

**The Whitby Secondary Partnership
Minutes from Full Governing Board
Tuesday 14th December 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 & Vice- chair:	Mark Taylor (MT)
Co-opted Governor:	Andy Mitchell (AM)
Staff Governor:	David Rae (DR)
LA Governor:	Jane Mortimer (JM)
Parent Governor:	Su Crossland (SC)
Parent Governor:	Christina Zanelli (CZ)

ALSO IN ATTENDANCE:

Sarah Marshall (Clerk)

ITEM	MINUTE	ACTION	CORE FUNCTION
FGB21-22(4)1	<p><u>Welcome</u> The Chair opened the meeting, welcoming all Governors present. The Chair acknowledged that it had been a difficult week for both the Federation and the Governing Body with the news that AF was to depart his role at the end of term (17th December). PC is to step down on the completion of the recruitment of an Executive Head Teacher and the two heads of school or by half-term, whichever is the soonest. If she steps down as Chair at half-term she will remain on the Governing Body until the appointments have been completed. The minutes of this meeting reflect the context of this news.</p>		
FGB21-22(4)2	<p><u>Apologies for Absence</u> There were no absences</p>		
FGB21-22(4)3	<p><u>Declaration of Interests and Reminder of Governor Protocol</u></p>		

	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(4)4	<u>Confidentiality</u> Agenda Item 7.5 was recorded as a confidential minute. Confidential minutes were also recorded under Agenda Items 7.4, 9, 11 and 15.		
FGB21-22(4)5	<u>Confirmation of Minutes</u> The Governors approved and accepted the minutes as a true and accurate record of the meeting of the 23 rd November 2021. Action: Chair to sign minutes and file in school.	Chair/Clerk	
FGB21-22(4)6 FGB21-22(2)9	<u>Matters Arising from the Minutes</u> Clerk to send signed copy of agreed minutes to Governor Support re amendments to loG The Clerk has forwarded the signed copy of the minutes to Governor Support and is now awaiting the revised loG – the clerk will continue to monitor this.	Resolved	
FGB21-22(2)21.5	Clerk to remind Individual Governors re KCSiE documentation The Clerk has reminded to Governors to confirm they have read the updated KCSiE information. The Clerk will continue to monitor this.	Resolved	
FGB21-22(3)8.1	Chair to Contact AN to discuss relaxation of referral protocol The Chair has written to AN and HE as agreed but has not yet received a reply.		
FGB21-22(3)16.2	Clerk to share links to upcoming training events with all Governors The Clerk has shared training dates for the Spring and Summer Terms with all Governors. Governors also asked the following questions in relation to the minutes of 23rd November: Are there any updates in relation to the CCW Recovery Plan? There are no further updates to report. JN is to meet again with Howard Emmett in January. Is there any progress on the joint newsletter we discussed at the last meeting? This is currently being finalised and will go out before the end of term. Has there been any further discussion on the adoption of SIMS across both schools? AM and DR have agreed that they will lead on this. There will be further discussions next term as there are a number of different MIS options to	Resolved	1 4 3

	<p>explore and consider.</p> <p>Has further consideration been given to reverting to a traditional Y7, 8 & 9 KS3 curriculum at CCW? This is still under discussion. A final decision will be made prior to Y9 making their option choices.</p> <p>We have previously discussed offering enhanced careers input to Y9 to support their option choices. Is this something we intend to pursue? The Y9 Careers' support is working effectively at ESK, however the current SLA does not have the capacity to offer the same level of support across all three sites of the Federation. It is possible that some extra capacity could be provided by careers admin staff at ESK, thus freeing up some of the SLA hours to be directed elsewhere across the Federation.</p> <p>Has there been any progress on developing the exit questionnaires, both for staff and students? AM and DR will collate examples of questionnaires for further consideration. MT has some examples of student questionnaires. There is also a standard NYCC questionnaire which could be adapted for use.</p> <p>The Chair also asked Governors to consider whether they felt there was a benefit to maintaining the current year group Link Governor roles as discussed at the previous meeting. Governors felt that it would be helpful to be able to link with the same year group across both schools but acknowledged this was not possible due to the different structures across the federation. Governors also agreed that it would help to promote and develop relationships if they could follow the same year group cohort throughout.</p> <p>After discussion, Governors agreed to maintain the year group Link Governor roles.</p>	<p>2,3</p> <p>2</p> <p>3,4</p> <p>4</p>
<p>FGB21-22(4)7</p> <p>FGB21-22(4)7.1</p>	<p>Finance</p> <p>Revised Budgets</p> <p>The proposed Revised Budgets for both schools had been shared with Governors prior to the meeting.</p> <p>ESK</p> <p>AF informed Governors of the following:</p> <ul style="list-style-type: none"> • There are 481 students on roll (Sept 21). This is forecast to reduce to 407 on roll (2025/26) with the obvious budget implications for funding. • The proposed contribution towards the Scoresby Sixth Form Site could become increasingly challenging to fund, particularly if the school roll reduces as predicted. • Savings have been made: 200 free periods of staff time from 2020/21 have been reduced by half for this year. Two members of the teaching staff will be leaving at the end of the Summer term 	

