

**The Whitby Secondary Partnership**  
**Minutes from Full Governing Board**  
**Tuesday 17<sup>th</sup> May 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:	Susan Boyd (SB)
Acting Headteacher ESK:	Paul Dixon (PD)
Parent Governor & Co-chair:	Su Crossland (SC)
Parent Governor & Co-chair:	Christina Zanelli (CZ)
Co-opted Governor & Vice-chair:	Mark Taylor (MT)
Co-opted Governor:	Andy Mitchell (AM)
LA Governor:	Jane Mortimer (JM)

**ALSO IN ATTENDANCE:**

Sarah Marshall (Clerk)  
Jean Pickerill Associate Headteacher ESK (JP)  
Jackie Hunter Federation Business Manager (JH) (for agenda item 8)

ITEM	MINUTE	ACTION
FGB21-22(8)1	<p><b><u>Welcome</u></b>  It was agreed that this meeting would be Chaired by Co-Chair, Su Crossland.  Susan Boyd was welcomed to the Governing Body in her role as interim Headteacher at CCW as Jon Norden has returned to his role at the LA.  Jackie Hunter, Federation Business Manager was in attendance for agenda item 8 - Governors agreed that this item should be discussed first to enable JH to leave the meeting afterwards.</p>	
FGB21-22(8)2	<p><b><u>Apologies for Absence</u></b>  Apologies for absence were received from David Rae and the reasons given. The Governors consented to the absence.</p>	
FGB21-22(8)3	<p><b><u>Governor Resignation</u></b>  It was noted that Pen Cruz has resigned from the Governing Body with effect from 30/4/22, on completion of the recruitment of an Executive Headteacher and Heads of School (FGB21-22(4)1 refers). Governors</p>	

	<p>wanted to express their gratitude to Pen for all her hard work and commitment during her time on the Governing Body. It was agreed that a letter would be sent to Pen to acknowledge this.</p> <p>Governors discussed the six co-opted vacancies on the Governing Board. Governors continue to try to recruit to the vacancies.</p> <p><b>Action: Letter of thanks and appreciation to be sent to Pen Cruz.</b></p>	SC/CZ
FGB21-22(8)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. There were no declarations of interest.</p>	
FGB21-22(8)5	<p><b><u>Confidentiality</u></b> No items on the agenda were deemed to be confidential.</p>	
FGB21-22(8)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 22<sup>nd</sup> March 2022.</p> <p><b>Action: Chair to sign minutes and file in school.</b></p>	Chair/Clerk
FGB21-22(8)7 FGB21-22(7)6  FGB21-22(7)11.1	<p><b><u>Matters Arising from the Minutes</u></b> <b>Clarify terms and conditions of the current MIS contracts in both schools and report back to Governors.</b> The MIS contracts are not imminently due for review or renewal. Governors agreed that, due to operational and logistical implications of changing the MIS systems across the Federation, this should be deferred and reviewed again once the Executive Headteacher is in post.</p> <p><b>ESK Feedback on student voice to be provided to Governors.</b> Feedback from parents from the Y7 questionnaire was generally positive, although some parents commented that they would like more information and feedback on pupils' progress. Improving communication with parents is a priority area for the school, the current focus being with Y11 parents in preparation for the GCSE exams. The school is increasing its facebook presence with regular posts and updates for parents and students. The recent staff survey has highlighted some issues with low level behaviour issues. Pastoral Support Plans are being used constructively with parental involvement. Governors asked for the results of all surveys to be summarised and shared with them.</p> <p><b>Action: Share results of surveys with Governors.</b></p>	JP/PD
FGB21-22(8)8	<p><b><u>Finance</u></b></p>	

