

**The Whitby Secondary Partnership
Minutes from Full Governing Board
Tuesday 18th January 2022 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)
Acting Headteacher ESK:	Paul Dixon (PD)
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)
Jean Pickerill (JP) Associate Headteacher ESK (via Zoom)

ITEM	MINUTE	ACTION	CORE FUNCTION
FGB21-22(5)1	<p><u>Welcome</u> The Chair opened the meeting by welcoming Paul Dixon (Acting Headteacher, ESK) and Jean Pickerill (Associate Headteacher, ESK). Introductions were made.</p> <p>The Chair explained that JP will be working on a part-time basis (two days per week) taking responsibility for Leadership & Management and Teaching & Learning. PD will take responsibility for Behaviour, Personal Development and Wellbeing. There was discussion regarding how JP's role fits within the Governing Body which the clerk will clarify for the next meeting.</p> <p>Action: Clerk to clarify Associate Headteacher position on the Governing Body</p>	Clerk	

FGB21-22(5)2	<p><u>Apologies for Absence</u> There were no absences. JP was in attendance via Zoom.</p>		
FGB21-22(5)3	<p><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. AM and DR declared an interest in Agenda Item 18.</p>		
FGB21-22(5)4	<p><u>Confidentiality</u> Agenda Item 18 was recorded as a confidential minute. It was agreed that the teaching staff Governors would leave the meeting for this item.</p>		
FGB21-22(5)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 14th December 2021. Prop:JM Sec:SC Action: Chair to sign minutes and file in school.</p>	Chair/Clerk	
FGB21-22(5)6	<p><u>Matters Arising from the Minutes</u> The Instrument of Government (IoG) has now been amended to reflect the Governors’ decision to reduce the size of the Governing Body from sixteen to fourteen Governors (FGB21-22(2)9 refers). The revised IoG had been shared with Governors prior to the meeting. Governors agreed unanimously to adopt the revised IoG. Prop: JM Sec:DR</p> <p>The Management Information Systems (MIS) in both schools are due for renewal in April – both are on three year contracts. CCW currently use Cloud School and ESK use SIMS. AM and DR have investigated alternatives to enable both schools to use an MIS on the same platform. The Governors agreed that this is a complex issue with a number of considerations to be taken into account:</p> <ul style="list-style-type: none"> • any change to MIS would potentially require a lengthy transition period involving both input from teaching staff and data managers in both schools. • There would need to be a discussion around maintaining one of the current MIS in use or for both schools to start afresh on a new system. • Significant staff training would be required with a clear timetable for transition. • Ensure any advice and information received is impartial and appropriate • Any future EHT would need to be heavily involved in the decision making process. 		

	Action: Governors agreed that enquiries should be made as to whether the current MIS contracts could be extended for one year to enable further discussion and consultation to take place.	HT/Staff Governors	
FGB21-22(5)7	<p><u>Exit Questionnaires</u> AM and DR shared examples of sample exit questionnaires for staff and Y11 students. It was agreed that, with some minor adjustments and further discussion about the logistics of administration of the student questionnaire, the documents would be a useful tool to gather constructive feedback. Governors thanked AM and DR for the work they have done related to this and agreed to adopt the exit questionnaires on this basis.</p> <p>Action: AM/DR to make the necessary amendments and share with their respective Senior Leadership Teams for further feedback.</p>	AM/DR	4
FGB21-22(5)8	<p><u>Headteachers' Updates</u> <u>CCW</u> JN informed Governors that following previous discussions related to the KS3 Curriculum which currently follows a 'hybrid' model, it is proposed to return to a traditional three year KS3 curriculum. This would take effect from September 2023 to enable sufficient time for faculties to adapt the curriculum to enable a smooth transition for current Y7 students.</p> <p>Governors asked the following questions: Will there be any additional support in place for students who may be struggling with the pace of the hybrid model in the meantime? This is something which will be given consideration as part of the transition process.</p> <p>Would it be possible for Y9 to start the GCSE Curriculum at Easter for this year and then revert to the traditional KS3 Curriculum from Sept 2022? JN suggested that this would not be advisable.</p> <p>Governors were in agreement that both curriculums (ESK and CCW) should reflect each other and agreed to the proposal as presented.</p> <ul style="list-style-type: none"> • There have been 14 staff absences due to Covid with 11 absences in the first few days of the term. There are presently two members of staff absent - so the picture is improving. • Student absence is also improving with 36 students absent last week – this has now reduced to 19 students. • Air quality monitors are used routinely on a rotation basis in all indoor spaces. • Risk assessments for CEV staff are being reappraised • Y11 Parents' Evening will be virtual • Absence due to Covid is masking a more deep seated issue with 		2,4 2

