

**The Whitby Secondary Partnership  
Minutes from Full Governing Board  
Monday 14<sup>th</sup> February 2022 at 1.45pm**

**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:**

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)
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(6)1	<p><b><u>Welcome</u></b> The Chair opened the meeting, welcoming all Governors present. PC reminded governors that this would be her final meeting as Chair as she will be stepping down from the position at the end of February. SC indicated that she would need to leave the meeting early. Governors agreed to have a flexible approach to the order of the agenda to ensure her views could be captured before she left.</p>		
FGB21-22(6)2	<p><b><u>Apologies for Absence</u></b> Apologies were received from Dave Rae and the reason given. Governors consented to this absence. JP was in attendance via Zoom.</p>		
FGB21-22(6)3	<p><b><u>Appointment of Official Observer</u></b></p>		

	<p>The Clerk informed the Governors that it is not possible to appoint JP as an Associate Member as the Governing Body is already at the maximum permitted numbers of staff members (one third of the total GB). Governors agreed to offer a standing invitation to JP as an 'official observer' at each FGB meeting. Governors also agreed that JP should receive copies of agendas, minutes and all paperwork related to the meeting. JP will not have a vote at meetings. This arrangement initially will stand for the remainder of this academic year.</p> <p><b>Prop: JM</b> <b>Sec: CZ</b></p>		
FGB21-22(6)4	<p><b><u>Declaration of Interests and Reminder of Governor Protocol</u></b> Governors were reminded of the need to declare any interests relating to agenda items and of their duty of confidentiality around Governor meetings. PD and JN declared an interest in Agenda Item 23</p>		
FGB21-22(6)5	<p><b><u>Confidentiality</u></b> Agenda Item 23 was recorded as a confidential minute. It was agreed that that Governors who were members of staff would leave the meeting for this item. A Confidential minute has also been recorded under Agenda Item 8.</p>		
FGB21-22(6)6	<p><b><u>Confirmation of Minutes</u></b> The Governors <b>approved and accepted the minutes</b> as a true and accurate record of the meeting of the 18<sup>th</sup> January 2022. <b>Prop:MT</b> <b>Sec:CZ</b> <b>Action: Chair to sign minutes and file in school.</b></p>	Chair/Clerk	
FGB21-22(6)7  FGB21-22(5)6	<p><b><u>Matters Arising from the Minutes</u></b></p> <p><b>Enquire as to whether the Current MIS contracts can be extended for only one year.</b> PD advised Governors that the ESK contract (SIMS) can only be renewed on a three year contract. JN advised that the Federation's Business Manager is currently investigating the available options for both schools.</p> <p>JN (CCW) also updated Governors on the current situation re progress of the application for the SEMH and C&amp;I targeted mainstream provision (TMP) for students with EHCPs:</p> <p>Chris Reynolds (CR) has visited the proposed site - he raised some concerns over the suitability and life-span of the identified buildings. CR also advised against attempting to set up the two provisions simultaneously - he suggested bidding for C&amp;I with effect from September 2022 and introducing an SEMH provision later in the academic year. The bid has therefore been amended accordingly and re-submitted. The School Effectiveness Team will also need to comment in principle on</p>		

	<p>whether the school is an appropriate setting for the provision. Governors also agreed that there would need to be more discussion around KS3/4 SEMH provision in the extended locality (Scarborough) and the impact that may have on any future provision in Whitby.</p> <p>MT, JN and PD plus a representative from HR will be meeting with unions on 3<sup>rd</sup> March.</p> <p>Four staff drop-in sessions have been held but only one member of staff attended. Governors agreed that these sessions should continue on a half-termly basis.</p>	
<p>FGB21-22(6)8</p>	<p><b><u>Headteachers' updates including review of Pupil Premium, Catch-up Premium, and Y11 Progress Data.</u></b></p> <p><b>CCW</b></p> <p>Y11 Progress Data following the recent trial examinations and the related actions &amp; interventions had been shared with Governors in the agenda pack.</p> <p>The following was noted:</p> <ul style="list-style-type: none"> <li>● Average Attainment 8 is slightly above the national average</li> <li>● The average grade in maths is above the national average</li> <li>● Predicted progress 8 score is -0.19, which is better than would normally be expected at this stage of the academic year – although this figure should be read with caution as it is based on 2019 results.</li> <li>● Percentage of students working at Grade 5 or above in English and Maths is below national average.</li> <li>● There is a significant gender gap between girls' and boys' attainment.</li> <li>● The gap for Pupil Premium students has increased since the first data capture of Y11. This is, in part, due to teachers having more accurate data on this cohort and is likely a reflection of the disruption caused by Covid and on-line learning.</li> <li>● Catch-up premium is being utilised to offer targeted English and Maths intervention to Pupil Premium students; English intervention is being delivered in school and Maths intervention is being provided online by an agency.</li> <li>● Progress/impact will be measured with further trial examinations in March.</li> </ul> <p><b>Governors asked the following questions:</b></p> <p><a href="#">Will the next trial exams reflect the recent guidance received from the exam boards?</a></p> <p>Yes they will.</p> <p><b>Governors asked for the following to be provided for the next FGB meeting:</b></p>	

