

The Whitby Secondary Partnership FULL GOVERNING BODY MEETING		
Minutes of the meeting held on 10 th October 2023, 6pm via Teams		
Members Present	Jonathan Britton (JB) Brian Crosby (BC) Su Crossland (SC) Dave Rae (DR) Mark Taylor (MT) Andy Mitchell (AM) Jane Mortimer (JM) Richard Fluin (RF)	Executive Lead Co-opted Governor & Chair Co-opted Governor Staff Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor
Apologies from Members	Meriel Malone, Christina Zanelli	
Absent with no apologies		
In attendance	Susan Boyd (SB) <u>Executive Team:</u> Gary Sheen (GS) Adele Pinder (AP) Gareth Davies (GD) Chris Pearce (CP)	Head of School Caedmon College
Name of Clerk	Dominika Jureczko (DJ)	
SCHOOL VISION and VALUES	It is important to ensure that all decisions that are made are in line with the schools' 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)
FGB23-24(2)1	<u>Welcome</u> The Chair welcomed all parties to the meeting and led introductions.	
FGB23-24(2)2	<u>Apologies for absence</u> Apologies had been received from Mrs Malone, Mrs Zanelli and Mr Nicholson. The absences were given consent.	

	The meeting was quorate.	
FGB23-24(2)3	<u>Declaration of interests and reminder of governor protocol</u> The governors were reminded of the protocol and there were no declarations made. Governors were reminded to return their declarations of interest to the main office.	
FGB23-24(2)4	<u>Confidentiality</u> No items on this agenda were declared as confidential.	
FGB23-24(2)5	<u>Review of skills audit</u> The skills audit was included with agenda papers. Clerk will update the skills matrix with any new returns.	
FGB23-24(2)6	<u>Appoint governors with specific responsibilities and agree a schedule of visits</u> The statutory link governors had been appointed at the last meeting. Further appointments to be considered as the need arises.	
FGB23-24(2)7	<u>Governor training</u> 1. Keeping Children Safe in Education update Governors were invited to provide confirmation they had read and understood Keeping Children Safe in Education to the main office. 2. Safeguarding training documentation Governors were invited to provide the certificates from their safeguarding training to the main office.	Governors Governors
FGB23-24(2)8	<u>Confirmation of minutes</u> The minutes of the meeting held on 12 th September 2023 were approved with amendments as correct record, to be signed by the Chair. <u>Amendments:</u> <ul style="list-style-type: none"> • Correct date of meeting • Correct Mr Britton’s position – Executive Lead. The governors appointed the following committee members: <ul style="list-style-type: none"> • Finance and Resources - Mr Fluin; • Educational Outcomes Mrs Mortimer. Resolved: Mr Britton’s EA to liaise with clerk regarding committee meeting dates.	
FGB23-24(2)9	<u>Matters arising from the minutes</u>	
FGB23-24(1)2	<u>Clerk to include Mr Nicholson and Mrs Boyd in meeting invitations.</u> This was actioned by the clerk.	
FGB23-24(1)3	<u>Clerk to send register forms electronically to be completed and returned by governors.</u> Clerk had sent the forms; governors were invited to return them to the main office.	
FGB23-24(1)8	<u>Governors to complete the skills audit and return to the Clerk.</u> This was actioned, outstanding forms will be added to the skills	

FGB23-24(1)9	matrix. <u>Mr Sheen to report on financial situation of both schools.</u> Governors received the report with agenda papers. To be further discussed at Finance and Resources meeting.	
FGB23-24(1)12	<u>Chair to write to all parents to inform them about recent developments.</u> Chair reported that this had been actioned.	
FGB23-24(1)10	<u>Safeguarding governor visits the schools to monitor response to recommendations from the LA safeguarding review.</u> Link governor visited the schools and met with both DSLs. Her report was included in the governors' SharePoint.	
FGB23-24(1)19	<u>Clerk to circulate schedule of meetings.</u> This was completed.	
School Improvement		
FGB23-24(2)15	<u>Confirm Whistle-blowing strategies are in place</u> This was deferred to next meeting. Action: Heads of School to report.	Heads of School
FGB23-24(2)16	<u>Receive reports from governor visits to the schools.</u> <ul style="list-style-type: none"> • MT – focus on teaching and learning, report to be shared via SharePoint. • JM – visited Caedmon School, Eskdale visit to follow. 	
FGB23-24(2)17	<u>Policies for Approval.</u> The following policies were circulated with agenda papers and approved by governors: <ul style="list-style-type: none"> • Budget management, including delegation to Heads of School and Executive. • Attendance management • Capability • Parental leave • Staff attendance • Equality information and objectives Action: Head of School to ensure the policies are updated on the website.	Head of School
FGB23-24(2)10	<u>Pre-LA safeguarding Review – Caedmon College</u> To identify if the previous LA recommendations had been acted upon, to train staff for your own review and to evaluate the current arrangements at both school sites at the start of the new term. Mr Pearce thanked Mrs Boyd and her team for their engagement with the safeguarding review. Governors had received the report with agenda papers.	

