

**The Whitby Secondary Partnership
Minutes from Full Governing Board
Tuesday 23rd November 2021 at 4.00pm**

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)

ALSO IN ATTENDANCE:

Sarah Marshall (Clerk)

ITEM	MINUTE	ACTION	CORE FUNCTION
FGB21-22(3)1	<u>Welcome</u> The Chair opened the meeting, welcoming all Governors present.		
FGB21-22(3)2	<u>Apologies for Absence</u> Apologies for absence were received from Christina Zanelli, David Rae and Jane Mortimer and the reasons given. The Governors agreed that these should be consented to. AF advised he would be late to the meeting due to Parents' Evening.		
FGB21-22(3)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.		
FGB21-22(3)4	<u>Confidentiality</u> Governors agreed that Agenda Item 21 should be recorded as a confidential minute. Confidential minutes were also recorded under agenda items 11 and 15.		

FGB21-22(3)5	<p><u>Confirmation of Minutes</u> The Governors approved and accepted the minutes as a true and accurate record of the meeting of the 19th October 2021. Action: Chair to sign minutes and file in school.</p>	Chair/Clerk	
<p>FGB21-22(3)6 FGB21-22(1)5 FGB21-22(2)9 FGB21-22(2)21.1 FGB21-22(2)21.5</p>	<p><u>Matters Arising from the Minutes</u> Clerk to re-send Register of Business and Personal Interest Form to JM The Clerk has sent a further Register of Business Personal Interests Form to JM. Clerk to contact Governor Support re amendments to Instrument of Government The Clerk has contacted Governor Support. The clerk is to send a signed copy of the minutes where the amendments to IoG were agreed and Governor Support will arrange for the amendments to be completed. Action: Clerk to send signed copy of agreed minutes FGB 19/10/21 to Governor Support re amendments to IoG Chair to write to staff re Governing Body Vacancies The Chair has written to staff as agreed. Governors to read updated KCSiE document and confirm to JR in School There are still some confirmations outstanding. Action: Clerk to remind individual Governors re KCSiE documentation.</p>	<p>Resolved Clerk Resolved Clerk</p>	
FGB21-22(3)7	<p><u>Headteachers' Reports</u> CCW</p> <ul style="list-style-type: none"> • Covid infections are currently very high among students, with Y7 being of particular concern. Infections spiked last week with 35 positive cases, 19 of which were in Y7. Numbers have reduced slightly since. • Face masks have been re-introduced in Y7, with separate break times and early lunches to reduce contact with other year groups. Windows and doors are open during lessons and students are reminded to use sanitiser regularly. • Short-term absence among staff is a continuing concern. This has an impact on cover and related costs. SLT and senior staff are supporting cover wherever possible but this inevitably reduces their time to carry out their strategic roles. <p>(AF joined the meeting at 4.20pm)</p> <ul style="list-style-type: none"> • Y11 Mock exams commence next week • There have been two incidents which have led to fixed term exclusions so far this half-term. This is compared to 22 incidents last half-term. Governors were pleased to note that exclusions had reduced and agreed that this was potentially due to students 		

