



The Whitby Secondary Partnership FULL GOVERNING BODY MEETING		
Minutes of the meeting held on 21 st March 2023, 4pm at Whitby Sixth Form		
Members Present	Jamie Henshaw (JH) Su Crossland (SC) Christina Zanelli (CZ) Mark Taylor (MC) Brian Crosby (BC) Andy Mitchell (AM) Jane Mortimer (JM) Dave Rae (DR)	Executive Headteacher WSP Co-opted Governor & Co-Chair Parent Governor & Co-Chair Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Staff Governor
Apologies from Members		
Absent with no apologies		
In attendance	Gareth Jones (GJ) Louise Wilson Amanda Newbold	Guest Head of School Improvement Assistant Director Education and Skills
Name of Clerk	Dominika Jureczko	
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(4) 1	<p><u>WELCOME</u> The Chair welcomed all parties to the meeting.</p> <p>Mr Gareth Jones, a representative of the counselling service working with the Federation, was admitted to the meeting by the Chair.</p>	

<p>FGB22-23(4) 1a</p>	<p>The Executive Headteacher invited Mr Jones to give an overview of the service. Mr Jones explained that he was representing a counselling charity, which was providing emotional support to children. The charity were invited to Whitby to launch a new service which was proceeding well.</p> <p>Internal space was provided for young people to talk about their problems, concerns, and anything they were struggling with.</p> <p>Staff collaboratively worked with the young people. They were also offering a one-to-one counselling service to those who needed this support.</p> <p>The service empowered young people to manage their emotions and gave them the resilience.</p> <p>Question: A governor enquired whether the funding was initially for one or two years. Answer: It was available for one year.</p> <p>The Executive Headteacher explained that the agreement in place included first year fully funded, next year the federation would be required to make a contribution.</p> <p>Question: A governor enquired what the youngest children were that the charity had worked with. Answer: Mr Jones explained that they worked with reception children.</p> <p>Question: A governor enquired whether the charity were able to provide service in primary schools. Answer: Mr Jones confirmed that was the case.</p> <p>Question: A governor enquired whether the charity needed to recruit staff to provide this service at the Federation. Answer: Mr Jones explained that the current staffing levels were adequate to provide the service.</p> <p>The governors thanked Mr Jones, who left the meeting.</p>	
<p>FGB22-23(4) 2</p>	<p><u>APOLOGIES FOR ABSENCE</u> The meeting was quorate.</p>	
<p>FGB22-23(4)3</p>	<p><u>DECLARATION OF INTERESTS AND REMINDER OF GOVERNOR PROTOCOL</u> The governors were reminded of the protocol and there were no declarations made. No declarations</p>	
<p>FGB22-23(4)4</p>	<p><u>CONFIDENTIALITY</u> No items on this agenda were declared as confidential.</p>	

FGB22-23(4)5	<p>CONFIRMATION OF MINUTES held 7th February 2023 and the EGM of 24th January 2023.</p> <p>The minutes of the meeting held on 7th February and 24th January were approved as correct record. Proposed: JM, seconded: CZ</p>	
<p>FGB22-23(4) 6</p> <p>FGB22-23(1)2 2.1</p> <p>FGB22-23(3) 6</p> <p>FGB22-23(3) 7a</p> <p>FGB22-23(3) 7a</p> <p>FGB22-23(3) 7d</p> <p>FGB22-23(3) 9</p> <p>FGB22-23(3) 9</p> <p>FGB22-23(3) 9</p> <p>FGB22-23(3) 10</p>	<p>ACTIONS AND MATTERS ARISING where not covered elsewhere on the agenda</p> <p>Outstanding skills' audits to be completed and returned to clerk. This was ongoing due to the Clerk being on sick leave.</p> <p>All governors to complete statutory training. Headteacher to provide link. This was ongoing.</p> <p>Report from School Improvement Partner to be presented at next meeting. This was deferred to next meeting.</p> <p>SEN report to be presented to governors (CCW) This was completed.</p> <p>Head of School to provide information about student progress against set targets. This was ongoing.</p> <p>Clerk to add governor visits policy on next agenda. See item 12.1</p> <p>Headteacher to share senior leader contact details with link governors. This was actioned by Executive Headteacher.</p> <p>Clerk to add link governor review to next agenda. This was included on this agenda.</p> <p>Clerk to contact the LA regarding LA governor appointment. This was completed by the clerk.</p> <p>Clerk to add Co-opted governor appointment on next agenda. See item 11.1</p> <p>Headteacher to submit the safeguarding audit to the LA. Executive Headteacher actioned this.</p> <p>The Chair informed the governors that, following concerns from the community, the LA conducted an assurance visit last week.</p> <p>Additional pressure on all staff was noted by governors as the visits were on very short notice. Governors were awaiting the report.</p>	

