

**The Whitby Secondary Partnership
Minutes from Full Governing Board
Tuesday 19th October 2021 at 1.30pm**

Governor Core Functions:

1. Overseeing the financial performance of the school and making sure its money is well spent.
2. Holding the Headteacher to account for the educational performance of the school and its pupils.
 3. Ensuring clarity of vision, ethos and strategic direction.
 4. Ensure the voices of stakeholders are heard.

PRESENT:

Headteacher CCW: Jon Norden (JN)
 Headteacher ESK: Andy Fyfe (AF)
 Co-opted Governor & Chair: Pen Cruz (PC)
 Co-opted Governor: Mark Taylor (MT)
 Co-opted Governor: Andy Mitchell (AM)
 Parent Governor: Su Crossland (SC)
 Parent Governor: Christina Zanelli (CZ)
 LA Governor: Jane Mortimer (JM)

ALSO IN ATTENDANCE:

Sarah Marshall (Clerk)

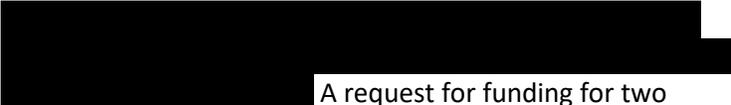
ITEM	MINUTE	ACTION	GOVERNOR CORE FUNCTION
FGB21-22(2)1	<p><u>Welcome</u> The Chair opened the meeting, welcoming all Governors present.</p>		
FGB21-22(2)2	<p><u>Apologies for Absence</u> Apologies for absence were received from David Rae and the reason given. The Governors agreed that this should be consented to.</p> <p>AF advised the meeting that he would need to leave at 2.30pm due to an urgent commitment. JN also indicated that he would need to leave at 4pm to attend another meeting. The Governors agreed that there would need to be a flexibility to the order of the agenda to ensure the contributions of both headteachers were captured before they left.</p>		
FGB21-22(2)3	<p><u>Governor Resignation</u> The chair confirmed that Carolyn Watkinson (Vice Chair) had stepped</p>		

	<p>down from the Governing Body with effect from 28.9.21.</p> <p>The Governors expressed their thanks and appreciation to Carolyn for the extensive and valuable support she had given to the Governing Body at Whitby Secondary Partnership and prior to that at Eskdale.</p> <p>A Governor queried the circumstances which had led to CW's departure and voiced concerns that there had been a lack of transparency with Governors relating to her resignation. The Governors agreed that this was a private matter related to Carolyn and therefore it was not appropriate to discuss further it in her absence.</p>		
FGB21-22(2)4	<p><u>Election of Vice-Chair</u></p> <p>The Chair asked for nominations for Vice-Chair. Mark Taylor was nominated by CZ and seconded by JN. MT left the room and the governors present agreed unanimously that he be appointed Vice-Chair for 2021/22.</p>		
FGB21-22(2)5	<p><u>Declaration of Interests and Reminder of Governor Protocol</u></p> <p>Governors were reminded of the need to declare any interests relating to agenda items and of their duty of confidentiality around Governor meetings. No interests were declared.</p>		
FGB21-22(2)6	<p><u>Confidentiality</u></p> <p>Governors agreed that Agenda Items 18, 23.1 and 23.2 should be recorded as confidential minutes.</p> <p>Confidential minutes were also recorded under agenda items 20 and 22.</p>		
FGB21-22(2)7	<p><u>Confirmation of Minutes</u></p> <p>The Governors approved and accepted the minutes as a true and accurate record of the meeting of the 21st September 2021.</p> <p>Proposed:MT Seconded:SC</p> <p>Action: Chair to sign minutes and file in school.</p>	Chair/Clerk	
FGB21-22(2)8 FGB21-22(1)5	<p><u>Matters Arising from the Minutes</u></p> <p>Register of Business Interest and Personal Interest Form to be completed by JM and returned.</p> <p>JM has completed and returned the form but it appears to have been mislaid.</p> <p>Action: Clerk to re-send Register of Business and Personal Interest Form to JM</p>	Clerk/JM	