<p>FGB21-22(4)7.2</p> <p>FGB21-22(4)7.3</p>	<p>and returning on zero hours contracts (on a supply basis)</p> <ul style="list-style-type: none"> • There are further options to reduce expenditure (eg reviewing of SLAs) • Additional leadership support may be required over the coming months to support the transition from AF’s departure to the appointment of a new leadership team. • A contingency is in place for the new building however current projections are that the overspend may be double this amount. There is a problem with the installation of electrical ports which needs to be resolved. The LA require the school to use their recommended contractors for this which has pushed the costs beyond the original quote. <p>CCW</p> <p>JN informed Governors of the following:</p> <ul style="list-style-type: none"> • The financial forecast remains positive with the In-Year surplus predicted to be maintained and the deficit carried forward reducing year-on-year with a break-even forecast for 2025/26 • There have been increases in staffing costs (pensions and pay-awards) plus the cost of heating relating to the gas and electricity price rises. • The school is now covering its costs and the LA continues to monitor the reduction of the deficit. <p>The Governors approved the Revised Budgets for both schools.</p> <p>The Chair also asked Governors to consider the Federation’s renewal of the membership of MASS. The scheme has been rebranded. The Governors feel that the scheme offers good value for money when compared to recruiting individual contractors and suppliers, particularly when considering savings in staff time.</p> <p>Governors approved the renewal of the MASS scheme membership.</p> <p>Savings’ Tracker</p> <p>The Federation Savings’ Tracker was shared with the Agenda Pack All listed savings have now been incorporated into the budgets.</p> <p>Financial Benchmarking</p> <p>The Financial Benchmarking for both schools was shared with Governors in the Agenda Pack</p> <p>Based on the 2021/22 revised budgets, the majority of metrics across the Federation are broadly in line with similar schools</p> <p>Governors noted the following:</p>	
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<p>FGB21-22(4)7.4</p> <p>FGB21-22(4)7.5</p>	<p>ESK</p> <ul style="list-style-type: none"> • Spending on teaching staff is considered to be low • The pupil:teacher ratio is considered to be low • Catering Costs are considered to be low, despite the schools losing money over catering. There is a meeting with the catering providers in January to discuss this. Money is lost daily on the provision of FSM for PP students. Students also often prefer to bring a packed lunch or have a hot snack at break time rather than eat a traditional cooked meal. <p>CCW</p> <ul style="list-style-type: none"> • The cost of Education Support has reduced from the highest 10% of comparative schools last year, to the highest 20% this year. • Expenditure on learning resources is low. JN informed Governors that this should continue to be monitored as a lack of resources could potentially have a detrimental effect on teaching and learning in the classroom. • Premises costs are considered to be high - it is expensive to maintain three sites across the Federation and this will need to be reviewed in relation to changing numbers on school rolls and maintaining choice for the community. • The average teacher cost is considered to be high – this is, in part, due to the relatively small class sizes in 6th form which means that staffing costs are more per pupil. <p>Allocation of Federation Costs</p> <p>JN reiterated the previous discussion that consideration should be given to ‘top slicing’ the individual budgets and creating a Federated budget.</p> <p>A confidential minute has also been recorded under this item.</p> <p>Bungalow Tenancy</p> <p>This item was recorded as a confidential minute. Governors who are members of staff left the room for this discussion.</p>		
<p>FGB21-22(4)8</p>	<p><u>Headteachers’ Updates</u></p> <p>CCW</p> <ul style="list-style-type: none"> • Four members of staff are leaving at the end of term. Temporary appointments have been made for the remainder of the school year to backfill the vacancies. Governors thanked the staff who were leaving for their hard work and support for the school. There has been a reorganisation of some of the administration staff roles (reception and office staff) • The results of the Staff Wellbeing Survey have been shared with Governors. The survey shows some positives as well as areas to work on. Overall there are some very positive aspects to the survey results. Scores against the ‘relationships’ factor are generally 		

