

WHITBY SECONDARY PARTNERSHIP

At Scoresby Site
Monday 8th July 2019 at 6pm

Present: Pen Cruz, Carolyn Watkinson, Simon Riley, Andy Fyfe, Julian Fester, Sarah Clancy, Sarah Hugill, Trevor Parker, Jon Brown, Tony Hewitt, Alison Hodgson, Debbie Beeforth, Jane Mortimer.

In attendance: Peter Geer (Clerk), Stuart Boothman (NYCC)

MINUTES

ITEM	NOTES	ACTION
18/01	<p>Election of Temporary Chair</p> <p>The meeting opened with the following Governors: Andy Fyfe (Headteacher) Simon Riley (Headteacher) Sarah Hugill (Staff) Jon Brown (Parent)</p> <p>The Governors discussed the election of a Temporary Chair</p> <p>DECISION: The Governors voted to appoint Jon Brown as Temporary Chair for items 2 & 3.</p>	
18/02	<p>Instrument of Government & Governing Body Membership</p> <p>2.1 Instrument of Government The Clerk confirmed that NYCC has issued an Instrument of Government for The Whitby Secondary Federation and this is now in effect. This Instrument allows for: Two parent governors One Local Authority governor One staff governor Two Headteacher Ten co-opted governors</p> <p>2.2 Governing Body Membership The Governors considered the vacancies on the governing body.</p> <p>DECISION: The Governors voted to co-opt the following as governors on the basis of their experience and the skills that they can bring to the governing body: Pen Cruz Carolyn Watkinson Debbie Beeforth</p>	

	<p>Julian Fester Tony Hewitt Alison Hodgson Jane Mortimer Sarah Clancy Trevor Parker</p> <p><i>The Co-opted Governors joined the meeting.</i></p>	
18/03	<p>Confirm the process for election of Chair and term of office.</p> <p>3.1 Process The Governors discussed the process for an election of the Chair of Governors.</p> <p>DECISION: The Governors agreed to adopt the process set out in the Standing Orders distributed in advance of the meeting.</p> <p>3.2 Term of Office The Governors discussed the Term of Office for the Chair.</p> <p>DECISION: The Governors agreed that the initial Term of Office for the Chair would be one year and one meeting, following which the Governors would elect a Chair at the first ordinary meeting of the school year.</p> <p>3.3 Role of the Chair The Governors discussed the possibility of bringing in a Chair from outside of the two schools who would have a different perspective. The Governors noted that this would carry advantages and disadvantages but that at this point there is nobody in that position. The Governors agreed to explore this option over the course of the next school year.</p> <p>3.4 Co-Chairs The Governors discussed the possibility of Co-Chairs and noted that this would carry advantages in terms of being politically acceptable in the local community and a symbol of the equal weight of the two schools within the Federation. However Governors also noted that there would be considerable scope for complication and miscommunication in a situation where there are two Headteachers and two Chairs.</p>	
18/04	<p>Election of Chair</p> <p>The Clerk invited nominations for the position of Chair and/or Co-Chair.</p> <p>Pen Cruz and Carolyn Watkinson were each nominated for the position of Chair.</p>	

	<p>Pen Cruz and Carolyn Watkinson both confirmed that they would be happy to serve jointly as Co-Chairs or alternatively for one of them to be returned as Chair.</p> <p><i>Pen Cruz and Carolyn Watkinson left the meeting.</i></p> <p>The Governors voted by secret ballot whether to appoint Co-Chairs or a single Chair.</p> <p>DECISION: The Governors voted by secret ballot to proceed with an election for a single Chair of Governors.</p> <p>The Governors voted by secret ballot for Chair in accordance with the Standing Orders. The Headteachers abstaining from the vote.</p> <p>DECISION: The Governors voted by secret ballot to return Pen Cruz as Chair of Governors.</p> <p><i>Pen Cruz and Carolyn Watkinson rejoined the meeting.</i></p>	
18/05	<p>Election of Vice-Chair</p> <p>Nominations were invited for the position of Vice-Chair.</p> <p>Carolyn Watkinson was nominated for Vice-Chair.</p> <p><i>Carolyn Watkinson left the meeting.</i></p> <p>The Governors voted on the position of Vice-Chair in accordance with the Standing Orders.</p> <p>DECISION: Carolyn Watkins was unanimously returned as Vice-Chair of Governors.</p> <p><i>Carolyn Watkinson rejoined the meeting.</i></p>	
18/06	<p>Apologies for absence</p> <p>Apologies were received and accepted from Barry Harland (family commitments)</p>	
18/07	<p>Declaration of Interest</p> <p>Governors were reminded of the need to declare any interests and of their duty of confidentiality around governing body meetings.</p>	
18/08	<p>Register of Business Interests</p> <p>Governors were asked to complete the Register of Business Interests and return them to the Clerk.</p>	Governors