	<p>The review included a broad range of activities which were designed to be the same in breadth of what an Ofsted inspection would be.</p> <p>The Report was checked on culture and compliance and aimed to help the school prepare for the upcoming review. SCR (Single Central Record) was broadly compliant; there were some minor administrative changes to be completed. The SCR was a strength of Caedmon College.</p> <p><u>Recommendations:</u> Safer recruitment – two staff members were awaiting their DBS certificate and assurance processes for contractors on site need to be strengthened.</p> <p>Culture – leaders historically had not always act on the necessary audit checks, and some of the training pathways needed to be more bespoke.</p> <p>Members of staff were using their mobile phones in the building even though phones were not allowed for pupils.</p> <p>CP offered training sessions for safeguarding governors and his help in preparing governors’ monitoring schedule.</p> <p>Site – this is very complex and communication between staff is difficult. There are areas of the school grounds which present risk to pupils. This will be addressed. Supervision is adequate.</p> <p>Eskdale School safeguarding review is due in November.</p> <p>Bespoke training pathways are being created. CP will visit the school to follow up on the SCR admin issues.</p> <p>Challenge: Governors enquired whether SCR was compliant. Answer: CP confirmed that was the case.</p> <p>Challenge: Governors enquired about the reasons some staff members did not have DBS certificates. Answer: CP explained the individual circumstances for this being the case.</p> <p>Challenge: Governors enquired whether the school addressed the areas identified for improvement. Answer: CP confirmed that was the case.</p> <p>Challenge: Governors asked for an update regarding DBS certificates for staff. Answer: Mrs Boyd explained that one DBS had been received and she was awaiting the last one. A risk assessment has been completed for the latter case.</p>	
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	<p>Question: Governors enquired when CP would visit the Sixth Form.</p> <p>Answer: As soon as possible after Eskdale School.</p> <p>Question: Governors enquired whether the safeguarding provision was future proof.</p> <p>Answer: The school was building the resilience and capacity.</p> <p>Governors discussed the Heads of Schools attending the WSP Board meetings. CP explained that the governors need to be able to triangulate the information they receive and Heads of Schools' presence at meetings would enables Governors to challenge them when needed.</p> <p>Question: Governors enquired when Mrs Boyd was expecting the LA safeguarding report.</p> <p>Answer: Mrs Boyd explained this should be available in November.</p> <p>Governors received the report and governors supported recommendations included.</p>	
FGB23-24(2)11	<p><u>Health & Safety review of the school site and perimeter, including home to school transportation</u></p> <p>Mrs Pinder thanked Mrs Boyd and her team for welcoming her to the school.</p> <p>AP visited the school and observed pupils arriving and leaving to identify possible Safeguarding, Health and Safety issues.</p> <p>She noticed that car traffic was high, and pupils were crossing the road which felt unsafe. She saw parents stopping in the middle of the road and letting their children leave and run to the school.</p> <p>AP observed the school grounds and saw pupils running after a ball into the road. There was a near miss when a vehicle was on the grounds.</p> <p>AP made recommendations based on her observations. Some were outside of the school's control, in the public road. Internal recommendations were also made.</p> <p>This included the addition of fencing and additional gates to try and limit vehicle movement, creating a courtyard, installing a gate near the bus arrival area, and creating a separate pedestrian pathway. These changes should create a safe area for buss drop-off. Installing a barrier should stop parents from dropping pupils in unsafe areas.</p> <p>AP was discussing proposed actions with the LA to create an action plan for the school.</p>	

