

**WHITBY SECONDARY PARTNERSHIP
FULL GOVERNING BODY MEETING**

Tuesday 16 June 2020 at 5.30pm
By Video Call

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

MINUTES

ITEM	NOTES	ACTION
1	Apologies Alison Hodgson and Barry Harland – apologies were accepted.	
2	Reminder of Confidentiality Governors were reminded of the need for confidentiality.	
3	Declarations of Interest None declared	
4	Minutes of the Meeting on 19 May 2020 The minutes of the meeting held on 19 May 2020 were approved by the governors.	
5	Matters Arising CW – Have we moved on in relation to the marketing plan? SPR and AF met with EA and he clarified what he could do for us. This will not be a typical marketing campaign but a hearts and mind approach getting the local community on board regarding the federation. The quoted a cost of £1,000 per month for three items. AF has suggested that he and SPR go back to him to see if this could be broken down to £330 per article and then review this in three months' time. SPR – the marketing document prepared is split into three columns, WSF, social media stream and engagement with parents. WSF have sent postcards out to every Year 11 student giving them key dates and wishing them luck for the future. If they are needing any advice staff are on hand to help them. Some targeted campaigns for Hair & Beauty, Electronics and partnership with Scarborough Tech. The social media feeds of both schools have been aligned. Ed can help the schools flood the town with good news stories. TH – can Ed get news into other publications as £330 per item for it to just have a piece in the Whitby Gazette seems expensive. AF – paying Ed for this service takes the pressure off the schools providing and writing the articles. He will ask both heads to sign off any article that is being printed and the schools can both promote these articles through their social media. PC asked governors if they were happy to use Ed's approach but see if the cost could be negotiated to £330 per item. Governors agreed approach. She also suggested that she approach the Opportunity Area to cover this cost and governors agreed to her looking into this.	PC – contact Opportunity Area
6	Minutes of the Meeting on 3 June 2020 The minutes of the meeting held on 3 June 2020 to discuss the re-opening of the two schools were approved by the governors.	
7	Matters Arising CW had spoken to SPR recently who told her that every single student had been contacted by their form tutor during lockdown. Reading an article recently, some schools had had very little contact with students so CW wanted to thank SPR for this approach. SPR said this was particularly down to AH, JG and the Sixth Form Team. PC asked the heads if the governors could have copies of communications that go out to parents, students such as newsletters, links to Facebook pages etc.	AF & SPR will arrange.
8	Licensed Deficits The Governors acknowledged that both Eskdale and CCW are running a licensed deficit.	

Head Teacher Reports**Andy Fyfe**

Covid - Eskdale are all set for next week's return of Year 10 students. Staff rotas are in place, first aiders will be in place every day, students are in set groups and that information has been sent to parents. There is clear guidance on what is acceptable and unacceptable when arriving on site. There are processes in place to allow key workers on site in their vehicles. AF has worked with TP who has got the main hall ready and has agreements in place with contractors etc. AF has had a very productive chat with JF on PPE and what to do if anyone shows symptoms of Covid. There is clear guidance for staff and they will receive a briefing each morning. Transport arrangements are sorted and there is some signage to go up around school. AF and TP will have a final check on Thursday or Friday this week.

Year 6 – Eskdale has made contact with all the families and sent Newsletters out to them. A virtual tour of the school has been made and AR is sending out regular postcards to the Year 6 students. Hoping to bring the students in over the summer holidays to tour the school and meet the teachers. AR has had either face to face conversations by video link or telephone conversations with every parent.

Quality of teaching and learning during lockdown – The last three to four months has been quite tricky with staff having to upskill and find new ways on how to support students. There are now weekly updates on line for the students. A lot of work has been done with families around wellbeing and making sure that students are comfortable with the amount of work they are doing. AF has made one to one calls to families and feedback has been passed on to staff so they can tweak the schemes of work accordingly. Staff have been very open to that feedback. In terms of the teaching and learning, around 25% of students are not accessing learning despite the contact that has been made to homes. Heads of Years are working to encourage uptake. TH asked if there had been any face-face contact with Year 11 students. AF – each one has been spoken to individually. A lot are saying they are bored. Around 20 have signed up to the virtual Sixth Form lessons made available. We have sent cards to all wishing them luck for the future etc.

Safeguarding has been incredibly trying – the school has been in regular contact with the vulnerable students and some go to the Hub. AF is working with JJB from CCW, the LA and other agencies.

PC – there may be an opportunity for Year 11 students who have chosen to go elsewhere to continue their education next year to return to WSF?

AF and SPR have made it clear to all students that we are here to help and give advice and it may lead to some choosing to come to WSF. Some Year 13 students are thinking of coming back to do an extra year with the uncertainty around employment, university places etc.

PC thanked AF for his report, AF then left the meeting.

