

## WHITBY SECONDARY PARTNERSHIP

Online Meeting  
Tuesday 19<sup>th</sup> May 2020 at 5.30pm

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

In attendance: Peter Geer (Clerk), Elizabeth Hutton (Eskdale Bursar)

### MINUTES

ITEM	NOTES	ACTION
1	<p><b>Apologies for Absence</b> Absences: Alison Hodgson</p>	
2	<p><b>Declaration of Interest</b> Governors were reminded of the need to declare any interests and of their duty of confidentiality around governing body meetings.</p>	
3	<p><b>Minutes of the meeting of the 24<sup>th</sup> March 2020</b> The Governors discussed the minutes of the 24<sup>th</sup> March 2020</p> <p><b>DECISION: The Governors approved and accepted the minutes of the 24<sup>th</sup> March 2020 as a true and accurate record proposed by TH and seconded by JM.</b></p> <p>The confidential minutes of the 24<sup>th</sup> March and matters arising to be discussed at the end of the meeting.</p>	
4	<p><b>Matters Arising from the Minutes of the 24<sup>th</sup> March</b></p> <p><b>A-Level Bridging Course</b> SR confirmed that around 60 pupils have registered an interest, this comprises of around 45 from CCW and 15 from Eskdale. 42 students have joined a cohort-wide google classroom.</p> <p><b>Online Learning</b> <i>The Governors asked</i> about the proportion of students accessing work from home. SR explained that this goes through google classrooms. Every fortnight there is a staff meeting to check to whether the work is being done and to a good standard, if there are concerns there are systems to address this. The vast majority of students are accessing work which seems to better than many other schools are reporting. One of the major difficulties is being able to provide meaningful feedback to students.</p> <p>AF explained that in the Eskdale survey 180 families responded with around 80% reporting doing between one and three hours work a day and similarly 80% were satisfied with the amount of work set.</p> <p><b>Staffing</b> <i>The Governors asked</i> about staff vacancies and recruitment and the challenges to recruitment by COVID.</p>	<p><i>Holding to account</i></p> <p><i>Holding to account</i></p>

	<p>SR explained that there are two vacancies in the Science department and they are working to fill these. COVID complicates recruitment and puts more reliance on references than would normally be the case.</p> <p>AF confirmed that a vacancy in French has now been filled. There may be further vacancies shortly.</p> <p><i>The Governors asked</i> about the possibility for cross-federation appointments. AF noted that the differing timetables between the schools makes very difficult but that going forwards a federation contract would be advantageous. The Governors would discuss this further at the meeting next week.</p>	<p><i>Strategic Direction</i></p> <p><b>FGB</b></p>
<b>5</b>	<p><b>Licensed Deficit.</b></p> <p>The Governors acknowledged that both Eskdale and CCW are running a licensed deficit.</p>	
<b>6</b>	<p><b>Finance Report</b></p> <p><b>6.1 CCW</b></p> <p><b>Outturn 2019/20</b></p> <p>The Governors discussed the CCW Outturn for 2019/20 which had been distributed in advance of the meeting. The Governors noted that Outturn was a £40k improvement from the Start Budget but still represented a significant in-year deficit.</p> <p><b>DECISION: The Governors accepted and approved the CCW Outturn 2019/20.</b></p> <p><b>Private Fund</b></p> <p>The Governors discussed the CCW Private Fund for 2019/20 which had been distributed in advance of the meeting. The Governors noted that this fund primarily represents payments for school trips and fundraising.</p> <p><b>DECISION: The Governors accepted and approved the Private Fund End of Year Report 2019/20.</b></p> <p><b>Start Budget</b></p> <p>The Governors discussed the CCW Start Budget which had been distributed in advance of the meeting.</p> <p>SR explained that there have been some updates which reflect staffing changes. The Start Budget now has an in-year deficit for 2020/21. SR explained that it was unclear how the COVID situation would impact the budget but there is likely to be some savings on utilities and potentially on exam fees.</p> <p>The Governors noted that the five-year Revenue Financial Forecast anticipates that the in-year deficits will continue to fall over each of the next five years.</p> <p>The Governors understood that the benchmarking data shows that CCW has a comparatively high number of EHCPs but also a high proportion of staff with TLRs due to historical reasons. The Governors agreed that following efforts over the previous few years there are few 'easy' savings that can be made and that going forward they may need to review the support staff provision.</p> <p><i>The Governors asked</i> about supply staff cost, SR explained that these were budgeted at just £13k as there are two staff who can act as cover supervisors.</p> <p><b>DECISION: The Governors accepted and approved the CCW Start Budget 2020/21.</b></p>	<p><i>Financial Probity</i></p>

<p>6.2</p>	<p><b>Eskdale</b> <b>Outturn 2019/20</b> The Governors discussed the Eskdale Outturn which was distributed in advance of the meeting. EH confirmed that the final Outturn was an in-year surplus in excess of the Start Budget forecast.</p> <p><b>DECISION: The Governors accepted and approved the Eskdale Outturn 2019/20.</b></p> <p><b>Start Budget</b> The Governors discussed the Eskdale Start Budget which was distributed in advance of the meeting.</p> <p>At the meeting the previous week Deborah Clark had noted that on paper Eskdale had more staff than would be expected, AF noted that natural wastage over the next few years should help bring this in to line.</p> <p>The Governors noted Eskdale was in an acceptable financial position, but staffing would need to be continually reviewed in line with pupil numbers.</p> <p>EH explained that Eskdale has a £22k net loss on catering and that it could be worthwhile to have a meeting with the Federation and NYCC to see if this can be improved in future. The Governors agreed that this was an area where there could be financial benefits and opportunities in co-ordination across the Federation and they would discuss this further next week.</p> <p><b>DECISION: The Governors accepted and approved the Eskdale Start Budget 2020/21.</b></p> <p><i>EH left the meeting</i></p>	<p>FGB</p>
<p>7</p>	<p><b>Health and Safety and Premises Update</b></p> <p>Governors had received a CCW Premises and Health and Safety Report in advance of the meeting.</p>	
<p>8</p> <p>8.1</p>	<p><b>Headteacher Update</b></p> <p><b>School Re-opening</b> AF confirmed that planning is ongoing for limited re-opening of the school in June. A key challenge for Eskdale is the small size of the premises which makes it difficult to have systems for social distancing.</p> <p>AF has spoken to parents of students in the cohorts which are expected to return to school, many have concerns and his impression is that most will take their lead from the school.</p> <p>CCW is currently hosting the provision for key worker’s children in co-ordination with Eskdale. This initially was for 5-6 students per day, but this has now increased to around 14.</p> <p>The Governors noted that the situation remains complicated and liable to change. There is no currently no clear agreement between the Government and the Unions - NGA Guidance is that the responsibility for the decision on how the school will operate sits with the Governing Board and the Headteachers.</p>	

<p><b>8.2</b></p> <p><b>Whitby Sixth Form</b></p> <p><b>8.3</b></p> <p><b>Marketing</b></p>	<p>The Chair noted that the NGA Guidance expects that Headteachers will produce a Risk Assessment for the Governing Board to consider and that there will be engagement with staff and parents.</p> <p>The Governors agreed that the key is the Risk Assessment and that Governors need to be in a position to make decisions quickly as the situation changes. JB and BH will help the Headteachers in preparing the Risk Assessments and their role will be to act as a Critical Friend.</p> <p>The Governors also noted that it is important that they bring the community with them on any decision. The key to this is communication and both CCW and Eskdale should send the same overall message so there is not a perceived divide between the two.</p> <p>AF and SR both confirmed that they have information on vulnerable staff and have started to consider plans for the re-opening. For both Eskdale and CCW it is expected that the re-opening will be very limited and unlikely to take effect before the 8<sup>th</sup> June.</p> <p>AF explained that the number of Eskdale pupils who are moving to WSF has risen to 14 from 7 last year, this is an improvement but still below what had been hoped for. AF has spoken to the parents in this year group and compiled a list of the some of the feedback which was then shared with Governors.</p> <p>There has been a meeting with JF to discuss ways to improve communication and have a consistent message to the Eskdale students and try to replicate the pathway that takes CCW students to WSF. As there is more joint CPD and increased work to get Eskdale students to the WSF site it should become more natural. AF noted that this was the last Eskdale Cohort that was part of the 'Save Eskdale' campaign.</p> <p>SR noted that his impression is that the survey broadly confirms that the WSF offer covers the areas that most students want, although there will always be some that there is not capacity to offer in Whitby.</p> <p>SR explained the marketing plan which had been devised in collaboration with EA. Some of this marketing already takes place, such as the prospectus and letters to wavering students. EA is helping to build a local media profile which involves layering of positive new stories about the WSF and the Federation and he is helping to generate this copy.</p> <p>The Governors discussed the marketing plan and noted the following:</p> <ul style="list-style-type: none"> <li>• It is important for Eskdale and the WSF to become linked in the eyes of the local community and this needs to be a focus.</li> <li>• There was concern whether stories in the Whitby Gazette hits the right demographic. The Governors noted that Yorkshire Coast Radio, Facebook, Google Ads and LinkedIn might be better ways to target the parents and students.</li> </ul> <p>SR explained that EA is being paid a monthly retainer, but they are not tied to a contract.</p> <p>The Governors agreed that AF and SR should meet with EA and discuss the service he offers, the target audience and the best ways to reach them. The Governors will then revisit marketing at the next meeting.</p>	<p><b>JB &amp; AF / SR &amp; BH</b></p> <p><b>SR &amp; AF</b></p>
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8.4	<p><b>Joint Working</b></p> <p>The Heads noted that the joint working teams now have ownership of their own goals and are moving forwards. There is increasing collaboration in areas like Careers and Safeguarding. CPD is also going to help get the same approaches in both schools. From September some of the ideas from these meetings can be deployed.</p>	
9	<p><b>Report from the Chair</b></p> <p>The Chair explained that the workshop of the 26<sup>th</sup> May with Paul Brennan would be to clarify the direction of the Federation and to plan for the next three to four years.</p> <p><b>Governors were reminded to complete the online training and to send the certificates to Sally Nedley.</b></p>	Governors
10	<p><b>Safeguarding items to report.</b></p> <p>AF confirmed one child at Eskdale is on a Child Protection Plan and he is anticipating another from September.</p> <p>SR confirmed that there is one Child Protection Plan at CCW.</p>	
11	<p><b>Policies and Policy Reviews</b></p> <p>The Governors discussed policies.</p> <p><b>DECISION: Governors approved and adopted the following policies:</b></p> <ul style="list-style-type: none"> <li>• <b>Federation SEN Policy</b></li> </ul>	
12	<p><b>Any Other Urgent Business</b></p> <p>AF, SR, SH and TP left the meeting.</p> <p>CONFIDENTIAL MINUTE</p>	

Meeting Closed 9.20pm

Signed by the Chair:

*Pen Cruz*