<p>FGB21-22(8)8.1</p>	<p>This item was discussed first to enable JH to leave the meeting afterwards.</p> <p><b>Review and approve Outturn and Start Budgets</b>  The Outturn and Start budgets for both schools had been shared with Governors in the agenda pack.</p> <p><b>ESK</b>  <b>Outturn Budget:</b>  The Start budget for 2021/22 had predicted a balanced budget for the year end. However, the final Outturn budget has a significant In-year deficit leaving a relatively small surplus balance to carry forward to the Start budget for 2022/23.</p> <p><b>Start Budget:</b>  The Start Budget and Revenue Financial Forecast indicates a deficit in-year balance to carry forward in 2023.  The Governors noted that the five-year Revenue Financial Forecast indicates that the in-year deficits will continue to increase over each of the next five years. The deficit balance to carry forward is also forecast to increase year-on-year over the five year forecast.</p> <p><b>Governors reviewed, but were unable to approve, the Outturn and Start budgets for ESK</b> – it was agreed that this would be discussed further with representatives from the LA at the meeting directly following the FGB meeting.</p> <p><b>CCW</b>  <b>Outturn Budget</b>  The Outturn Budget is healthier than was predicted in the 2021/22 Start Budget. The budget recovery continues to move in a positive direction.</p> <p><b>Start Budget</b>  The five-year Revenue Financial Forecast continues to predict a deficit budget, carried forward for the next three years. Indications are that this will continue to reduce year-on-year with a surplus to carry forward in 2025/26.</p> <p><b>Governors reviewed and approved the Outturn and Start budgets for CCW.</b></p>	
<p>FGB21-22(8)8.2</p>	<p><b>Approve CCW Financial Year End Private Fund Account</b>  The Private Fund account had been shared with Governors in the agenda pack.  JH explained that the Private Fund Account is utilised for payments for Clubs, trips and charitable donations.  <b>Governors reviewed and approved the Financial Year End for the Private</b></p>	

<p>FGB21-22(8)8.3</p>	<p><b>Fund Account.</b></p> <p>It will now be submitted for external verification by accountants.</p> <p><b>The Governors agreed that Mark Taylor should replace Pen Cruz as trustee on the account.</b></p> <p><b>Review Financial Benchmarking</b>  Benchmarking comparisons were shared with Governors in the agenda pack. Governors were reminded that the benchmarking comparisons should be read with caution as they are based on historical data.</p> <p><b>ESK</b>  Benchmarking suggests that the school falls within the mid-range on the majority of measures.</p> <p><b>CCW</b>  Benchmarking suggests:</p> <ul style="list-style-type: none"> <li>• Teaching staff costs are low</li> <li>• Support staff costs are high – this is primarily due to the school providing its own ‘in-house’ supply to cover teacher absence.</li> <li>• Premises costs are high. This is due to the school being on two sites.</li> </ul>	
<p>FGB21-22(8)8.4</p>	<p><b>Review of lettings/hire charges</b>  Governors agreed that, due to the increase in energy bills and site staff costs, a review of lettings and hire charges was necessary.  On the recommendation of the Federation Business Manager, Governors agreed to the following:</p> <ul style="list-style-type: none"> <li>• Increase the large sports area facility charges (eg, Astro, Sports Hall, Gym, cricket pitch at the College and Sixth Form sites from £30ph to £35 per hour.</li> <li>• Increase the hire charges to the tennis club from £275 to £315 per annum</li> </ul> <p>Governors also agreed to increase the camping/caravan hire charges for Eskdale and CCW/WSF but wished to look into this further prior to final confirmation of the increased price.  The new rates would take effect from 1 July 2022.  Governors acknowledged the desire to ensure continued community use whilst covering costs as far as was possible.</p>	
<p>FGB21-22(8)8.5</p>	<p><b>Licensed Deficit application</b>  Governors agreed that they would need to apply for a licensed deficit for both schools across the Federation – this was to be discussed further at a meeting to be held with representatives from the LA directly after this FGB meeting.</p>	
	<p>JH left the meeting at 5pm</p>	

