

Whitby School GOVERNING BODY MEETING		
Minutes of the meeting held on 23 <sup>rd</sup> September 2025, 6pm at the Airy Hill site		
Governors Present	Richard Fluin (RF) Gareth Davies (GD) Jane Mortimer (JM) Ian Parkin (IP) Mark Taylor (MT) Michelle Waters (MW) Dave Rae (DR)	Co-opted Governor Headteacher Co-opted Governor Parent Governor Co-opted Governor Parent Governor Staff Governor
Apologies from Governors		
Absent with no apologies	Phillip Trumper (PT)	
In attendance	Jonathan Britton (JB) Alistair Betty (AB) Gary Sheen (GS) Susan Boyd (SB) Julie Caddell (JC) Esther Quinn (EQ) Amy Clarkson (AC) Christine Thomas (CT)	Executive Lead Executive Team Executive Team Deputy Headteacher Head of School Staff member Staff member Guest
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 that the vision, ethos and strategic direction of the school are clearly defined</li> <li>that the headteacher performs their responsibilities for the educational performance of the school</li> <li>the sound, proper and effective use of the school's financial resources.</li> </ul>	

Item		Record Actions
Procedural		
1	<p><b><u>Election of Chair and Vice Chair</u></b></p> <p>Clerk invited nominations for the position of Chair of Governors. One was received for Mr Fluin, who left the room for the duration of the discussion. Mr Fluin was unanimously elected as Chair for 1 year.</p> <p>Clerk invited nominations for the position of Vice Chair. One was received for Mr Taylor, who left the room for the duration of the discussion. Mr Taylor was unanimously elected as Vice Chair for 1 year.</p> <p>Clerk gave floor to the Chair who took over the proceedings.</p>	

2	<p><u>Apologies for absence</u></p> <p>There were no apologies to consider.</p> <p><b>The meeting was quorate.</b></p>	
3	<p><u>Declaration of interests and reminder of governor protocol</u></p> <p>Governors filled declarations of interest forms.</p>	
4	<p><u>Confidentiality</u></p> <p>There was one item notified and agreed as confidential.</p>	
5	<p><u>Governance</u></p> <ol style="list-style-type: none"> <li>1. Board membership – co-opted governor vacancy Governors noted the vacancy.</li> <li>2. Appointment of governors with specific responsibilities</li> <li>3. Committee review – membership, terms of reference, delegation, appointment/election of chairs, appointment of the clerk The following committees were appointed: <ul style="list-style-type: none"> <li>○ Resources – Mr Fluin as Chair</li> <li>○ Educational Outcomes – Mr Taylor as Chair</li> <li>○ Pupil Discipline – Mr Taylor as Chair, 2 governors as available</li> <li>○ Complaints – three governors as available at the time of the complaint.</li> </ul> </li> <li>4. Appointment of the clerk to governing body Professional Governance Service to provide clerking.</li> <li>5. Register of interests and register of gifts and hospitality Governors have signed the declaration of interests forms.</li> <li>6. Code of Conduct Governors agreed to abide by the Code of Conduct.</li> <li>7. Standing Orders Standing Orders were approved.</li> <li>8. Governance strategic plan This item was deferred. <b>Action:</b> Chair to discuss the plan with Wonder Learning Trust in the context of academisation. Clerk to include on next meeting agenda.</li> <li>9. Skills audit Governors agreed to fill skill audit forms.</li> </ol>	RF
6	<p><u>Confirmation of Minutes</u></p> <p>This item was deferred due to clerical error.</p>	
7	<p><u>Matters Arising from the Minutes:</u> to consider matters arising from the minutes and for which there is no separate agenda item</p> <p>This item was deferred.</p>	

