

The Whitby Secondary Partnership FULL GOVERNING BODY MEETING		
Minutes of the meeting held on 12 <sup>th</sup> September 2023, 4pm via Teams		
Members Present	Jonathan Britton (JB) Brian Crosby (BC) Su Crossland (SC) Christina Zanelli (CZ) Dave Rae (DR) Mark Taylor (MT) – in part	Executive Lead Co-opted Governor & Chair Co-opted Governor Parent Governor Staff Governor Co-opted Governor
Apologies from Members	Andy Mitchell, Meriel Malone	
Absent with no apologies	Richard Fluin, Jane Mortimer	
In attendance	Louise Wilson (LW)  Susan Boyd Phillip Nicholson <u>Executive Team:</u> Gary Sheen Adele Pinder	Head of School Improvement Assistant Director Education and Skills Head of School Caedmon College Head of School Eskdale School  WLP CFO WLP Trust Head of Operations and Compliance
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"> <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		Record Actions (who and by when)
FGB23-24(1)1	<u>WELCOME</u> The Chair welcomed all parties to the meeting and led introductions.	
FGB23-24(1)2	<u>APOLOGIES FOR ABSENCE</u>	

	<p>Apologies had been received from Mr Taylor, Mrs Malone and Mr Mitchel. Mr Rae and Mr Pearce had sent apologies that they would be late. The absences were given consent.</p> <p><b>The meeting was not quorate.</b></p> <p>The Chair proposed that the Heads of Schools attend all meetings which was agreed. <b>Action:</b> Clerk to include Mr Nicholson and Mrs Boyd in meeting invitations.</p>	DJ
FGB23-24(1)3	<p><b><u>DECLARATION OF INTERESTS AND REMINDER OF GOVERNOR PROTOCOL</u></b></p> <p>The governors were reminded of the protocol and there were no declarations made.</p> <p>The Chair stressed the importance of declaring any interests.</p> <p><b>Action:</b> Clerk to send register forms electronically to be completed and returned by governors.</p>	DJ, governors
FGB23-24(1)4	<p><b><u>ELECTION OF VICE CHAIR</u></b></p> <p>Clerk received nomination for Mr Taylor for the position of Vice Chair. As the meeting was not quorate, this item was deferred to next meeting.</p>	
FGB23-24(1)5	<p><b><u>CONFIDENTIALITY</u></b></p> <p>No items on this agenda were declared as confidential. The Chair stressed that the Governing Body should avoid excluding items from public records wherever possible.</p>	
FGB23-24(1)6	<p><b><u>REVIEW OF GOVERNANCE DOCUMENTS</u></b></p> <p>I. <u>Standing Orders</u></p> <p>Governors had received the document with agenda papers, and it was recommended for approval at the next meeting.</p> <p>Governors discussed the future structures of the Board and the intent of creating two committees: Education and Finance and Resources. Both committees would be led by Vice Chairs. In the meantime, it was decided that last year's document would be still in force.</p> <p>2. <u>Code of Conduct (NGA model)</u></p> <p>Governors had received the document with agenda papers, and it was recommended for approval at the next meeting. In the meantime, it was decided that last year's document would be still in force.</p>	
FGB23-24(1)7	<p><b><u>ANNUAL REVIEW OF REGISTER OF BUSINESS INTERESTS AND REGISTER OF GIFTS AND HOSPITALITY</u></b></p> <p>It was agreed that the Clerk would circulate the Register of Business Interests pro-forma to all governors, to be returned to the Clerk.</p>	
FGB23-24(1)8	<p><b><u>SKILLS AUDIT</u></b></p> <p>It was resolved that the governors would complete the skills audit and return to the Clerk.</p>	governors
FGB23-24(1)9	<p><b><u>REVIEW OF COMMITTEES INCLUDING MEMBERSHIP AND TERMS OF REFERENCE</u></b></p> <p>I. <b><u>Finance and Resources</u></b></p>	

