

## WHITBY SECONDARY PARTNERSHIP FULL GOVERNING BODY MEETING

Tuesday 24 March 2020 at 5.30pm  
By Conference Call

Present: Pen Cruz (Chair), Carolyn Watkinson, Simon Riley, Andy Fyfe, Julian Fester, Trevor Parker, Jon Brown, Tony Hewitt, Jane Mortimer, Alison Hodgson, Barry Harland and Elizabeth Hutton.  
Apologies: Sarah Hugill and Jackie Hunter  
In attendance: Sally Nedley (Clerk)

### MINUTES

ITEM	NOTES	ACTION
<b>1</b>	<b>Apologies</b> Sarah Hugill and Jackie Hunter – apologies were accepted.	
<b>2</b>	<b>Declarations of Interest</b> None declared	
<b>3</b>	<b>Reminder of Confidentiality</b> One item was flagged as requiring confidential minutes – item on Support Staff pay awards.	
<b>4</b>	<b>Minutes of Last Meeting</b> The minutes of the last meeting on 25 February 2020 were approved.	
<b>5</b>	<b>Matters Arising</b> TH – have the Heads had a chance to look at how Year 11 students can be encouraged to join WSF now that they have technically finished school. SPR said his two concerns were Years 13 and 11. It is important to somehow maintain learning for these students. For Year 11 students, teachers are discussing how we can offer 'A' Level bridging courses to all Year 11 students in the town. AF is contacting parents of all Year 11 students, currently there were 15-20 Eskdale looking at joining WSF. AF is going to ask Ed Asquith for help with marketing of WSF. JF asked if the schools were not back in September, could we offer comprehensive courses on line? AF/SPR – yes, we can use the current systems we have. JF – it is important that students are in a good position to take their 'A' levels in 18 months' time. The taster sessions are a really good idea. SPR – for students in other year groups, we are looking at work on an extended project with lots of work on Google Drive and Classroom. Regarding the year 6 students, SPR and AF will contact parents and welcome them with a range of enrichment activities on line. They will work closely with Year 6 teachers. Eskdale are losing MT and Zoe ZH is taking on the role of Data Manager.	
<b>6</b>	<b>Prevent and ACT On-Line Training</b> Governors were reminded about the two training sessions to be completed. Please send certificates to the Clerk.	
<b>7</b>	<b>Heads Reports – verbal</b> SPR – Both schools closed on Friday with both managing to have leavers events for Year 11 and, in the case of CCW, Year 13. It was agreed to pool our provision and the children of key workers and some vulnerable students would gather in the Learning Centre on the Normanby Site. Eskdale School and the WSF site are now closed. On Monday there were six Eskdale and nine CCW students. Today there were five and two. We have a skeleton staff – one admin, one IT technician, one member of the site team to open and close the site, two cleaners and two catering staff. SPR is on site with	

	<p>SG, JB, PD and IB. There is also one female TA from CCW. TH asked about the staff who were working from home. AF – Teachers are preparing learning resources for Google Classroom and, in many cases, looking after their own children. They are planning for the new term and a dedicated Facebook page for families has been set up. SPR - Some admin staff have taken the phones home so they can still deal with parents’ queries and most systems are on line so work can still be carried out. TH asked about the vulnerable learners and FSM students. SPR – the guidance for FSM students keeps changing but KM is working on this for both schools. The social services obviously have a role to play with the most vulnerable students. They have been prioritised and they are being encouraged to come in to school.</p> <p>JF asked about the safeguarding of staff who are still coming into school. SPR and JH did a risk assessment, some staff with underlying medical issues or the vulnerable family members at home finished earlier in the week. The staff attending do not fall into the vulnerable category or have underlying health issues. AF – a good provision is being provided at the moment but things are changing on a weekly/daily basis so could all change.</p> <p>PC asked AF and SPR to thank all the staff involved in providing this provision – it is very much appreciated what they are doing.</p> <p>There is to be a financial review of WSF and the Federation with Deborah Clarke. She met with AF, SPR and PC last week.</p> <p>AF – there are still vacancies for a French and German teacher. The temporary music teacher that is in post is doing a good job so her contract is going to be extended for another year.</p>	
<b>8</b>	<p><b>Licensed Deficits – Standing Item</b></p> <p>This is a standing item and all governors are aware of the situation of the licensed deficits for both schools.</p>	
<b>9</b>	<p><b>School Financial Value Standard</b></p> <p>The SFVS documents were discussed. Eskdale have a 13.5% student/teacher ratio, CCW have a 17% ratio. The premises figure is higher for CCW which reflects the two sites which would also account for the slightly higher figure for support staff. There is a couple of small errors in the raw data on the CCW document, SPR will speak with the bursar. TH asked both Heads if there were anything in either document that surprised them and both said no. The documents were approved by governors and will be submitted to NYCC.</p>	Documents to be sent to NYCC
<b>10</b>	<p><b>Benchmarking Data</b></p> <p>The governors have seen these documents and were asked if they had any question for the Heads. SPR did point out that the CCW data did not reflect the restructure in 2018/19.</p>	
<b>11</b>	<p><b>Budget Monitoring Reports</b></p> <p>Governors have received copies of these reports.</p> <p><b>Eskdale</b> - JB asked what was going to be impact on the budget with the enforced closure of the schools. AF – there will be no exam fees to pay, no invigilator wages and no supply costs. TH said there may be the option of some ‘resit’ exams in September if students are not happy with the predicted grades they receive. EH said these appeals are usually paid for by parents. There will be savings with electricity, heating, water. JB asked if staff working from home were receiving an allowance for internet/home office use etc. AF said there may have to be some reimbursement for some phone calls but this should not amount to very much.</p> <p><b>CCW</b> – Again savings on electricity, heating, water etc., exams costs. Some office staff have taken their office telephones home as these work through the internet.</p>	