Specific figures for progress in History.  
National Averages across the curriculum.

**Attendance:**

Attendance is currently one percent above the national average. Covid disruption masks a more embedded issue with attendance in general and has exacerbated the problems related to persistent absenteeism. The tiered attendance system has been implemented into Y11 (FGB21-22(4)8 & FGB 21-22(5)8 refer) and may be introduced into lower school once the impact has been assessed.

**Behaviour:**

There are some low level behaviour issues which are considered to be across the school. A Behaviour Action Plan to tackle these issues has been developed and shared with staff and governors. Parents will also have access to an 'app' where they can view and check behaviour points. A drugs policy has also been drawn up and shared with Governors for review and approval (see FGB21-22(6)16)

**SC left the meeting at 3.10pm**

**ESK**

The Headteacher's report was shared with Governors at the meeting along with Disadvantage Data and the Pupil Premium Strategy.

**Curriculum:**

JP updated Governors with the curriculum changes which are planned for the new academic year. The aim is to offer students a wider variety of choice - this includes introducing more vocational subjects such as Btech in sports and dance. An options' evening will be held before the Easter break. The PSHE Scheme of Work has been overhauled.

An RS short-course will be offered in Y9 and Y10 which, once completed, will then free up an additional period for English in Y11.

Lesson observations across the school are planned for March.

PD shared a safeguarding update. This has been recorded as confidential minute.

**Behaviour:**

Exclusions have remained at a relatively consistent level over the academic year.

Behaviour amongst Y10 boys is the biggest concern. This may have been exacerbated by the disruption caused by use of cover and supply staff for colleague absences due to Covid self-isolation.

Some departments are reporting more behaviour issues than others.

However, this may well be due to these departments applying the behaviour protocols more rigorously than others.

	<p><b>Attendance:</b> Attendance is slightly above the national average but many of the recorded absences have not been Covid related.</p> <p><b>Governors asked the following question:</b> <i>Do both schools use the same behaviour management techniques?</i> No – CCW uses Pivotal whilst ESK uses the Restorative approach. It was acknowledged that both approaches have many similarities and Governors agreed that it may be useful for the federation to move to a more aligned behaviour system. It was felt that this is something which could be developed immediately and wouldn't be necessary to wait for an EHT appointment.</p> <p>A Confidential minute has also been recorded under this item.</p>	
FGB21-22(6)9	<p><b><u>Review of School Development Plans</u></b> <b>CCW</b> The School Improvement Plan was shared with Governors in the agenda pack along with updated comments and RAG ratings. The original plan was written towards the end of the 20/21 academic year and the RAG ratings will be reviewed again at the end of this term. Progress has been slower than anticipated, this must be attributed in part to the disruption caused by Covid precautions. Governors commented that this is obviously a national issue and they referred back to the encouraging positive LA review that the school received in the autumn term.</p> <p><b>Governors asked the following questions:</b> <i>How much progress is being made towards having Curriculum Intent embedded by the end of the academic year?</i> We are making good progress although some departments are more able than others to communicate intent to the students. In KS5 it is almost 90% complete.</p> <p><b>ESK</b> The SEF and SDP are to be reviewed and the SIP is to be redrafted. An updated version will be available for the March meeting.</p> <p><b>Action: Clerk to add to agenda</b></p>	Clerk
FGB21-22(6)10	<p><b><u>Parent, Student and Staff Voice</u></b> <b>CCW</b> Pupil voice is assessed via School Council and feedback from Y7 students. This is reviewed on a rolling programme. The parental questionnaire has been shared with parents and the feedback from both will be available for the March meeting. Draft Y11 and staff Exit Questionnaires have also been updated (FGB21-22(5)7 refers) and were shared with Governors in the</p>	