	<p>The Chair stressed the importance of this committee as the Federation had been issued a Financial Notice of Concern by the LA. Mrs Wilson explained that the Notice gave additional powers to the LA around financial spending. Approval must be sought for spending over £1000 from the LA Financial Panel.</p> <p><i>Mr Rae joined the meeting. <b>The meeting was quorate.</b></i></p> <p><b>The governors requested a report on financial situation of both schools from Mr Sheen.</b></p> <p>Governors needed clarity on what the LA would provide in terms of capital expenditure.</p> <p><b>The following Committee members were appointed:</b></p> <ul style="list-style-type: none"> <li>• Mr Crosby as Interim Chair,</li> <li>• Mr Rae,</li> <li>• Mrs Crossland.</li> </ul> <p>The governors appointed North Yorkshire Clerking Service to provide clerking to the committee.</p> <p><b>2. <u>Educational Outcomes</u></b></p> <p><b>The following Committee members were appointed:</b></p> <ul style="list-style-type: none"> <li>• Mr Taylor as Chair,</li> <li>• Mrs Zanelli,</li> <li>• Mr Mitchel.</li> </ul> <p>The governors appointed North Yorkshire Clerking Service to provide clerking to the committee.</p> <p><b>3. <u>ELHT's Performance Management</u></b></p> <p><b>The following Committee members were appointed:</b></p> <ul style="list-style-type: none"> <li>• Mr Crosby as Chair,</li> <li>• Mr Taylor,</li> <li>• Mrs Zanelli.</li> </ul> <p>The governors appointed North Yorkshire Clerking Service to provide clerking to the committee.</p> <p><b>4. <u>Pay</u></b></p> <p><b>The following Committee members were appointed:</b></p> <ul style="list-style-type: none"> <li>• Mr Crosby as Chair,</li> <li>• Mr Taylor,</li> <li>• Mrs Zanelli.</li> </ul> <p>The governors appointed North Yorkshire Clerking Service to provide clerking to the committee.</p>	GS
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	<p><b>5. <u>Discipline</u></b></p> <p>It was decided that three governors would join the panel as available.</p> <p>The governors appointed North Yorkshire Clerking Service to provide clerking to the committee.</p> <p><b>6. <u>Staff dismissal</u></b></p> <p>It was decided that three governors would join the panel as available.</p> <p>The governors appointed North Yorkshire Clerking Service to provide clerking to the committee.</p> <p><b>7. <u>Dismissal appeal</u></b></p> <p>It was decided that three governors would join the panel as available.</p> <p>The governors appointed North Yorkshire Clerking Service to provide clerking to the committee.</p> <p><b>8. <u>Complaints</u></b></p> <p>Changes to this committee were deferred to next meeting as complaints policy was pending a review. In the meantime, last year’s provision will remain in place.</p> <p><b>Terms of reference for the committees were adopted by the governors. The committees were given delegated powers to act according to their terms of reference.</b></p> <p><b>It was decided that Mr Britton and Mr Crosby would be responsible for the performance management of the Heads of School.</b></p>	
FGB23-24(1)11	<p><b><u>CONFIRMATION OF MINUTES</u></b> held 11<sup>th</sup> July 2023.</p> <p>The minutes of the meeting held on 11<sup>th</sup> July were approved as correct record, to be signed by the Chair.</p>	
<p>FGB23-24(1)12</p> <p>FGB22-23(1)22.1</p> <p>FGB22-23(3)6</p>	<p><b><u>MATTERS ARISING</u></b> where not covered elsewhere on the agenda</p> <p><u>Clerk to bring physical copies of skills audit and declaration of interest to the first meeting in September 2023.</u></p> <p>As the meeting was being held online, the governors decided to complete both forms and return them to the Clerk.</p> <p><u>Message to be sent to staff to inform them of change in Chair.</u></p> <p>Governors noted that staff were informed of the changes of the Chairs and Executive Headteacher to the Executive Leadership Team.</p> <p><b>Question:</b> Governors enquired what staff members’ reaction was</p>	

