



The Whitby Secondary Partnership FULL GOVERNING BODY MEETING		
Minutes of the meeting held on 16 <sup>th</sup> May 2023, 4pm at Whitby Sixth Form		
Members Present	Jamie Henshaw (JH) Su Crossland (SC) Christina Zanelli (CZ) Mark Taylor (MC) Richard Fluin Brian Crosby (BC) Andy Mitchell (AM) Jane Mortimer (JM) Dave Rae (DR) Phil Nicolson (PN) Susan Boyd (SB)	Executive Headteacher WSP Co-opted Governor & Co-Chair Parent Governor & Co-Chair Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Staff Governor Head of Eskdale School Head of CCW
Apologies from Members		
Absent with no apologies		
In attendance	Louise Wilson (LW)	Head of School Improvement
Name of Clerk	Laura Waites	
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"> <li>Ensuring clarity of vision, ethos and strategic direction.</li> <li>Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff.</li> <li>Overseeing the financial performance of the organisation and making sure its money is well spent.</li> </ul>	

Item	Details	Actions (who and by when)
FGB22-23(5) 1	<p><b>WELCOME</b></p> <p>The Chair welcomed all parties to the meeting.</p> <p>The Executive Headteacher reminded the Board that parent governor elections had returned two candidates; one parent had been appointed by the school, and it was agreed at the last meeting that the second candidate, Richard Fluin, be appointed as co-opted governor.</p> <p>The Executive Headteacher confirmed that new governors will be set up with a Google account and access to the shared drive.</p>	EHT

	The Clerk is to share relevant information and ensure declaration and business interest forms are completed.	Clerk
FGB22-23(5)2	<b><u>APOLOGIES FOR ABSENCE</u></b> The meeting was quorate. The Executive Headteacher advised the Board that AM and SB would be arriving later to the meeting.	
FGB22-23(5)3	<b><u>DECLARATION OF INTERESTS AND REMINDER OF GOVERNOR PROTOCOL</u></b> Governors were reminded of the protocol and there were no declarations made.	
FGB22-23(5)4	<b><u>CONFIDENTIALITY</u></b> No items on this agenda were declared as confidential.	
FGB22-23(5)5	<b><u>CONFIRMATION OF MINUTES</u></b> held 7 <sup>th</sup> February and 21 <sup>st</sup> March 2023. The minutes of the meeting held on 7 <sup>th</sup> February 2023 were approved as a correct record with the following amendment – to amend duplicate attendance of mark Taylor. The minutes of 21 <sup>st</sup> March 2023 were approved as correct record.	
FGB22-23(5)6  FGB22-23(1)22.1  FGB22-23(3)6  FGB22-23(3)7a  FGB22-23(3)9  FGB22-23(3)13	<b><u>ACTIONS AND MATTERS ARISING</u></b> where not covered elsewhere on the agenda  Check that the outstanding skills’ audits have been completed and returned to Clerk - The Clerk (DJ) is to check all skills audits have been received.  All governors to complete statutory training - Headteacher to provide link. This was ongoing and a reminder was given.  Report from School Improvement Partner to be presented at next meeting - This was an agenda item for this meeting. The Executive Headteacher also confirmed that reports from all LA Advisor visits this academic year were now in the shared folder  Headteacher to share senior leader contact details with link governors - This was actioned by Executive Headteacher.  Safeguarding assurance visit - Governors were awaiting the report.  The Executive Headteacher invited Lousie Wilson to share the report following the safeguarding assurance visit on 16 <sup>th</sup> – 17 <sup>th</sup> March 2023. LW confirmed the purpose of the visit and thanked school leaders for the engagement and response of staff during the visit. LW confirmed the report included a number of observations and recommendations and gave a summary of the overall message. Governors noted pupil voice confirmed pupils felt safe in school and there were many positives in the report. LW drew attention to two key areas for improvement: 1) Operationally, the schools work hard to ensure children feel safe – however implementation is a vulnerability and LW gave examples.	Clerk

