

The Whitby Secondary Partnership FULL GOVERNING BODY MEETING		
	Minutes of the meeting held on 13 December 2022 (deferred from 29 November & 6 December), 4pm at Whitby Sixth Form	
Members Present	Executive Headteacher WSP: Jamie Henshaw (JH) Co-opted Governor & Co-Chair: Su Crossland (SC) Co-opted Governor: Mark Taylor (MC) Parent Governor & Co-Chair: Christina Zanelli (CZ)	
Apologies from Members	Apologies were submitted by Dave Rae. The reasons given were accepted by the Governors.	
Absent with no apologies	Andy Mitchell and Jane Mortimer	
Also in attendance	N/A	
Name of Clerk	Sarah Marshall	
SCHOOL VISION and VALUES	School vision and values It is important to ensure that all decisions that are made are in line with the school's vision and strategic direction.	
CORE FUNCTIONS OF GOVERNANCE	<ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff. Overseeing the financial performance of the organisation and making sure its money is well spent. 	

Item		Record Actions (who and by when)
FGB22-23(2)1	WELCOME AND APOLOGIES FOR ABSENCE It was agreed that Christina Zanelli would be Chair for this meeting. Apologies were received and accepted from Dave Rae. There had been no apologies received from Andy Mitchell and Jane Mortimer.	
FGB22-23(2)2	DECLARATION OF INTERESTS AND REMINDER OF GOVERNOR PROTOCOL JH declared an interest in agenda item 10.	
FGB22-23(2)3	CONFIDENTIALITY It was agreed that agenda items 8, 9 and 10 should be recorded as confidential minutes. A confidential minute was also recorded under agenda item 6.	
FGB22-23(2)4	MINUTES OF THE LAST MEETING held 20 September 2022 and the Confidential EGM of 11 October 2022. The Board confirmed the minutes of both meetings were an accurate record of events and they were approved.	
FGB22-23(2)5	ACTIONS AND MATTERS ARISING where not covered elsewhere on the agenda.	
FGB22-23(1)3	JM to contact Governor Support to confirm her resignation as LA Governor. JM resigned as LA Governor on 3/10/22 and was re-appointed to the Governing Board as a co-opted governor on the same date, as agreed at the FGB meeting of 20.9.22 (FGB22-23(1)3 refers)	
FGB22-23(1)6&7	Clerk to liaise with absent Governors to update the annual register of Business and Personal Interests and also the register of Gifts and Hospitality. All Register of Interest and Gifts & Hospitality forms have now been completed. Parent Governor election to be held Clerk to contact Governor Support re LA Governor. See FGB22-23(2)11.1	

FGB22-23(1)22.1	<p>Clerk to share Skills Audit with Governors – Governors to complete and return. Two skills audit remain outstanding – clerk has chased these. Action: Outstanding Skills’ Audits to be completed and returned to the clerk.</p>	JM, DR
FGB22-23(1)22.2	<p>Update to WSP Governor website. The WSP Governor website has now been closed with links re-directing to the individual school websites. Governor details have been updated and pen portraits added.</p>	
FGB22-23(1)24		
FGB22-23(2)6	<p><u>EXECUTIVE HEADTEACHER’S BUSINESS REPORT</u>(including HR, Estates, IT and Finance)</p> <p>The EHT’s written report had been shared with Governors in the agenda pack. The following points were noted.</p> <p>HR Recorded as a confidential item with agenda item 9.</p> <p>Estates CCW</p> <ul style="list-style-type: none"> • Governors have received formal confirmation that the TMP has now been agreed for CCW. There is some minor cosmetic work to be completed to the building (new blinds and decorating) before the provision opens in January. • It is anticipated that students will be admitted to the provision from February. <p>ESK</p> <ul style="list-style-type: none"> • The electrical capacity for the new modular buildings needs to be extended. NPower will need to carry out a survey to accommodate this. In the meantime there is the option to relocate some lessons back into the main building to reduce demand on the system. • The heating is not working in one of the rooms and a leak has also been discovered. It is anticipated that these repairs will be covered by warranty. • There have also been some issues with the fire alarm in the new buildings which have now been resolved. • Fire doors across the site have been upgraded with automatic self-closing mechanisms fitted. <p>IT ESK</p> <ul style="list-style-type: none"> • An IT asset review has been completed and an asset register is now in place. • Departmental IT support is now in place across the school and an IT SLA is being sourced in order to provide ongoing support. <p>Joint IT projects across the Federation are in development to enable reduced costs.</p> <p>Research continues to bring both settings onto the same MIS. A meeting is to be held with Bromcom to enable some preliminary discussions.</p> <p>Governor questions and comments: What is the IT infrastructure like across the Federation? We are currently in the process of securing an DfE grant to improve the Wi-Fi infrastructure. There have been some complications with the grant criteria related to the fact that the Sixth Form ‘piggy-backs’ onto the CCW system but we are confident that this should be resolved imminently.</p>	