	<p>when they found out that Mr Henshaw was leaving.</p> <p><b>Answer:</b> PN explained that staff members were surprised to learn about it and their reactions were mixed. Some staff were concerned about the vacuum the role had left. Some felt there was a lack of clarity about what next steps would be, especially in Eskdale.</p> <p>SB added that a lot of uncertainty had been mitigated when the Chair met with staff.</p> <p><b>Question:</b> Governors enquired about reaction in the community.</p> <p><b>Answer:</b> There was reaction in some Facebook groups. Some members of the public expressed uncertainty about the future of the Federation.</p> <p><b>Action:</b> Chair to write to all parents to inform them about recent developments.</p> <p>Governors discussed the recent change of the colour of uniform ties in one of the schools and impact it had on local community.</p> <p><b>It was decided that in the future the Federation would communicate more clearly with the local community.</b></p>	BC
<b>School Improvement</b>		
FGB23-24(1)13	<p><b><u>MEMORANDUM OF UNDERSTANDING.</u></b></p> <p>The Chair drew governors’ attention to the Memorandum of Understanding and presented the document on screen.</p> <p>He highlighted that the document sets out the terms of support the federation will receive from the Wonder Learning Partnership. An executive team of professionals will join the federation to support the schools for the next two years. This will be reviewed every 6 months.</p> <p>The team will be led by Mr Britton who takes up the role and accountability for the leadership of the team as Chief Executive Officer. Mr Britton introduced the other team members present at the meeting: Mr Sheen who contributes his expertise as Chief Finance Officer, Mrs Pinder (Director of Estates and Compliance) who will have oversight of schools and estates and Chris Pearce (Director of the Institute of Education). The Director of People and Culture, responsible for personnel sent apologies.</p> <p>The Chair drew governors’ attention to Appendix A and highlighted the cost involved. The LA’s Schools’ Expenditure Control Panel had supported this expenditure. It was noted that representatives of Governing Body and leadership staff would need to meet with the Panel to present key documents about the financial plan and restructure.</p> <p>The Chair drew governors’ attention to appendix B. He Invited Mr Britton to give a summary of the team’s past school improvement work.</p>	

	<p>Mr Britton gave examples of schools that had been supported by his team. He highlighted evidence of improvement, including improved Ofsted judgement.</p> <p><b>Question:</b> Head of School stressed that they had a duty of care to the staff and asked how the executive team and governors would protect them.</p> <p><b>Answer:</b> Mr Britton explained the ethos of the Trust as a charitable trust. They recognised the importance of community. The mission of the trust was to recognise and celebrate the history, traditions, communities, and values of individual schools. The Trust acknowledged the proud history of the town and its desire to work in partnership with children, parents and colleagues to serve the local community and provide an outstanding education for the children of Whitby.</p> <p>The Chair set out the work for the Governing Body for the academic year: merging the two schools, introducing new uniform, new name and identity, management and staffing structure, curriculum structure. The process would involve consultations with local community. This required the Governing Body to work to tight deadlines.</p> <p>The Chair asked the executive team if they were clear what was required of them which they confirmed.</p> <p>Mr Britton informed the governors that he would be present two days a week and assured everyone that the whole team would be working to support children, parents, and colleagues at the school, on a daily basis.</p> <p>The governors welcomed the executive team looking forward to the partnership.</p> <p>The Chair drew governors' attention to point 1.1 and stressed that the governors must not lose sight of educational performance of students.</p> <p>Mrs Wilson gave an overview of LA's oversight of maintained schools' performance. She and stressed the importance of both schools retaining good judgement as inspection was imminent.</p> <p>The LA's role is to provide monitoring, challenge and support to both schools. All LA maintained schools receive a graduated support from a named adviser. Their role is to deliver LA's core and enhanced offer.</p> <p>Both schools were deemed to be at <b>high risk</b> as there were specific vulnerabilities and categorised as category 4. That means in practise that they both would receive a core and enhanced offer of support.</p>	
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	<p>Records of visit would be provided, and the expectation was that the executive team and Governing Body consider the recommendations included.</p> <p>The LA would provide external monitoring and assurance.</p> <p>Safeguarding monitoring visits would be arranged for each school.</p> <p>Mrs Wilson invited Heads of School and the executive team to CYPs Headteacher briefings which are being held by the LA.</p> <p><b>Question:</b> Governors enquired further about the LA's offer.  <b>Answer:</b> Mrs Wilson explained that the federation would receive the enhanced offer, which included governance health check and review SCR (Single Central Record) check, Leadership readiness workshop.</p> <p>The Chair proposed that the Governing Body accepts the Memorandum of Understanding.</p> <p>The Clerk highlighted that, with Mr Britton having to withdraw from the vote, the meeting was not quorate.</p> <p><i>Mr Taylor joined the meeting.</i> It was noted and accepted that he had discussed the Memorandum of Understanding with the Chair prior to the meeting. The Chair gave a summary of the discussion.</p> <p><b>The Chair noted the meeting was quorate.</b></p> <p><b>Resolved:</b> that the Memorandum of Understanding is approved by the Governing Body.</p> <p><i>Mr Pearce, Mr Sheen and Mrs Pinder left the meeting.</i></p>	
FGB23-24(1)14	<p><b><u>SAFEGUARDING UPDATE</u></b></p> <p>There were no updates.</p> <p><i>Mr Taylor left the meeting.</i></p> <p>Mrs Wilson reminded the governors that there was a safeguarding action to be put in place as a result of the last LA safeguarding review and enquired whether the governors were assured the plan had been put in place.</p> <p><b>Question:</b> Governors enquired whether the action plan was in place.  <b>Answer:</b> Heads of School explained that no plan was put in place; however, the actions had been incorporated into the School Improvement Plan.</p>	

