

**The Whitby Secondary Partnership
Minutes from Full Governing Board
Tuesday 20th September, 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:

Executive Headteacher WSP:	Jamie Henshaw (JH)
Parent Governor & Co-chair:	Su Crossland (SC)
LA Governor:	Jane Mortimer (JM)
Co-opted Governor:	Mark Taylor (MT)
Co-opted Governor:	Andy Mitchell (AM)
Staff Governor:	David Rae (DR)

ALSO IN ATTENDANCE:

Sarah Marshall (Clerk)
Susan Boyd (SB) (Head of School CCW)
Phil Nicholson (PN) (Head of School ESK)

ITEM	MINUTE	ACTION
FGB22-23(1)1	<u>Welcome</u> The Clerk opened the meeting by greeting all Governors present.	
FGB22-23(1)2	<u>Apologies for Absence</u> Apologies for absence were received from Christina Zanelli and the reasons given. The Governors consented to the absence.	
	SB joined the meeting at 4.15pm	
FGB22-23(1)3	<u>Governor resignations and appointment of Co-opted Governors</u> SC resigned as Parent Governor JM indicated her intention to resign as LA Governor The Governors agreed to re-appoint SC and JM to the Governing Board as co-opted Governors for a period of four years. Action: JM to contact Governor Support to confirm her resignation as LA Governor.	JM

FGB22-23(1)4	<p><u>Election of Chair</u></p> <p>The clerk invited nominations for Chair. CZ and SC were nominated by JM and seconded by MT as Co-Chairs (CZ was not present at the meeting but had already indicated her willingness to stand as Co-Chair) . The Governors present agreed that both be appointed as Co-Chairs for the 2022/23 academic year. SC continued with the meeting as Chair.</p>	
FGB22-23(1)5	<p><u>Election of Vice-Chair</u></p> <p>The Chair invited nominations for Vice-Chair. MT was nominated by JM and seconded by SC . The governors present agreed that MT be appointed Vice-Chair for 2022/23.</p>	
FGB22-23(1)6	<p><u>Annual Register of Business and Personal Interests</u></p> <p>All Governors present updated the annual register of Business and Personal Interests. Governors agreed to declare any future changes at subsequent meetings.</p> <p>Action: Clerk to liaise with absent Governors for completion.</p>	Clerk
FGB22-23(1)7	<p><u>Register of Gifts and Hospitality</u></p> <p>Governors completed the Register of Gifts and Hospitality for the previous academic year.</p> <p>Action: Clerk to liaise with absent Governors for completion.</p>	Clerk
FGB22-23(1)8	<p><u>Declaration of Interests and Reminder of Governor Protocol</u></p> <p>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>	
FGB22-23(1)9	<p><u>Confidentiality</u></p> <p>It was agreed that Agenda Item 18.3 should be recorded as a confidential minute. This item was discussed at the end of the meeting and staff members (except EHT) were not present</p>	
FGB22-23(1)10	<p><u>Confirmation of Minutes</u></p> <p>The Governors approved and accepted the minutes as a true and accurate record of the meeting of the 19th July 2022</p> <p>Action: Chair to sign minutes and file in school.</p>	
<p>FGB22-23(1)11</p> <p>FGB21-22(10)8.2</p> <p>FGB21-22(10)15</p>	<p><u>Matters Arising from the minutes</u></p> <p>Thank you letters and cake to be provided to staff This has been done</p> <p>Governor photos to be displayed in school This will be done in due course – new photos and updated pen portraits</p>	

	may also be required.	
FGB22-23(1)12	<u>Standing Orders</u> The Governors reviewed and agreed the revised Standing Orders - therefore reducing meetings from ten meetings per academic year to six.	
FGB22-23(1)13	<u>NGA Code of Conduct</u> The Governors approved the NGA Code of Conduct for the 2022/23 year. All Governors signed to confirm their individual agreement to the CoC for the next academic year.	
FGB2-23(1)14	<u>Instrument of Government</u> Governors reviewed and agreed the amended IoG - therefore reducing Headteacher Governors from two to one.	
FGB22-23(1)15	<u>To Consider Panel Membership</u> Governors agreed the following panel membership:	
FGB22-23(1)15.1	EHT's Performance Management – SC, MT plus LA Advisor	
FGB22-23(1)15.2	Pay Panel membership to be agreed if/when necessary depending on circumstances and governor availability	
FGB22-23(1)15.3	Discipline Panel membership to be agreed if/when necessary depending on circumstances and governor availability	
FGB22-23(1)15.4	Staff dismissal Panel membership to be agreed if/when necessary depending on circumstances and governor availability	
FGB22-23(1)15.5	Dismissal appeal Panel membership to be agreed if/when necessary depending on circumstances and governor availability	
FGB22-23(1)15.6	Complaints Panel membership to be agreed if/when necessary depending on circumstances and governor availability	
FGB22-23(1)16	<u>To Appoint Governors with specific responsibilities and Link Governors</u> The following Link Governors were appointed:	
FGB22-23(1)16.1	Safeguarding: SC	
FGB22-23(1)16.2	SEND: JM & CZ	
FGB22-23(1)16.3	Health and Safety: MT	
FGB22-23(1)16.4	Disadvantage: CZ	
FGB22-23(1)16.5	Health and Wellbeing: SC, AM & DR	
FGB22-23(1)16.6	6th Form/Careers: MT	

