

The Whitby Secondary Partnership FULL GOVERNING BODY MEETING		
Minutes of the meeting held on 21 st November 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) Christina Zanelli (CZ)	Executive Lead Co-opted Governor & Chair Co-opted Governor Staff Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor
Apologies from Members	Meriel Malone	
Absent with no apologies		
In attendance <u>Executive Team:</u>	Susan Boyd (SB) Phil Nicholson (PN) Louise Wilson (LW) Gary Sheen (GS) Adele Pinder (AP) Gareth Davies (GD) Chris Pearce (CP) Leila Sugden (LS)	Head of School Caedmon College Head of School Eskdale NYC Head of School Improvement
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(3)1	<u>Welcome</u> The Chair welcomed all parties to the meeting.	

FGB23-24(3)2	<p><u>Apologies for absence</u> Apologies had been received from Mrs Malone. The absence was given consent. The meeting was quorate.</p>	
FGB23-24(3)3	<p><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.</p>	
FGB23-24(3)4	<p><u>Confidentiality</u> Governors were reminded of confidentiality. No items on this agenda were declared as confidential.</p>	
FGB23-24(3)5	<p><u>Confirmation of minutes</u> The minutes of the meeting held on 10th October 2023 were approved as correct record and signed by the Chair. Proposed: JM, seconded: CZ</p>	
<p>FGB23-24(3)6 FGB23-24(1)3</p> <p>FGB23-24(1)8</p> <p>FGB23-24(1)9</p> <p>FGB23-24(2)15</p> <p>FGB23-24(2)17</p> <p>FGB23-24(2)7</p> <p>FGB23-24(2)7</p> <p>FGB23-24(2)14</p>	<p>Matters arising from the minutes <u>Declaration of interests forms to be completed and returned by governors.</u> This was completed and the register sent to federation office.</p> <p><u>Governors to return the outstanding skills audit forms and return them to the Clerk.</u> The skills matrix was completed by the clerk and showed strong skill sets of board members.</p> <p><u>Mr Sheen to report on financial situation of both schools at Finance and Resources meeting.</u> This is ongoing.</p> <p><u>Heads of School to report whether whistleblowing strategies are in place.</u> The Heads of Schools reported that whistleblowing strategies were in place and published on the website.</p> <p><u>Heads of School to ensure the policies are updated on the website.</u> This was ongoing. An audit was conducted on Eskdale School website. JM to monitor implementation.</p> <p><u>Governors to read Keeping Children Safe in Education.</u> Governors confirmed they read the document to Jo Roberts.</p> <p><u>Governors to provide their safeguarding training certificates to main office.</u> Governors provided the certificates to Jo Roberts at the office.</p> <p><u>Clerk to add review to prioritize the school improvement needs on next agenda.</u></p>	<p>JM</p>

	This was completed by the clerk.	
School Improvement		
FGB23-24(3)18	<p><u>Policies for Approval.</u></p> <p>The following policies were approved with an amendment:</p> <ol style="list-style-type: none"> 1. WSF Admissions 2. WSF Student Retention 3. WSP Access Arrangements 4. WSP Child Protection 5. WSP Disaster and Critical Incident Recovery 6. WSP Pay Policy 7. WSP Use of Phones at Work 8. WSP Word Processing Policy for Examinations 9. WSP Work Experience <p><u>Amendment:</u> Some policies refer to NYCC. Change NYCC to NYC.</p>	
FGB23-24(3)7	<p><u>Name, Mission and Values: Proposed consultation with pupils, colleagues and the wider Whitby Community</u></p> <p>A working group has met last week to shortlist name proposals. Two staff members will work on consulting the proposals with students in Eskdale and Caedmon.</p> <p>The shortlisted proposals are specific to the local area. Governors will consult students, parents and local community and a decision will be made at next meeting.</p> <p>Work on new school’s vision and values has started.</p> <p>The Chair suggested to review the house system to make sure it was utilised.</p>	
FGB23-24(3)8	<p><u>Safeguarding: Progress update on the implementation of the plan produced by Caedmon and Eskdale to address the matters identified</u></p> <p>CP reported that Single Central Record (SCR) received an audit from the LA and it was found that it was compliant.</p> <p>A review of training records showed they needed to be improved and training needed to be brought in alignment in both schools.</p> <p>There was a diminished capacity at Eskdale School due to staff absence. There were a minority of staff who maintained very high presence throughout the day and challenged students’ behaviour.</p> <p>There were a minority of staff who did not challenge students’ behaviour. This meant that some bullying behaviour was unchallenged.</p> <p>Challenge: Governors enquired whether safeguarding at Eskdale School was effective.</p> <p>Answer: Safeguarding audit showed that it was not reflective in the depth and breadth of what Ofsted would consider. Some of</p>	

