

The Whitby Secondary Partnership FULL GOVERNING BODY MEETING		
Minutes of the meeting held on 9 <sup>th</sup> January 2024, 6pm via Teams		
Members Present	Jonathan Britton (JB) Brian Crosby (BC) Mark Taylor (MT) Andy Mitchell (AM) Jane Mortimer (JM) Richard Fluin (RF) Christina Zanelli (CZ)	Executive Lead Co-opted Governor & Chair Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor
Apologies from Members	Dave Rae	
Absent with no apologies	Meriel Malone	
In attendance  <u>Executive Team:</u>	Susan Boyd (SB) Phil Nicholson (PN)  Gary Sheen (GS) Adele Pinder (AP) Gareth Davies (GD) Chris Peerce (CP) Leila Sugden (LS) Lucy Bailey (LB)	Head of School Caedmon College Head of School Eskdale School
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"> <li>Ensuring clarity of vision, ethos and strategic direction.</li> <li>Holding 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)
<b>Procedural</b>		
FGB23-24(4)1	<u>Welcome</u> The Chair welcomed all to the meeting.	

FGB23-24(4)2	<p><b><u>Apologies for absence</u></b></p> <p>The Chair informed governors that Mrs Crossland had resigned from her position as governor. Governors expressed their thanks for her work and contribution as governor and Co-Chair of Governors.</p> <p>Apologies had been received from Mr Rae. The absence was given consent.</p> <p><b>The meeting was quorate.</b></p>	
FGB23-24(4)3	<p><b><u>Declaration of interests and reminder of governor protocol</u></b></p> <p>Governors were reminded of the protocol and staff members declared interest in item FGB23-24(4)11.</p>	
FGB23-24(4)4	<p><b><u>Confidentiality</u></b></p> <p>Item FGB23-24(4)11 was declared confidential.</p>	
FGB23-24(4)5	<p><b><u>Confirmation of minutes</u></b></p> <p>Due to clerical error the minutes were not received by the governors and this item was deferred to next meeting.</p>	
FGB23-24(4)6	<p><b><u>Matters arising from the minutes</u></b></p> <p>This item was deferred to next meeting.</p>	
FGB23-24(4)7	<p><b><u>Governance</u></b></p> <ol style="list-style-type: none"> <li>1. Confirm terms of reference for committees and Membership Terms of reference to committees were confirmed.</li> <li>2. Confirm calendar of meetings Calendar of meetings was confirmed.</li> <li>3. Updates from Chair of Governors It was noted that the Finance and Resources committee needed to co-opt another governor due to Mrs Crossland’s resignation. Governors discussed governor recruitment.</li> </ol>	
<b>School Improvement</b>		
FGB23-24(4)13	<p><b><u>Curriculum and options</u></b></p> <ol style="list-style-type: none"> <li>1. An update on the curriculum content and progression for Years 7-11.</li> <li>2. An update on the curriculum model consultation for 2024-25.</li> </ol> <p>Mr Davies reported that a review of the current curriculum had begun. The aim was to ensure there were no gaps in students’ knowledge when schools amalgamate.</p> <p>There are plans to launch a survey for all option-aged students titled “Whitby Futures”. Survey will ask what subjects the students they enjoy, what options they like, their personal aspirations, etc.</p> <p><b>Question:</b> Governors enquired when options booklets would be available. <b>Answer:</b> GD presented a draft booklet, which would be available soon.</p> <p><b>Question:</b> Governors enquired about EBACC uptake by students.</p>	

	<p><b>Answer:</b> GD showed a slide showing gap in EBACC uptake. The schools should aim for a higher uptake of languages. There was a degree of control in the options forms.</p> <p>GD demonstrated that it was very hard to drive options choices in the current subject structure and proposed a new options structure consisting of four choices. This would help drive achievement.</p> <p>Governors discussed the structure of computer science subject.</p> <p><b>Question:</b> Governors enquired how many GCSE groups there would be in a typical block.</p> <p><b>Answer:</b> There could be as much as 11 classes, some others 8 or 9.</p> <p><b>Challenge:</b> Governors enquired whether there was any risk of losing subjects.</p> <p><b>Answer:</b> GD assured governors that was not the case.</p> <p><b>Governors approved the proposed options structure.</b></p> <p>Options system to be similar across both schools. There were plans to launch the options evening on one site. This would be finalised after the results of the survey are known. Options to be chosen in year 9 since there were barriers to moving to a curriculum model that sees options selected in Y8.</p>	
FGB23-24(4)9	<p><b><u>Estates and Compliance</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Information on current estate condition.</i></li> <li>2. <i>Proposed draft capital investment programme in estates and proposed projects.</i></li> </ol> <p>Mrs Pinder and Mrs Markham identified work that needed to be completed to update both sites. AP drew governors' attention to the document, which was circulated with agenda papers and gave an overview of work needed.</p> <p>These included:</p> <ul style="list-style-type: none"> <li>• barriers to protect learners from traffic,</li> <li>• new gate,</li> <li>• new reception area,</li> <li>• refurbishment and upgrading,</li> <li>• redecoration.</li> </ul> <p>AP had also raised concerns with the LA about the state of flooring in the humanities building.</p> <p>The Chair reported on the feedback from the LA stressing that there was no more funding allocated to the schools above what was originally agreed. The Sixth Form building also had received funds from Opportunity Area board to upgrade the site.</p>	

