

**The Whitby Secondary Partnership
Minutes from Full Governing Board
Tuesday 19th July 2022 at 4pm**

Governor Core Functions:

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

PRESENT:

Executive Headteacher WSP:	Jamie Henshaw (JH)
Parent Governor & Co-chair:	Su Crossland (SC)
Parent Governor & Co-chair:	Christina Zanelli (CZ)
LA Governor:	Jane Mortimer (JM)
Co-opted Governor:	Mark Taylor (MT)
Co-opted Governor:	Andy Mitchell (AM)
Staff Governor:	David Rae (DR)

ALSO IN ATTENDANCE:

Sarah Marshall (Clerk)

ITEM	MINUTE	ACTION
FGB21-22(10)1	<u>Welcome</u> It was agreed that this meeting would be chaired by Co-Chair, Su Crossland	
FGB21-22(10)2	<u>Apologies for Absence</u> There were no absences. CZ had indicated she would be late to the meeting due a prior engagement.	
FGB21-22(10)3	<u>Declaration of Interests and Reminder of Governor Protocol</u> Governors were reminded of the need to declare any interests relating to agenda items and of their duty of confidentiality around Governor meetings. There were no declarations of interest.	
FGB21-22(10)4	<u>Confidentiality</u> It was noted that Agenda item 7.3 should be recorded as a confidential minute. A confidential minute was also recorded under agenda item 8.2. It was agreed that Governors who are members of staff should not be present for the discussion related to these items.	
FGB21-22(10)5	<u>Confirmation of Minutes</u>	

	<p>The Governors approved and accepted the minutes as a true and accurate record of the meeting of the 21st June 2022</p> <p>Action: Chair to sign minutes and file in school.</p>	Chair/Clerk
<p>FGB21-22(10)6 FGB21-22(8)3</p> <p>FGB21-22(7)11.1</p> <p>FGB21-22(9)9</p> <p>FGB21-22(9)10</p>	<p><u>Matters Arising from the Minutes</u></p> <p>Flowers and card to be sent to Pen Cruz This has been done</p> <p>Follow up ESK survey results to be shared with Governors This has been chased but not yet received. Governors agreed to defer this action as it was likely that the surveys would be repeated early in the new academic year.</p> <p>Contact Governor Support to request amendment to IoG The agreed minutes from the meeting of 21st June will be sent to Governor Support with a request for the amended IoG to be completed for the first meeting of the new academic year. Action: Clerk to send final agreed minutes to Governor Support.</p> <p>Amend the Standing Orders to reflect the agreed change in the number of meetings. Amended Standing Orders will be shared at the first meeting of the new academic year. Action: Amended Standing Orders to be shared at the next FGB meeting.</p>	<p>Resolved</p> <p>Clerk</p> <p>Clerk</p>
<p>FGB21-22(10)7 FGB21-22(10)7.1</p> <p>FGB21-22(10)7.2</p>	<p><u>Finance</u></p> <p>Monitoring Reports for CCW and ESK Budget monitoring reports had been shared with Governors in the Agenda Pack. As anticipated, ESK has now been served with a Notice of Financial Concern. A Recovery Plan must now be submitted to the LA by 23.9.22. The LA have also declined to lift the Notice of Financial Concern for CCW. It has been agreed that a Federation Recovery Plan may be submitted to incorporate the individual recovery plans for both schools. JH will hold termly meetings with the LA to review progress.</p> <p>Staffing update 2022/23 Details of Federation staffing changes were shared with Governors in the Agenda Pack with a summary of staff leaving and a recruitment update.</p> <p>CCW There has been a reduction in FTE teaching hours but the timetable for the 22/23 academic year has now been staffed with the teaching hours available.</p> <p>ESK Some staff vacancies have not needed to be filled. A teacher of RS/PSHE has not been recruited due to lack of suitable applications. A part-time exams officer has been recruited.</p>	

FGB21-22(10)7.3	<p>Update on Sustainability (Confidential item) This item has been recorded as a confidential minute.</p>	
<p>FGB21-22(10)8 FGB21-22(10)8.1 FGB21-22(10)8.1a</p>	<p><u>School Improvement</u> Executive Headteacher's Update</p> <p>Tutoring update 2021-2022 Details of the funding and expenditure relating to the National Tutoring Programme was shared with Governors in the Agenda Pack. The funding will continue into next year. A plan will be developed for targeting of the funding for the next academic year with an emphasis on: developing the programme internally using Federation staff, identification of cohort and more specific targeted intervention.</p> <p>Governor questions and comments Do the DfE make an assessment on value for money when reviewing the way the funding has been utilised? The role of the DfE is purely to ensure the funding has been utilised for catch-up. OFSTED will look to review the impact. A judgement on impact will be more evident once the GCSE results are announced and analysed.</p>	
FGB21-22(10)8.1b	<p>Improvement Priorities 2022-2023 Improvement priorities for both the Federation and the individual schools was shared with Governors in the Agenda Pack. Priorities for the Federation include:</p> <ul style="list-style-type: none"> ● Review and align the curriculum in both schools with the aim of developing a longer-term Federation Curriculum Plan. ● Align and standardise assessment and the reporting of progress data across the Federation. ● A joint QA process ● Develop student/staff/parental voice. ● Joint working between faculties ● A federated approach to managing attendance ● Review the use of AP across the Federation ● Staff wellbeing and workload ● Launch and development of the C&I TMP (the consultation closes next week and, assuming progress as anticipated, JH is hopeful for a January launch) ● Line management of the SENCOs will be carried out by the Executive Headteacher. ● Post-16 recruitment with a federated approach to delivery of careers advice and support ● The Federation will sign up to the DfE Staff Wellbeing Charter. ● Review of counselling services for students. <p>Governor questions and comments What are the plans for developing and supporting academic progress?</p>	