	<p>adjusting to the new expectations around behaviour and also settling back into school routines after the disruption caused by Covid.</p> <p>JN referred Governors to the report (shared in the Agenda Pack) resulting from the LA Review of 20/10/21.</p> <ul style="list-style-type: none"> • Four departments were identified for review: English, Maths, Science and History. • Governors agreed that the report had some very positive comments about subject leadership and the joined-up working between departments in terms of developing the curriculum. • The History Department would benefit from further development and also the sharing of good practice with other faculties in school. • Some concerns were raised regarding the “hybrid” Y9 Curriculum; the intention of which is to prepare students for GCSE study in their chosen option subjects. This means that the KS3 Curriculum may be limited and not always covered in full. • Governors agreed that this warranted further discussion, especially as ESK students study a three year KS3 Curriculum. The Governors felt it would be difficult to justify the different approaches in both schools. • There were some very positive comments relating to the 6th Form – areas for development included developing students’ understanding of the progression of the curriculum from KS4 into KS5. • More work needs to be done to improve attendance. The recently appointed Attendance Officer at ESK will be liaising with staff at CCW to work towards improving attendance in both settings. • The review commented that there was a lack of evidence of provision for disadvantaged pupils which could be identified as ‘additional and different’ to the standard provision for all students. <p>A Governor asked if this was related to funding challenges - is additional staffing required or could this be addressed by other means?</p> <p>JN clarified that incentives are being developed to improve attendance and also to provide additional provision for English and Maths. It was acknowledged that, historically, it has been a challenge to engage students and parents from this cohort and this is something the school continues to strive to develop.</p> <p>A Governor referred to the comments regarding the SENCo’s quality assurance of the Curriculum for students with SEN.</p> <p>JN advised that these comments had been acknowledged and this was to be developed to demonstrate that there is a clear monitoring of progress for this cohort.</p>	<p>2</p> <p>2</p>
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	<p>Governors agreed that there were some excellent positives from the report and the majority of areas for development mirror those identified in the School Improvement Plan.</p> <p>The first data collection for Y7 was shared in the Agenda Pack. JN advised Governors that it is difficult to make accurate predictions at this early stage of the academic year, particularly given the disruption of the last 18 months. The current focus is on promoting a positive attitude to learning and developing independent learning styles.</p> <p>ESK</p> <ul style="list-style-type: none"> • AF advised governors that the LA have postponed their review for a second time due to staff absences. • The current focus in KS4 is the core subjects of English and Maths. There has been a focus week on these subjects in Y11 and this may also be introduced for Science. • Middle leaders require more information from exam boards to help inform their predictions for Y11. • Current outcomes are predicted as: Progress 8, 0.43 (-0.47 in 2019) Attainment 8, 44.79 (38 in 2019) • It is felt that Y11 students are fatigued and ‘flagging’ after recently completing mock GCSE exams. • Staffing shortages continue to be an issue, with nine staff currently absent due to illness/isolating and four members of staff on long-term absence. • Teachers have been asked to consider postponing their PPA time to support with cover. This time will be repaid later in the academic year. • Attendance among students is currently 91.4% (89.3% national average). • A new attendance officer has been appointed. She will work across both schools in the morning. She is experienced in classroom support and has also been offered additional hours to work with 6th Form students in the afternoons. • Disadvantaged students continue to make less progress than their counterparts. Work to to quality-assure the curriculum for these continues. • Disciplinary literacy work continues across the curriculum with an ongoing professional dialogue and sharing of ideas between colleagues. • There are no significant behaviour concerns although senior staff are monitoring some issues in Y10 which may need some additional focus from the Head and Deputy Head. • There were five separate fixed term exclusions in the first half-term with none to date this half-term. • Catch-up funding continues to be focused on supporting the 	
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	<p>progress of disadvantaged students, although there are a number of students in this cohort who are struggling to engage with the English and Maths interventions in place.</p> <ul style="list-style-type: none"> • The school continues to take a holistic approach to its support for these students, for example the funding of school trips and also supporting students to overcome domestic barriers to learning. <p>A Governor raised a comment relating to the school websites. Governors feel that the websites do not adequately reflect the excellent work being done in both schools.</p> <p>Both Heads agreed that this was something that needed to be reviewed for both websites to ensure there is a consistent style and content across the Federation. Development of the 6th form website also continues.</p>	<p>3,4</p>
<p>FGB21-22(3)8 FGB21-22(3)8.1</p>	<p>Finance CCW Recovery Plan</p> <ul style="list-style-type: none"> • The CCW Recovery Plan has been presented to Howard Emmett (HE) and Amanda Newbold (AN) by the Chair and JN. • There is a clear consensus between all parties that the school can achieve a positive balance carried forward by March '24. • The position at the beginning of this academic year is looking much more favourable than originally forecast: income has increased due to student recruitment and savings have been made in relation to changes in staffing, review of support staff and TLRs. • The proposed plans for the restructure of the Federation would further reduce the deficit and ensure significant savings. • AN and HE have advised that the LA continues to have regular reviews with the DfE and they need to continue to monitor the progress of the Recovery Plan. • JN and the Chair voiced their frustration at the need to refer any financial decisions to the Financial Controls Panel (FCP). They asked AN & HE whether consideration could be given to relaxing some of these conditions in light of the school's more favourable financial position. There was some reluctance to agree to this due to the impact pay progression for staff could have on the financial projections. • It was agreed that HE would meet with JN on a termly basis to review this. <p>The Governors discussed their concerns that the current situation could hinder the proposed recruitment of an EHT. They agreed that the current requirement to refer all financial decisions via the FCP could deter potential candidates from applying. It was agreed that The Chair would contact AN to further discuss the Governors' concerns.</p>	