	<p>Governors also agreed that MT be appointed Link Governor for Curriculum and Teaching & Learning.</p>	
<p>FGB22-23(1)17 FGB22-23(1)17.1</p>	<p><u>Headteacher's Report</u></p> <p>Summary of KS4 and KS5 examination results</p> <p>Governors had previously reviewed GCSE and A level results. Results for both schools were broadly in line with the national average.</p> <ul style="list-style-type: none"> • Progress 8 should be viewed with caution until national comparisons can be made. • Intervention programmes for current Y11 are being reviewed in terms of most effective use of the school day as many students are unable to stay late after school due to being tied to bus and train timetables. This will include review of lunch and tutor time provision and also the best use of revision guides. • Where cohort sizes are smaller one student's results can have a significant impact on percentage figures. • The GCSE results in both schools were an improvement on 2019 figures. <p>6th Form</p> <ul style="list-style-type: none"> • A level results should be viewed in the context of the students having never previously sat an external exam. • Only two students had to enter clearing and they now have places. All other students achieved places at either their first or second preference destination. • Work continues to develop a Federation-wide seven year curriculum which will demonstrate a clear pathway from KS4 into KS5 (although the scale of this will be dependent on staffing and any financial limitations). Where-ever possible students should have clear signposting to courses which are appropriate to their ability and interests to avoid them needing to travel elsewhere for Post16 provision • a 'mindset' of through provision being established with staff and students. <p>Governors' questions and comments:</p> <p>Have you considered introducing T levels?</p> <p>It is something to consider, but the requirement for work experience may be an issue.</p> <p>Provision of additional level 2 courses has been investigated in the past but often there is a minimum number of student entries which need to be purchased. This often results in the cost being prohibitive.</p> <p>PN joined the meeting at 4.40pm</p>	

Verbal Report from EHT and Head of Schools.

The Governors welcomed PN to his role of head of school at ESK. Governors noted that it was pleasing to have the EHT plus the two heads of school management structure now in place.

The EHT noted that the priorities for the partnership were:

- to promote and develop common expectations across the Federation.
- All the feeder primary schools to be visited by the heads
- Develop community outreach in relation to adult education.

CCW

- Analysis of the exam results continues and meetings are being held with HoD's to inform next steps to drive results above national average.
- Progress of students from grade 4 to 5 was pleasing. Fewer students progressed from grade 3 to 4 and this will a focus of future planning.
- FFT puts the school in the top 20% of schools nationally
- As expected, attendance has had a significant impact on results - 96% of students with attendance over 90% achieved a grade 4 or above in english and maths compared to students with attendance under 90% (63% in English and 54% in maths for this cohort). These figures will be used to demonstrate the impact of attendance on exam results to students and their families.
- There are three new members of teaching staff and a new Head of Technology
- The school does not currently have an attendance officer but senior staff are meeting on a fortnightly basis to review strategies to promote attendance and to tackle persistent absenteeism.
- There are currently 647 students on roll, 151 students in Y7 (a six form entry and largest year group) 76 students in Y12.
- Attendance was 89.3% for 2021/22 academic year

ESK

- PN has written to all parents to introduce himself and confirm his priorities for the school.
- Three specific areas of uniform have been targeted with a significant improvement showing already.
- A new line management chain is being developed with clearly defined responsibilities and accountabilities.
- Visibility of staff around school is being promoted.
- A staff briefing is now held at the start of each week.

	<ul style="list-style-type: none"> • Staff have demonstrated that they have a real drive to provide the best for their students. • There are 415 students on roll with seven students dual registered. 44 students in Y7 with 103 in Y11. • A review of the curriculum/subject and qualification offer is taking place • SEND: The EHT is line managing the SENCO directly with a focus on developing the use of IEPs and data. <p>Governor comments and questions:</p> <p>There were four unclassified results at A level – were these unexpected? Not entirely. These were students who wished to stay on at 6th form having been through KS3/4. The A level curriculum was always going to be challenging for them but, as a community school, we wished to support them to achieve their potential.</p> <p>Many of the A level groups were small cohorts (sometimes one or two students) how did you manage these groups in terms of staffing? By using a creative approach to the curriculum, using students’ spare time effectively, blending subject groups plus Y12/Y13 groupings plus effective use of Opportunities Area funding.</p>	
<p>FGB22-23(1)18 FGB22-23(1)18.1</p> <p>FGB22-23(1)18.2 FGB22-23(1)18.3</p>	<p>Finance Budget Monitoring Report Budget monitoring reports for both schools were shared with governors.</p> <ul style="list-style-type: none"> • The Budget Recovery Plans are progressing and will be shared with Governors in due course. • The impact of fuel costs on the budget is still a concern. • It may be necessary to explore a staffing restructure. <p>Tracker – item not discussed. Update on Sustainability (confidential item) Item recorded as a confidential minute.</p>	
<p>FGB22-23(1)19</p>	<p>Federation Operational Plan/SDP’s/SIP’s Copies of FIP plus SIPs and SEFs for both schools were shared with Governors prior to the meeting. The SIP’s are the main focus currently. There is a meeting on 22nd September with the LA to discuss further.</p> <ul style="list-style-type: none"> • ESK has been categorised 4 by the LA which provides 12.5 days of LA support. • CCW has been categorised 3 by the LA which provides 8.5 days of LA support. 	
<p>FGB22-23(1)20</p>	<p>Governing Body Objectives Governors’ Action Plan 2022-23 This will be developed as part of the Federation Action Plan.</p>	