<p>FGB21-22(1)10</p> <p>FGB21-22(1)11</p> <p>FGB21-22(1)16.5</p>	<p>Clerk to add SEND provision to the agenda for the next meeting This has been deferred to the November meeting where it will be an agenda item. Action: Clerk to add to agenda for next meeting.</p> <p>Clerk to amend Standing Orders to reflect ten meetings per year The Standing Orders have been amended and filed in school.</p> <p>Clerk to add SDP to the agenda for the next meeting This has been deferred to the November meeting where it will be an agenda item. Action: Clerk to add to agenda for next meeting.</p>	<p>Clerk</p> <p>Resolved</p> <p>Clerk</p>	
<p>FGB21-22(2)9</p>	<p><u>Instrument of Government</u> The Governors reconsidered the Instrument of Government and agreed that it would be appropriate to reduce the size of the Governing Body. Governors agreed to approach the Local Authority with a request to reduce the number of co-opted governors from ten to eight, therefore reducing the total number of governors from sixteen to fourteen.</p> <p>Action: Clerk to contact Governor Support re amendments to the IoG</p>	<p>Clerk</p>	
<p>FGB21-22(2)10</p> <p>FGB21-22(2)10.1</p> <p>FGB21-22(2)10.2</p> <p>FGB21-22(2)10.3</p> <p>FGB21-22(2)10.4</p>	<p><u>To Consider Governors' Specific Responsibilities and Panel Membership</u></p> <p>Amendment to EHT Selection Panel Agreed as: CZ, PC & MT</p> <p>Amendment to HTPM Panel Agreed as: SC, PC & MT</p> <p>Pay Panel Agreed as: SC, PC & MT - panel will meet 2/11/21</p> <p>Appointment of Recruitment Panel Agreed as: PC, MT, SC, JM & CZ</p>		
<p>FGB21-22(2)11</p>	<p><u>Headteachers' Reports</u></p> <p>ESK</p> <ul style="list-style-type: none"> • AF reported that it had been a challenging three weeks due to several members of the SLT being absent with COVID. This has created a significant strain on the school as a whole. • Staff have worked tirelessly this half-term and have gone above and beyond in often very difficult circumstances. • 25 Air Quality Monitors have recently been installed in 		

	<p>classrooms.</p> <ul style="list-style-type: none"> • A wellbeing room has been introduced for students to use at break and lunchtimes. • Three well-being Ambassadors have been appointed and DfE funding has been secured for training which will start in January • The recent Y6 Open Evening had been very successful with some pleasing feedback. The School anticipates a Y7 cohort of 75/80 students for Sept 2022. • Attendance is currently 92.2% which is well below the school's norm of 94/95%. This is mainly due to Covid (20 students currently absent) plus families taking students out of school for holidays. Attendance is now unlikely to improve beyond 93%. • An Attendance Officer vacancy has been advertised on a temporary contract until July 2022 for four hours work per day. • The school was due a visit from the LA today but this was cancelled last week and has been rescheduled for November. • Teaching and Learning appraisals are currently taking place. It is likely that two or three members of teaching staff will be submitting Threshold applications and these will be brought to Governors in due course. • Y11 – most recent data collection predicts +0.2 Progress 8 and 44.7 Attainment 8. • Y10 – there is concern over progress due to the Covid disruption of Y8 and Y9. Reading assessments have been carried out and additional support and interventions are in place for identified students. • KS3 – The first data collection is imminent, initial indications are that 75% of the cohort are at, or above, the expected level of attainment. <p><i>A Governor raised concerns over the number of exclusions so far this academic year (5 exclusions totaling 7.5 days)</i></p> <p>AF explained that this related to Y11 students who were struggling to settle back into the structure and routine after the disruption caused by COVID restrictions.</p> <p>There was a discussion about the disparity in exclusion rates between the secondary schools in Whitby and those in Scarborough. Governors acknowledged that it was difficult to make clear comparisons due to the different provisions in each town to accommodate students at risk of exclusion.</p> <p>Governors are planning to review the use of sanctions and behaviour</p>		<p>2,3 & 4</p>
--	--	--	--------------------