	<p>attendance.</p> <ul style="list-style-type: none"> • A Tier based system in relation to absence is to be trialled in Y11 – students will be placed into one of six tiers based on their individual attendance. Specific actions will be in place for each tier. The senior team will be working directly with identified students whose attendance is causing particular concern. • Y11 Mock Exam data is now complete and is being compared against staff predictions. This will be shared with governors at the next FGB meeting. • Senior leadership are working with Heads of Dept to identify areas of focus and intervention for Y11. This is likely to be Grade 4/5 borderline students, PP students and boys. • JN has met with the Financial Controls Panel who have indicated that the Financial Notice will remain in place but acknowledged that school and LA are working successfully together to resolve the budget deficit. • Confirmation of a date for the LA site visit to review the plans for the Targeted Mainstream Provision (TMP) is still awaited. Governors acknowledged JN’s frustrations with the pace at which the application is progressing and agreed that, once in place, the TMP would enhance provision for all Students with SEND. <p><u>ESK</u></p> <ul style="list-style-type: none"> • Teaching staff absence due to Covid has been relatively low since the return to school – averaging approx two teachers per week. Absence has been higher amongst administration staff. • 14 students are currently absent with Covid. • Some students are challenging the rules around mask compliance. • Attendance currently stands at 90% which is slightly above the national average • Y11 Mocks have been marked - the data is being analysed and will be presented to Governors at the next FGB meeting. • It is hoped that the new build will be ready for signing off by the end of next week. Andy Fyfe will return to supervise the sign-off as he has been most closely involved with the project. • PD is keen for the planned LA review to take place as soon as possible, although it has been agreed with the LA that a deferral until after February half-term would be appropriate to enable himself and JP to establish their working relationship. • JP has been introduced to parents, met with staff and has attended year group assemblies. 		
FGB21-22(5)9	<p><u>Update from the Recruitment Panel</u></p> <p>There have been three visits to schools by prospective Candidates for the EHT post. On the advice of Resourcing Solutions, to ensure best possible</p>		

	<p>exposure for the advert, there have been some adjustments made to the key dates for the recruitment process. The closing date for applications will now be 6th February, shortlisting on the 9th February with interviews taking place on 15th & 16th February. A further advert will be placed in the TES next week. Resourcing Solutions is also liaising with other LAs to identify potential candidates.</p>		
FGB21-22(5)10	<p>Update from the Chair The Chair and MT - along with the schools' Senior HR Advisor from the LA, has met with the NASUWT, NEU and UNISON. The Unions have been updated on the arrangements which have been put in place at ESK following the departure of Andy Fyfe. There were general discussions with both unions relating to various staff concerns in both schools and the Governors' Action Plan to address concerns has been shared with the unions. Two further Staff-Governor drop-in sessions have been held but there was limited attendance by staff. There will further sessions in two weeks' time in relation to the appointment of an EHT. All staff will be invited to have involvement with the recruitment process.</p>		4
FGB21-22(5)11 FGB21-22(5)11.1	<p>Staff Wellbeing INSET wellbeing sessions ESK DR reported that due to concerns around Covid, the sessions took place within Faculty groups and therefore the resulting discussions were not quite as broad as was hoped. A wellbeing agenda is to be drawn up. PD confirmed that time would be made available as necessary for this to be completed. CCW The wellbeing sessions took place within nine groups split across the faculties. All staff have completed questionnaires and the answers have been collated with suggested actions. From this, the Wellbeing group will formulate an action plan which will be put to senior leadership. The action plan will also be shared with governors. Action: AM to share wellbeing action plan with Governors.</p>	AM	
FGB21-22(5)11.2	<p>Workplace Health & Wellbeing Strategy The NYCC Workplace Health and Wellbeing Strategy and the NYES Wellbeing Toolkit had been shared with Governors in the agenda pack. The Governors agreed that the toolkit would be adopted with a view to incorporating it into the Action Plans from the staff wellbeing focus groups. The Governors agreed to adopt the NYCC Health and Wellbeing Strategy.</p>		4
	DR left the meeting at 3.40pm		