	<p>the items mentioned would raise significant concerns by an inspector.</p> <p>Comment: LW drew governors' attention to the safeguarding audit carried out in March and stressed the need to monitor the schools to ensure the actions from the audit were being followed. One of the points identified in March was that there was not enough attention given to quality assurance of safeguarding procedures.</p> <p>Answer: Leadership capacity at Eskdale School was diminished and the school needed to build capacity. The Chair assured LW that governors had been monitoring the implementation of safeguarding recommendations at governors' meetings and stressed the need to challenge executive members that those steps were being undertaken.</p> <p>PN circulated a list of actions that had been taken following the safeguarding review in March and gave an overview.</p> <p>LW commented that the LA used a categorisation criteria in relation of its school improvement offer. Both schools were assigned category 4. Part of support given to category 4 schools was from safeguarding advisers. The schools can benefit from 6 days across both schools. It was a part of a free offer from the LA.</p> <p>The Chair requested that LW co-ordinates with CP regarding the safeguarding offer from the LA.</p> <p>SB reported that the recommendations from the March audit were addressed in the summer term. SB also tabled an action plan which had been formulated in response to the safeguarding audit.</p> <p>A governor was unhappy with the result of CP's review and stressed that governors needed to see improvement.</p> <p>Governors requested to see reports showing that the issues from the audit were being addressed.</p> <p>Question: Governors enquired about the staffing situation at Eskdale School. Answer: PN gave details of staff being off work.</p> <p>Question: Governors enquired about the number of students at Eskdale School and Caedmon College. Answer: 282 and 850 respectively.</p> <p>Chair requested that PN keeps governors informed about the staffing issues and their impact on safeguarding.</p>	<p>PN</p>
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	<i>LW left the meeting.</i>	
FGB23-24(3)9	<p><u>Health and Safety: Progress update following the meeting with NYC, to share the project implementation plan for the agreed works and the current risk management strategy</u></p> <p>LS reported that she had visited the school to make general observations around compliance. Key observations included:</p> <ul style="list-style-type: none"> • School busses stop at a distance and pupils need to cross the road. Vehicles making manoeuvres create a risk to those students. • Buses arrive at different times. Private vehicles arrive at different times, stopping next to the school and stopping traffic behind them. • There is not enough time for students to safely cross the road. • At the end of school day LS witnessed a member of the public walk onto the school premises when the gate was open to let the students leave. • During a fire drill LS witnessed two students nearly be hit by cars on the site. • Currently the site does not allow eyesight supervision. <p>Key recommendations:</p> <ul style="list-style-type: none"> • NY Highways attend school to observe the pupil arrivals to consider installation of bus layby. • Ask double yellow lines to be considered. • Works to be completed to allow safe crossing of pedestrians. • Consider reducing speed limit. <p>Internal recommendations:</p> <ul style="list-style-type: none"> • Recommend creating a new reception area. • Installation of additional secure line fencing. • Possibility of a barrier. • Footpath to be constructed from bus drop-off area. • At the end of the day, use the footpath as safe holding area for students. • Double gate at the rear to be installed with a maglock that is connected to fire alarm. • Screecher to be installed. • Gate at the end of the cinder track to be closed and no longer used. • Consultants will be employed once we know how many pupils will attend schools. • Barrier should be a part of the travel plan. • Traffic lights synchronisation works to be undertaken. LS 	

	<p>engaged with NYC.</p> <p>Governors noticed that the LA would receive a site of a significant value and they would need LA to support the schools.</p> <p>Question: Governors enquired why the path would be temporary.</p> <p>Answer: Temporary path would not require planning permission.</p> <p>Question: Governors enquired whether there was adequate turning space for busses at both sites.</p> <p>Answer: LS confirmed that was the case.</p>	
FGB23-24(3)10	<p><u>Site plan: Proposed site plan for the new school with capacity calculations, investment, and refurbishment plan</u></p> <p>JB shared 8 options for the new school.</p> <ol style="list-style-type: none"> 1. New school on 6th form site. Sale of Eskdale and Caedmon would generate sufficient funds to be able to pay for the site. Interim step to add capacity with addition of a new block. <p>Governors were concerned about the funding of this venture.</p> <p>Question: Governors enquired whether the building was sound enough to last.</p> <p>Answer: JB this building had some sign capital investment.</p> <ol style="list-style-type: none"> 2. Years 7-11 at Caedmon site, Sixth Form closed and site sold to invest in Caedmon site. 3. Years 7-11 at Caedmon site and years 12-13 at Sixth Form site. <p>This is the expectation of the community so far. A governor highlighted the small play area at Sixth Form.</p> <ol style="list-style-type: none"> 4. Years 7-13 at Caedmon site. <p>Governors rejected this option.</p> <ol style="list-style-type: none"> 5. Years 7 and 8 at Sixth Form and years 9,10,11,12 and 13 at Caedmon site <p>This allows a transition from primary school. There are some vulnerable children at Eskdale who will have to transition at the end of this year. This option could create a specialist centre that would help with transition to Caedmon College site.</p> <ol style="list-style-type: none"> 6. Years 7, 8, 9 at Sixth Form, years 10, 11, 12, 13 at Caedmon site. 7. Years 7, 8, 9 at Caedmon site, years 10,11, 12,13 at Sixth Form site. 8. Years 7, 8, 12, 13 at Sixth Form site, years 9, 10, 11 at Caedmon site. 	