	<p>policies to ensure consistency and uniformity of expectations across the Federation. Governors also agreed that it was vital to ensure that staff felt supported when dealing with challenging behaviour and that students had the structure of clear, consistent rules and accountability.</p> <p>AF left the meeting at 2.30pm</p> <p>CCW</p> <ul style="list-style-type: none"> • JN referred Governors to information he had shared prior to the meeting indicating the Post16 and Post18 destinations of all KS4 and KS5 students. • KS4 students had progressed to a mixture of colleges and apprenticeships. There has been an increase in admissions from ESK into Whitby Sixth Form. • KS5 students have progressed to a variety of destinations with a pleasing number of Oxbridge admissions. <p><i>A Governor asked whether the schools would consider using an exit questionnaire to determine the reasons for students' choices for Post16/18 provision.</i></p> <ul style="list-style-type: none"> • Y11 – Progress 8 is currently predicted to be -0.17. JN reminded Governors that there is no national benchmark for internal data and he would question the accuracy of any higher prediction given the disruption to students' learning. It is inevitable that all students will have gaps in their learning and staff are working hard to ensure students catch-up as far as possible. There are some concerns around the accuracy of individual grade predictions, particularly students who are predicted to achieve grades 8 & 9's. However, the upcoming November trial exams should give more clarity. • Y7 – CATs assessments indicate a majority of average ability students which is in line with previous cohorts. Reading assessments indicate a significant number of students with below average reading age. • Catch-up funding is being targeted in KS3 to promote literacy and numeracy, with a separate pot for 6th form. Literacy in particular is a focus across the school. <p>Governors were pleased to note that predicted gap for Y11 pupil premium students was less significant than in previous years.</p> <p><i>A Governor suggested that Y9 students may need some additional input when making their Options choices as there is some indication that some inappropriate choices were made last year</i></p>		<p>4</p> <p>2</p> <p>2,3 & 4</p>
--	---	--	--------------------------------------

	<ul style="list-style-type: none"> • Y13 – Comparisons in attainment are difficult as there is no national data. However, indications are that attainment is slightly down with students currently forecast an average grade of C+ compared with B- for summer 2021. <p><i>A Governor asked whether it would be helpful to have some Student Voice input from 6th Form for the next meeting. It would be useful to see how they were coping with transition and also the step up from GCSE to further education studies.</i></p> <p><i>A Governor asked when the 6th form Curriculum would be reviewed.</i></p> <p>JN advised that this would be done towards the end of this term and the review would be carried out in consultation with Eskdale to ensure options were provided to suit students across the Federation.</p> <ul style="list-style-type: none"> •  A request for funding for two additional TAs was made to the LA Financial Controls Panel last week but was turned down. The panel wants the LA’s Inclusion Team to determine what level of TA support is needed for CCW before agreeing to this request. JN was informed that any funding would be therefore be dependent on the outcome of an Inclusion Review. The Governors agreed they would very much welcome this review. <p>JN and PC to raise the question of TAs with Howard Emmett when they meet in early November.</p> <ul style="list-style-type: none"> • The school is still awaiting the outcome of the final decision on the provision for Students with Communication and Interaction difficulties. Once this is formalised, the provision will commence from Sept 22 with the recruitment of a specialist teacher from May 22. • The School is preparing for an LA review which was due to be carried out the following day (20th October). 		<p>4</p> <p>2,3</p>
<p>FGB21-22(2)12</p>	<p><u>Chair’s Report</u></p> <ul style="list-style-type: none"> • The Chair met with Amanda Newbold (AN) on 6th October. • They discussed the progress that the Federation and Governing Body have made so far and agreed that any remaining issues can be resolved. • The Chair stressed to AN that the Governors needed trust and also practical support where appropriate. • The Federation Operational Plan has been submitted to the LA and it is the aim to have the CCW Recovery Plan completed by 		