	<p><b>Agreed unanimously:</b> governors were confident in the original plan regarding the two sites, and it was decided to continue negotiations with the LA.</p> <p>Governors noticed that the Sixth Form building benefitted from the funds from the Opportunity Area board, and this would not be taken away and years 7 and 8 would benefit from this work. The building still needed updates.</p> <p>Governors noticed that LA would benefit from receiving the Eskdale School building.</p>	
FGB23-24(4)10	<p><b><u>Financial Recovery Plan for WSP</u></b> Mr Sheen drew governors' attention to the Financial Recovery Plan document and reminded them it was confidential.</p> <p>He highlighted appendix 2: revised budget and gave an overview of variances, which were caused by changes to pupil numbers and energy costs.</p> <p>There was a likelihood of short-term additional costs for staffing.</p> <p>GS drew governors' attention to appendices 4-6, which were the budget submissions for each school to the LA.</p> <p>The school forecasts did not take into account any potential changes to staffing structure.</p> <p><b>Question:</b> Governors enquired whether the appointment of the Headteacher was included in the budget. <b>Answer:</b> GS confirmed this was the case.</p> <p><b>Question:</b> Governors enquired about the start of Headteacher's recruitment process. <b>Answer:</b> This was an ongoing conversation with the LA as they blocked the advert that was prepared before Christmas.</p> <p><b>Resolved unanimously:</b> that the revised budget be approved and submitted to the LA.</p>	
FGB23-24(4)11	<p><b><u>Personnel</u></b> <i>Update on meeting with colleagues at Whitby and sharing of the proposals.</i> <i>Personnel process schedule and stages.</i></p> <p>Mr Mitchel had declared an interest in this item and left the room for its duration.</p> <p><i>Confidential item.</i></p>	
FGB23-24(4)8	<p><b>Consultation on the identity and name of the new school</b> <i>Brief update on presentation to Colleagues</i></p>	

	<p>The Chair gave an update on consultation with stakeholders. Staff, parents and students were consulted, which was facilitated by both Heads of School.</p> <p>About 80% of staff and students voted for “Whitby School”. Following this result, the Chair recommended that the name of the new school is “Whitby School”.</p> <p><b>Question:</b> Governors enquired about the second-best name.  <b>Answer:</b> It was a very clear choice for Whitby School and there were no other favourites that emerged during consultations.</p> <p>Resolved: that the name of the new school is <i>Whitby School</i>.  <b>SB to arrange domain names to be reserved.</b></p>	SB
FGB23-24(4)12	<p><b>School leadership Update</b>  <i>Progress data (Whole cohort / Girl / Boy / H / M / L / SEND / Disadvantaged) for the current Year 11 and 13 and predicted outcomes for August 2024 for each school.</i>  <i>Review of the implementation of the Safeguarding Implementation Plan for each school.</i></p> <p><u>Eskdale School</u>  PN reported on staffing movement highlighting that support was arranged with the LA for a half-term, which was not long enough. Senior staff member left Eskdale and the school received support which helped with leadership capacity.</p> <p>Mock test summary for Eskdale was presented.</p> <ul style="list-style-type: none"> <li>• English 51%</li> <li>• Maths 45%</li> </ul> <p>There were 92 learners in the year group. Females did slightly better than males. Non-SEND did slightly better than SEND.</p> <p>Forecasting was presented by PN, who highlighted that some subjects had small pupil numbers. The school was forecasting 74% in English and 71% in maths at 4+</p> <p>Intervention programmes are in place on individual basis. Attendance in year 11 is good. Some attendance work has been done. Year 11 attendance is the second highest in the school. There is a willingness in learners to engage.</p> <p><b>Challenge:</b> Governors enquired how the school was addressing the disadvantaged gap.  <b>Answer:</b> Staff are making sure the disadvantaged students are prioritised in terms of resources. Staff meet with them on a regular basis.</p>	