	<p>2) The strategic oversight of safeguarding could be reviewed, including quality assurance and how governors seek assurance that information is robust.</p> <p>LW confirmed she has spoken to the Executive Headteacher about the above areas and the school has already responded to several recommendations. The schools are currently aligning policies and LW suggested that the mobile phone policy be reviewed as soon as possible.</p> <p>AM and SB joined the meeting at this point.</p> <p><b>Question:</b> A governor enquired about the reason for banning pupils using mobile phones.  <b>Answer:</b> The Executive Headteacher gave an example and confirmed that following discussions a new mobile phone policy was to be implemented in September 2023. LW advised the timing may need to be reconsidered in case of the Ofsted inspection being carried out next half term.</p> <p><b>Question:</b> A governor asked what is the issue to be mitigated?  <b>Answer:</b> The Executive Headteacher noted pupils could be using their own data to access or share inappropriate content.</p> <p><b>Question:</b> A governor enquired if some children are asked to use phones in class, is there a grey area?  <b>Answer:</b> LW noted there was no issue with the way in which phones were used in a lesson, the issue is usage out of lesson time.</p> <p>LW confirmed that, to support schools in responding to the report, further time from the Safeguarding Advisor and Kelly Osbourne would be provided; Wellbeing Advisor time is to be confirmed. HoS noted that having the expertise will be helpful e.g. to review practical solutions and complete a strategic overview of CPOMS.</p> <p>The Executive Headteacher confirmed that he had met with HoS to go through the report and started to develop an action plan in response to the recommendations. The action plan will be shared with governors. Some actions are already in progress</p> <p>The governors thanked Louise Wilson, who left the meeting.</p>	EHT
<b>School Improvement</b>		
FGB22-23 (5) 7	<p>The Executive Headteacher drew the governors' attention to the following circulated reports and invited comments and questions.</p> <ol style="list-style-type: none"> <li>a. Quality of Education Report to Governors Eskdale School</li> <li>b. Eskdale School Year 11 Data</li> <li>c. Eskdale School FFT 50 Summary</li> <li>d. Quality of Education Report to Governors CCW</li> <li>e. CCW Year 11 Data</li> <li>f. WSF Year 13 Data</li> <li>g. WSP Pastoral Data</li> </ol>	

	<p><b>Eskdale (reports a – c)</b> - The HoS (PN) drew governors’ attention to the main headlines from the reports. Governors noted there has been a concerted effort and coordinated approach from staff to identify cohorts of pupils who need support and develop interventions to support them. There is some evidence that students have made progress, e.g. in English, and Heads of Maths / English are aware of which cohorts to work with. The school continues to be challenged by attendance especially in Y11 and is working with students on a case by case basis. PN gave examples of the approach to dealing with disruptive pupils which involved out of class interventions with relatively small groups, timetabled across school.</p> <p><b>Question:</b> A governor asked what the national attendance figure was?  <b>Answer:</b> It was confirmed as 87% and that Eskdale was at 86% at the end of spring term. PN noted there was a story behind every pupil with poor attendance. There were a significant number of children at 100% attendance.</p> <p><b>Question:</b> A governor asked how many are you taking out of class and putting somewhere else?  <b>Answer:</b> PN confirmed across the whole school of 149 students there were about 10-15 that were under interventions. Conversations on whether a pupil should come out and go into the timetabled interventions involved pupil and parent discussions.</p> <p>PN noted there are some challenging cohorts in Eskdale and advised governors of the makeup and size of cohorts in Y10 / Y11. Governors noted the approach benefitted all in the class.</p> <p>PN left the meeting at this point.</p> <p><b>Caedmon College (reports d-e)</b> - The HoS (SB) drew governors’ attention to the main headlines from the reports. Governors noted there has been a lot of work put into personal development and noted the updates on quality of education, behaviour and attitude, leadership and management. Governors noted how the school was using the new Place To Be service.</p> <p><b>Question:</b> A governor asked about attendance data  <b>Answer:</b> SB confirmed attendance is generally close to national average; it was 88% this week, but noted it usually hits a peak then starts to go down. SB explained the system used to manage attendance / authorise absences and advised that procedures have been tightened up with conversations tailored to each case.</p> <p><b>Question:</b> A governor asked if there were any magic bullets?  <b>Answer:</b> SB noted the new approach is in early stages. The Executive Headteacher advised there is a clear process to tackle attendance at Caedmon and governors noted the focus for the new approach is on those who are hard to reach.</p> <p>Governors discussed the challenge of staff capacity differences to focus on attendance across all three schools and noted that once a policy is in place in Caedmon it will put in place across other schools. The Executive Headteacher advised a new management information system (MIS) will</p>	
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	<p>go live in September which will provide a single view and minimise need to sign into multiple systems. Governors noted ways in which schools were addressing attendance and that the new MIS will enable better reporting and held schools to have the conversations needed to ensure proper support.</p> <p><b>Question:</b> A governor asked what has previously been done to address attendance?</p> <p><b>Answer:</b> The Executive Headteacher noted the importance of having conversations to check why a student was not in school and advised, at Caedmon, data analysis meetings took place. The Executive Headteacher acknowledged the need to look at allocating an attendance role to a staff member. Governors noted the need to find best way with hard to reach families.</p> <p>Governors noted examples of students not coming to school on days they don't have equipment / supplies for lessons and queried whether schools could eradicate any instances that could cause embarrassment from the pupil perspective and identify what the flash points were for non attendance. Governors noted that absenteeism was a national issue and there was a need to look at reasons for not being present.</p> <p><b>Data (reports e-g) –</b> The Executive Headteacher drew governors' attention to the main headlines from the reports. Governors noted that the cohort data was shown in percentages (%).</p>	
<p>FGB22-23(5) 8</p>	<p><b><u>LOCAL AUTHORITY RECORD OF VISITS</u></b></p> <p>The Executive Headteacher confirmed that all LA visit reports are now in the shared folder for the year. All recommendations are collated and the Executive Headteacher goes through actions with the Head of School (HoS).</p>	
<p>FGB22-23(5) 9</p>	<p><b><u>LINK GOVERNORS' REPORTS</u></b></p> <p>SEND link governor report - the link governor report on the SEND visit carried out by JM and CZ had been received by governors. CZ gave a summary of the report and responded to the following questions from governors.</p> <p><b>Question:</b> A governor asked about the learning space.</p> <p><b>Answer:</b> The Executive Headteacher confirmed there have been discussions about the learning space. Once the first TMP is up and running the longer term plan is to extend TMP space.</p> <p>Governors discussed SEND staffing capacity. The Executive Headteacher advised it may be possible to utilise some of the current recruitment across the school and noted different approaches to use of TAs /support / SEND were under consideration.</p> <p><b>Question:</b> A governor asked about the AP.</p> <p><b>Answer:</b> The Executive Headteacher confirmed a review of AP provision needed to be completed with the LA and a discussion has been requested.</p>	

