

## WHITBY SECONDARY PARTNERSHIP

Online Meeting  
Thursday 21<sup>st</sup> January 2021

Present: Pen Cruz, Carolyn Watkinson, Simon Riley, Andy Fyfe, Sarah Hugill, Barry Harland, Jane Mortimer, Mark Young, Mark Taylor

In attendance: Peter Geer (Clerk)

### MINUTES

ITEM	NOTES	ACTION
1	<b>Apologies for Absence</b>  There were no apologies.	
2	<b>Reminder of Confidentiality</b>  Governors were reminded of the need to maintain confidentiality.	
3	<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.	
4	<b>Minutes of the meeting of the 17<sup>th</sup> December 2020</b>  Governors discussed the minutes of the 17 <sup>th</sup> December 2020.  <b>DECISION: The Governors approved and accepted the minutes of the 17<sup>th</sup> December 2020 as a true and accurate record proposed by JM and seconded by CW.</b>	
5	<b>Matters Arising from the Minutes</b>  None.	
6	<b>Licensed Deficit.</b>  See item 10.	
7	<b>Governing Board</b>  <b>7.1 Committees</b> The Governors discussed committee membership.  <b>DECISION: Mark Taylor to join the Finance and Staffing Committee.</b>  <b>7.2 Vacancies</b> The Governors noted that following the resignation of Jon Brown there is a Parent Governor vacancy which would need to be filled by an election across both schools. The Governors understood the current situation will make an election more	

	<p>complicated but, given the number of vacancies on the Governing Board, they would like to try to start the process. The Governors also considered that one of the principles of the Federation is to try to maintain equal representation between the two schools and so the result of the election may have an impact when they Co-opt Governors.</p> <p><b>DECISION: The Governors agreed to start the Parent Governor election.</b></p> <p><b>7.3 Safeguarding</b> The Governors discussed the position of Safeguarding Governor.</p> <p><b>DECISION: The Governors voted to appoint Mark Taylor as Safeguarding Governor.</b></p>	
8	<p><b>Skills Audit</b></p> <p>The Governors discussed the NGA Skills Audit document.</p> <p><b>DECISION: The Governors agreed that they would use the NGA template for the Skills Audit. Governors to complete and return the document to Mrs Nedley and the results will be discussed at the FGB meeting in February.</b></p>	Governors
9	<p><b>Meeting Dates</b></p> <p>The Finance and Staffing meetings to be moved to 2<sup>nd</sup> February and 9<sup>th</sup> March.</p>	
10	<p><b>Report from Finance and Staffing Committee</b></p> <p><i>The Governors asked</i> about progress at the meeting between the Headteachers and Mark Taylor to discuss cross federation working opportunities. The Governors were concerned that the meeting had been delayed and was now scheduled for early the following week.</p> <p>The Chair is due to meet with Howard Emmett on the 11<sup>th</sup> February and Governors felt that it was vital there is concrete progress to report to him.</p> <p><i>The Governors asked</i> about the position regarding ICT co-operation. SPR explained that ICT has been reduced from four to two staff and so CCW does not have capacity to offer any day-to-day support to Eskdale. AF explained that he gave notice to Schools ICT in September in anticipation of an arrangement with CCW and has since been on an unsatisfactory monthly rolling contract, AF expressed that he was frustrated with the lack of progress.</p> <p>Governors directed that any new appointments should be made on a federation wide basis. If an appointment is from existing staff the Governors would like to see HR consulted as to whether a federation contract can be created in these circumstances.</p>	<p><i>Holding to account / Financial Probity</i></p> <p><i>Holding to account</i></p>

11	<b>Update on Opportunities Area Working Group</b>	
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	<p>Mark Young explained that there had been a positive meeting with Richard Benstead from the Opportunities Area. RB was happy with the proposals around wifi and the drama studio and was impressed with the range of stakeholder conversations that had taken place.</p> <p>Mark Young had explained the one of the key ideas is to use funding to release expertise from within the existing SLT and staff structures, this would give them ownership of the project and help to build cross-federation relationships. Richard Benstead was comfortable with this suggestion and felt that it was better than bringing in outside specialists. There was agreement that the best approach for the Sixth Form is not to just expand the offer but instead to work on a strong core of subjects.</p> <p>The next step is to provide a more detailed breakdown to show the proportion of funding allocated to each area and the impact that it will have. To help with this MY will send the documents to SB in a format that she can populate. It is also important that the plan is sustainable.</p> <p>Richard Benstead has offered to give early feedback on the draft application.</p> <p>The Steering Group is meeting on the 28<sup>th</sup> January. Documents will be shared with the Governing Board for comments but the project is to be led by the Steering Group.</p>	
12	<p><b>Federation Strategy and Culture</b></p> <p>CW explained that feedback from the consultation had raised concerns that many of the staff are unaware of the work of the Governors and do not have a clear view of the Federation strategy. CW has been looking at ways that this can be rectified.</p> <p>CW outlined a proposal to bring in an external facilitator. The facilitator will start by leading sessions with the Governors and the SLTs, this can then be expanded with the SLTs working with the staff more widely.</p> <p>CW has estimated that the cost would be in the region of £10k, partly for the facilitator and partly to backfill staff time.</p> <p>The Headteachers agreed that this would be a useful exercise and that it is important that staff understand the federation. The Headteachers expressed concern however that this would be an extra commitment for staff at a time when they are already very stretched.</p> <p><b>DECISION: The Governors agreed that CW would continue to develop the idea with the Headteachers but that the implementation is put on hold for the time being.</b></p>	CW

