

## WHITBY SECONDARY PARTNERSHIP FULL GOVERNING BODY MEETING

At Whitby Sixth Form Site  
Tuesday 21 January 2020 at 5.30pm

Present: Pen Cruz (Chair), Carolyn Watkinson, Simon Riley, Andy Fyfe, Julian Fester, Sarah Hugill, Trevor Parker, Jon Brown, Tony Hewitt, Jane Mortimer, Alison Hodgson and Barry Harland.

Apologies: None

In attendance: Sally Nedley (Clerk)

### MINUTES

ITEM	NOTES	ACTION
1	<b>Apologies</b> None	
2	<b>Declarations of Interest</b> None declared	
3	<b>Reminder of Confidentiality</b> No items were flagged as requiring confidential minutes	
4	<b>Governing Body Membership</b> Two members of the governing body have resigned. The size of the body is 16 and we now have 12 members. JM stated that as we have lost a governor with a financial background it might be worth trying to recruit another governor with that knowledge. The governing body nominated JM as the LA governor and she will email Governor Support to say she is willing to stand. Clerk to send her the email address.	JM – email Governor Support
5	<b>Minutes of the Previous Meeting</b> The minutes of the meeting held on 10 December 2019 were approved and signed by the Chair.	
6	<b>Matters Arising</b> Safer Recruitment – Clerk to organise the link for the training for JM. Safeguarding Audit – Eskdale’s audit will take place on 27 February 2020. SPR and JF have contacted County to arrange a date for Caedmon’s audit to take place. Eskdale Pupil Premium report on website – AF has contacted web design company and the new website should be up and running this week. ISDR – AF to email this to governors. New data due from the Government due to re-marks. SPR and AF will report to governors if there are any major changes to the schools’ results. Strategic Direction – Opportunity Area has agreed to finance three people to work with us. Paul Brennan (LA) has met with the two Heads, members of ST and PC, toured both schools and will be meeting the Heads again next week. Nick Horn has met with the Heads and PC to talk about the work around governor link roles and to get his advice on agenda setting. PC has written to David Miller for help with the financial side of the two schools.	Clerk  AF  SPR / AF
7	<b>Eskdale’s Licensed Deficit Agreement</b> – standing item This was acknowledged by the Governors. <b>Budget Monitoring Reports</b> Governors had copies of both schools’ budget monitoring reports for December with a short narrative on both. PC asked governors to consider which layout they preferred. JB said that it would be easier if the reports were the same so comparisons could be made. Caedmon now have a licensed deficit agreed with County.	
8	<b>Dates of meetings and Link Governor Reports</b> After some discussion, PC agreed to re-look at the wording of the ‘purpose’ column. AF pointed out that the dates of the October and November meetings need to be fairly early in each month to tie in with the strategic planning of staffing.	PC
9	<b>Update on Outreach</b> SPR stated that most of the students in Outreach at the moment are CCW students. Some are on home tuition. In Year 11 six are from CCW and two are from Eskdale. In Year 10, four are from CCW and one is from Eskdale. In Year 9, three are from	

	<p>CCW and one is from Eskdale. There are some students at the centre, some on home tuition and some are refusing to come in. Two have had a special school recommended but have not yet been transferred. There have been two lengthy exclusions from an incident in November with police prosecuting for damage to property. The behaviour in Outreach has been much better recently. Parental meetings have taken place and some students have increased their hours. SPR has looked at Years 7-10 at Caedmon and currently there are no students at risk of being moved to Outreach, the School within a School at Caedmon is helping. The long term budget for Alternative Provision is decreasing quite rapidly. It will be interesting to speak with Paul Brennan and Nick Horn on how Alternative Provision can be remodelled within Whitby. The idea would be to have two primary and two secondary hubs – split between social/emotional /behaviour and communication. This is the model the LA would like throughout the County.</p> <p>One student has been taken out of Outreach and is back at Eskdale. A few Year 11 students are 'pushing the boundaries' but looking at the cohort there is no one currently at risk of going to Outreach. There is the potential of having to accept two students from Scarborough. The staff have fortnightly meetings with AF and SPR. JF asked if the collaborative meetings are still held. Yes – once a month and the CCW SenCo taken on the role of Chair. This role will alternate each year between the two schools.</p>	
<p><b>10</b></p>	<p><b>Update on Pupil Premium</b></p> <p><b>Caedmon</b> – Overall attendance is 91.9% with PP at 88%. The mock exams for Year 11 students did not show the best results and some students missed them. The mock results show Progress 8 at -1.2 for the PP students. There are 22 PP students in Year 11. Only 13 are regular school attenders. SPR gave the governors an overview of these 13 students and their current circumstances. There is now a mentoring programme in place for Year 10 PP students. TH and JF are involved and if other governors would like to be a part of it you are very welcome.</p> <p><b>Eskdale</b> – Attendance overall is 94.3% with PP at 90%. Mock exams have taken place and a number of students were disappointed with their results. AF gave governors an overview of the students' circumstances. This group of Year 11 students has been challenging this year. A support group has been set up for students to attend at break and lunch and there is a staffed support room available where students can work 1-1 if they require it. Jane Bradley has been producing case studies and an action plan for each PP student.</p>	
<p><b>11</b></p>	<p><b>Governor Information</b></p> <p><b>Eskdale</b> – The School Council has elected a body of students who meet every month. They are led by IB and have worked on ECo and Charity projects. A lot of good ideas have come from them. Need to get better at the Parent Voice. There is a two-weekly newsletter and the new website will soon be up and running. The school needs to make better use of Social Media. A new text system is in place. There is a meeting tomorrow for parents to talk to teachers about the options which students will choose soon. There is a good range of extra-curricular activities including the Duke of Edinburgh scheme. The ski trip is out this week but it will be the last time it runs in term time. A lot of different visitors have been in school to talk with the students. The PTA are very committed and do a lot for the school. It would be good to have more staff involved.</p> <p><b>Caedmon</b> – A new structure of student representation has been established called the 'Student Parliament'. They have met twice and the meeting next week will be to look at fundraising. A mock election was held on 12 December with students being given four options for improvements within College to vote on. A newsletter is produced regularly and good use is made of Twitter and Facebook. Questionnaires are given out at each Parents' Evening for completion. A new APP is being launched to communicate with parents which should be more cost effective. SPR suggested that it may be useful to have a specific evening set aside where parents could just drop into College to meet with him or members of the ST. SPR has produced a list of the trips which have taken place over the last calendar year. There is a concern that some trips are accessed by the same group of students. It is important that PP students have the opportunity to take part in events/trips/visits.</p> <p>SPR and AF both agree that it is important to close the gap for PP students both educationally and recreationally. They have been discussing a way of creating a trip for both schools, maybe a camping trip, where equipment is bought across both schools but is then used for a number of years. Maybe a pledge could be made by</p>	

	the Federation that over the students' school career everyone would enjoy at least one theatre trip, one overnight residential, one sports event etc. The governors thought this was a good idea and more thought will be given to it.	
<b>12</b>	<p><b>Safeguarding Report</b></p> <p>JF gave a verbal report to governors. CCW had a safeguarding audit done two years ago and changes were made by JJB. The new audit planned will show where we are now and where those changes have made an impact.</p> <p>Eskdale – AF has taken over as the Safeguarding Lead. There are good safeguarding practices in school. We will await the result of the audit to see if there are any recommendations for changes. JF met with JJB and AF this week and there is a willingness to collaborate and to set a structure going forward. JF's one concern is the manpower to do the administration side of this job. There is a lot of admin but the schools cannot afford to not do it properly.</p> <p><b>Staff Wellbeing</b></p> <p>CW pointed out that the governors' responsibility for the wellbeing of staff also included that of the two Heads. PC said she read of the County's Wellbeing Award in the Red Bag and this might be worth looking at. CW agreed that even looking at the criteria for the award would be worthwhile.</p>	PC
<b>13</b>	<p><b>Schools Financial Value Standards</b></p> <p>There is still some work to do on this document and it will be brought to Governors again at the meeting in February.</p>	Clerk - Agenda
<b>14</b>	<p><b>Urgent Safeguarding Items to Report</b></p> <p>No urgent items to report but the Heads gave a picture of how things stand at the moment in both schools.</p> <p>Caedmon – A weekly meeting is held, four students are on Child Protection Plans and ten students are classed as a 'child in need'.</p> <p>Eskdale – AF has done an internal audit and feels confident that he now has a grasp of what is going on. Six students are currently 'a concern'.</p>	
<b>15</b>	<p><b>Policies for Approval</b></p> <p>CCW and Eskdale are working their way through the policies determining which ones can be Federation Policies to cover both schools. The majority of the Employment Policies held within both schools are NYCC policies. The list below are now Federation Policies and were approved by the Governors and signed by the Chair.</p> <p>Drugs and Substance Misuse Policy  Attendance Management Policy and Leave Policy  Capability Procedures  Developing Performance Policy  Disciplinary Policy  Flexible Working Policy  Parental Leave Policy  Probationary Period Policy  Recruitment and Selection Policy and Procedure  Reorganisation, Redundancy and Redeployment Policy  Resolving Issues at Work Policy  Schools Hearings and Appeals  Smoke-free Workplace Policy</p>	
<b>16</b>	<p><b>Any Other Urgent Business</b></p> <p>None</p>	
<b>17</b>	<p><b>Date of Next Meeting</b></p> <p>Tuesday 25 February 2020 at 5.30pm</p>	

Meeting Closed 7.45pm

Signed by the Chair:

*Pen Cruz*