

The Whitby Secondary Partnership FULL GOVERNING BODY MEETING		
Minutes of the meeting held on 5 <sup>th</sup> March 2024, 6pm at Sixth Form		
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) Chris Pearce (CP)	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(5)1	<u>Welcome</u> The Chair welcomed all to the meeting.	
FGB23-24(5)2	<u>Apologies for absence</u> Apologies had been received from Mr Rae. The absence was given consent.	

	<p><b>Action:</b> Chair to send a card to Mr Rae on behalf of governors.</p> <p><b>The meeting was quorate.</b></p>	<b>BC</b>
FGB23-24(5)3	<p><b><u>Declaration of interests and reminder of governor protocol</u></b></p> <p>Governors were reminded of the protocol. Mr Crosby gave a summary of recent declaration changes on federation’s website.</p>	
FGB23-24(5)4	<p><b><u>Confidentiality</u></b></p> <p>Part of item FGB23-24(5)7 was declared confidential.</p>	
FGB23-24(5)5	<p><b><u>Confirmation of minutes</u></b></p> <p>The minutes and confidential minutes of meetings held on 21<sup>st</sup> November 2023 and 9<sup>th</sup> January 2024 were approved as a correct record and signed by the Chair.</p>	
FGB23-24(5)6	<p><b><u>Matters arising from the minutes</u></b></p> <p>FGB23-24(2)17 This was completed.</p> <p>FGB23-24(3)8 To be discussed later on the agenda.</p> <p>FGB23-24(3)12 To be discussed at Educational Outcomes committee meeting.</p> <p>FGB23-24(4)8 SB reported that all variations of domain names had been purchased, with the exception of two, which were owned by an organisation in the USA.</p> <p><b>Question:</b> Governors enquired whether the Clerk passed on the request to source an external governor for Selection Appeals committee.</p> <p><b>Answer:</b> Clerk confirmed the request has been made and it was ongoing.</p>	
FGB23-24(5)7	<p><b><u>Governance</u></b></p> <p>1. Correspondence</p> <p><u>Open letter from Save Education in Whitby.</u></p> <p>Governors considered the letter, which was circulated with agenda papers. It was decided that delaying the process would be detrimental to the schools and wellbeing of pupils and staff.</p> <p>It was noted that the majority of the local community’s perception has shifted towards the amalgamation process.</p> <p><b>Action:</b> BC to write a reply to Save Education in Whitby.</p> <p><b>Challenge:</b> Governors challenged the executive team about communication with parents from the Heads of School.</p> <p><b>Answer:</b> JB will work with Heads of Schools to produce a newsletter for parents, to be released monthly.</p> <p>2. Updates from Chair of Governors</p> <p>BC reported that he and JB attended a session of Whitby Community Network to engage with the local community.</p> <p>BC reported that he was contacting charitable organisation to explore a possibility of funding pupils’ uniforms.</p> <p>After a short discussion, governors confirmed their choice of new school name. School logo was being designed.</p>	<p><b>BC</b></p> <p><b>JB, SB, PN</b></p>

