proposed the following:</p> <ul style="list-style-type: none"> • There is no drama room which has meant that for this year drama has continued to take place on the Normanby site. The proposal is to take the former graphics workshop and strip it back to provide a drama space. • To move business / ICT upstairs which will require work to bring more power and networking infrastructure to this area. • Redecoration of the stairwells. <p>The total cost of all this work is estimated at £20k. The written asbestos report has not yet been received but the feedback was that there is unlikely to be any asbestos.</p> <p><i>The Governors asked</i> about project management, SPR noted that this is not a very large project and it is mostly around the electrical wiring so he feels that this can be managed in house – however the proposal is with NYCC who will advise on any project management needs.</p> <p><i>The Governors asked</i> whether there were any proposals for the use of balance of the capital funds, SPR explained that one area that has not been altered is the front of the hall but he does not yet have a specific project in mind. Governors noted that this balance should be earmarked for future needs relating to changes in the curriculum offer.</p> <p>The shutdown due to Covid has allowed for some redecoration and repainting work to be carried out.</p> <p>DECISION: The Governors approved proposal to create a drama room, move Business/ICT and decorate the stairwells.</p>	<p><i>Financial Probity</i></p> <p><i>Financial Probity</i></p>
	<p>Targeted SEND Provisions</p>	

	<p>County has reviewed SEND provision and created a plan to cover Scarborough, Whitby and Ryedale which involves the commission of targeted provision.</p> <p>For Whitby there will be one specialist secondary provision for Emotional Needs and one for Communication and Interaction. Any children with an EHCP with these needs in their plan would be sent to the school with the targeted provision. The expectation is that this will start in September 2021.</p> <p>AF and SPR noted that there will need to be co-ordinated work between the schools in order to get this right. Although there is a Federation there will need to be one named school.</p> <p>JM has discussed this with the SEND leads from Eskdale and CCW and understands that preparation for this will need to begin very soon and that they will be contacting other schools who have been through the same process.</p>	
8	Headteacher Update	
8.1	<p><u>AF - Eskdale</u></p> <p>The School Development Plan which has been sent to Governors contains information and outcomes up to March – at which point attendance was at 94%.</p> <p>There has been lots of work done by staff in getting children back in to the school. There are plans for some events to mark the end of the year.</p> <p><i>The Governors asked</i> about planning for September, AF explained that he has had site meetings and the Unions have been involved. There is now a draft plan which involves creating four mini-schools, he anticipates that this will need to evolve as there is more guidance but this does at least give a starting point.</p>	<i>Holding to account</i>
8.2	<p><u>SPR – CCW and Sixth Form</u></p> <p>Approximately 90% of the Year 10's have now returned to school and the provision for key worker children is continuing. There is some English, Maths and Science tuition as well as support for remote learning.</p> <p>The Sixth Form is working well and students are spending three hours on site in the morning in addition to the online meetings. Much of the work is now around supporting students with UCAS applications.</p> <p>For September SPR is awaiting the revised Risk Assessment from County. There is a timetable in place and there will need to be adjustments to keep students in the same areas as much as possible and to stagger breaks and lunches.</p>	
9	Report from the Chair	
9.1	<p><u>GB Membership</u></p> <p>The Chair reported that she has received a letter from Alison Hodgson stating her wish to resign as a Governor as she does not feel she is able to commit the necessary time to the role.</p>	
9.2	<p><u>School Finances and NYCC</u></p> <p>See Confidential Minutes</p>	
9.3	<p>The Governors discussed options for additional capital funding for Eskdale and noted that the DfE had announced a project for school re-building project for 50 schools. The Governors understood that there are lots of complications and the</p>	

	<p>criteria have not yet been decided but agreed that it would still be worthwhile for a letter to come from the Chair to register an interest.</p> <p>Staff <i>The Governors asked</i> whether there was any feedback from staff following the information on the Federation, the Heads confirmed that they had not received any negative responses and nothing has been raised through the Unions.</p>	<i>Strategic Direction</i>
10	Governing Board Structure – Committees	
10.1	<p><u>Governing Board</u> The Governors noted that there is an increasing burden on Governors and that there are currently five vacancies on the Governing Board.</p> <p>The Governors discussed amending the Instrument of Government for a total of 14 Governors rather than 16. However the Governors agreed that it would be best to retain it at 16 for the timebeing.</p> <p>Governors discussed possible Co-opted Governors and identified someone with a background in HR and in Education. The Governors agreed that the Chair should approach this person for an initial discussion with a view to becoming a Co-opted or an Associate Governor.</p>	PC
10.2	<p><u>Committee Structure</u> The Governors discussed returning to a Committee structure.</p> <p>The Governors noted that the disruption caused by Covid has meant that they have not had a chance to settle in to a routine and agreed that they would like to persist with just having Full Governing Body meetings.</p> <p>The Governors noted that it would be worthwhile having regular strategy meetings, these would not be formal and attendance would not be mandatory. These meetings would look at a specific area in more detail. The Governors agreed that a they could trial these with three meetings over the autumn term.</p>	
11	Link Governors	
	<p>Nick Horn outlined the new Ofsted framework and the increased focus on subject areas and quality of education.</p> <p>NH recommends that each non-staff Governor takes on a link role to a subject area - an advantage of this is that this will also enable Governors to work across both schools and get an overarching view. In addition Governors will also need to take on a general link role such as attendance, SEND, curriculum, wellbeing etc.</p> <p>NH explained that the role of the link governor is not to make a judgement but to make an assessment of the work being done. After each visit the Governor should produce a brief report which can then be collated. The expectation is that the Governors will visit each school once per term, when put together all these reports should produce a comprehensive picture across the federation.</p> <p>NH is happy to work with Governors on a one-to-one basis to support them with planning and reporting these link governor visits. NH is also happy to arrange a session for Governors on the link role on 8th September at 5.30pm.</p>	

	Governors noted that this increased link role will also help to increase exposure between Governors and staff. Governors agreed that there should also be a picture board in each school with photographs of the Governors to help raise their profile.	
12	Areas for Link Governors To be considered at the meeting in September.	Agenda
13	Meeting Timetable There will be one meeting a month for the autumn term, the Chair will send a list of proposed dates. The first meeting to be Tuesday 22 nd September at 5.30pm	PC
14	Safeguarding items to report. AF reported that there are two students on a child protection plan but otherwise no significant concerns to report. SPR explained that there have been some issues regarding inappropriate images and videos being shared by students. Parents and other agencies have been made aware.	
15	Policies and Policy Reviews The Governors discussed policies. DECISION: The Governors approved and adopted the following policies: Federation Child Protection addendum (Covid) CCW Collective Worship policy CCW Assessment, recording and reporting policy	
16	Election of Chair / Vice Chair The Governors agreed that this item should be postponed until the meeting in September.	Agenda
17	Any Other Urgent Business	
17.1	<u>External support</u> The Chair explained that the consultancy work from Nick Horn and Paul Brennan had developed in to more work than had initially been planned – partly due to changes caused by Covid. The Chair would like to propose that an application is made to the Opportunities Area to fund an extension of this work to December. <i>NH left the meeting</i> DECISION: The Governors approved an application to the Opportunities Area and an extension of the work over the autumn term.	
17.2	<u>CONFIDENTIAL ITEM</u> <u>See Confidential Minutes</u>	

7.3	<u>Other meetings</u> Strategic direction discussion – 21 st July 2020 Link Governor training with NH – 8 th September 2020 (tbc)	
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Meeting Closed 7.45pm

Signed by the Chair:

A handwritten signature in blue ink that reads "Paul Cruz".