	<p><b>Start Budgets</b> Governors have received copies of these reports</p> <p><b>Eskdale</b> – This is looking better but in four/five years could be in some difficulty as looking at a deficit. The start budget, however, shows same staffing levels for all years and if numbers of students fall then staff numbers would have to drop. Not sure on money coming in for SEN so these figures are based on this year. The finance team and governors need to keep a very close eye on things.</p> <p><b>CCW</b> – Helen (from County) worked with Jackie Hunter on this just a week ago and so this is still a work in progress. There will be rental income lost from Easter, especially the camping income in the summer. The primary population is falling – this year it is 235 across the area, this reduces to 220 for a number of years. 220 of these students are coming into CCW and Eskdale in September. Again, the finance team and governors need to keep a very close eye on things.</p> <p>PC – The governors need to focus on how to create two stable strong schools going forward.</p> <p>JH will forward the updated version of the CCW start budget to governors when it is completed. EH is happy for Eskdale's to be submitted to County.</p>	
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<p><b>12</b></p>	<p><b>Premises and Health and Safety Reports</b> The governors had received written reports from TP and JH. <b>Eskdale</b> – In addition to the written report, TP informed governors that the grounds contract had been renewed for a further two years. The hall floor is in need of repair and this will be flagged up with County. A fire audit has been carried out and a walk around the site with Donna Storey has taken place with a few minor improvements implemented. JB commented on the new school entrance and how well it was working. CW mentioned the new signing in system and asked if a card reader was going to be added. AF – this would cost a further £1,000 so unlikely at the moment.</p> <p><b>CCW</b> – BH and JB have visited WSF and their report has been submitted to governors. The asbestos paperwork, training records etc was checked. There is a change to the layout to rear car park needed and this will be looked into. SPR and the WSF Site Manager looking into how to make the corner by the bungalow safer for traffic. SPR thanked BH and JB for the quality of discussion during the visit. It was felt that there was the right culture of H&amp;S at all sites and it was valuable to have their external views. The visit to Eskdale next term has been postponed.</p>	
<p><b>13</b></p>	<p><b>Urgent Safeguarding Items</b> SPR – The LA are responsible for the most vulnerable children who have Child Protection Plans. The worry is how to the schools keep contact with our students from a pastoral point of view.</p> <p>JF – The two safeguarding audits were very positive and both schools are meeting the statutory needs of the students. No immediate issues were highlighted.</p>	
<p><b>14</b></p>	<p><b>Policies for Approval</b> The following policies were approved:</p> <ul style="list-style-type: none"> <li>• Federation Budget Management 2020/21</li> <li>• Federation Gifts and Hospitality</li> <li>• Federation Staff Travel and Expenses</li> <li>• Federation Parents and Pupils Privacy Notice</li> <li>• Federation Employment Privacy Notice</li> <li>• Federation Employment Privacy Notice – Supply and Agency Staff</li> <li>• Federation Website Privacy Notice</li> <li>• CCW Exams Policy</li> <li>• Eskdale Exams Policy</li> </ul>	<p>To be uploaded to websites.</p>

<b>15</b>	<p><b>Any Other Urgent Business</b></p> <p>The workshop with Paul Brennan in April has been postponed. Governors will keep in touch with each other and the Head Teachers by email or phone for the time being. Another conference call Governors' meeting will be called when required.</p> <p>It was agreed that the priorities for the governing body over the coming weeks were:</p> <ul style="list-style-type: none"> <li>• finance situation of both schools;</li> <li>• the future direction of the Federation;</li> <li>• Whitby Sixth Form – continue to promote and support families.</li> </ul>	
<b>16</b>	<p><b>Confidential Item</b></p> <p>The staff governor and Clerk left the meeting so Support Staff Pay Awards could be discussed. CW agreed to take the minutes for this item.</p>	
<b>17</b>	<p><b>Date of Next Meeting</b></p> <p>Tuesday 19 May, 5.30pm</p>	

Signed by the Chair:

*Pen Cruz*