

**The Whitby Secondary Partnership
Minutes from Full Governing Board
Tuesday 21st June 2022 at 2pm**

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:

Executive Headteacher WSP:	Jamie Henshaw (JH)
Parent Governor & Co-chair:	Su Crossland (SC)
Parent Governor & Co-chair:	Christina Zanelli (CZ)
Co-opted Governor:	Andy Mitchell (AM)
Staff Governor:	David Rae (DR)

ALSO IN ATTENDANCE:

Sarah Marshall (Clerk)
Jean Pickerill Associate Headteacher ESK (JP) via Zoom
Jackie Hunter Federation Business Manager (JH)

ITEM	MINUTE	ACTION
FGB21-22(9)1	<p><u>Welcome</u> It was agreed that this meeting would be chaired by Co-Chair, CZ . Jamie Henshaw was welcomed to the Governing Body in his role as Executive Headteacher for the Whitby Secondary Partnership. It was noted that Paul Dixon had returned to his role as Deputy Headteacher (ESK) with effect from 6th June 2022 and was therefore no longer ex-officio headteacher governor for the school.</p>	
FGB21-22(9)2	<p><u>Apologies for Absence</u> Apologies for absence were received from Jane Mortimer, Susan Boyd and Mark Taylor and the reasons given. The Governors consented to the absences.</p>	
FGB21-22(9)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. There were no declarations of interest.</p>	
FGB21-22(9)4	<p><u>Confidentiality</u></p>	

	It was noted that Agenda items 7.2 and 8.2 should be recorded as a confidential minutes and Governors who are members of staff should not be present for the discussion.	
FGB21-22(9)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 17th May 2022. Action: Chair to sign minutes and file in school.</p>	Chair/Clerk
FGB21-22(9)6 FGB21-22(8)3 FGB21-22(7)11.1 FGB21-22(8)13.1	<p><u>Matters Arising from the Minutes</u> Letter of thanks to be sent to Pen Cruz SC confirmed that a letter of appreciation has been sent to Pen on behalf of the Staff and Governing Body of the Federation. It was also agreed that flowers and a card would be sent. Action: Flowers and card to be sent to Pen Cruz.</p> <p>Share results of surveys with Governors (JP/PD) These have not yet been shared with Governors – JH to follow up Action: Follow up Survey Results</p> <p>Review safeguarding audits in both schools. SC has reviewed safeguarding audits and is liaising with key staff to follow up.</p>	SC/JHu JH
	JP joined the meeting at 2.15pm	
FGB21-22(9)7 FGB21-22(9)7.1 FGB21-22(9)7.2	<p><u>Finance</u> Monitoring Reports for CCW and ESK ESK The May budget monitoring report indicates a small improvement on the Start Budget. This is due to savings on staffing, additional SEN funding and grant funding.</p> <p>CCW The May budget monitoring report indicates an improvement on the Start Budget. This is due to some changes to SEND banding and also an increase in LA Private Fund income.</p> <p>A provision has been made in both schools’ budgets for a 100% increase in fuel costs (gas and electric), however LA financial guidance is now indicating that the anticipated increase in fuel costs is likely to be in the region of 150% and could potentially exceed 200%. Provision has been made for a 3% pay award for teaching staff. This may also need to increase dependent on national negotiations.</p> <p>Update on sustainability This item has been recorded as confidential minute. DR and AM were not present for the discussion.</p>	