	<p>'green' which is very positive. Also feedback on the 'role' factor is also generally positive. The areas where feedback is less positive are around 'control', 'demand', and those areas of 'support' relating to workload pressure. This would merit further exploration to better understand these views from staff. Difficulties around the management of change have been highlighted. This will be addressed with staff on the January training day.</p> <ul style="list-style-type: none"> • JN and AF have recently met with a timetabling contractor. Governors agreed that his services should be utilised to create staff timetables across the federation for the next academic year. • Year 11 mock exams have been completed, the results to be analysed and data from tracking point used to inform interventions. • TMP plans: a positive meeting was held between JN, PC, CZ and the LA in which the LA have looked favourably at both C&I and SEMH provision being hosted at Caedmon. An initial plan for site provision has been requested followed by a site visit to be planned for January. • Covid – one member of staff currently absent and due to return tomorrow. Student absence rates have reduced from a high of 35 in mid-November to 13 today. Additional measures which were introduced for Year 7 have now been relaxed. All staff and students are now wearing masks in corridors and communal areas. Costs of providing masks is high. Two Covid vaccination sessions have taken place, plus flu vaccines. Schools are still getting occasional threats of legal action relating to the vaccination programme. There will be a requirement to do Lateral Flow tests in the first week back for all students. • Attendance – Covid has caused a significant impact and there are a number of families who are finding it difficult to maintain a regular attendance routine. Currently the school is just on the national average at 90%. The school is looking to introduce a tiered system after Christmas which targets students depending on their attendance percentage. • Exclusions - Only 2 occasions of suspension since half-term (22 in the previous half-term). • The LA has agreed to pay costs related to the school gate with a contribution from the school of about £20k. The work is unlikely to take place until the summer holidays due to the scope and scale involved. <p><u>Governors' questions and comments:</u> In relation to the staff wellbeing questionnaire - would it be worth revisiting the Education Alliance Resources which were discussed at the October FGB meeting? This may well be an action as an outcome from the discussions on the</p>	
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	<p>INSET day.</p> <p>In relation to attendance - it may be worth considering liaising with primary schools (where families have children in both settings) to develop a concerted approach towards attendance.</p> <p>100% attendance is not achievable for some students (ie those with health and medical conditions). Is a concerted drive (rewards etc) on attendance unfair on these students?</p> <p>It is acknowledged that absence due to health issues will affect a minority of our students. However, there is irrefutable evidence that 'attendance drives' do have a positive effect on attendance for the majority of students. All such cases will be considered on an individual basis.</p> <p>What is the reason for the reduction in exclusions?</p> <p>Use of SWAS and AP in a more strategic way has helped to break the chain for some key students.</p> <p>What are the potential costs for out-sourcing the timetabling?</p> <p>£300 per day, for aprox 21-25 days across the three sites.</p> <p>ESK</p> <ul style="list-style-type: none"> • Three members of staff will be leaving at the end of term. Two members of staff will be returning on a supply basis on zero hours contracts. A further member of staff will be leaving at Easter. • A temporary contract for a member of the administration team has been extended to the end of the Spring Term. • An advert has not yet been posted, but a teacher of PSHE will be needed for January. • There are two recruitments to the Caretaking Team. They will be working on-site and also covering the 3G pitches at weekends. • There is still some 'snagging' to be finished in relation to the 3G Pitch. This will need to be monitored. • Permission has been received to install a first aid hut on the 3G Pitch. This could also be used as a tea and coffee hut with the potential to lease-out to raise additional revenue. • Attendance currently stands at 90.4% • Y11 Mock Exams have been completed. Preliminary results appear to be better than anticipated but GCSE exams are still a concern, particularly as schools are still awaiting a decision re the Summer exam season. • The LA Review has now been cancelled twice – it is anticipated that this will now happen in January. • Absences due to COVID have reduced since October. There is an average of four staff absences per day directly due to COVID. 600 masks have been issued to students in the last week alone. 		<p>3</p> <p>4</p> <p>3</p> <p>1</p>
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	<ul style="list-style-type: none"> • Plans are in place to revert to on-line learning in January should this be directed by Government. • COVID and Flu vaccinations have been administered in school. • There has been a total of seven Fixed Term Suspensions for the whole term. Governors acknowledged that the changes in Senior Leadership due to the departure of the Headteacher could potentially have an impact on students' behaviour in the short term. <p>There was a discussion about the return to school in January with the departure of AF at the end of term. Staff have a number of concerns which will need to be addressed.</p>		
FGB21-22(4)9	<p><u>SEND Provision Across the Federation</u></p> <p>CCW</p> <ul style="list-style-type: none"> • Two temporary TAs have now been recruited. These members of staff started at the beginning of December • SEND Link Governors (CZ and JM) have met with TA's and SENCo at CCW and acknowledged that all staff are working very hard to meet the needs of students, despite limited resources. <p>ESK</p> <ul style="list-style-type: none"> • The changes made by the new SENCo appear to be having a positive impact on provision for students with SEND. • The workload for SENCos is significant. • Link Governors are to meet with ESK's SEND staff in January. <p>A confidential minute has also been recorded under this item.</p>		
FGB21-22(4)10	<p><u>Update from the Selection Panel</u></p> <ul style="list-style-type: none"> • Information relating to the restructure has been shared with Staff and Parents. • The advert for an EHT is now 'live' with a closing date of 9th January. There is also the possibility of an executive search via County Hall and/or the Propello Agency. • Interviews will be held on 25th/26th January with an Extraordinary Governing Body meeting to be held on the afternoon of the 26th to approve the recommendation of the Recruitment Panel. 		
	<p>AF and DR left the meeting at 5.40pm SC left the meeting at 5.50pm – SC's contribution as Safeguarding Link Governor was captured prior to her leaving the meeting (FGB21-22(4)12.3)</p>		
FGB21-22(4)11	<p><u>Update from the Chair</u></p> <ul style="list-style-type: none"> • The Chair and Vice-Chair held a meeting with the NASUWT on the 6th December (delayed from 26th November due to illness) • The NASUWT are proposing six days of industrial action at ESK 		