FGB22-23(3) 10	Verbal feedback was provided by Louise Wilson, who joined the meeting virtually.	
FGB22-23(3) 13	<p><i>Confidential discussion.</i></p> <p>Mrs Newbold and Mrs Wilson left the meeting.</p> <p>It was noted that the Federation experienced a large number of Freedom of Information requests. The Executive Headteacher was working with Veritau DPO to respond to these requests.</p> <p>Question: A governor enquired how many Freedom of Information requests came from the same person. Answer: The requests were coming from various persons from the same community interest group.</p> <p>Executive Headteacher explained the process he applied to the requests and how exemptions were applied.</p> <p>The governors expressed their concern about the amount of work it took the Executive Headteacher.</p> <p>Question: A governor enquired whether it was possible to state that the responses would take longer due to increased volume of requests. Answer: Executive Headteacher discussed this with Veritau and considered releasing a statement about it.</p> <p>Resolved: Federation to engage external staff to help with the Freedom of Information workload after Easter break.</p>	
School Improvement		
FGB22-23(4) 7	<p>Executive Head Teachers Business Report including -</p> <ol style="list-style-type: none"> 1. HR 2. Estates including Health and Safety 3. IT 4. Finance <p>The Headteacher drew the governors' attention to his report and invited comments and questions.</p> <p>Question: A governor enquired about the Anglo-American project, which was sponsoring vulnerable children. Answer: Executive Headteacher explained that the project was about to start as the formalities were being finalised. The project will be concentrate on year 7.</p> <p>Question: A governor enquired whether the project would involve one-to-one mentoring. Answer: Main focus would be on mentoring Pupil Premium students and running workshops.</p>	

	<p>Challenge: A governor noticed that this similar project had been implemented via opportunity board and had not brought a significant impact. Answer: Executive Headteacher reviewed behaviour data for students engaged with the project and some improvement was visible.</p> <p>Question: A governor enquired about the problem with access to safe software mentioned in the report. Answer: Executive Headteacher explained that a software update had failed and this was raised with the providers.</p> <p>Question: A governor enquired about the issue with MIS providers. Answer: Eskdale MIS system is SIMS, the contract was due next month. Executive Headteacher asked the LA to help negotiate a temporary extension till the end of the year. This was not successful. Caedmon College received an email informing them that MIS contract was being terminated.</p> <p>Executive Headteacher was investigating possible replacement systems.</p> <p>A governor commented that if the Federation were thinking of joining a MAT (Multi-Academy Trust) it was good to try and align internal systems.</p>	
FGB22-23(4) 8	<u>SAFEGUARDING UPDATE</u> This was discussed during previous item.	
FGB22-23(4) 9	<u>LINK GOVERNORS' REPORTS</u> The link governor reports had been received. There were no questions.	
Other matters		
FGB22-23(4) 10	<u>GOVERNANCE</u> <ol style="list-style-type: none"> To consider appointment of co-opted governor Executive Headteacher. 1 Parent Governor received before deadline. To be contacted by Chairs. <p>The governors decided to consider the candidate for co-opted governor position. Executive Headteacher gave an overview of the candidate's experience and skills.</p> <p>Resolved: that Richard Fluin be appointed as co-opted governor.</p> <p>Proposed: CZ, seconded: SC</p> <p>The governors discussed governor induction.</p> <ol style="list-style-type: none"> Update on other Governor vacancies <p>The results of parent governor election were given under previous point.</p>	

	<p>Question: A governor enquired about update on Connect the Classroom project.</p> <p>Answer: Executive Headteacher explained that asbestos was discovered and DfE would not pay for its removal as part of the works.</p>	
FGB22-23(4) 11	<p><u>POLICIES FOR APPROVAL</u></p> <p>a) Governor visits</p> <p>All the above policies were approved by the governors. Proposed: CZ, seconded: SC</p> <p>The governors were reminded that governors have NGA and The Key membership access.</p>	
FGB22-23(3) 12	<p><u>HEALTH AND SAFETY</u></p> <p>Executive Headteacher drew the governors' attention to Health and Safety section of his report and invited comments and questions.</p> <p>Question: A governor enquired who had authority to impose permanent exclusions.</p> <p>Answer: Only Executive Headteacher had that authority, Heads of School could impose suspensions.</p> <p>Governors discussed and statutory responsibilities connected to managed moves and applicable procedures.</p> <p>It was noted that budget monitoring report had been included with the agenda papers. The governors discussed the new development in the area and its predicted impact on pupil numbers.</p>	
FGB22-23(3) 14	<p><u>DATE AND TIME OF NEXT MEETING</u></p> <p>The date of next meeting was confirmed for Tuesday, 16th May 2023.</p>	

The meeting was closed on 6:09 pm.

ACTION LOG

Item	Action	Person	Date
FGB22-23(1)2 2.1	Outstanding skills' audits to be completed and returned to clerk.	JM, DR	ASAP
FGB22-23(3)6	All governors to complete statutory training. Headteacher to provide link.	Governors, JH	ASAP
FGB22-23(3)7 a	Report from School Improvement Partner to presented at next meeting.	JH	Next meeting
FGB22-23(3)7 d	Head of School to provide information about student progress against set targets.	PN	Next meeting
FGB22-23(3)9	Headteacher to share senior leader contact details with link governors.	JH	ASAP
FGB22-23(3)9	Clerk to add link governor review to next agenda.	DJ	Next meeting