	<p>half-term.</p> <ul style="list-style-type: none"> • The Chair reiterated the Governors’ view that that the Notice of Financial Concern was issued on an unfair basis as the figures it was based on were out of date. Also, that it is not necessary. • The Chair and AN have agreed to meet with Howard Emmett again in early November to review the Notice of Financial Concern. • The Chair updated AN on the sessions that had taken place both with staff and unions. • The Chair reminded AN that both staff and Governors needed written feedback on the LA’s external review. Staff feel that their opinions and concerns have not been listened to or recognised. The Governors need assurance from the LA that their planned actions for this year are appropriate. The Chair informed governors that she had also written to AN, as requested by them, to ask for this assurance but had received no response. • AN has agreed to write to Governors to summarise the findings of the review, confirm the LA’s recommendations and offer comments on the Action Plan. At the date of the FGB meeting this had not yet been received. • AN supports the Governors’ plan to recruit support from a National Leader of Governance. AN has agreed that the LA will meet the related cost as part of the schools’ SPIPs. • The Chair and MT have been making weekly informal visits at lunchtime to both schools. These have generally been well received and are helping to promote effective communication between both parties. The Governors agreed that these sessions should continue with more governors getting involved. • The Chair met with teaching and support staff unions (NASUWT, NEU & Unison) on the 28th September. The unions have also been invited to attend the staff/Governor sessions and have been copied in on all written communication with staff. • Further meetings with the unions are planned for Friday 22nd October and towards at the end of November • The staff Health and Well-being Survey was issued on the 8th October with a closing date of the 23rd October. The responses will be shared with the unions. • The NASUWT members have been balloted re strike action. This is in relation to wider issues regarding management practises/lack of consultation. 		<p>4</p> <p>4</p> <p>4</p>
--	--	--	----------------------------

	<p>JN left the meeting at 3.55pm</p> <ul style="list-style-type: none"> • Staff in both schools are currently planning some Festive social events. The Governors discussed purchasing some chocolates for the staff and writing to them at the end of this half term to acknowledge and thank them for all their hard work. • The Head of Education for Anglo America will shortly be visiting the Federation to meet with the Chair and two Heads. Anglo American have a large International Educational Programme and the Head of Education, who is from Canada is interested in learning about the education system and education in Whitby. • The Chair is investigating options for completion of the access road behind the main building on the Scoresby site. This would provide options for hiring out the site for caravans during the school holidays. 		
<p>FGB21-22(2)13 FGB21-22(2)13.1 FGB21-22(2)13.2</p>	<p>Finance Federation Recovery Plan This is to be completed by the end of October</p> <p>Budget Monitoring Reports</p> <p>This agenda item was discussed prior to the Heads leaving the meeting.</p> <p>ESK</p> <ul style="list-style-type: none"> • AF referred Governors to the budget update which had been shared with the agenda pack. • There are currently no concerns relating to the budget with a surplus predicted for the year ending March 2022. <p></p> <p><i>A Governor asked what the Professional Services expenditure related to.</i> AF confirmed that this was for Schools' ICT support services.</p> <p>CCW</p> <ul style="list-style-type: none"> • The Budget update had been shared with Governors prior to the meeting. • The current update is showing a £28,000 improvement on the Start Budget. This is due to a reduction in support staff 		<p>2</p>

	<p>salaries and also additional income from the Covid Recovery Fund.</p> <ul style="list-style-type: none"> • Supply Costs have been expensive due to a higher demand for cover, mainly for absences relating to Covid. This is despite SLT picking up cover lessons on a daily basis which has inevitably impacted on their time to carry out their strategic roles. <p><i>A Governor asked whether there was capacity to claim on insurance for staff absences therefore freeing up SLT time.</i></p> <p>JN advised that insurance is only applicable to longer term absences but assured Governors that insurance would be utilised whenever appropriate.</p>		2, 4
FGB21-22(2)14	<p><u>Federation Operational Plan</u> The Operational Plan has been shared with Governors and submitted to the LA. The Operational Plan and School Improvement Plan will be discussed in more detail at the next FGB meeting.</p>		
FGB21-22(2)15	<p><u>Staff Health and Well-being</u></p> <p>ESK</p> <ul style="list-style-type: none"> • A well-being room is being developed for staff for use at breaks and lunch • Staff fitness challenges have been promoted in the new gym and have been well-received. <p>CCW</p> <ul style="list-style-type: none"> • An online staff-room was developed during lockdown • A working party has been in discussion with the Staff Well-Being Group from Brompton Hall School to share suggestions and ideas. • A recent staff survey indicated that staff would appreciate more wellbeing events – weekend staff walks have been arranged and weekly body balance classes have recently been introduced which have all proved popular. • The staff survey will be repeated later in the academic year. <p>The Chair has also spoken to link staff from both schools with a view to aligning some activities and strategies across both settings.</p> <p>The Governors discussed the ‘Tackling Workload Together’ Charter developed by The Education Alliance. They agreed that the aim would be to adopt many of the strategies and suggestions in the Charter. It was also agreed that it may be helpful to arrange for Jonny Uttley, CEO of the Education Alliance Trust, to speak to all Federation staff at one of the upcoming joint INSET days. AM to pursue this.</p>		4