	<p><i>Report from Selection committee – confidential.</i></p> <p>Governors discussed the ethos and values of the new school. JB reported that pupils had been consulted and staff would have their input next. Jen Taylor was very kindly leading on this work.</p> <p>CB had some conversations about the estates.</p>	
FGB23-24(5)15	<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. GDPR Policy exams</li> <li>2. Allergens Policy</li> <li>3. First Aid Policy</li> <li>4. Flexible Working Policy and Procedure</li> <li>5. Induction Policy and Procedure</li> <li>6. Intimate Care Policy</li> </ol> <p><u>Amendment:</u> change all instances of NYCC to NYC.</p> <ol style="list-style-type: none"> <li>7. Leave Policy and Summary Charts</li> <li>8. Literacy Policy</li> <li>9. Probationary Procedure</li> <li>10. Recruitment and Selection Policy</li> <li>11. Health and Safety</li> <li>12. Eskdale School Internal Appeals procedures</li> <li>13. Eskdale School Exams Policy</li> <li>14. Special Category Data Policy</li> </ol>	
<b>School Improvement</b>		
FGB23-24(5)8	<p><b><u>Finance and Estates</u></b></p> <p>Report from Finance and Resources committee:</p> <ul style="list-style-type: none"> <li>• Schools Financial Value Standard</li> </ul> <p>The document had been scrutinised in detail by the committee.</p> <ul style="list-style-type: none"> <li>• Demographic growth data per school</li> </ul> <p>GS drew governors’ attention to the demographic data document, which was provided with agenda papers.</p> <p>Governors discussed trends in demographic growth. It was noted that in recent years more parents choose to send their children to Whitby as opposed to other establishments.</p> <ul style="list-style-type: none"> <li>• Estates: plans for governors’ approval</li> </ul> <p>AP presented priorities for adaptations for the estates to prepare for school amalgamation. The priorities were focussed on children’s safety.</p> <p>Conversations were ongoing with NYC to ensure the school was ready for delivering the curriculum from September.</p> <p>Discussions with highways were unsuccessful.</p> <p><b>Action:</b> Chair to write to highways again.</p> <p>Governors discussed funding for the proposed changes.</p>	<b>BC</b>

	<p><b>Resolved:</b> that presented plans be approved.</p> <ul style="list-style-type: none"> <li>• Headteacher appointment</li> </ul> <p>JB reported that the initial recruitment plan was postponed by NYC. The recruitment will now resume after further consultation with NYC.</p> <p><b>Resolved:</b> explore all avenues of recruiting a Headteacher. Governors stressed the importance of being mindful of the possible costs. Proposed: JM, seconded: BC.</p>	
FGB23-24(5)9	<p><b><u>Personnel update</u></b> This was discussed at earlier item.</p>	
FGB23-24(5)10	<p><b><u>School leadership Update on year 11 and 13 progress data</u></b> <u>Caedmon College</u> SB presented progress data, highlighting that due to small numbers in the year groups it was difficult to compare. Walking talking mocks in year 7 were conducted. Data to be considered in detail at the Educational Outcomes committee.</p> <p><u>Eskdale School</u> PN presented progress data, which would be discussed fully at the meeting of Educational Outcomes committee meeting.</p> <p><b>Challenge:</b> governors enquired whether staff attendance had a negative impact on pupil outcomes. <b>Answer:</b> PN gave an overview of staff arrangements assuring governors that plans were in place to mitigate staff absence.</p> <p><b>Question:</b> governors enquired about staff absence at Caedmon College. <b>Answer:</b> SB gave an overview of maternity leave covers which were very successful.</p>	
FGB23-24(5)11	<p><b><u>Safeguarding update from school leadership on actions to date</u></b> <u>Caedmon College</u> Response to LA safeguarding review was presented.</p> <p><b>Question:</b> governors enquired about staff response to Ofsted inspection. <b>Answer:</b> Staff accepted the recommendations and were working towards them.</p> <p><u>Eskdale School</u> PN reported that all the areas for action from safeguarding report had been addressed successfully.</p>	
FGB23-24(5)12	<p><b><u>Health and Safety</u></b> Discussed at previous item.</p>	
FGB23-24(5)13	<p><b><u>Receive reports from governor visits to the schools.</u></b> There were none.</p>	

Other matters		
FGB23-24(5)14	<b>Urgent other business</b> <i>Report from Pupil Discipline Committee – confidential.</i>	
FGB23-24(5)16	<b>Date of next meeting</b> 9 <sup>th</sup> April 2024 at 6:00 pm.	

The meeting was closed at 7:24 pm.

#### ACTION LOG

Item	Action	Person	Date
FGB23-24(5)2	Chair to send a card to Mr Rae on behalf of governors.	BC	
FGB23-24(5)7	BC to write a reply to Save Education in Whitby.	BC	
FGB23-24(5)7	JB to support Heads of Schools to produce a transition newsletter for parents, to be released monthly.	JB, SB, PN	
FGB23-24(5)8	Chair to write to highways about road safety.	BC	