<p>FGB21-22(9)8</p> <p>FGB21-22(9)8.1</p>	<p>School Improvement</p> <p>Executive Headteacher’s verbal update</p> <p>JH updated Governors on actions taken during the first few weeks in post:</p> <ul style="list-style-type: none"> • JH has met with SLT members from both schools – both on a team and 1:1 basis. Key areas of alignment have been identified plus joint working between both SLT’s on quality assurance. • KPIs have been identified and both schools will use the same format for reporting progress from September. • Use of Pupil Premium and recovery grants will be a focus in both schools. <p>ESK</p> <ul style="list-style-type: none"> • Jackie Hunter is working with the ESK finance team in order to review financial systems across the Federation. • A Federation Support Staff overview is to be mapped to ensure collaborative work across both schools. • Lesson observations and learning walks have taken place plus informal conversations with staff members and students. • The SIP has been reviewed and planning commenced for the next academic year. • A further LA review is to take place next week with a focus on Humanities, Pupil Premium, Behaviour and SEND. • Nick Horn will be spending two days in school later in the week for meetings with middle leaders. • Phil Nicholson will be spending two days in school on 5th/6th July to meet with staff and also attend the Y6 parents’ transition meeting. <p>CCW</p> <ul style="list-style-type: none"> • JH has reviewed the current position relating to the Targeted Mainstream Provision (TMP). A review of Alternative Provision (AP) will also be carried out with a view to establishing an Inclusion Panel to review AP across the Federation. • An SEND learning walk will take place next week to review provision in school. • An Associate Assistant Principal is to be recruited internally and the role has been advertised. • A review of the SIP is taking place to ensure that the priorities identified by OFSTED are embedded in the plan. <p>6th Form</p> <p>JH will directly line-manage the Head of 6th Form.</p> <p>Students who have not yet applied to 6th Form (where appropriate courses are available) will be approached again to encourage them to apply.</p> <p>Governors’ questions and comments:</p> <p>How many students have applied to 6th form?</p> <p>Currently this number stands at 48 (was 50 this time last year). It is likely that this will increase.</p>	
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<p>FGB21-22(9)8.2</p>	<p>ESK students still find it difficult to access information about 6th Form and there are still some historic barriers. How can we make this more accessible for these students and also encourage a change in mindset? A recruitment plan for 6th Form is to be established from September. Governors also agreed that postcards should be sent to Y11 students in both schools reminding them of the opportunities available in 6th Form.</p> <p>Chairs' reports This item has been recorded as a confidential minute. DR and AM were not present for the discussion.</p>	
<p>FGB21-22(9)9</p>	<p><u>Instrument of Government</u> The Governors reconsidered the Instrument of Government and agreed to approach the Local Authority with a request to reduce the number of Headteacher Governors from two to one with JH taking the ex-officio role as Executive Headteacher of the Federation. The Governing Body will therefore reduce in size from 14 to 13 Governors. Action: Contact Governor Support to request amendment to the Instrument of Government.</p> <p>A proposed meeting schedule for the 22/23 academic year was shared with Governors.</p> <p>Governors agreed to reduce the number of meetings per year from ten to six (one per half-term) Action: Clerk to amend the Standing Orders to reflect the change in the number of meetings.</p> <p>Governors also reviewed the Governing Body vacancies and agreed that recruitment of additional Governors should be a priority. Various options were discussed and it was agreed that this would be re-visited in September.</p> <p>Link Governor roles for the new academic year will also be agreed in September.</p>	<p>Clerk</p> <p>Clerk</p>
<p>FGB21-22(9)10 FGB21-22(9)10.1 FGB21-22(9)10.2</p>	<p><u>Policies for approval</u> WSP Use of Reasonable Force and Physical Restraint Policy <i>Governors requested that the reference to recording a 'hold' (Recording and Reporting Incidents) be reviewed to ensure that the process described is correct and meets current LA guidelines. On this proviso the policy was agreed by Governors.</i></p> <p>WSP RSE Policy <i>Governors noted that ESK name was missing from the policy and asked for it to be added. On this proviso the policy was agreed by Governors.</i></p>	

FGB21-22(9)10.3	WSP Internet Policy The policy was reviewed and agreed by Governors	
FGB21-22(9)10.4	WSP Chargings and Lettings Policy The policy was reviewed and agreed by Governors	
FGB21-22(9)10.5	Whitby Sixth Form Admissions Policy <i>Governors asked that the wording relating to entry requirements be reviewed to ensure it was unambiguous. On this proviso the policy was agreed by Governors.</i>	
FGB21-22(9)10.6	CCW Non-Examination Assessment Policy 22-23 The policy was reviewed and agreed by Governors	
FGB21-22(9)10.7	CCW Internal Appeals Procedures 22-23 Governors noted that there was a typing error in the policy. The policy was agreed by Governors	
FGB21-22(9)10.8	CCW BTEC Registration Policy The policy was reviewed and agreed by Governors	
FGB21-22(9)10.9	CCW BTEC Malpractice Policy The policy was reviewed and agreed by Governors	
FGB21-22(9)10.10	CCW BTEC Internal Verification Policy The policy was reviewed and agreed by Governors Action: Review policy wordings above as per Governors' request.	JH/JHu
FGB21-22(9)11	<u>Premises, Contracts and Health & Safety</u> Any H&S matters arising since the last meeting. No urgent H&S matters were raised. The LA Health and Safety advisor has visited all three sites, the report has been shared with Mark Taylor (Health & Safety Governor) and any issues identified are being addressed. Quotes for grounds' maintenance on all three sites is to be put out to tender. Caretaking staff are also being trained to mark out the lines on the pitches to help reduce costs.	
FGB21-22(9)12	<u>Safeguarding</u> Any urgent safeguarding matters No urgent safeguarding items were raised. Governors wished to thank Susan Boyd for her prompt action and swift implementation of police advice relating to the recent Lockdown incident at CCW. A report is to be prepared relating to the incident with a review of actions taken.	
	DR and AM left the meeting at 3.05pm	

FGB21-22(9)13	<p><u>Confirmation of Confidential Minutes</u> As there was no quorum to agree the confidential minutes it was agreed that, in this instance, that they would be shared with the relevant Governors by email for agreement.</p>	
FGB21-22(9)14	<p><u>Matters arising from Confidential Minutes</u> There were no matters arising from the Confidential Minutes</p>	
FGB21-22(9)15	<p><u>Any Other Business</u> Nothing raised.</p>	
FGB21-22(9)16	<p><u>Date and Time of Next Meeting</u> Tuesday 19th July at 4pm</p>	
	<p>The meeting closed at 3.55pm</p>	

Signed (Chair)



**The Whitby Secondary Partnership
Actions from Full Governing Board
Monday 21st June 2022**

Item	Agreed Action	To be actioned by	To be Completed By
FGB21-22(8)3	Flowers and card to be sent to Pen Cruz	SC/JHu	Next meeting
<i>FGB21-22(7)11.1</i>	Follow up ESK Survey results to be shared with Governors.	JH	Next meeting
FGB21-22(9)9	Contact Governor Support to request amendment to the loG Amend the Standing Orders to reflect the change in the number of meeting.	Clerk Clerk	September 22
FGB21-22(9)10	Review Policy wordings as per Governor requests	JH/JHu	Next meeting