	<p>Finance The proposed Revised Budgets for both schools had been shared with Governors prior to the meeting.</p> <p>The following points were noted:</p> <p>ESK</p> <ul style="list-style-type: none"> • The figures are based on an Intake on 55 students in Y7 in Sept 2023, although indications are that the actual number will be higher than this. • Adjustments have been made to the staffing models due to the resignation of a number of staff members. • The EHT is liaising with key staff at CCW to enable effective cover for vacancies across the Federation. • There have been a number of support staff resignations which will not be replaced. <p>CCW</p> <ul style="list-style-type: none"> • The figures are based on an intake of 130 Students in Sept 2023. Contract reviews have taken place (specifically catering and cleaning) with a view to cost savings. • No expenditure requests have needed to be made under the NoFC. <p>Heating and energy costs plus staff pay awards have impacted significantly on the budgets of both school.</p> <p>Governor questions and comments: Is the heating and fuel grant reflected in the revised budgets? It appears not, but this will be checked by the EHT</p> <p>Governors authorised submission of the Revised Budgets but noted that the LA would likely not approve them in their current position.</p> <p>Financial Benchmarking for both schools was shared with the Governors.</p> <ul style="list-style-type: none"> • The majority of measures were broadly in line with similar Schools with no significant areas of high-risk. • It was noted that staffing costs for ESK were flagged as high. This is most likely due to a number of long-standing staff who are on a higher pay-scale. <p>Governors also referred to the recent ESK OFSTED inspection – Senior staff and governors were satisfied with the outcome and the full draft report is now awaited.</p>	
FGB22-23(2)7	<p><u>SAFEGUARDING UPDATE</u></p> <ul style="list-style-type: none"> • The DSAs in both schools have complete safeguarding reports and these will be shared with Governors in due course. • NYSCP Bi-annual audit will be completed in January and submitted to the Governing Board for approval. • The LA Safeguarding Monitoring Visit has been completed and the report will be shared with Governors once received. <p>Action: Clerk to add to the agenda for the next meeting.</p> <ul style="list-style-type: none"> • A Safeguarding Advisor has been appointed for ESK by the LA. An action plan which will be formulated which will then also be adopted at CCW. • A new signing-in system at ESK is now fully operational. • All staff have now been given access to CPOMs – this enables incidents to be reported directly by individual staff and then triaged accordingly. • All staff at ESK have completed updated Safeguarding training. <p>Governor questions and comments: What plans do you have for further rehearsal of Lockdown drills?</p>	Clerk

	Practice Drills are planned for the Spring Term in both schools.	
FGB22-23(2)8	WSP STRATEGIC DIRECTION This item was recorded as a confidential minute.	
FGB22-23(2)9	HR AND STAFFING UPDATE This item was recorded as a confidential minute	
FGB22-23(2)10	PANEL UPDATES Headteacher's performance management This item was recorded as a confidential minute.	
FGB22-23(2)11	GOVERNOR BUSINESS Update on Governor Vacancies <ul style="list-style-type: none"> The Parent Governor election has been advertised – the closing date is 14 December. Three nomination forms have been requested but no nominations have yet been submitted. A nomination has very recently been received from Governor Support for an LA Governor which the Governors will review in due course and discuss at the next FGB meeting. Governors continue to investigate opportunities to recruit Co-opted Governors. Action: add nomination for LA Governor to the agenda for the next meeting.	
FGB22-23(2)11.2	Governor Training No Governor training has taken place this month. Governor training information for the Spring term has been shared with the head and Chairs.	
FGB22-23(2)11.3	Governance Healthcheck The first stage of the Governance Healthcheck (meeting with Governor Support, Chairs and head) took place on the 2 November. A written report has recently been received which has been shared with the Governing Body. In January further meetings will be held with staff and with other members of the Governing Body.	
FGB22-23(2)12	POLICIES AND POLICY REVIEWS Children With Health Needs Who Cannot Attend School Policy Code of Conduct Policy (already reviewed) Complaints Policy (already reviewed) Budget Management Policy (already reviewed) WSP Pay Policy WSP Disaster and Critical Incident Policy CCW Word Processing Policy WSP LAC Policy CCW Data Protection and Information Policy WSP Work Experience Policy WSP Winter Management Policy All Policies were reviewed and agreed by Governors.	
FGB22-23(2)13	ANY OTHER BUSINESS Nothing raised.	
FGB22-23(2)14	DATE AND TIME OF NEXT MEETING The next FGB meeting is on Tuesday 7 February 2023 at 4pm	

ACTION LOG

Item	Action	Person	Date
FGB22-23(1)22.1	Outstanding skills' audits to be completed and returned to clerk.	JM, DR	ASAP
FGB22-23(2)7	Add Safeguarding Reports and NYSCP Bi-annual Audit to the Agenda for the next meeting.	Clerk	Next Meeting.
FGB22-23(2)11.1	Add nomination for LA Governor to the agenda for the next meeting.	Clerk	Next Meeting.