

**The Whitby Secondary Partnership
Minutes from Full Governing Board
Tuesday 22nd March 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:

Headteacher CCW:	Jon Norden (JN)
Acting Headteacher ESK:	Paul Dixon (PD)
Parent Governor & Co-chair:	Su Crossland (SC) Via Zoom
Parent Governor & Co-chair:	Christina Zanelli (CZ)
Co-opted Governor:	Pen Cruz (PC)
Co-opted Governor & Vice-chair:	Mark Taylor (MT)
Co-opted Governor:	Andy Mitchell (AM)
LA Governor:	Jane Mortimer (JM) Via Zoom

ALSO IN ATTENDANCE:

Sarah Marshall (Clerk)
Jean Pickerill Associate Headteacher ESK (JP)
Susan Boyd Interim Headteacher – Summer term CCW (SB)
Jackie Hunter Federation Business Manager (JH) (for agenda items 7 & 14)

ITEM	MINUTE	ACTION
FGB21-22(7)1	<p><u>Welcome</u> It was agreed that this meeting would be Chaired by Co-Chair, Christina Zanelli. Susan Boyd, Interim Headteacher of CCW for the Summer term was welcomed to the meeting. Jackie Hunter, Federation Business Manager was in attendance for agenda items 7 and 14 - Governors agreed that these items should be discussed first to enable JH to leave the meeting afterwards.</p>	
FGB21-22(7)2	<p><u>Apologies for Absence</u> Apologies for absence were received from David Rae and the reasons given. Governors consented to the absence</p>	
FGB21-22(7)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. No Interests were declared.	
FGB21-22(7)4	<u>Confidentiality</u> Agenda Item 18 was recorded as a confidential minute. It was agreed that that AM would leave the meeting for this item. A confidential minute was also recorded under Agenda Items 7.2 and 8.5	
FGB21-22(7)5	<u>Confirmation of Minutes</u> The Governors approved and accepted the minutes as a true and accurate record of the meeting of the 14 th February 2022. Action: Chair to sign minutes and file in school.	Chair/Clerk
FGB21-22(7)6 FGB21-22(6)16	<u>Matters Arising from the Minutes</u> PD is undertaking a review of ESK/agreed CCW policies with a view to converting to Federation Polices – this is an ongoing process. Governors reiterated their commitment to exploring the feasibility of both schools using the same MIS. There is still some uncertainty over the terms & conditions of the currently MIS contracts. JH to clarify and report back to Governors. Action: JH to clarify terms and conditions of current MIS in both schools and report to Governors. The proposed Ski Trip will cost an additional £500 per student if it takes place out of term time. It was agreed that this was not feasible for families. A combined trip between both schools will reduce costs further. Figures are still awaited regarding staffing costs and a decision will then be made as to whether to proceed with the trip. PC reminded Governors that will they need to liaise with Jane Lewis (NLG) to discuss future plans for NLG support.	JH
FGB21-22(7)7 FGB21-22(7)7.1 FGB21-22(7)7.2	<u>Finance</u> February Budget monitoring Budget monitoring figures were shared with Governors in the agenda pack. JH informed Governors that budget expenditure for CCW is similar to the previous month's – supply costs continue to be high as are premises costs and school-led tutoring. Overall the budget for CCW is progressing in a positive direction. Review and approve draft Start Budgets including three year forecast Draft Start Budgets were shared with Governors in the agenda pack. It was noted that numbers for Y7 Cohort 2022/23 have not yet been finalised and therefore the final start budgets in both schools may need to	

<p>FGB21-22(7)7.3</p>	<p>be adjusted accordingly.</p> <p>CCW</p> <ul style="list-style-type: none"> • The Income forecast is conservative • The In-year balance continues to be positive • The five year forecast continues to show progress in terms of the budget deficit with a positive balance carried forward forecast for 2025/26. <p>Governors asked the following questions:</p> <p><i>Have there yet been any budgetary impacts from rising fuel costs?</i> Not yet, but It was acknowledged that this will have an impact on future costs and expenditure.</p> <p><i>Will the Start Budget be acceptable to the LA and what are the implications for the school’s Notice of Financial Concern (NOFC)?</i> it is not anticipated that the NOFC it will be removed – the date specified on the terms of notice has not been met as the budget cuts required to achieve this would not have been feasible in terms of maintaining quality of education and student experience. It is hoped that the NOFC will be reviewed again once a Federation EHT is in place for September 2022.</p> <p><i>Is the new Unitary Authority likely to have an effect on future funding?</i> The implications of this are not known yet.</p> <p>ESK A confidential minute has been recorded under this item.</p> <p>Governors approved the draft Start Budgets for both schools.</p> <p>Review and approve Schools Financial Value Standard The SFVS and related documentation was shared with governors in the agenda pack. Governors reviewed the SFVS and unanimously approved it for submission.</p>	
<p>FGB21-22(7)8 FGB21-22(7)8.1</p> <p>FGB21-22(7)8.2</p>	<p><u>School Improvement</u></p> <p>Eskdale SEF/SDP JP informed Governors that the SEF has been re-written and shared with the Senior Leadership Team. Middle leaders are encouraged to adopt the SEF as a developmental tool to promote and develop professional practice. The SEF will be shared with the wider staff body. There has been a delay in updating the SIP while the Budget figures were gathered. Governors acknowledged that implementation of the SIP will be dependent on budget constraints.</p> <p>Eskdale Y11 data</p>	