	<p><b>Question:</b> Governors enquired what actions would follow from the data.</p> <p><b>Answer:</b> PN explained that learners were interviewed on individual basis. Revision evening with parents was planned to ensure they are engaged as well.</p> <p>Some learners were secure in the content but did not engage well with the questions in the mock exams. This was being addressed.</p> <p><u>Caedmon College</u></p> <p>SB drew attention to the comparison of this year’s mock exam data with 2022/23 mock and highlighted that the school was in a very similar position.</p> <p>SB explained that the mock results were quality assured. English and maths results were slightly better.</p> <p>Areas of concern:</p> <p>lower ability students, persistent absenteeism has a negative impact on student results.</p> <p>The school was planning to hold a revision evening for parents as well.</p> <p>An action plan was prepared for every week until the summer break.</p> <p>History and geography were an issue. Due to how options were structured, fixing history and geography will raise the results.</p> <p><b>Question:</b> Governors enquired what pattern the students fell into.</p> <p><b>Answer:</b> Higher and middle.</p>	
FGB23-24(4)14	<p><b>SEND</b></p> <p><i>Draft SEND Strategy</i></p> <p>CP reported that the schools had a great opportunity to take SEND provision forward.</p> <p>There was a lot of good practice that was already in place.</p> <p>There was a number of emergent priorities which were a challenge.</p> <p>Consultation was at the heart of SEND plan.</p> <p>The main focus moving forward was teaching, curriculum and bolstering the leadership.</p> <p>Outcomes for SEND pupils were behind non-SEND students.</p> <p><i>“National SEN and Alternative Provision Standards”</i> set clear and ambitious expectations.</p> <p>There were five key areas for SEND:</p> <ol style="list-style-type: none"> <li>1. Leadership</li> <li>2. Identification of need</li> <li>3. Effective tracking and monitoring of outcomes and progress</li> </ol>	

	<p>4. Curriculum ambition and high quality of teaching</p> <p>5. Developing provision and partnerships.</p> <p>CP was looking to establish two conduits of consultations:</p> <ul style="list-style-type: none"> <li>• SEND Strategy Group (staff)</li> <li>• SEND Forum (parents)</li> </ul> <p>Strategy timelines were presented for the spring and summer terms.</p> <p>SEN charter to be established and submitted for governors' approval.</p> <p>During a meeting with the SENCOs it became apparent points will need to be clarified through further discussion. There were further meetings planned to discuss things further.</p> <p><b>Question:</b> Governors enquired about the plan for TMP.  <b>Answer:</b> One of the stands is the identification of needs.  <b>Question:</b> Governors enquired whether the school currently had a representative on the locality board.  <b>Answer:</b> CP was not able to answer this.</p> <p>Governors stressed the advantages of having a representative on the school locality board.</p> <p><i>Confidential update.</i></p> <p>Governors requested updates on future developments.</p>	
FGB23-24(4)15	<p><b><u>Receive reports from governor visits to the schools.</u></b></p> <p>There were none.</p>	
<b>Other matters</b>		
FGB23-24(4)16	<p><b><u>Documents for Approval.</u></b></p> <p>The following policies were approved by governors:</p> <ol style="list-style-type: none"> <li>1. Schools Financial Value Standard</li> <li>2. Emergency Evacuation policy</li> <li>3. Exams Archiving policy</li> <li>4. Exams policy</li> <li>5. Internal Appeals Procedures 2022-23</li> <li>6. Internal Appeals Procedures 2023-24</li> <li>7. Eskdale School Student Attendance policy</li> <li>8. Home Learning policy</li> <li>9. Non-Examination Assessment policy</li> <li>10. Charging and Lettings policy</li> <li>11. CPD policy</li> <li>12. Fire Safety policy</li> <li>13. Stock Control policy</li> <li>14. Work Experience policy</li> </ol>	
FGB23-24(4)17	<p><b><u>Date of next meeting</u></b></p> <p>5<sup>th</sup> March 2024 at 6:00 pm.</p>	

The meeting was closed at 8:20 pm.

## ACTION LOG

Item	Action	Person	Date
FGB23-24(4)8	SB to arrange domain names (and all variations thereof) for the new school's name to be reserved.	SB	