<p>FGB21-22(10)8.1c</p> <p>FGB21-22(10)8.1d</p> <p>FGB21-22(10)8.2</p>	<p>A full review and analysis of GCSE results will highlight priorities and then inform future planning.</p> <p>HT1-HT5 KPI Update Key KPI updates will be shared with Governors – the focus is on data/attendance/behaviour and safeguarding.</p> <p>Eskdale LA Report The LA report was shared with Governors in the Agenda Pack. The visit had been a collaborative process and the summary was felt to be fair and balanced.</p> <p>Governor questions and comments: What are the plans for development of SEND provision at ESK and across the Federation?</p> <ul style="list-style-type: none"> • Develop information sharing re SEND with staff, IEPs and SEND register. • Develop use of keyworkers for students • There will be SEND focus during upcoming INSET days • Promote and develop independence <p>Chairs’ report The Co-Chairs will write to Federation staff thanking them for their efforts this year. It was also agreed that the Governors would provide cake for staff. Action: Thank you letter and cake to be provided for staff.</p> <p>A confidential minute has also been recorded under this item.</p>	<p>Chairs/Co Chair</p>
<p>FGB21-22(10)10</p> <p>FGB21-22(10)10.1</p> <p>FGB21-22(10)10.2</p> <p>FGB21-22(10)10.3</p> <p>FGB21-22(10)10.4</p> <p>FGB21-22(10)10.5</p>	<p><u>Policies for approval</u></p> <p>CCW Assessment, Recording and Reporting The policy was reviewed and agreed by Governors</p> <p>ESK Mobile Phone Policy The policy was reviewed and agreed by Governors</p> <p>ESK Teaching and Learning Policy The policy was reviewed and agreed by Governors</p> <p>WSP SEN Policy The policy was reviewed and agreed by Governors</p> <p>WSP Accessibility Policy The policy was reviewed and agreed by Governors</p> <p>A further review of policies will take place to widen the use of whole-Federation polices, perhaps utilising appendices where necessary to detail</p>	

	any minor differences between the schools.	
	CZ joined the meeting at 4.45pm	
FGB21-22(10)11	<u>Premises, Contracts and Health & Safety</u> No updates	
FGB21-22(10)12	<u>Safeguarding</u> The DSL in both schools is currently completing the NSPCC Safeguarding Audit.	
	DR, SB and AM left the meeting at 5pm	
FGB21-22(10)13	<u>Confirmation of Confidential Minutes</u> The Governors approved and accepted the minutes as a true and accurate record of the meeting of the 21 st June 2022. Confidential minutes of 22 nd March 2022 and the EGMs of 30 th March 2022 and 27 th April 2022 had previously been agreed via email (FGB21-22(9)13 refers)	
FGB21-22(10)14	<u>Matters arising from Confidential Minutes</u> Nothing raised	
FGB21-22(10)15	<u>Any Other Business</u> Governor photos and pen portraits. It was agreed that Governor photos would be put on display in both schools. Action:Governor photos to be displayed in both schools.	Head
FGB21-22(10)16	<u>Date and Time of Next Meeting</u> The following dates were agreed for FGB meetings for the 2022/23 academic year: 20th September 2022 29 th November 2022 7 th February 2023 21 st March 2023 16 th May 2023 11 th July 2023	
	The meeting closed at 5.30pm	

Signed (Chair)



**The Whitby Secondary Partnership
 Actions from Full Governing Board
 Monday 19th July 2022**

Item	Agreed Action	To be actioned by	To be Completed By
FGB21-22(9)9	Clerk to send final agreed minutes to Governor Support. With request for amendments to IoG.	Clerk	Next Meeting
FGB21-22(9)10	Amended Standing Orders to be shared at the next FGB meeting	Clerk	Next Meeting
FGB21-22(10)8.2	Thankyou letters and cake to be provided for staff.	All	End of week.
FGB21-22(10)15	Governor photos to be displayed in schools	Head	Next meeting.