	<p>Governors suggested that the overarching plan for the federation should come from the executive team and the plans for individual schools would result from that.</p> <p>Head of School explained that some of recommendations had been actioned immediately and some incorporated in the School Improvement Plan.</p>	
FGB23-24(1)10	<p><b><u>TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES</u></b></p> <p>The following governors with specific responsibilities were appointed:</p> <ul style="list-style-type: none"> <li>• Safeguarding – Mrs Crossland</li> <li>• SEND – Mrs Mortimer</li> <li>• Disadvantaged – Mrs Zanelli</li> </ul> <p>Further appointments were deferred to next meeting.</p> <p>Clerk recommended that the Safeguarding governor visits the schools to monitor response to recommendations from the LA safeguarding review, which was <b>agreed</b>.</p>	SC
FGB23-24(1)15	<p><b><u>Governing Body Objectives</u></b> <b><u>Governors’ Action Plan 2023-24</u></b></p> <p>This item was deferred as Action Plan would be drafted once the executive team have prepared the improvement plan.</p>	
<b>Other matters</b>		
FGB23-24(1)16	<p><b><u>GOVERNANCE</u></b></p> <p>1. Governor training</p> <p>The Chair requested that confirmation of governors’ safeguarding training is sent to the Clerk.</p> <p>2. <i>“Keeping Children Safe in Education”</i></p> <p>It was agreed that governors would read the document and email confirmation to Jo Robinson.</p>	
FGB23-24(1)17	<p><b><u>POLICIES FOR APPROVAL</u></b></p> <p>This item was deferred.</p>	
FGB23-24(1)18	<p><b><u>HEALTH AND SAFETY</u></b></p> <p>This item was deferred.</p>	
FGB23-24(1)19	<p><b><u>Schedule of meetings</u></b></p> <p>Clerk to circulate schedule of meetings.</p>	DJ

The meeting was closed on 6:13 pm.

**ACTION LOG**

Item	Action	Person	Date
FGB23-24(1)2	Clerk to include Mr Nicholson and Mrs Boyd in meeting invitations.	DJ	
FGB23-24(1)3	Clerk to send register forms electronically to be completed and returned by governors.	DJ governors	
FGB23-24(1)8	Governors to complete the skills audit and return to the Clerk.	governors	
FGB23-24(1)9	Mr Sheen to report on financial situation of both schools.	GS	10/10/2023



FGB23-24(1)12	Chair to write to all parents to inform them about recent developments.	BC	
FGB23-24(1)10	Safeguarding governor visits the schools to monitor response to recommendations from the LA safeguarding review	SC	
FGB23-24(1)19	Clerk to circulate schedule of meetings.	DJ	