<p>18/09</p>	<p>Standing Orders and Code of Conduct</p> <p>9.1 Standing Orders The Governors considered the Standing Orders which had been distributed in advance of the meeting.</p> <p>DECISION: The Governors approved and adopted the Standing Orders.</p> <p>9.2 Code of Conduct The Governors considered the NGA Code of Conduct for Governors.</p> <p>DECISION: The Governors approved and signed the Code of Conduct.</p> <p>The Governors noted that both schools were currently members of the NGA. The Headteachers to ask the Bursar/ Business Manager to liaise and change this to a single combined membership.</p>	<p>AF/SR</p>
<p>18/10</p>	<p>Statement of Intent</p> <p>The Chair proposed that the Statement of Intent is adopted as a principle of the Governing Body.</p> <p>The Chair explained that there had been an amendment to the document since it was agreed in February. The amendment reflects the reality that the Sixth Form budget cannot be legally ring-fenced from the CCW 11-16 budget as they are technically one budget. Furthermore, at present, resources need to pass between the two parts of the College in order to ensure the viability of both. The Federation will however produce separate budgets for CCW 11-16 and the Sixth Form to allow governors to monitor the costs of each part.</p> <p>DECISION: The Governors voted to accept and adopt the revised Statement of Intent as a principle of the Governing Body.</p>	
<p>18/11</p>	<p>Committee Membership</p> <p>11.1 Sub-Committees The Governors discussed the Committee Structure.</p> <p>There will be six Working Groups:</p> <ul style="list-style-type: none"> • Teaching and Learning, • Post 16, • Student Wellbeing, • Disadvantaged Learners, • Administration, • Resources. <p>These Working Groups will be operational rather than strategic, they will be led by staff and are not part of the governance structure.</p>	

	<p>The Governors discussed the Link Governor roles for specific areas.</p> <p>DECISION: The Governors voted to appoint Julian Fester as the Child Protection and Safeguarding Link Governor.</p> <p>Other Link Governor roles to be determined at the meeting in September.</p>	Agenda
18/13	<p>Delegated Powers</p> <p>The Governors discussed delegated powers to the Headteacher in respect of Budget Management Policy and their ability to spend before referring to the Governing Body.</p> <p>DECISION: The Governors confirmed that each Headteacher would retain their existing discretionary powers as detailed in the Budget Management Policy for their school.</p>	
18/14	<p>Minutes of the meeting of the JSG of the 25th June.</p> <p>The Governors discussed the minutes of the 25th June 2019.</p> <p>DECISION: The Governors approved and accepted the minutes as a true and accurate record.</p> <p>Matters Arising JSG 19/59.1.2 Sixth Form AF confirmed that there are now eight pupils from Eskdale going to the Sixth Form and this number is expected to increase over the summer.</p> <p>The GCSE results are due out on the 22nd August. SR explained that the planned end for the Scoresby works is the 23rd August so there should be some parts of the site that pupils will be able to view on results day.</p>	
18/15	<p>Reports on the final Minutes of the two former Governing Bodies of Caedmon College and Eskdale School. The Heads of the two schools raised items that Governors wished to carry forward into the work of the new Federation Governing Body.</p> <p>15.1 Caedmon College - Simon Riley 15.1.1 Resilience The results from the Growing Up in North Yorkshire survey are now be available for both schools and it would be a useful exercise to look at these and to pick up on issues relating to resilience.</p> <p>15.1.2 Behaviour The Coastal Opportunities Area funding will be used for a ‘school within a school’ scheme to try to reduce exclusions. There is a group</p>	

	<p>meeting to consider low-level behaviour issues, how these are recorded and how the school can be more pro-active in tackling them.</p> <p>15.1.3 SEND There are vulnerabilities in respect of the SEND provision and this is an area where there could be direct benefits from closer collaboration.</p> <p>15.2 Eskdale School - Andy Fyfe 15.2.1 Teaching Space Eskdale put in a bid in September to NYCC for funding for more teaching space - in the last few days they have been notified that the bid was unsuccessful.</p> <p>After further discussions NYCC have agreed to look at the costs for converting the dining room to a teaching space (with the hall being used for dining) but NYCC have not made a firm commitment.</p> <p>There are also plans being explored that involve an additional building on the school site.</p>	
18/16	<p>Policies and Policy Reviews</p> <p>The Governors agreed that policies will be reviewed as they become due. Until then each school will continue to operate with their own existing policies.</p>	
18/17	<p>Urgent Safeguarding Items</p> <p>None.</p>	
18/18	<p>Schedule of Meetings</p> <p>The next FGB meeting will be on Tuesday 10th September at 6pm on the Scoresby site.</p>	
18/19	<p>Any Other Urgent Business</p> <p><i>Trevor Parker, Sarah Clancy and Sarah Hugill left the meeting.</i></p> <p>CONFIDENTIAL ITEM</p> <p>See CONFIDENTIAL MINUTES</p>	

Meeting Closed 9.40pm

Signed by the Chair:

Pen Cruz