	<p>Question: Governors enquired whether these changes constituted future-proofing the school grounds. Answer: AP confirmed that was the case.</p> <p>Question: Governors enquired about time scales when these changes could go forward. Answer: AP explained this would be discussed with the LA.</p> <p>Governors noticed that costs of these changes would be a part of the redeployment of the site. NYC would receive the Eskdale site back, which is of significant value. Governors hoped that the LA would invest in the remaining school.</p> <p>Question: Governors enquired what could be done in the short term to improve safety. Answer: AP advised that a temporary footpath could be put in place and the gate opened for the bus at drop-off times.</p> <p>The staff governor agreed with AP’s recommendations.</p> <p>Mrs Boyd was cautious that the traffic problem might only be relocated and not mitigated.</p> <p>A governor commented that a permanent path, not a temporary one should be installed. AP explained that a temporary path was a short-term solution which is meant to address the issue, a permanent one would be part of a long-term plan.</p> <p>Question: Governors enquired whether AP considered the other gate to the premises. Answer: AP confirmed it was considered, and the recommendation was chosen due to the entrance creating a shorter path for pupils.</p> <p>A governor commented that the federation should be encouraging more sustainable means to send pupils to school.</p> <p>A governor noticed that when Eskdale site closed the traffic situation could worsen and it was decided to monitor this.</p> <p>The report was received, and governors supported the recommendations included.</p> <p>Resolved: that governors review pupil transport to encourage other ways of sending pupils to school.</p> <p>Governors noted that LA’s position during consultations was that parents should be encouraged to ask pupils to walk to school.</p>	
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FGB23-24(2)12

Integrated Curriculum and Financial Planning (ICFP) review to benchmark the level of spending at both schools against similar nationally and to eventually produce a financial recovery plan

Mr Sheen drew governors' attention to his report, which was circulated with agenda papers, and highlighted that it represented the first stage of the work undertaken to develop a financial recovery plan for the schools. It contained a comparison of three-years' forecast for schools with benchmarking.

GS highlighted the issues which included low pupil/teacher ratio, low contact ratio, and time devoted to leadership in school. The number of SLT (senior leadership team) in the schools was high.

Staff costs were the main challenge going forward.

There was a lot of opportunity to move the school to a sustainable position. This was the first step on developing a recovery plan and a structure that would be appropriate for the combined school.

Question: Governors enquired about page 3.

Answer: GS explained that this showed a simple aggregation of schools.

Question: Governors enquired whether having two sites would be a financial disadvantage.

Answer: GS assured the governors that this could be resolved.

Question: Governors enquired whether there would be redundancies involved.

Answer: GS explained that it was difficult to answer this question at this time until proposed structure was agreed. Considering the projected pupil numbers, there were too many staff for the projected pupil numbers.

Question: Governors enquired whether the LA would carry the cost if there were redundancies.

Answer: This would need to be discussed with the LA.

It was noted that redundancies might not be needed as a "natural wastage" of staff might be involved.

Governors discussed clear communication with staff, so they are aware of what changes were being proposed.

A governor noticed that uncertainty for staff would make them want

	<p>to leave before their position was made redundant and governors discussed issues of staff retention during uncertain times.</p> <p>Governors received the report and agreed that the ELT start the next step of their work to go towards financial sustainability.</p>	
FGB23-24(2)13	<p><u>Projected class sizes and subject allocations for Caedmon for September 2024 based on the existing curriculum model and pupil numbers.</u></p> <p>Mr Davies drew governors’ attention to his report, which was provided with agenda papers.</p> <p>He drew attention to Year 10-11 options and highlighted that class sizes had been reviewed to make sure they were affordable. Teaching room sizes were also reviewed to ensure they could support the class sizes.</p> <p>Updated curriculum model had also been reviewed.</p> <p>GD gave an overview of how subjects were planned which depended on the pupil community.</p> <p>He stressed that curriculum had to be set in a way that recognised Whitby’s history and heritage.</p> <p>Areas of teacher specialism would be analysed to avoid redundancies through redeployment. There was some volatility in the leadership structure, for example two department heads in each school. After the schools amalgamate, there would be need only for one.</p> <p>Governors recommended that GD discuss investment in the school with the LA to bring capacity in the amalgamated building.</p> <p>Question: Governors enquired whether the class size numbers were realistic, considering Health and Safety in lessons like DT.</p> <p>Answer: GD explained that proposed sizes were a draft and that the ELT were committed to making sure that numbers of pupils in classes were safe.</p> <p>Question: Noting that Key Stages 3 and 4 were split in terms of year groups, governors enquired how this worked in other schools.</p> <p>Answer: GD explained that the Trust worked with two secondary schools and gave details of how options worked in one of them.</p> <p>Challenge: Governors enquired whether GD was able to ensure targeted SEND support and alternative provision.</p>	