FGB21-22(2)16 FGB21-22(2)16.1 FGB21-22(2)16.2 FGB21-22(2)16.3	<p><u>Link Governors</u></p> <p>Appointment of Link Governors: Disadvantage, P16 and Y9 (ESK) Following the resignation of CW, Link responsibilities were agreed as below: Disadvantage: CZ P16 (Sixth Form): MT Y9 (ESK): MT</p> <p>Progress Update: SC has held an introductory meeting with the Federation Safeguarding Team. Other Governors have approached link staff but have not yet been able to arrange meetings.</p> <p>Appointment of Co-ordinator: MT was appointed as Link Governor Co-Ordinator. Link Governors were asked to prepare brief reports and submit to MT by 14th November for inclusion in the Agenda for the next FGB meeting.</p> <p>Action: Clerk to add Link Governor Reports to the agenda for the next meeting.</p>	Clerk	
FGB21-22(2)17	<p><u>Whitby Sixth Form - update on COA Funding</u> The Chair pointed out that the COA will be asking for a review of progress and impact in relation to their funding and that is important that the Governors maintain their oversight of this project. As Link Governor for KS5, MT is monitoring progress in the 6th form of the project.</p> <p><i>A Governor requested that a report on the impact of the funding be provided to Governors in due course.</i></p> <p>Governors were disappointed to note that only 40% of the Y12 cohort had participated in the transition visit to East Barnby, particularly as there was no cost to students. It was agreed that alternatives would be considered for next year as it is an expensive resource.</p>		1,2 1
FGB21-22(2)18	<p><u>Report from the Selection Panel</u> Members of staff, including the headteachers, were not present for this agenda item. The item has been recorded as confidential minute.</p>		
FGB21-22(2)19 FGB21-22(2)19.1 FGB21-22(2)19.2	<p><u>Policies and Policy Reviews</u></p> <p>CCW Data protection and information Policy The Governors unanimously approved the Policy.</p> <p>CCW Volunteers and Visitors in College The Governors unanimously approved the Policy</p>		

<p>FGB21-22(2)19.3</p> <p>FGB21-22(2)19.4</p> <p>FGB21-22(2)19.5</p> <p>FGB21-22(2)19.6</p> <p>FGB21-22(2)19.7</p> <p>FGB21-22(2)19.8</p> <p>FGB21-22(2)19.9</p> <p>FGB21-22(2)19.10</p>	<p>WSP Capability Policy & Procedure The Governors unanimously approved the Policy</p> <p>WSP Developing Performance Policy & Procedure The Governors unanimously approved the Policy</p> <p>WSP Disciplinary Policy and Procedure The Governors unanimously approved the Policy</p> <p>WSP KS3 & 4 Admissions Policy The Governors unanimously approved the Policy</p> <p>WSP Probationary Policy & Procedure The Governors unanimously approved the Policy</p> <p>WSP Recruitment and Selection Policy The Governors unanimously approved the Policy</p> <p>WSP Resolving Issues at Work Policy The Governors unanimously approved the Policy</p> <p>WSP Reorganisation, Redundancy & Redeployment Policy. The Governors unanimously approved the policy. The Governors also agreed to follow LA guidance to remove optional clause 10.9. Staff Governors were not present for the discussion relating to this policy.</p>		
<p>FGB21-22(2)20</p>	<p><u>Safeguarding/Health & Safety</u></p> <p>This agenda item was discussed prior to the Heads leaving the meeting.</p> <p>ESK: No safeguarding incidents reported</p> <p>CCW: JN reported a safeguarding incident which has been recorded as a confidential minute</p> <p>MT reported that he has met with the Site Managers and is to complete a walk around both settings after half term.</p>		
<p>FGB21-22(2)21</p> <p>FGB21-22(2)21.1</p> <p>FGB21-22(2)21.2</p>	<p><u>Governing Body Membership, Training and Development</u></p> <p>Update on Governing Body Vacancies There remains several co-opted vacancies on the Governing Body. It was agreed that the Chair would approach Federation staff for suggestions of contacts with the requisite skills who could potentially fill the vacancies.</p> <p>Action: Chair to write to staff re Governing Body vacancies.</p> <p>National Leader of Governance The quotation from Together People Ltd, relating to NLG support from Jane Lewis had been shared with Governors in the Agenda Pack. The Chair advised Governors that she had made enquiries of three potential candidates, all of whom are ex-NLGs. Jane Lewis's services had been suggested and recommended by NYCC Governance Support.</p>	<p>Chair</p>	