<p>FGB21-22(7)8.3</p>	<p>Data from the recent Y11 mock examinations has been received and is currently being analysed. Governors agreed that it would be helpful for both schools to adopt the same data carousel.</p>	
<p>FGB21-22(7)8.4</p>	<p>Eskdale English update The data from the recent Y11 mock examinations indicates that there is more progress in English Language than in English Literature. The mock examinations will inform planning for interventions in the lead up to exams. The Department has performed well in observations.</p> <p>CCW History update An update was provided to Governors in the agenda pack. The History department has been subject to an LA review in Nov 21 and also a ‘deep dive’ from the recent OFSTED inspection. OFSTED inspectors commented that teachers were able to demonstrate a clear sequence of curriculum intent in lessons. The department is making positive progress and strategies are in place for longer term improvements.</p>	
<p>FGB21-22(7)8.5</p>	<p>Headteacher Reports CCW The Headteacher’s report was shared with the agenda pack. The draft OFSTED report has also been shared with Governors – it is anticipated that this will formalised imminently following some minor editing/corrections.</p> <ul style="list-style-type: none"> • Governors noted that the findings of the OFSTED report endorsed their decision to return to a traditional KS3 Curriculum. In light of this, it was agreed that the core subjects would deliver the KS3 Curriculum in Year 9 from Sept 2022, with other subjects following in September 2023. • Governors asked JN to pass on their thanks to all the staff for their hard work and support during the recent two day OFSTED visit. • The school has experienced a surge in COVID infections affecting staff and students over the last week. Advice has been sought from Public Health however there have been no recommendations to change current practice. • Teachers of History and Art have been appointed for September 2022. • The SLA for Counselling Services is due for renewal. Governors agreed that it was essential for a service to be maintained across the Federation. Governors confirmed that the current SLA with Whitby Underground should be renewed for a further year, but asked that a review be undertaken of available counselling services in the locality to ensure that the contracted service continued to provide the most effective provision and continuity of support for students. • The TMP application is still progressing but no final decisions appear to have been made yet. 	

	<p>A confidential minute has also been recorded under this item.</p> <p>ESK</p> <ul style="list-style-type: none"> • Unfortunately, although completed in good time, the headteacher’s written report had inadvertently not been shared with Governors prior to the meeting. • Exclusions have been lower since October half term. It was noted that the exclusions figure has been distorted by two ten day fixed term exclusions. • Curriculum changes are planned for KS4 to ensure it meets the requirement for the teaching of RS. There will be staffing implications for this. • A review of SEND is taking place to ensure that students’ needs are accurately identified and that the SEND Register reflects the level of need and support in school. • Learning walks and lessons observations are due to take place. • Pupil Premium provision in Year 11 is to be reviewed this week <p>PD and JP have recently met with the unions. Although there are still some issues to be addressed, the feedback is that staff morale and working relationships between staff are much improved.</p>	
<p>FGB21-22(7)9</p>	<p><u>Update from the Recruitment Panel</u></p> <p>There have been eleven applications for the EHT role with four applicants meeting the threshold for interview. Interviews will be held on the 29th and 30th March. An EGM will be held on the evening of the 30th March to approve the recommendations of the Recruitment Panel.</p> <p>The closing date for the Heads of School vacancies is 23rd March and interviews will be held 5th/6th April (ESK) and 26th/27th April (CCW)</p>	
<p>FGB21-22(7)10 FGB21-22(7)10.1</p>	<p><u>Link Governor Reports</u></p> <p>SEND</p> <p>JM has met with key SEND staff in both schools and has drafted a report for Governors. This will be shared prior to the next FGB meeting.</p> <p>Action: JM to share completed SEND report with Governors.</p>	<p>JM</p>
<p>FGB21-22(7)11 FGB21-22(7)11.1</p>	<p><u>Stakeholder Voice</u></p> <p>Student Voice</p> <p>ESK</p> <p>Feedback on Student Voice to be provided to Governors next week for the next FGB meeting.</p> <p>CCW</p>	