FGB21-22(3)8.2	<p>Action: Chair to contact AN to discuss relaxation of referral protocol for CCW.</p> <p>Allocation of Federation Costs</p> <ul style="list-style-type: none"> The Governors discussed a 70/30% CCW/ESK split of costs for staffing across the Federation. This split broadly reflects the school roll ratios. It was suggested that a precise split of 63/37% would be more equitable. This was agreed by Governors. A Governor also discussed creating a central fund to pay Federation staff whereby an appropriate percentage would be ‘top-sliced’ from each school budget. There could also be a centralised budget to fund large jobs on either site. This could include income from letting the school fields to caravans/room hire etc. It was agreed that this would be discussed in more detail at the next FGB meeting. <p>Action: Clerk to add to agenda for the next meeting.</p>	Chair	
FGB21-22(3)9	<p><u>Federation Operational Plan</u> All Governors have reviewed the Federation Operational Plan (FOP) Governors asked the following questions:</p> <p>The FOP refers to developing a federated SEND team approach. Is this still the intention? JN and AF commented that both SENCOs are working well together and whilst a centralised system would potentially be beneficial, both schools have to be mindful of their independent statutory duties relating to SENCO provision. It was suggested that this possibly needs rewording as an approach within the Operational Plan.</p> <p>What are the future plans regarding a Federation Newsletter and Governor updates? All agreed that this is a good idea which needs to be developed further. A joint newsletter is to go out to parents at Christmas.</p> <p>Are the ESK Mentors supporting students in Whitby 6th Form? AF advised that this wasn’t currently happening due to staff shortages at ESK, but the new Attendance Officer has been offered some additional hours to support in the 6th Form in the afternoons.</p> <p>Both schools are still operating on different Management Information Systems – does there need to be further discussion around bring the Federation together under one system? AM suggested that CCW staff would prefer to adopt SIMS (this is currently the MIS used at ESK). Many staff hours are tied up with updating the less user-friendly system at CCW. It was agreed that AM and DR would lead on</p>		3 3,4 2 3

	<p>this and liaise with Jackie Hunter to assess the feasibility.</p> <p>The headteachers also proposed consideration being given to outsourcing the timetabling. This task is very demanding on staff time at certain points of the academic year, particularly when students are moving between sites and settings. This was agreed by Governors.</p>		
FGB21-22(3)10	<p><u>School Development Plans/School Improvement Plans</u></p> <p>The SDPs and SIPs had been shared with governors in the agenda pack. JN advised that the CCW documentation may need to be revised to reflect some of the feedback from the recent LA review.</p> <p>Governors asked the following questions:</p> <p><i>What are the Headteachers’ plans for the use of the remaining advisor sessions with Nick Horne (NH)?</i></p> <p>AF advised that he will be liaising with NH regarding the cross-curriculum review. JN is to request a website review relating to functionality and OFSTED compliance.</p> <p><i>How much progress is being made towards mirroring use of exam boards in departments across the Federation?</i></p> <p>The headteachers advised that the same exams boards are already used in many departments. Discussions are ongoing with staff regarding further integration.</p> <p><i>Is there any financial capacity to increase the Careers’ Service SLA? There are concerns that some Y9 students have made inappropriate options choices in the past and it may be beneficial to increase future career service input to support option choices.</i></p> <p><i>Catering appears to be a large drain on financial resources – why is this and what can be done to improve it?</i> The Chair suggested that this should be addressed as a priority.</p> <p>The Headteachers advised that the funding received does not cover the full cost of providing meals to Pupil Premium Students, students are never turned down for meals and many families do not clear their debts relating to school lunches. There can also be a significant amount of waste on a day-to-day basis, depending on how many students bring a packed lunch. The Heads were asked to investigate the options for putting the school lunch contracts out to tender.</p> <p>The School Improvement Plans were unanimously approved by Governors.</p>		<p>3</p> <p>2,3</p> <p>2,3</p> <p>1</p>
FGB21-22(3)11	<u>SEND Provision and Policy across the Federation</u>		