FGB21-22(8)9	<p><b><u>School Improvement</u></b></p>	
FGB21-22(8)9.1	<p><b>Eskdale SEF/SDP</b></p> <p>The revised SEF has previously been shared with Governors. It has now been RAG rated and will be reviewed by SLT next week and then shared with Governors again.</p>	
FGB21-22(8)9.2	<p><b>Eskdale Y11 data</b></p> <p>Governors acknowledged school's view that it is very difficult to predict examination outcomes due to the disruption caused by the pandemic. Comparison to national norms is not possible with no formal examinations having taken place since 2019.</p> <p><b>Governor questions and comments:</b></p> <p>What is the feeling amongst Y11 students with regard to their exam outcomes?</p> <p>Students are entering the exam period with a great of uncertainty and worries related to gaps in their education due to the pandemic. Staff have reassured students that they are well prepared for the exams.</p>	
FGB21-22(8)9.3	<p><b>Headteacher Reports</b></p> <p><b>ESK</b></p> <p>Headteacher reports were shared with Governors in the agenda pack</p> <p>The following points were also noted:</p> <ul style="list-style-type: none"> <li>• A recent quality assurance check by the LA resulted in some positive comments, however some development areas have also been identified for action.</li> <li>• A new behaviour policy has been launched and staff are working with individual students whose behaviour is deemed a concern.</li> <li>• Safeguarding is deemed effective however, there have been some incidents of derogatory and misogynistic comments between students. Staff are working with students to develop their understanding of the impact of such behaviours.</li> <li>• Intervention sessions are planned for Y11 in the build-up to the GCSE exams. These will delivered whenever possible, but must fit in with students accessing transport to and from school.</li> <li>• Significant teacher absence has recently led to school having to put certain year group cohorts onto home-learning</li> </ul> <p><b>Governors comments and questions:</b></p> <p>What is your view on the current attendance percentages (90.04)?</p> <p>It is an acceptable level and is generally in line with national trends. However, there is significant scope for improvement in terms of continuing to support families who have become disengaged with education over the lockdown periods. Attendance has also adversely been affected by families catching up on holidays abroad especially those whose income relies on the hospitality trade and will not be able to take holidays during the</p>	

<p>FGB21-22(8)9.4</p>	<p>summer months.</p> <p><b>CCW:</b> Headteacher reports &amp; Y11 data were shared with Governors in the agenda pack The following points were also noted:</p> <ul style="list-style-type: none"> <li>• This academic year, the school has been subject of an OFSTED inspection, an LA review, an SEND review and three further monitoring visits from the LA.</li> <li>• This has been a development opportunity for staff who are now more confident at articulating curriculum intent.</li> <li>• OFSTED have highlighted some areas for development</li> <li>• Safeguarding is effective and this has been acknowledged by OFSTED.</li> <li>• Exclusions have increased – there have been some racist incidents and some physical aggression amongst students.</li> <li>• The OFSTED inspection identified some low-level incidents of disruption in classrooms. As a result of this ‘exits’ of students from classrooms has increased.</li> <li>• There have been three resignations this half-term. The School has applied to the Financial Management Committee for authority to replace all three positions.</li> </ul> <p><b>Governor questions and comments:</b> Is the new attendance initiative proving to be successful? The main focus of the initiative has initially been in Y11. As it was only introduced recently it has had limited impact to date.</p> <p><b>Chairs’ reports (including meeting with Amanda Newbold)</b> The start date of Jamie Henshaw as Executive Headteacher for the Federation has been confirmed for Monday 6<sup>th</sup> June 2022 (subject to satisfactory completion of formal checks) A meeting has been arranged with Amanda Newbold and other representatives from the LA to discuss the five year financial forecasts for both schools.</p>	
<p>FGB21-22(8)10 FGB21-22(8)10.1</p>	<p><b><u>Link Governor Reports</u></b> <b>SEND</b> JM’s written report was shared with governors in the agenda pack. The LA SEND review at CCW has been completed and the report had been received in school the previous day. It was shared with Governors at the meeting. SB commented that she was disappointed with the outcome of the report and feels that the review did not serve the purpose that the school was hoping it would.</p> <p>Governors agreed that a working party (JM, CZ and SENCOs from both schools) would meet to discuss the report, review the current situation</p>	