<p><b>13</b></p>	<p><b>Health and Wellbeing</b></p> <p>AF and SPR confirmed that their main priority is to relieve the pressure on the staff. In order to achieve this they are trying to minimise anything peripheral from teaching and learning.</p> <p>AF noted that this is a difficult situation and there is no easy fix. While they are doing all the right things there is only so much they can manage in the circumstances.</p>	
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	<p>SPR confirmed that there is an emphasis on support and communication for staff so that they have a clear plan and don't feel isolated.</p> <p>There is frustration with the constant changes in regulations and guidance that they are having to adapt to but overall they have better structures in place than was the case last year.</p> <p>Students with identified vulnerabilities are monitored and attendance is taken for all lessons to help flag any students that are struggling. Laptops have been given to students where required. SPR noted that there is concern that the lockdowns and uncertainty over the last year is having a negative impact on student mental health.</p> <p>The Governors understood that there was a conscious decision that both schools would take a similar approach to remote learning. The feedback from parents and students has been positive.</p>	
<p><b>14</b></p>	<p><b>HT Updates</b></p> <p><b>14.1 Eskdale</b> The Governors discussed the HT report that AF had sent in advance of the meeting.</p> <p>AF confirmed that attendance is around 92% but Covid has caused a lot of complications around attendance and how it is recorded.</p> <p>AF feels that the school is in a remarkably good position considering the challenges of the past year.</p> <p>AF wished to thank SPR and his team for their support with Careers and also like to thank the Outreach Team who have done an excellent job supporting the three Eskdale students.</p> <p><b>14.2 CCW</b> The Governors discussed the HT report that SPR had sent in advance of the meeting.</p> <p>SPR noted that the mock exams suggested that results would be comparable to last year although it is a slightly weaker cohort. Behaviour has continued to improve year on year.</p> <p>SPR agreed that Outreach was going very well - the move from Green Lane to the Scoresby site had been very positive and helped to integrate Outreach with the rest of the school.</p>	

15	<p><b>Governor Monitoring Systems</b></p> <p>The Chair has been working on putting together a structure so that the Headteachers know what information Governors are expecting from them.</p> <p><b>Link Governors</b></p> <p>CW has been putting together a plan for Link Governors. These Link Governors are allocated to Year Groups. The first step is for the Link Governors to contact the Heads of Year.</p> <p>The Governors agreed that it is especially important at the moment that staff view the Link Governors as being a support and not an additional burden. The Governors felt that discussions between Link Governors and staff should be informal and should focus on their experience of online learning and on wellbeing.</p>	
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	<p>AF and SPR confirmed that they were happy with this general approach but the timing of this would need to be carefully considered.</p> <p>CW will review the Link Governor document and discuss with the Headteachers about the timing of Link Governor meetings.</p> <p><b>DECISION: The Governors appointed Mark Taylor as Link Governor for Year 10 and Mark Young as Link Governor for Year 9.</b></p>	<b>CW</b>
16	<p><b>Safeguarding</b></p> <p><b>Eskdale</b></p> <p>AF confirmed that the Pastoral Team is working with JB and PD in monitoring students and there are no major issues to report.</p> <p><b>CCW</b></p> <p>SPR confirmed that there has been one safeguarding incident which has occurred outside school and external agencies are involved.</p>	
17	<p><b>Policies</b></p> <p>The Governors discussed policies. The Chair explained that work is still ongoing to harmonise the policies across the two schools.</p> <p><b>DECISION: The Governors approved and adopted the following policies: CCW Accessibility Policy CCW Anti-Bullying Policy CCW BTEC Malpractice Policy CCW Home College Agreement CCW Student Attendance Policy Eskdale Home School Agreement.</b></p>	
18	<p><b>Any Other Urgent Business</b></p> <p>None.</p>	

19	<b>Confidential Items</b>  None.	
20	<b>Next meeting</b>  25 <sup>th</sup> February 2021	

Meeting Closed 8pm

*Pen Cruz.*

Signed by the Chair: