

The Whitby Secondary Partnership FULL GOVERNING BODY MEETING		
Minutes of the meeting held on 9 th April 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, Meriel Malone	
Absent with no apologies		
In attendance <u>Executive Team:</u>	Susan Boyd (SB) Phil Nicholson (PN) Gary Sheen (GS) Adele Pinder (AP) Gareth Davies (GD) Chris Pearce (CP) Lisa Lane (LL) Kirsty McMurdo (KMM)	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"> 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 (who and by when)
Procedural		
FGB23-24(6)1	<u>Welcome</u> The Chair welcomed all to the meeting.	

FGB23-24(6)2	<p><u>Apologies for absence</u></p> <p>Apologies had been received from Mrs Malone and Mr Rae. The absences were given consent.</p> <p>The meeting was quorate.</p>	
FGB23-24(6)3	<p><u>Declaration of interests and reminder of governor protocol</u></p> <p>Governors were reminded of the protocol. There were no declarations.</p>	
FGB23-24(6)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(6)5	<p><u>Confirmation of minutes</u></p> <p>The minutes and confidential minutes of meetings held on 5th March 2024 were approved as a correct record and signed by the Chair.</p> <p>Proposed: BC, seconded: JM</p>	
FGB23-24(6)6	<p><u>Matters arising from the minutes</u></p>	
FGB23-24(5)2	<p><u>Chair to send a card to Mr Rae on behalf of governors.</u></p> <p>This is ongoing due to the Selection Committee’s demands on Chair’s time.</p>	
FGB23-24(5)7	<p><u>BC to write a reply to Save Education in Whitby.</u></p> <p>This is ongoing.</p>	
FGB23-24(5)7	<p><u>JB to support Heads of Schools to produce a transition newsletter for parents, to be released monthly.</u></p> <p>JB is working with Heads of Schools on the newsletter.</p>	
FGB23-24(5)8	<p><u>Chair to write to highways about road safety.</u></p> <p>This is ongoing.</p>	
FGB23-24(6)7	<p><u>Governance</u></p> <p>1. Updates from Chair of Governors</p> <p>The Chair reported that he had been in contact with local community to ensure good communication from the governing body.</p> <p>There is a possibility for a donation towards a part of the cost of school uniform provision for young people. This would mean there would be lower financial pressure on parents in the first year. The school would need to provide the remaining funds.</p> <p>Governors noticed that Amanda Newbold indicated in the past that the LA would be able to provide contribution towards school uniform costs.</p> <p>Governors agreed that school should accept the donation and provide part of the cost of school uniforms.</p>	

	<p>Resolved: that the expenditure on part of school uniform cost be taken to LA Financial Control panel for approval.</p> <p>2. Governor recruitment – vacancies: 1 LA governor, 3 co-opted governors Governors discussed recruitment. Resolved: BC to approach suitable candidates with knowledge and skills needed on the board.</p>	<p>Executive Team</p>
<p>School Improvement</p>		
<p>FGB23-24(6)8</p>	<p><u>School name, values, logo, uniform</u></p> <p><u>School logo</u> LL presented the background behind formulation of the school logo which included consideration of Whitby’s heritage, values and culture.</p> <p>The proposed design was presented and included elements of the abbey, ship Endeavour and Yorkshire rose.</p> <p>Governors discussed the logo in detail.</p> <p>Resolved: that the logo be approved with a small alteration: remove seagulls.</p> <p><u>School uniform</u> Two versions of the school uniform were presented and one of the governors modelled the jackets. Governors discussed the options in detail, taking into consideration the financial pressure on parents in future years.</p> <p>Question: Governors enquired whether the school would be contractually bound to one provider. Answer: This would be a part of negotiations with the provider. It was noted that it was possible to join other schools in negotiating prices with one of the presented providers which could potentially lower the cost.</p> <p>Governors discussed the PE kit. It was decided to defer it to a future meeting.</p> <p>Resolved: Option 1 was unanimously approved. It was agreed to put a mechanism in place to support some families in obtaining the uniform in future years.</p>	
<p>FGB23-24(6)9</p>	<p><u>Proposal to delay the start of term at the new Whitby School</u> Governors discussed the challenges of start of school year in September, considering the changes to staff and pupils.</p>	

	<p>Resolved: that a staggered start of the intake after two training days be implemented in September.</p> <p>JB informed governors that WLT funded timetabling service for Whitby School after this expense from school budget was not approved by the LA.</p> <p>Question: Governors enquired whether there was a possibility that in September the financial controls would be removed.</p> <p>Answer: This is a possibility.</p>	
FGB23-24(6)10	<p>SEND strategy</p> <p>A 3-year strategic document is being formulated for SEND.</p> <p>Aims:</p> <ul style="list-style-type: none"> • Create an inclusive environment, • Fulfil children’s potential. <p>The document is being prepared with the schools’ SENCOs. Overview of what was included in the SEND strategy, including CPD schedule, was given.</p> <p>A SEND parents’ forum was established, and parents’ views were taken onboard.</p> <p>It was proposed that TMP (Targeted Mainstream Provision) is mirrored across both sites.</p> <p>LA to be approached for additional funding to support SEND pupils as the numbers are predicted to increase.</p> <p>Resolved: that TMP is mirrored across both sites.</p>	
FGB23-24(6)11	<p>Specialist provision</p> <p>A map of the location of proposed specialist provision was presented for both sites. Governors approved the plans.</p> <p>SEMH provision</p> <p>Training package for staff was costed and figure given to governors.</p> <p>Resolved: that Executive Team apply to the Financial Control Committee for the cost of training for SEMH staff.</p> <p>Governors were invited to a meeting with the local community.</p>	
FGB23-24(6)12	<p>Teaching and Learning strategy</p> <p>KM presented the teaching and learning charter presented, which was being consulted with staff.</p> <p>Aims of the teaching and learning strategy:</p> <ol style="list-style-type: none"> 1. Create positive and supportive environment for all children. 2. Ensure that all pupils have access to high quality teaching. 3. Give purposeful and time efficient feedback to pupils. 	