<p>FGB21-22(7)11.2</p>	<p>JN reported that there had been some disappointment with Students’ feedback to OFSTED relating to their enjoyment of school and their views around behaviour and bullying.</p> <p>Parent Voice ESK The recent Y7 parents’ evening was very positive. A parental questionnaire has been shared with staff and the results should be available next week.</p> <p>CCW Parental response to the OFSTED questionnaire was positive. Parents reported that students were generally happy in school and felt safe. Parents had reported that they would like more information relating to what their children are doing in school.</p>	
<p>FGB21-22(7)12 FGB21-22(7)12.1</p>	<p>Wellbeing Action Plan from both schools CCW AM informed Governors that suggestions and ideas informed by the staff wellbeing survey have been shared with the wellbeing group for feedback. A wellbeing charter/action plan is to be drafted which it is hoped will be in place for September. The staff survey for OFSTED was very positive.</p> <p>ESK DR was not in attendance at the meeting. PD informed Governors that DR is currently drafting a staff wellbeing action plan.</p>	
<p>FGB21-22(7)13 FGB21-22(7)13.1 FGB21-22(7)13.2 FGB21-22(7)13.3 FGB21-22(7)13.4 FGB21-22(7)13.5 FGB21-22(7)13.6</p>	<p>Policies for Approval WSP Whistleblowing Policy The Policy was reviewed and agreed by Governors</p> <p>WSP Budget Management Policy The Policy was reviewed and agreed by Governors</p> <p>WSP 16-19 Bursary Fund Policy The Policy was reviewed and agreed by Governors</p> <p>WSP Fire Safety Policy The Policy was reviewed and agreed by Governors</p> <p>WSP Allergens Policy The Policy was reviewed and agreed by Governors</p> <p>CCW GDPR Policy Exams The Policy was reviewed and agreed by Governors</p> <p>Governors also reviewed and agreed the following policies which were submitted for approval subsequent to the circulation of the agenda. WSP Premises Management Policy CCW Exam Archiving Policy</p>	
<p>FGB21-22(7)14 FGB21-22(7)14.1</p>	<p>Premises, Contracts and Health & Safety Report from the Federation Business Manager</p>	

<p>FGB21-22(7)14.2</p> <p>FGB21-22(7)14.3</p>	<p>The Federation Business Manager’s report was shared with Governors in the agenda pack. JH informed Governors that since the report was written the following suggestions have been made for improvements at the ESK campus:</p> <ul style="list-style-type: none"> • Upgrade to CCTV System • Repairs and upgrade to drainage & pipework and Kitchen extraction system. • A decision needs to be made about the future of the swimming pool (upgrade or potentially decommission) • The school building needs repainting externally. <p>Any H&S matters arising since last meeting There were no urgent H&S matters raised.</p> <p>Approve Electricity Contract On the recommendation of the Federation Business Manager, Governors agreed that the NYCC contract for Electricity be renewed as this appeared to offer the best value for money.</p>	
	<p>JH left the meeting at 5.10pm immediately after discussions relating to agenda items 7 & 14.</p>	
<p>FGB21-22(7)15</p>	<p><u>Safeguarding</u> There were no urgent Safeguarding matters raised.</p>	
<p>FGB21-22(7)16</p>	<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 the 14th February 2022</p>	
<p>FGB21-22(7)17</p>	<p><u>Matters arising from Confidential Minutes</u> There were no matters arising from the Confidential Minutes</p>	
	<p>AM left the meeting at 6.10pm</p>	
<p>FGB21-22(7)18</p> <p>FGB21-22(7)18.1</p> <p>FGB21-22(7)18.2</p>	<p><u>Confidential Items</u> Leave of absence request Support staff increments This item has been recorded as confidential minute.</p>	
<p>FGB21-22(7)19</p>	<p><u>Date and Time of Next Meeting</u> An EGM will be held on Wednesday 30th March 2022 at 7pm, with the next FGB meeting on Tuesday 17th May 2022 at 4pm</p>	
	<p>The Meeting Closed at 6.20pm</p>	

Signed (Chair)



**The Whitby Secondary Partnership
Actions from Full Governing Board
Monday 22nd March 2022**

Item	Agreed Action	To be actioned by	To be Completed By
FGB21-22(7)6	Clarify terms and conditions of the current MIS contracts in both schools and report back to Governors.	JH	Next Meeting
FGB21-22(7)10.1	JM to share completed SEND report with Governors.	JM	Next Meeting
FGB21-22(7)11.1	ESK feedback on student voice to be provided to Governors – clerk to add to agenda for next meeting.	PD/JP/Clerk	Next Meeting