	<p>Question: Governors enquired whether Sixth Form could be made safe enough for some of the options. Answer: JB confirmed that was the case.</p> <p>AP gave an overview of adjustments that can be made to increase safeguarding.</p> <p>Governors discussed.</p> <p>Question: Governors enquired about JB’s recommendations. Answer: JB explained that his recommended option was 5 or 6.</p> <p>Governors discussed each option in turn.</p> <p>Question: Governors enquired about staff reaction. Answer: Caedmon staff would think that 300 more students would be challenging.</p> <p>Resolved: Governors unanimously voted for option 1 as a long-term goal, and option 5.5 for implementation. Option 5.5 – vulnerable students from year 9 to go to Sixth Form.</p>	
FGB23-24(3)11	<p><u>Financial Recovery Plan: Presentation on the proposed financial recovery plan to clear the deficit by September 2025</u></p> <p>This was moved further on the agenda.</p>	
FGB23-24(3)12	<p><u>Curriculum model: Planned phased 7/8 and 9/10/11/12/13 model for the former Sixth Form College site and the Caedmon site (as requested by the Chair and Vice-Chair)</u></p> <p>GD shared his presentation on screen and highlighted the following:</p> <ul style="list-style-type: none"> • Curriculum needs to be linked to ethos. • Curriculum needs to be matched across both schools. • Structure of curriculum in terms of time. • Curriculum model. • Ensure curriculum breadth. • Increase the uptake of the EBAC. • Comparison of curriculum between the schools. • Time allocation to consider and ensure they are matching to strategic priorities of the schools. • Numbers of classes in both schools considered and numbers of students per class. <p>GD stressed that the ethos of the schools needs to flow into the curriculum.</p> <p>Staff need to make sure PSHE was enshrined in the curriculum, as the result of safeguarding review.</p> <p>Scaffolding of the options process to provide breadth.</p> <p>Created staffing database to consider options for curriculum</p>	

	<p>allocation.</p> <p>GD had a strong feeling from parents and students that choice was important. Options process begins in year 8, where students choose from open bucket subjects. Expanding curriculum time for the arts, DT and food in years 7 and 8 allows increase in years 8 and 9's options.</p> <p>Resolved: to appoint a working group to discuss curriculum with GD and report back at next meeting. The following governors were appointed: RF, CZ, BC</p>	RF, CZ, BC
FGB23-24(3)13	<p><u>Restructuring and redundancy plan for September 2024 with timeline</u></p> <p><i>Staff members left the meeting for the duration of this item. The meeting was quorate.</i></p> <p>Resolved: that Restructure policy be approved.</p> <p>The following committees were appointed:</p> <p><u>Restructure committee:</u> BC, RF, JM</p> <p><u>Restructure appeal committee:</u> MT, CZ, SC</p> <p>The committees received delegation to act.</p> <p><i>Confidential discussion.</i></p>	
FGB23-24(3)14	<p><u>Kingfisher data</u></p> <p>The data was received by governors.</p>	
FGB23-24(3)15	<p><u>School Implementation Plan</u></p> <p>This was discussed at previous item.</p>	
FGB23-24(3)16	<p><u>Receive reports from governor visits to the schools.</u></p> <p>This item was deferred.</p>	
Other matters		
FGB23-24(2)17	<p><u>Governance</u></p> <p>This item was deferred.</p>	
FGB23-24(2)19	<p><u>Date of next meeting</u></p> <p>9th January 2024 at 6:00 pm.</p>	

The meeting was closed at 8:53 pm.

ACTION LOG

Item	Action	Person	Date
FGB23-24(2)17	JM to monitor the website to ensure it is compliant with regards to policies.	JM	
FGB23-24(3)8	PN to keep governors informed about staffing issues and their impact on safeguarding.	PN	
FGB23-24(3)12	Working group to discuss curriculum with GD.	RF, CZ, BC	