	<p>4. Work effectively with TAs (Teaching Assistants). 5. Engage with professional development to develop teaching technique.</p> <p>Implementation plan had been created with short-, mid- and long-term goals. CPD schedule till end of academic year was presented.</p> <p>Question: Governors enquired when the behaviour policy would be presented to governors. Answer: This was not finalised yet.</p> <p>Next steps:</p> <ol style="list-style-type: none"> 1. Teachers have secure understanding of the instructional framework by August. 2. Expectations for QA are clear, and all line managers have received training. 3. Medium-term priorities: map CPD for 24/25 with focus on adaptive practice. 4. CPD needs to include a behaviour strand. <p>Question: Governors enquired whether it was expected that teachers write their own schemes of work. Answer: Staff started to work across the schools to align the schemes of work.</p> <p>Question: Governors enquired whether models for staff had been provided. Answer: Staff had seen many examples.</p> <p>A governor commented that the Educational Outcomes committee was reassured of the quality of teachers' work. Governors discussed teachers' workload.</p> <p>Question: Governors enquired whether happiness and enjoyment of pupils was a part of the framework. Answer: Enjoyment should be a thread that runs through it.</p> <p>Governors requested an update.</p>	KM
FGB23-24(6)13	<p><u>Curriculum update, including pupil consultation feedback and model for 2024-25</u></p> <p>GD presented the results of pupil survey, which showed impact of the change to options this year. It was noted this impact was positive.</p> <p>GD highlighted that English and maths would be more important as measure of pupil progress next year and these were the areas that pupils were saying were most challenging for them. He gave recommendations on how to address that.</p> <p>There was a spike in need for PSHE next year. There was a huge</p>	

	<p>interest in practical subjects.</p> <p>GD proposed that PSHE hours are increased in years 7-9 and an hour in DT is added in 25/26 to respond to pupils' needs.</p> <p>There was a huge interest in engineering amongst pupils, which would be reflected in the curriculum.</p> <p>Resolved: that the proposed curriculum model be adopted.</p>	
FGB23-24(6)14	<p><u>Personnel update</u></p> <p>An update on staffing restructure was given. It was predicted the process would end by the end of April.</p> <p>Question: Governors enquired how many staff were successful in applying for redundancy Answer: Figure was given.</p> <p>It was noted that the LA would fund the redundancy costs; however, the school was still responsible for pension contributions.</p>	
FGB23-24(6)15	<p><u>Estates plan update</u></p> <p>An update on the progress of the construction was given to governors.</p> <p>A new tech room had been agreed with the LA.</p> <p>Work on Eskdale closure was ongoing, and the Executive Team expressed their appreciation to staff at Eskdale, who were very helpful in the process.</p>	
FGB23-24(6)16	<p><u>Safeguarding</u></p> <p><u>Eskdale School</u></p> <p>Paralympic gold medallist's visit had been successfully completed. A series of assemblies on British values was organised.</p> <p><u>Caedmon College</u></p> <p>The response to safeguarding reviews and Ofsted had been provided to governors.</p>	
FGB23-24(6)17	<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 soon.</p> <p><u>Caedmon College</u></p> <p>SB drew governors' attention to her update and invited comments</p>	

	and questions. There were none.	
FGB23-24(6)18	<u>Receive reports from governor visits to the schools</u> <ul style="list-style-type: none"> • MT – teaching and learning visit. 	
Other matters		
FGB23-24(6)19	<u>Urgent other business</u> Governors congratulated PN for his appointment as Headteacher in another school. <i>Confidential item.</i> All staff members and members of the executive team, with the exception of Mr Britton, left the room for the duration of this item.	
FGB23-24(6)20	<u>Documents for Approval</u> The following documents were approved by governors: <ol style="list-style-type: none"> 1. Data Protection Policy 2. DT Health and Safety Policy 3. Premises Management Policy 4. Publication Scheme 5. Science Department Health and Safety Policy 6. SEN Policy It was noted all policies would need to be re-approved when the new school is in place.	
FGB23-24(6)21	<u>Date of next meeting</u> 7 th May 2024 at 6:00 pm.	

The meeting was closed at 8:40 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)8	Chair to write to highways about road safety.	BC	
FGB23-24(6)7	Expenditure for part of school uniform cost to be taken to LA Financial Control panel for approval.	Executive Team	
FGB23-24(6)7	BC to approach suitable candidates with knowledge and skills needed on the board.	BC	
FGB23-24(6)12	Update on teaching and learning strategy.	KM	