	<p>agenda pack.</p> <p><b>ESK</b> Four students have been appointed as wellbeing ambassadors and their training has been completed.</p>		
<p>FGB21-22(6)11</p>	<p><b><u>Staff Wellbeing Update</u></b></p> <p><b>CCW</b> Consultation on the Staff Wellbeing Action Plan has now been completed and the results will be integrated into the plan and presented to Governors at the March meeting.</p> <p><b>Governors asked the following question:</b> <a href="#">Can the results also be integrated into the DfE Workload Charter?</a> Yes, they can and will be.</p> <p><b>ESK</b> Wellbeing training for nominated staff is ongoing with one out of the three training days complete. Staff wellbeing ambassadors are also to be appointed. The Staff Wellbeing Charter will be reviewed again and integrated into the SIP. The chair asked for the results of the January wellbeing survey to be shared with Governors.</p> <p><b>Action: Share ESK staff Wellbeing Survey results with Governors</b></p>	<p>PD</p>	
<p>FGB21-22(6)12</p>	<p><b>Update from the Recruitment Panel</b> Six applications were received for the EHT position. Short-listing indicated that there was one candidate who potentially reached the threshold for interview. The Recruitment Panel agreed that interviews would not take place on that basis and that the position would be re-advertised.</p> <p>After discussion, the Governors agreed on a change of Recruitment Agency to Propelo with a proposed interview date of 29<sup>th</sup>/30<sup>th</sup> March.</p> <p>Governors also agreed to the following:</p> <ul style="list-style-type: none"> <li>● The EHT salary band would be increased.</li> <li>● It is essential for the recruitment of Heads of School to continue, regardless of the progress of the EHT recruitment (interview dates – 5<sup>th</sup>/6<sup>th</sup> April and 19<sup>th</sup>/20<sup>th</sup> April)</li> <li>● PC will remain in the role of chair of the Recruitment Panel, despite stepping down as chair of the Governing body.</li> </ul> <p><b>Prop: JM</b> <b>Sec: CZ</b></p>		

<p>FGB21-22(6)13 FGB21-22(6)13.1</p> <p>FGB21-22(6)13.2</p> <p>FGB21-22(6)13.3</p>	<p><b><u>Link Governor reports</u></b> <b><u>Disadvantage</u></b> CZ reported that she had met with key staff at ESK. She was pleased to note that the students are more settled in school now that disruptions due to Covid have reduced and social interaction is more freely available. It was commented that Y7 and Y8 students generally do not have the levels of maturity generally expected at this age – much of this can be attributed to time out of the school environment due to Covid and also the teaching in ‘bubbles’ which has restricted social mobility around the site. The ESK Pupil Premium report is currently being updated for the website. CZ is to liaise with both schools to develop and promote a consistent federation framework and strategy.</p> <p><b><u>Safeguarding</u></b> SC’s contribution was captured before she left the meeting. SC had shared her safeguarding reports with Governors prior to the meeting. This term she has been focussing on peer-on-peer abuse. She has had discussions around encouraging students to report issues as she is aware that some students do not want to be seen to be reporting problems with peers. Both schools are reporting and monitoring incidents (CCW via CPOMS - ESK a combination of SIMS &amp; CPOMS) but it will take time for the systems and interventions in place to become embedded. Safeguarding teams in both schools are dedicated to ensuring that staff and students are supported appropriately.</p> <p><b><u>SEND</u></b> Report to be provided for the March meeting. <b>Action: Clerk to add to agenda.</b></p>	<p>Clerk</p>	
<p>FGB21-22(6)14</p>	<p><b><u>Chair of Governors’ update</u></b> The Chair asked Governors to consider a 50/50 split of clerking costs between the two schools. This would reflect the work that Sally Nedley (CCW) does for the Chair and also as a first point of contact for the Clerk.  Governors agreed to a 50/50 split of clerking costs between both schools.</p>		
<p>FGB21-22(6)15 FGB21-22(6)15.1</p>	<p><b><u>Governance</u></b> <b><u>Work with Jane Lewis (NLG)</u></b> Governors agreed that the sessions with Jane Lewis (JL) have been constructive and useful. The Governors’ Strategic Plan for Governance has been shared with JL and she has RAG rated it. The Governors agreed that future sessions on monitoring, Ofsted and link governor visits would be useful and these are to be arranged for the summer term.</p>		