<p>FGB21-22(5)12</p> <p>FGB21-22(5)12.1</p> <p>FGB21-22(5)12.2</p> <p>FGB21-22(5)12.3</p> <p>FGB21-22(5)12.4</p>	<p><u>Governance</u> New Governors The Chair reported that she has approached two further people whom she feels have appropriate skills and experience to offer to the Governing Body as co-opted Governors. Unfortunately, they do not have the time to commit to this role.</p> <p>Update on work with Jane Lewis (NLG) Jane Lewis has asked that all Governors complete a questionnaire prior to her meeting with them on 1st February. The Chair will send the questionnaire to governors and has asked that this be returned by 25th January.</p> <p>Action: questionnaire to be shared with Governors. Governors to complete and return.</p> <p>Succession Planning The Chair reported that she is trying to approach two people who are experienced Chairs of Governing Bodies with a view to stepping into an interim role on the GB once the Chair steps aside in February.</p> <p>Link Governors The Chair has asked for reports from the Disadvantage, SEND & Safeguarding Link Governors for the next FGB meeting (with Health & Safety, Curriculum and Year Group reports for the March meeting). The Governors agreed that SC should be become Link Governor for PSHE</p> <p>Action: Link Governor reports for Disadvantage, SEND & Safeguarding for the next FGB meeting.</p>	<p>Chair/All Governors</p> <p>SC, CZ, JM</p>
<p>FGB21-22(5)13</p>	<p><u>Health & Safety</u> The Health and Safety Report had been shared with Governors prior to the meeting. There is nothing in addition to report.</p>	
<p>FGB21-22(5)14</p>	<p><u>Safeguarding</u> No urgent Safeguarding issues were raised. JN reported that vaping in school toilets is an issue which is being closely monitored and addressed.</p>	
<p>FGB21-22(5)15</p>	<p><u>Any Other Urgent Business</u> Grounds Maintenance Contracts The three year Grounds Maintenance contracts for all WSP sites are due for renewal at the end of the March. Governors agreed, on the recommendation of the Business Manager, that the contractors should be approached with a view to extending the current contract on its existing terms and conditions for one year until 31.3.23. This would allow time to put together a formal tender under the direction of the new EHT/heads of</p>	<p>1</p>

	<p>school.</p> <p>Memorial Bench Chris Cowell's wife has approached JN as she has offered to fund a memorial bench for the school grounds in memory of Chris. The Governors agreed that this would be a lovely tribute to the ex-headteacher and would be well-received by pupils, staff and parents.</p>		
	AM & JP left the meeting at 4.05pm		
FGB21-22(5)16	<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 14th December 2021</p>		
FGB21-22(5)17	<p><u>Matters Arising from the Confidential Minutes</u> There were no matters arising from the Confidential Minutes</p>		
FGB21-22(5)18 FGB21-22(5)18.1	<p><u>Confidential Items:</u> Policy Review – WSP Pay Policy 21-22. This item has been recorded as a confidential Minute.</p>		
FGB21-22(5)19	<p><u>Review Dates and Times of FGB Meetings for the Spring Term.</u> The next FGB meeting will be on Monday 14th February at 1.45pm</p> <p>An Extraordinary Governing Body meeting has also been agreed for 16th February at 5.30pm. This is to ratify the recommendations of the recruitment panel relating to the appointment of an Executive Headteacher.</p>		
	The Meeting Closed at 4.10pm		

Pen Cruz

Signed (Chair)

**The Whitby Secondary Partnership
Actions from Full Governing Board
Tuesday 18th January 2022 at 1.30pm**

Item	Agreed Action	To be actioned by	To be Completed By
FGB21-22(5)1	Clerk to clarify Associate Headteacher position on the Governing Body	Clerk	Next Meeting
FGB21-22(5)6	Enquire as to whether the current MIS contracts can be extended for only one year.	JN/PD/AM/DR	Next Meeting
FGB21-22(5)7	Make necessary adjustments to proposed exit questionnaires and refer to SLT.	AM/DR	Next Meeting
FGB21-22(5)11.2	AM to share wellbeing action plan with Governors.	AM	Next Meeting
FGB21-22(5)12.2	Questionnaire to be shared with Governors. Governors to complete and return	Chair/All Governors	25 th January
FGB21-22(5)12.4	Link Governor reports for Disadvantage, SEND & Safeguarding for the next FGB meeting	SC, CZ, JM	Next Meeting