Simon Riley

Covid - 25 Year 12 students returned to WSF this week. They seemed pleased to be back and they observed the new rules, i.e. hand sanitising, staying in their groups etc. One key member of staff is teaching on line and there is a plan to link up a student on line with the classroom. The plans are in place for the return of some Year 10 students next week. There has been a good response, with students being split into four groups. They will stay in one classroom where they will receive ½ hour each of Maths, English and Science with those teachers moving from group to group. The base teacher will then make sure they are up to date with their other on-line learning. There will be a welfare meeting with each student. Maria Keys has supplied some useful resources for students after some WSF students mentioning that they were having difficulty with their sleep patterns. We are confident that the transport will be running ok – SPR has been in direct contact with Coastal and Country. The advice given by JF on PPE has been taken on board and MC, who is a first responder and has been trained on the use of PPE, is training other first aiders on both sites.

CW – The on-line learning the sixth formers are receiving will stand them in good stead when they move to university.

SPR – It may be something that is carried on after the Covid pandemic is over. It has taken a rapid upskilling of staff. There is uncertainty of what is happening over the summer holidays. The LA have contacted schools for lists of voluntary organisations

	<p>who work with students during the summer holidays. There may still be a provision for the children of key workers but we will have to wait and see.</p> <p>Year 6 – They were due to come into CCW in late March for a visit so when lockdown was announced, SPR contacted parents. Each student has been given a CCW email address with a link to a Google classroom. 95% of students are accessing this. They have received a transfer pack which includes a booklet, locker letter, ParentPay letter etc. A CCW student has done a virtual video tour of the school and this is uploaded for them. SPR has worked with the Primary Headteachers, and two tasks are set each week which will form the basis of the start of their work in Year 7. They have also all been given the log on details for the language website we use in College. The parents have details of the uniform supplier. It is hoped that SPR can meet with all students, either by video call or by visiting the primary schools directly.</p> <p>Quality of teaching and learning during lockdown – SPR is very proud of the way that students and staff are responding. The uptake of learning is good. There is a master spreadsheet for staff to complete regarding their contact with students and this is followed up by AH, JG and the Pastoral team. They will contact parents/students if required. Over 100 Chrome Books have been loaned to CCW students with a further 30-40 being loaned to Eskdale students. The week before half-term was a catch-up week and for those students who were up to date with their learning, there was enrichment tasks for them to do. After surveying parents and students, the system was slightly amended after half term. Year 7 have English, Maths and Science each week plus one other subject. Years 8, 9 and 10 have English, Maths and Science each week plus their option work. The feedback from students seems to be that they are finding this easier to cope with. It has been interesting working with the exam boards on the in-putting of GCSE and A Level gradings. However, each Exam Board seems to be slightly different. It was a real benefit having done two sets of mock exams and having a good amount of data to work with.</p> <p>CW – This may be a opportunity to do more teacher assessment and maybe CCW and Eskdale moderate each other’s work.</p> <p>Staffing update – See confidential minutes.</p> <p>CW – It would be nice if, when it is safe to do so, that teachers who have left from both schools could celebrate them in some way. Also, as the Year 11 Proms had to be cancelled, could these be re-arranged at some future date.</p> <p>SH – A joint Prom for all Year 11 students would be good, maybe at Easter next year. JF agreed that this would be a lovely thing to do for them. SPR said that the leavers’ hoodies seem to have gone down very well.</p> <p>SPR is looking into moving Outreach to the Normanby Site. It is felt that they are too distant and at the moment it seems to be a one-way door but it should be a revolving one. He has spoken to AF who is fine with this plan. The LA are keen on having different hubs, i.e. one for autism related issues and one for social and emotional issues. SPR will talk to governors at length on this at the next meeting.</p>	
<p>10</p>	<p>Report from the Chair The Headteachers’ interim Performance Management Reviews have been successfully completed. Thanks to TH, CW and Nick Horn. There is a meeting on 30 June with the LA on the subject of ‘Whitby Finance’. PC, AF, SPR, JH and EH will attend. The headteachers are working on the Federation Plan and the next workshop is on Tuesday 23 June at 5.30pm.</p>	
<p>11</p>	<p>Update on Strategic Matters More details will be available after the workshop.</p>	
<p>12</p>	<p>Urgent Safeguarding Matters None to report</p>	
<p>13</p>	<p>Policies for Approval The following policies were approved by the Governors and will be uploaded to the schools’ websites:</p>	

	<ul style="list-style-type: none"> • CCW Confiscation Policy • CCW Behaviour Policy • Eskdale Collective Worship Policy • Eskdale Behaviour Policy • Federation Use of Reasonable Force Policy <p>The CCW Collective Worship Policy will be amended and brought to the next meeting for approval.</p>	Clerk
14	<p>Any Other Business</p> <p>At the next meeting on 7 July, PC would like to make part of it 'organisational'; e.g. setting dates for next year's meetings, appointing the Chair, deciding on whether to appoint Associate Governors etc. If any governor would like to nominate a Chair, please email the Clerk.</p>	
15	<p>Confidential Item</p> <p>The staff governors and clerk left the meeting for this item.</p>	Chair to minute
16	<p>Date of Next Meeting</p> <p>Tuesday 7 July 2020, 5.30pm</p>	

Signed by the Chair:

Pen Cruz