

The Whitby Secondary Partnership FULL GOVERNING BODY MEETING		
Minutes of the meeting held on 7 th May 2024, 6pm at Sixth Form		
Members Present	Jonathan Britton (JB) Brian Crosby (BC) 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 Parent Governor
Apologies from Members	Dave Rae, Meriel Malone, Mark Taylor	
Absent with no apologies		
In attendance	Susan Boyd (SB) Phil Nicholson (PN)	Head of School Caedmon College Head of School Eskdale School
<u>Executive Team:</u>	Gary Sheen (GS) Gareth Davies (GD) Chris Pearce (CP) Leila Sugden (LS)	
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 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
FGB23-24(7)1	<u>Welcome</u> The Chair welcomed all to the meeting.	
FGB23-24(7)2	<u>Apologies for absence</u> Apologies had been received from Mr Taylor, Mrs Malone and Mr Rae. The absences were given consent. The meeting was quorate.	
FGB23-24(7)3	<u>Declaration of interests and reminder of governor protocol</u> Governors were reminded of the protocol. There were no declarations.	

FGB23-24(7)4	<p><u>Confidentiality</u></p> <p>Urgent other business item was declared as confidential. Staff members declared interest in this item.</p>	
FGB23-24(7)5	<p><u>Confirmation of minutes</u></p> <p>The minutes and confidential minutes of meeting held on 9th April 2024 were approved as a correct record and signed by the Chair. Proposed: BC, seconded: JM</p>	
<p>FGB23-24(7)6</p> <p>FGB23-24(5)2</p> <p>FGB23-24(5)7</p> <p>FGB23-24(5)8</p> <p>FGB23-24(6)7</p> <p>FGB23-24(6)7</p> <p>FGB23-24(6)12</p>	<p><u>Matters arising from the minutes</u></p> <p><u>Chair to send a card to Mr Rae on behalf of governors.</u> The Chair actioned this.</p> <p><u>BC to write a reply to Save Education in Whitby.</u> The Chair wrote a reply on behalf of the Governing Body.</p> <p><u>Chair to write to highways about road safety.</u> The Chair is still awaiting a reply from Highways.</p> <p><u>Expenditure for part of school uniform cost to be taken to LA Financial Control panel for approval.</u> This was actioned.</p> <p><u>BC to approach suitable candidates with knowledge and skills needed on the board.</u> This was deferred as per item FGB23-24(7)7.</p> <p><u>Update on teaching and learning strategy.</u> Update will be provided at a later meeting.</p>	
FGB23-24(7)7	<p><u>Governance</u></p> <p>1. Updates from Chair of Governors</p> <p><u>Restructure procedure</u> The Chair reported that the main body of work connected with the restructure had been completed and thanked all colleagues who took part in it for their commitment. He also thanked Mrs Sugden for her support given to the Selection Committee and her guidance around the procedure.</p> <p>The Chair stressed that the documentation that the Selection Committee based their decisions on was anonymous to eliminate any possible bias.</p> <p>He highlighted that the Appeals Committee was ready to consider any appeals as the next step. It was agreed to appoint Mrs Rosemary Rayne to the Appeals Committee.</p> <p><u>Communication with stakeholders</u></p>	

	<p>Mr Crosby and Mr Britton met with the local community group. They asked the group to prepare their proposal so it can be discussed at the next meeting.</p> <p>2. Governor recruitment – vacancies: 1 LA governor, 3 co-opted governors The Chair highlighted that a new Governing Body would constitute on amalgamation.</p> <p>3. Elections of parent and staff governors This item was deferred.</p>	
FGB23-24(7)8	<p><u>Instrument of Government of the Governing Body of Whitby School</u></p> <p>This item was deferred to the next meeting.</p>	
FGB23-24(7)9	<p><u>Assessment proposal</u> GP presented a proposal for a new assessment / reporting system to be implemented in the school.</p> <p>He highlighted that sharing information about curriculum was an action identified from the results of the last parent view.</p> <p>A draft template report was presented to governors.</p> <p>Question: Governors enquired how the reports would be sent to parents. Answer: GP explained that it would be done electronically, where possible.</p> <p>Question: Governors enquired about the teachers’ workload with the new assessment and reporting system. Answer: GP observed staff inputting information into the current system and found there would be fewer keystrokes required in the new system.</p> <p>GP explained that he had discussed the new reports with a focus group of parents to gather information what they found helpful.</p> <p>Question: Governors enquired whether the report would be a result of a teacher assessment or a test. Answer: Teacher assessment would be an important part of the report. GP gave an overview on how teachers assess pupils.</p> <p>Resolved: that GP starts consultations with parents regarding the new system.</p> <p>Question: Governors enquired how often the reports would be provided to parents. Answer: Three times a year.</p>	
FGB23-24(7)10	<p><u>TMP funding – update</u> CP reported that he had consulted the proposal around TMP provision with the LA, which was rejected on financial grounds.</p>	

	<p>However, the LA would work with the school to establish TMP across both sites.</p> <p>Review of alternative provision had been booked by the LA.</p> <p>Governors noticed that LA were expecting to introduce a more expensive model of TMP while not providing additional funding to support it, which was disappointing.</p> <p>Question: Governors enquired whether transition visits for SEND pupils were organised.</p> <p>Answer: CP confirmed this was the case.</p>	
FGB23-24(7)11	<p><u>Update on the restructure process</u></p> <p>LS reported on the progress of the restructure process. The Selection Committee completed their work, and any appeals would be considered by the Appeals Committee.</p> <p>Question: Governors enquired why the LA financial control panel had to approve changes in staffing when they were already included in the approved budget.</p> <p>Answer: All expenditures above a certain threshold need to be consulted.</p> <p>The Chair thanked his colleagues for their hard work on the Selection committee.</p> <p>Resolved: that Mrs Rosemary Rayne be appointed to the Appeals Committee.</p>	
FGB23-24(7)12	<p><u>Outturn position for financial year 2023/24 for each school and the partnership.</u></p> <p>GS presented the outturn report for financial year 2023/24 highlighting that the carry forward position was now positive.</p> <p>Question: Governors enquired about funding for school uniforms.</p> <p>Answer: GS estimated that the outturn might enable this provided other sources of funding come through as well.</p> <p>GS reported that the new school would start with a positive budget.</p>	
FGB23-24(7)13	<p><u>Safeguarding</u></p> <p><u>Eskdale School</u></p> <p>The SLT (School Leadership Team) are working through the recommendations from the safeguarding audit. There were no further updates.</p> <p><u>Caedmon College</u></p> <p><i>Growing up in North Yorkshire</i> questionnaire is imminent. The PSHE programme will be reviewed in light of its results. There were no further updates.</p>	

FGB23-24(7)14	<p><u>Health and Safety</u></p> <p>Question: Governors enquired about the plans for additional fencing.</p> <p>Answer: This was ongoing.</p>	
FGB23-24(7)15	<p><u>Receive reports from committees</u></p> <p>This item was deferred as committees had not met.</p>	
FGB23-24(7)16	<p><u>Receive reports from governor visits to the schools.</u></p> <ul style="list-style-type: none"> • JM visited the school and attended a meeting with a parent focus group. • BC visited Eskdale School to meet with staff. Caedmon visit was planned for the next week. 	
FGB23-24(7)14	<p><u>Health and Safety</u></p> <p><u>Eskdale School</u></p> <p>The school was expecting a Health and Safety visit from the LA (Local Authority) soon.</p> <p><u>Caedmon College</u></p> <p>SB drew governors' attention to her update and invited comments and questions. There were none.</p>	
FGB23-24(7)17	<p><u>Documents for Approval</u></p> <p>The following documents were approved by governors:</p> <ol style="list-style-type: none"> 1. Complaints and Appeals Procedure (Exams) 2. Contingency Plan 2024-25 3. Internal Appeals Procedures 2024-25 	
FGB23-24(7)18	<p><u>Urgent other business</u></p> <p>Confidential item was considered under FGB23-24(7)20.</p>	
FGB23-24(7)19	<p><u>Confidential items</u></p> <p><i>All staff members and members of the Executive Team left the room, except JB and LS.</i></p>	
FGB23-24(7)20	<p><u>Date of next meeting</u></p> <p>25th June 2024 at 6:00 pm.</p>	

The meeting was closed at 7:51 pm.

ACTION LOG

Item	Action	Person	Date
FGB23-24(5)8	Chair to write to highways about road safety.	BC	
FGB23-24(6)12	Update on teaching and learning strategy.	KM	