	<p>CCW</p> <ul style="list-style-type: none"> • No decision has yet been received regarding the Targeted Mainstream Provision (TMP) relating to students with Communication and Interaction needs. • There has also been further discussion with the LA regarding a potential TMP for students with Social, Emotional and Mental Health needs. This means that the original application may need to be reviewed as it could be problematic to have two targeted provisions on one site. • Once agreed the TMP will include a specialist teacher and two teaching assistants. <p>ESK</p> <ul style="list-style-type: none"> • The newly appointed SENCo is having a positive impact and is collaborating successfully with the SENCo from CCW. • The SENCo is currently drawing up bespoke support plans for students with challenging behaviour and those with medical support needs. • Additional emotional support may be required in the build-up to exams for students. • Teaching staff are to be up-skilled in meeting SEND in the classroom. • The SEND register is being reviewed and re-designed. • EHCP Reviews are ongoing • Training on Autistic Spectrum Disorders and SEMH difficulties is planned. <p>A confidential minute has also been recorded under this agenda item.</p>	
<p>FGB21-22(3)12</p>	<p><u>Link Governors</u></p> <p>MT has shared a report with governors which gives a summary of reports from Link Governors relating to meetings with their respective year group contacts.</p> <p>On the recommendation of Jane Lewis (NLG,) Governors agreed to appoint a Link Governor for Curriculum. MT was been appointed to this role on an interim basis.</p> <p>There was some discussion around the value of maintaining the Year group Link roles and whether this time could be best used on other Governor tasks.</p> <p>The Chair has requested reports from statutory link governors (SEND, Safeguarding and H&S) for the next meeting.</p> <p>Action: Clerk to add reports from Statutory Link Governors to the Agenda for next meeting.</p>	<p>Clerk</p>

FGB21-22(3)13	<p>Stakeholder Feedback The Unions have raised the suggestion of introducing Exit Questionnaires for staff who are leaving the employment of the schools. Whilst the governors agreed that this was definitely worth considering, it was acknowledged that consideration should be given that this has the potential to be a negative exercise with a knock-on effect on the well-being of senior staff. It was agreed that this should be explored in more detail. Governors requested that Student Voice Exit questionnaires also be considered.</p>		4
FGB21-22(3)14 FGB21-22(3)14.1 FGB21-22(3)14.2 FGB21-22(3)14.3 FGB21-22(3)14.4	<p>Panel Updates: Pay Panel ESK Five Upper Pay Scale applications have been received – all approved. There are no staff on support plans. CCW Five Upper Pay Scale applications received – all approved. There is one member of staff on an informal support plan.</p> <p>Governors agreed that the proforma for threshold applications should be the same for both schools.</p> <p>Headteachers’ Performance Management Panel HTPM panel has met with AF and the HTPM completed. Thanks to AF, the SEA and the Governors involved. Date still awaited for JN’s HTPM</p> <p>Selection Panel</p> <ul style="list-style-type: none"> • The panel has received correspondence from two members of staff with general queries which have been answered. Two parents have also raised questions – one parent has offered some very positive feedback. • The Consultation Document is currently being revised in response to comments and suggestions from staff and trade unions. It will be circulated by the end of the week. • The consultation period ends on the 3rd December. • The decision as to whether to proceed with the proposed restructure is delegated to the Selection Committee and they will meet on 6th December to make their decision. <p>Recruitment Panel It has been agreed to use Resourcing Solutions to support the proposed recruitment process at a cost of £3660 The COA has also agreed to fund a relocation package for all three posts.</p>		
FGB21-22(3)15 FGB21-22(3)15.1	<p>Safeguarding/Health & Safety: Any Urgent Safeguarding Matters</p>		