FGB21-22(6)15.2	<p><b>Succession Planning</b> The Chair has approached further potential candidates for co-opting to the Governing Body.</p>		
<p>FGB21-22(6)16 FGB21-22(6)16.1 FGB21-22(6)16.2 FGB21-22(6)16.3</p>	<p><b><u>Policies for approval</u></b>  <b>CCW Confiscation Policy</b> Governors reviewed and agreed the policy  <b>CCW Anti-bullying Policy</b> Governors reviewed and agreed the policy  <b>WSP Careers’ Policy</b> Governors reviewed and agreed the policy</p> <p>Governors also reviewed and agreed the following policies which were submitted for approval subsequent to the circulation of the agenda.  <b>CCW Drugs Policy</b>  <b>CCW Student Attendance Policy</b> – Governors suggested that it may be helpful to share this policy with parents.  <b>CCW Exam’s Policy 2021/22</b> – this has subsequently been amended to a Federation policy.  <b>CCW Emergency Evacuation Policy (Exams) 2021/22</b>  <b>CCW Access Arrangement Policy</b>  <b>WSP Code Of Conduct</b></p> <p><b>Action: Governors asked PD to review the agreed CCW policies with a view to incorporating both these and the ESK versions into Federation Policies.</b></p>	PD	
FGB21-22(6)17	<p><b><u>Health and Safety</u></b>  <b>CCW</b>  JN has met with the LA and project managers regarding the school gate. An alternative option has been suggested which will be less expensive and less controversial with the neighbouring homes. This is due to go out to tender shortly. It is unlikely that work will commence before the summer holiday.  In the meantime, JN is investigating a temporary release mechanism due to health and safety concerns relating to staff members having to physically open and shut the gate.</p>		
FGB21-22(6)18	<p><b><u>Safeguarding</u></b> No urgent issues were raised.</p>		
FGB21-22(6)19	<p><b><u>Any Other Urgent Business</u></b>  <b>ESK/CCW Ski Trip</b>  Governors agreed that a cross-federation trip would be useful for community/federation cohesion. They acknowledged that there were differences of opinions between the two schools in terms of timing of the trip and the implications for staff cover and students’ absence from school.</p>		



	<p>Governors felt that these were operational decisions for the schools to make.</p> <p>Governors agreed to the trip in principle but asked that more discussion in terms of the operational logistics take place between the two schools.</p> <p><b>Eskdale Speed Eco-project</b>  Relevant paperwork and information from the organisers was shared with Governors prior to the meeting.  Governors were in agreement for the project to go ahead.</p>		
FGB21-22(6)20	<p><b><u>Election of Chair</u></b>  The clerk invited nominations for Chair.</p> <p>Christina Zanelli and Su Crossland were <b>nominated</b> as Co-Chairs by JM and <b>seconded</b> by MT. SC had left the meeting at this stage but had already indicated her willingness to stand as Co-Chair. CZ left the room and the governors present agreed unanimously that both be appointed as Co-Chairs for the remainder of the 2021/22 academic year.</p> <p>These appointments will take place from Monday 28<sup>th</sup> February 2022.</p> <p>The Governors offered their thanks to PC for all her hard work and the commitment she had shown to both schools during her time as Chair.</p>		
FGB21-22(6)21	<p><b><u>Date and Time of Next Meeting</u></b>  Tuesday 22<sup>nd</sup> March 2022 at 4pm</p>		
FGB21-22(6)22	<p><b><u>Confirmation of Confidential Minutes</u></b>  The Governors <b>approved and accepted the confidential minutes</b> as a true and accurate record of the meeting of the 18<sup>th</sup> January 2022.</p>		
FGB21-22(6)23	<p><b><u>Matters arising from Confidential Minutes</u></b>  There were no matters arising from the Confidential Minutes</p>		
FGB21-22(6)24	<p><b><u>Confidential Items</u></b>  This item has been recorded as a confidential minute. Governors who are members of staff left the meeting for this item.</p>		
	<p><b>The Meeting Closed at 4.50pm</b></p>		

*Pen Cruz*

**Signed (Chair)**

**The Whitby Secondary Partnership  
 Actions from Full Governing Board  
 Monday 14<sup>th</sup> February 2022**

<b>Item</b>	<b>Agreed Action</b>	<b>To be actioned by</b>	<b>To be Completed By</b>
FGB21-22(6)6	Chair to sign minutes and file in school	Chair/Clerk	Next Meeting
FGB21-22(6)9	Clerk to add ESK SIP to agenda for next meeting.	Clerk	Next Meeting
FGB21-22(6)11	Share ESK staff Wellbeing Survey results with Governors	PD	ASAP
FGB21-22(6)13.3	SEND report to be prepared for next meeting – Clerk to add to agenda.	JM/CZ/Clerk	Next Meeting
FGB21-22(6)16	Review agreed CCW polices to convert to Federation Policies	PD	Next Meeting