<p>FGB21-22(2)21.3</p> <p>FGB21-22(2)21.4</p> <p>FGB21-22(2)21.5</p> <p>FGB21-22(2)21.6</p>	<p>The Governors agreed to commit to four sessions at a cost of £500 + £50 travel per session on the basis that this was to be funded by the LA.</p> <p>Governor Skills Audit and Training Needs Matrix The Governors’ Skills Audits and related comments were shared with Governors in the Agenda Pack.</p> <p>Governor Training for the 21-22 Academic Year SC is to complete Safeguarding Training W/C 25th October. Dates have also been released for Introduction to Governance training. New Governors were encouraged to sign up via school for this training.</p> <p>KCSiE – updated advice for September 2021 The updated KCSiE advice has been shared with Governors. Governors are required to read the document and then confirm to JR in school that this has been completed.</p> <p>Action: Governors to read updated KCSiE document and then confirm to JR in school that this has been completed</p> <p>CZ left the meeting at 4.25pm</p> <p>Consideration of an Evaluative/Summative Standing Agenda Item A Governor suggested that references to Governor Core Functions be made throughout the minutes where relevant and appropriate. The Governors agreed that this would be trialed over several FGB meetings.</p>	<p>All Governors</p>	
	<p>AM left the meeting at 4.40pm. At this point the meeting was no longer quorate. It was agreed to reconvene the meeting via Zoom at 7.30pm on 21st October. CZ and AF then joined the reconvened meeting.</p>		
<p>FGB21-22(2)22</p>	<p><u>Any Other Urgent Business</u> The Governors were asked to approve the WSP Staff Appraisal Policy. The Policy had not been submitted in time to be included as an agenda item. This is a standard NYCC policy. The Governors unanimously approved the Policy</p> <p>Other urgent business raised by the Chair has been recorded as a confidential minute.</p>		
<p>FGB21-22(2)23</p> <p>FGB21-22(2)23.1</p> <p>FGB21-22(2)23.2</p>	<p><u>Confidential Items</u></p> <p>Consideration of Teachers’ Pay Reviews This item has been recorded as a confidential minute.</p> <p>Whitby Sixth Form – Memorandum of Understanding</p>		

	This item has been recorded as a confidential minute.		
FGB21-22(2)24	<p><u>Confirmation of Confidential Minutes</u> The Governors approved and accepted the Confidential minutes as a true and accurate record of the meeting of the 21st September 2021. Proposed:JM Seconded:SC</p>		
FGB21-22(2)25	<p><u>Matters Arising from the Confidential Minutes</u> No matters were arising.</p>		
FGB21-22(2)26	<p><u>Date and Time of Next Meeting:</u> Tuesday 23rd November 2021 at 4pm</p>		

Pen Cruz

Chair of Governors:

**The Whitby Secondary Partnership
Full Governing Board
19th October 2021
Governor Actions**

Item	Agreed Action	Action by	To be completed by
<i>FGB21-22(2)7</i>	Chair to sign minutes and file in school	Chair/Clerk	Next Meeting
<i>FGB21-22(1)5</i>	Clerk to re-send Register of Business and Personal Interest Form to JM	Clerk/JM	Next Meeting
<i>FGB21-22(1)10</i>	Clerk to add SEND Provision to agenda for next meeting	Clerk	Next Meeting
<i>FGB21-22(1)16.5</i>	Clerk to add SDP to agenda for next meeting	Clerk	Next Meeting
<i>FGB21-22(2)9</i>	Clerk to contact Governor Support re: amendments to Instrument of Government	Clerk	Next Meeting
<i>FGB21-22(2)16.3</i>	Clerk to add Link Governor Reports to the agenda for the next meeting	Clerk	Next Meeting
<i>FGB21-22(2)21.1</i>	Chair to write to staff re Governing Body vacancies	Chair	Next Meeting
<i>FGB21-22(2)21.5</i>	Governors to read updated KCSiE document and then confirm to JR in school that this has been completed	All Governors	Next Meeting