	<p>with the TMP and respond to the LA accordingly. A member of the Federation teaching staff has indicated that they would be interested in undertaking the National Award for SENCO. An application for funding has been submitted.</p> <p><b>The Governors agreed for the member of staff to undertake the training on the proviso that the funding request is granted.</b></p> <p>The SENCOs at both schools are working well in collaboration with each other with regards to use of the alternative provision and also using a proactive approach to reduce the number of exclusions across the federation. The SENCO at ESK will need continuing admin support into the next academic year</p>	
<p>FGB21-22(8)11 FGB21-22(8)11.1 FGB21-22(8)11.2 FGB21-22(8)11.3 FGB21-22(8)11.4 FGB21-22(8)11.5 FGB21-22(8)11.6</p>	<p><b><u>Policies for approval</u></b> <b>CCW Proven Extra Potential Policy</b> The policy was reviewed and agreed by Governors <b>Eskdale CCTV Policy</b> The policy was reviewed and agreed by Governors <b>Eskdale Confiscation Policy</b> The policy was reviewed and agreed by Governors <b>WSP Employee and Gifts and Hospitality Policy</b> The policy was reviewed and agreed by Governors <b>WSP Records Management Policy</b> The policy was reviewed and agreed by Governors <b>WSP Volunteers and Visitors Policy</b> The policy was reviewed and agreed by Governors</p>	
<p>FGB21-22(8)12 FGB21-22(8)12.1</p>	<p><b><u>Premises, Contracts and Health &amp; Safety</u></b> <b>Any H&amp;S matters arising since the last meeting.</b> No urgent H&amp;S matters were raised.</p>	
<p>FGB21-22(8)13 FGB21-22(8)13.1 FGB21-22(8)13.2</p>	<p><b><u>Safeguarding</u></b> <b>Safeguarding Audits</b> The safeguarding audits have been completed and submitted. SC (safeguarding governor) will visit both schools to review the audits. <b>Action: safeguarding audits to be reviewed in both schools.</b></p> <p><b>Any urgent safeguarding matters</b> No urgent safeguarding items were raised.</p>	SC
<p>FGB21-22(7)14</p>	<p><b><u>Confirmation of Confidential Minutes</u></b> This item was deferred to the next meeting.</p>	

FGB21-22(8)15	<p><b><u>Matters arising from Confidential Minutes</u></b>  There were no matters arising from the Confidential Minutes</p>	
FGB21-22(8)16	<p><b><u>Any Other Business</u></b>  <b>Residential school trip request (SB)</b>  CCW is planning a residential trip to France for Y8,9 &amp; 10. The trip will take place prior to Easter 2023. The residential has been run many times in the past and has always been deemed to have been a success.</p> <p><b>Governors consented to the residential trip.</b></p>	
FGB21-22(7)17	<p><b><u>Date and Time of Next Meeting</u></b>  Tuesday 21<sup>st</sup> June at 4pm</p>	
	<p>The Meeting Closed at 6.05pm</p>	

**Signed (Chair)**





**The Whitby Secondary Partnership  
 Actions from Full Governing Board  
 Monday 17<sup>th</sup> May 2022**

<b>Item</b>	<b>Agreed Action</b>	<b>To be actioned by</b>	<b>To be Completed By</b>
FGB21-22(8)3	Letter of thanks to be sent to Pen Cruz	SC/CZ	Next meeting
FGB21-22(7)11.1	Share results of surveys with Governors	JP/PD	Next meeting
FGB21-22(8)13.1	Review safeguarding audits in both schools	SC	Next meeting