	<p>Governors noted the update on a staff member who has completed wellbeing training and received an overview of the positive work being done; it is planned to cascade the training to senior staff. Governors noted it was hard to get wellbeing data and that benchmarking systems are to be put in place.</p> <p>Governors noted student voice and the survey done on behaviour.</p> <p>Governors noted the update about the consultation process and questions to date. The Executive Headteacher confirmed when there is something for staff to know about they will be informed.</p>	
<b>Other matters</b>		
FGB22-23(5) 10	<p><b><u>GOVERNOR APPROVAL</u></b></p> <p>The Executive Headteacher drew the governors' attention to the following items requiring governor approval and gave an update on each item.</p> <p>School meal price – The Executive Headteacher advised the current charge for meals is £2.60 (£2.50 pupil premium) and NYC are to increase this to £3.40. Primary schools charges are around that level and a full list of charges is to be provided for reference. Governors considered options regarding provision and price.</p> <p><b>Question:</b> a governor asked if the schools can tender elsewhere and not use NYC</p> <p><b>Answer:</b> The Executive Headteacher noted when they previously went out to tender, provision was not deemed to be viable and no -one wanted to tender. Governors noted food and service provided by NYC is not good; the EHT has met with the meals provider and they have made some changes to products; staff have all had customer service training.</p> <p>It was agreed that the Executive Headteacher will continue to review service with the provider, including the change to products which impacts school income.</p> <p>Eskdale Mini bus - The sale of the mini bus at Eskdale for spares/repairs was agreed and use of any receipts to go towards new bus</p> <p>Archery Club - The archery club move / storage to 6<sup>th</sup> form site was agreed if planning approved and if proposed amalgamation goes ahead and the current site closed.</p>	<p>EHT</p> <p>EHT</p> <p>EHT</p>
FGB22-23(5) 11	<p><b><u>POLICIES FOR APPROVAL</u></b></p> <p>There were no policies to be approved by the governors.</p>	
FGB22-23(5) 12	<p><b><u>FINANCE</u></b></p> <p>The Executive Headteacher drew the governors' attention to the following circulated reports and invited comments and questions.</p> <p>a: Eskdale School Final statement b: CCW Final Statement c: Eskdale School Start Budget d: CCW Start Budget</p>	

	The proposed Start Budget was approved by the governors. There were no additional comments or questions on the reports.	
FGB22-23(5) 13	<p><b><u>DATE AND TIME OF NEXT MEETING</u></b></p> <p>The date of next meeting was confirmed for Tuesday, 11<sup>th</sup> July 2023 (business meeting).</p> <p>The Executive Headteacher advised that an extra-ordinary meeting will be required on 20<sup>th</sup> June 2023, once the consultation period regarding amalgamation ends.</p>	

The meeting was closed on 6:10 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(5) 1	New governors to be set up with a Google account and access to the shared drive.	EHT	ASAP
FGB22-23(5) 1	Share relevant information and ensure declaration and business interest forms are completed.	Clerk	ASAP
FGB22-23 (5) 6.1	Share safeguarding assurance visit action plan with governors.	EHT	ASAP
FGB22-23 (5) 9.1	Review service with the provider, including the change to products which impacts school income.	EHT	ASAP
FGB22-23 (5) 9.2	Eskdale Mini bus - The sale of the mini bus at Eskdale for spares/repairs was agreed and use of any receipts to go towards new bus	EHT	ASAP
FGB22-23 (5) 9.3	Archery Club - The archery club move / storage to 6 <sup>th</sup> form site was agreed if planning approved and if proposed amalgamation goes ahead and the current site closed.	EHT	ASAP