	<ul style="list-style-type: none"> • Negotiations to find a solution have taken place with the Union and also with LA Officers (Amanda Newbold) • As a result of the negotiations, NASUWT have advised that they now propose reducing the industrial action from six days to five days. • The Governors feel that the concessions made by the union are comparatively minor and do not reflect the very significant concessions made by the Governing Body. • The Governors are also concerned that some of the issues the union have raised more recently are not the issues that were within scope of the original trade dispute. <p>The Governors also discussed the implications for ESK in relation to the departure of the Headteacher at the end of term. The Chair is currently in discussion with the LA with regards to this, and also in relation to recruiting cover to the Headteacher role for the interim period.</p> <p>The Chair and Governors thanked AF for his service to Eskdale over the last three years, particularly in terms of the school’s transition to being an 11-16 provision and his guidance throughout the Pandemic.</p> <p>A confidential minute has also been recorded under this item.</p>		4
<p>FGB21-22(4)12</p> <p>FGB21-22(4)12.1</p> <p>FGB21-22(4)12.2</p> <p>FGB21-22(4)12.3</p>	<p><u>Health & Safety</u></p> <p>Any urgent H&S matters arising since last meeting (including any Covid-19 Updates</p> <p>See headteacher reports (FGB21-22(4)8)</p> <p>Health & Safety Reports</p> <p>The Premises, Health & Safety and Contracts Report had been shared with Governors prior to the meeting.</p> <p>Governors agreed that, wherever possible, contracts which are offered for tender should include all three sites across the Federation, as this is often more cost effective than obtaining individual quotes.</p> <p>Report from Health & Safety Link Governor</p> <p>Health and Safety inspections have taken place on all premises. The LA Health & Safety officer’s report is due to be received in January.</p> <p>The building work at Eskdale won’t be completed before the end of term. There was some discussion about asking AF to return to sign-off the building work once completed, as he is the member of staff who was most familiar with the build.</p>		1
<p>FGB21-22(4)13</p> <p>FGB21-22(4)13.1</p>	<p><u>Safeguarding</u></p> <p>Any urgent safeguarding matters</p> <p>No urgent Safeguarding matters were raised.</p>		

FGB21-22(4)13.2	<p>Report from Safeguarding Link Governor The Safeguarding Link Governor has met with the DSL and key safeguarding staff in both schools. She has reviewed the SCR at CCW and will review ESK's SCR in January. Safeguarding Audits will continue to be monitored and reviewed.</p>		
FGB21-22(4)14	<p>Policy Review: Health and Safety Policy The Governors reviewed and unanimously approved the Policy</p>		
FGB21-22(4)15	<p>Any Other Urgent Business ESK staff who are leading an eco-project in the school have asked Governors to permit the use of Eskdale's grounds to carry out an activity day in the spring. Governors agreed to this, subject to any relevant Health & Safety and insurance implications. A Confidential Minute has also been recorded under this item.</p>		
FGB21-22(4)16	<p>Confirmation Of Confidential Minutes: The Governors approved and accepted the confidential minutes as a true and accurate record of the meetings of 19th October 2021 the 23rd November 2021.</p>		
FGB21-22(4)17	<p>Matters Arising from the Confidential Minutes There were no matters arising from the Confidential Minutes</p>		
FGB21-22(4)18 FGB21-22(4)18.1	<p>Confidential Items: Policy Review – WSP Pay Policy 21-22. This item has been deferred to the agenda for the next meeting as there was no longer a quorum to agree the policy.</p>		
FGB21-22(4)19	<p>Review Dates and Times of FGB Meetings for the Spring Term. The Chair has recently spoken with a potential co-opted Governor who may be interested in applying to join the Governing Body. Her availability for meetings however may be limited due to other commitments. There was also some discussion around appointing an interim Chair after the departure of PC. Governors agreed that the next FGB meeting would be on Tuesday 18th January at 1.30pm with future meetings to be confirmed, dependent on appointments as above.</p>		
	<p>The Meeting Closed at 6.45pm</p>		

Pen Cruz

Signed (Chair)