<p>FGB21-22(3)15.2</p>	<p>ESK One safeguarding incident has been recorded as a confidential minute. Problems arising in the community continue to have a knock-on impact in both schools. Staff are engaging well with outside agencies and the Police Liaison Officer has commented positively on the collaboration within the Federation.</p> <p>CCW No urgent safeguarding matters were reported.</p> <p>The LA has held a review of safeguarding protocols across the Federation and both schools were found to be effective.</p> <p>Health & Safety Reports/Mass Scheme This will be an agenda item for the next meeting.</p>		
<p>FGB21-22(3)16 FGB21-22(3)16.1 FGB21-22(3)16.2</p>	<p><u>Governing Body Membership, Training and Development</u> Update on Governance Consultancy</p> <ul style="list-style-type: none"> • The Chair has met with Jane Lewis (JL). JL is to help to draw up a proposal for an annual monitoring and reporting cycles for the Governing Body. • 5/1/22 – a self-review questionnaire will be shared with Governors. • 1/2/22 – It is proposed that JL meets with Governors on this date to review the responses and make plans for the development of the FGB accordingly. • The Chair has also discussed with JL the possibility of her leading Governor training sessions relating to Governor monitoring and OFSTED inspections. <p>Update on Governor Training AM has completed day one of the Introduction to Governance Training. Action: Clerk to share links to upcoming training events with all Governors.</p> <p>MT left the meeting at 6.10pm</p>		
<p>FGB21-22(3)17 FGB21-22(3)17.1 FGB21-22(3)17.2 FGB21-22(3)17.3 FGB21-22(3)17.4 FGB21-22(3)17.5</p>	<p><u>Policies and Policy Reviews</u> WSP Suspension and Inclusion Policy The Governors unanimously approved the Policy. WSP Educational Visits Policy The Governors unanimously approved the Policy. CCW Science Dept Health & Safety Policy The Governors unanimously approved the Policy. CCW Disaster and Critical Incidents Policy The Governors unanimously approved the Policy. CCW DT, Health and Safety Policy</p>		

FGB21-22(3)17.6	<p>The Governors unanimously approved the Policy. WSP Child Protection Policy The Governors unanimously approved the Policy.</p>		
FGB21-22(3)18	<p><u>Any Other Urgent Business</u> ESK</p> <ul style="list-style-type: none"> • AF advised the Governors that the NASUWT is recommending industrial action at the school. This is in relation to school leadership and the Governing Body. • The Governors expressed some surprise at this as they felt that relationships between staff and governors were improving – the lunchtime visits to the schools and the Staff-Governor sessions (which the unions are invited to, but do not attend) continue and have been deemed to be successful and staff feedback has been positive. • The Unions have not yet responded to the consultation proposals which were shared with them at the same time as they were shared with staff. All the issues which were raised by the unions in September have been put into a Governors’ Action Plan specifically to address them. The Health and Well-being Survey among staff has closed and the results are being compiled this week. • The unions will be meeting with The Chair and MT this week on the 26th November. 		
FGB21-22(3)19	<p><u>Confirmation of Confidential Minutes</u> The Governors approved and accepted the confidential minute FGB21-22(2)20 as a true and accurate record of the meeting of the 19th October 2021. Approval of the remaining confidential minutes has been deferred to the next meeting as there was no longer a quorum.</p>		
FGB21-22(3)20	<p><u>Matters Arising from Confidential Minutes</u> None arising.</p>		
FGB21-22(3)21	<p><u>Confidential Items</u> Policy Review – WSP Pay Policy 21-22 This item was deferred to the next meeting as there was not a quorum to agree the policy. Action: Clerk to add to agenda for next meeting.</p>	Clerk	
FGB21-22(3)22	<p><u>Date and time of Next Meeting:</u> Tuesday 14th December at 4pm.</p>		
	<p>The Meeting Closed at 6.35pm</p>		

Pen Cruz.

The Whitby Secondary Partnership
Full Governing Board
23rd November 2021
Governor Actions

Item	Agreed Action	Action by	To be completed by
FGB21-22(3)5	Chair to sign minutes and file in school.		Next Meeting
FGB21-22(2)9	Clerk to send signed copy of agreed to minutes to Governor Support re amendments to loG	Clerk	Next Meeting
FGB21-22(2)21.5	Clerk to remind Individual Governors re KCSiE documentation.	Clerk	Next Meeting
FGB21-22(3)8.1	Chair to contact AN to discuss relaxation of referral protocol.	Chair	Next Meeting
FGB21-22(3)8.2	Clerk to add allocation of Federation costs to agenda for the next meeting.	Clerk	Next Meeting
FGB21-22(3)12	Clerk to add reports from Statutory Link Governors to Agenda for next meeting	Clerk	Next Meeting
FGB21-22(3)21	Policy Review – WSP Pay Policy 21-22 to agenda for the next meeting.	Clerk	Next Meeting
FGB21-22(3)16.2	Clerk to share links to upcoming training events with all Governors.	Clerk	Next Meeting