<p>FGB22-23(1)21</p>	<p><u>Health & Safety and Safeguarding</u> Numbers relating to students on CP plans, LAC students and safeguarding incidents for the 2021/22 academic year were shared with Governors. The Federation Business Manager has shared the latest site reports with MT (Health and Safety Governor). The required work has been listed according to priority and will be completed within the current financial limitations. There are concerns over some of the exit doors at ESK which may need replacing and also reviewing in terms of fire exit signage.</p>	
<p>FGB22-23(1)22 FGB22-23(1)22.1 FGB22-23(1)22.2 FGB22-23(1)22.3 FGB22-23(1)22.4</p>	<p><u>Governing Body Membership, Training and Development</u> Update on Governing Body Vacancies See also FGB 22-23(1)3 There will be vacancies for an LA Governor, Parent Governor and four co-opted Governors. Recruitment of co-opted Governors is ongoing for the Federation. Action: Parent Governor election to be held across the Federation. Clerk to contact Governor Support re LA Governor.</p> <p>Governor Skills Audit and Training Needs Matrix Governors agreed that the Skills’ Audit should be completed again for this academic year. Action: Clerk to share Skills’ Audit with Governors. Governors to complete and return to clerk.</p> <p>Safeguarding Training Jo Robinson will be reviewing safeguarding specific refreshers for Governors where necessary.</p> <p>KCSiE Governors signed to confirm that they have read and understood the updated KCSiE Guidance for 2022/23</p>	
<p>FGB22-23(1)23 FGB22-23(1)23.1 FGB22-23(1)23.2 FGB22-23(1)23.3 FGB22-23(1)23.4</p>	<p><u>Policy and Policy Reviews</u> Review Policy Schedule Governors reviewed and agreed the policy schedule</p> <p>WSP Child Protection Policy The policy was reviewed and agreed by Governors</p> <p>WSP Cyber Response Policy The policy was reviewed and agreed by Governors</p> <p>WSP Leave and Support Staff TOIL Policy The policy was reviewed and agreed by Governors. The policy has been shared with Support staff for consultation to standardise the approach to the allocation of TOIL across the federation.</p>	

FGB22-23(1)24	<p><u>Any other urgent business</u></p> <p>Website</p> <p>Governors discussed the WSP website which is in need of review and updating. There was a discussion related to Governor information being provided by links from the schools' individual websites rather than on a discrete website. Governors also agreed that copies of the public minutes should be provided on request rather than published on the website.</p> <p>Action: Updates to website as discussed.</p>	EHT/Heads
	AM, DR, SB and PN left the meeting at 5.55pm	
FGB22-23(1)25	<p><u>Confirmation of Confidential Minutes</u></p> <p>The Governors approved and accepted the Confidential minutes as a true and accurate record of the meeting of the 19th July 2022</p>	
FGB22-23(1)26	<p><u>Matters arising from Confidential Minutes</u></p> <p>There were no matters arising from the Confidential Minutes.</p>	
FGB22-23(1)27	<p><u>Reminder of Schedule of Meetings plus date and time of next meeting.</u></p> <p>Next meeting 29th November 2022 4pm in school</p>	

Signed (Chair) 13.12.22



**The Whitby Secondary Partnership
Actions from Full Governing Board
Tuesday 20th September 2022**

Item	Agreed Action	To be actioned by	To be Completed By
FGB22-23(1)3	JM to contact Governor Support to confirm her resignation as LA Governor	JM	ASAP
FGB22-23(1)6	Clerk to liaise with absent Governors to update the annual register of Business and Personal Interests.	Clerk	Next meeting
FGB22-23(1)7	Clerk to liaise with absent Governors to update the Register of Gifts and Hospitality	Clerk	Next meeting
FGB22-23(1)22.1	Parent Governor election to be held across the Federation. Clerk to contact Governor Support re LA Governor.	Head/Clerk	Next meeting.
FGB22-23(1)22.2	Clerk to share Skills Audit with Governors – Governors to complete and return.	Clerk/all	Next meeting.
FGB22-23(1)24	Update to WSP Governor website	EHT/Heads	Next Meeting