	<p>Answer: GD confirmed that was the case and explained that when there was a higher level of need class sizes could be made smaller to enable more support.</p> <p>Question: Governors enquired how SEND curriculum would be managed.</p> <p>Answer: GD explained that for now the options process would continue as before and new models would be considered for the future.</p> <p>Question: Governors enquired what the average year group was predicted to amount to.</p> <p>Answer: 192.</p> <p>Governors discussed the possibility of a partnership with other schools, for example Scarborough TEC, to increase options for young people.</p> <p>Governors received the report.</p>	
FGB23-24(2)14	<p><u>Review to prioritize the school improvement needs leading to the production of a detailed Partnership/School Implementation Plan</u></p> <p>Mr Britton drew governors’ attention to his report and highlighted that both schools were facing challenges.</p> <p>Five areas of focus were identified:</p> <ul style="list-style-type: none"> • Teaching <p>Introduction of a learning cycle, adaptive teaching, and investing in staff, supporting them in their teaching. A curriculum audit is to be undertaken to identify how the two schools could be brought together.</p> <ul style="list-style-type: none"> • Ethos <p>Work on partnership with the school, parents, and local community. Identify school ethos and values, which need to reflect the wider school community.</p> <ul style="list-style-type: none"> • Achievement <p>Examination groups need to maximise progress. Identify priority groups, how to support those children, and implement effective tracking. Ensure consistency of provision.</p> <ul style="list-style-type: none"> • Care <p>Undertake safeguarding review. Analyse attendance, persistent absenteeism, the reward system and SEND.</p> <ul style="list-style-type: none"> • Holistic education. 	

	<p>Recognise and celebrate the vast range of extra-curricular activities. ELT was working with school leaders to bring this plan forward.</p> <p>Resolved: that the report be brought to next meeting where it can be scrutinised in detail. Action: clerk to add on agenda.</p> <p>Challenge: Governors enquired about the open evening which had been delayed.</p> <p>Answer: SB explained that this was being organised. There were some concerns from staff that since the curriculum plans were not finalised, they would not be able to answer parents' questions. JB stressed that the schools were very early in the process and acknowledged that parents expected answers. Parents should be provided with as much communication as possible.</p> <p>A governor commented that parents appreciate the opportunity to visit the school in person.</p> <p>SB explained that some of the parents might look at other schools and advised that showing them that there was a plan in place would go a long way.</p> <p>Governors noticed that the number of children being home-schooled was growing in the county.</p> <p>Governors discussed other secondary schools the parents send their children to from the local community.</p>	DJ
Other matters		
FGB23-24(2)17	<p><u>Policies for Approval.</u></p> <p>The following policies were approved:</p> <ol style="list-style-type: none"> 1. Budget management 2. Attendance management 3. Capability 4. Parental leave 5. Staff attendance 6. Equality information and objectives 	
FGB23-24(2)18	<p><u>Date of next meeting</u></p> <p>21st November 2023 at 6:00 pm.</p>	

The meeting was closed at 8:17 pm.

ACTION LOG

Item	Action	Person	Date
FGB23-24(1)3	Declaration of interests forms to be completed and returned by governors.	Governors	ASAP
FGB23-24(1)8	Governors to return the outstanding skills audit forms and return them to the Clerk.	Governors	

FGB23-24(1)9	Mr Sheen to report on financial situation of both schools at Finance and Resources meeting.	GS	Finance and Resources
FGB23-24(2)15	Heads of School to report whether whistleblowing strategies are in place.	Heads of School	21/11/2023
FGB23-24(2)17	Executive Team to ensure the policies are updated on the website.	Heads of School	21/11/2023
FGB23-24(2)7	Governors to read Keeping Children Safe in Education.	governors	
FGB23-24(2)7	Governors to provide their safeguarding training certificates to main office.	governors	
FGB23-24(2)17	Executive Team to ensure the policies are updated on the website.	ELT	
FGB23-24(2)14	Clerk to add review to prioritize the school improvement needs on next agenda.	JD	