8	<p><b><u>A review of the School Self Evaluation Form and final note of visit and SPIP from last year.</u></b></p> <p>Governors received the Self-Evaluation Form (SEF).</p> <p>Governors noted that the school exited North Yorkshire Council financial controls in July 2025. Governors recognised the work of school staff that enabled this outcome.</p> <p>Number of students on roll were reported, and it was noted that the school was in a good place in terms of pupil numbers.</p> <p>Governors noted that the school had a new school improvement partner from the LA.</p>	
9	<p><b><u>A review of the School Improvement Plan</u></b></p> <p>This item was deferred.</p>	
10	<p><b><u>Teaching and Achievement</u></b></p> <p>Governors received an update on Year 11 mock examinations, Department reviews and CPD.</p> <p><b><u>Outcomes in Key Stage 4</u></b></p> <p>Governors noted challenges around pupil attendance which impacted on pupil progress.</p> <p>The school received funding to open the Bridge – an in-school provision to help students join the mainstream school.</p> <p>Governors received a report on the school’s strategy to improve attendance, which included staff members visiting family homes.</p> <p><b>Question:</b> Governors enquired how staff were received by families.</p> <p><b>Answer:</b> GD informed governors that they were received generally well.</p> <p><b><u>Attainment 8</u></b></p> <p>Governors were informed that maths was a historically underachieving subject. Measures to improve this include a new maths programme being implemented.</p> <p>History and geography had a decline in student results.</p> <p>EBACC results were presented.</p>	

	<p><b>Question:</b> Governors enquired what proportion of disadvantaged students had lower than 50% attendance.</p> <p><b>Answer:</b> Of the severely absent pupil, 28 are pupil premium which is 56%.</p> <p><b>Question:</b> Governors enquired about results of students receiving Pupil Premium grant.</p> <p><b>Answer:</b> They were disproportionally affected by low attendance and suspensions.</p> <p><u>Key Stage 5</u></p> <p>Governors received the early results and noted that these are not validated at the moment.</p> <p>GD informed governors that outcomes would be average this year.</p>	
11	<p><b><u>Care and Ethos</u></b></p> <p><b><u>Attendance, Behaviour and Safeguarding</u></b></p> <p>Update on current year and strategies.</p> <p>A small increase in attendance over time was noted by governors.</p> <p>Current attendance figure was at 90.8%, and staff were hoping to hold it across the year.</p> <p>Governors received numbers of suspensions to date.</p> <p>GD invited governors to visit the school.</p> <p>Governors agreed to set up a schedule of monitoring visits to the school for governors. Chair to organise.</p> <p><b>Question:</b> Governors enquired how many re-marks were received this year.</p> <p><b>Answer:</b> GD assured governors this was not a significant number and gave details on how many papers were sent back.</p> <p>GD reported that department monitoring was embedded in school practice and additional training would be provided to school staff. These measures should bring impact on the mock results.</p> <p><u>Parental engagement</u></p> <p><b>Governors approved a plan for strengthening parental</b></p>	RF

	<p><b>engagement whereby groups of parents would be invited and shown the pupil data.</b></p> <p>Interventions are built into form time from day one.</p> <p><b>Question:</b> Governors enquired about this year's mocks.</p> <p><b>Answer:</b> SB showed the results of last year's year 11 when they did their second set of mocks compared to the mocks of last year's year 10s when they did their final mocks.</p> <p><b>Question:</b> Governors noticed a drop in results in English and enquired whether changes in staff contributed to it.</p> <p><b>Answer:</b> SB explained that she expected that the texts staff were planning to use would make a difference.</p> <p><b>Question:</b> Governors enquired whether pupils knew what they wanted to do next year.</p> <p><b>Answer:</b> Staff always tell students to keep their doors open and they advise them.</p> <p>Monitoring of subject leader work was presented.</p>	
12	<p><b><u>Holistic Education</u></b></p> <p><b><u>An Update on PSHE</u></b></p> <p><b><u>Attendance and Safeguarding</u></b></p> <p>JC explained that staff often say: "We're so glad you're here" and this is meant to be the prevailing message to students. Examples of rewards were given.</p> <p>Form tutors work with heads of year to ensure they can help remove barriers for attendance.</p> <p>Governors were invited to complete safeguarding and online filtering and monitoring training packages on National College.</p> <p>JC gave an overview how filtering and monitoring at school work and how they protect students.</p> <p><b>Question:</b> A governor enquired whether the school enforced google safe search.</p> <p><b>Answer:</b> This was confirmed.</p> <p><i>At 7:20pm MT left the room. The meeting was quorate.</i></p> <p><b>Question:</b> Governors enquired whether parents received any communication if staff came across any concerns.</p> <p><b>Answer:</b> Yes, unless it would put the students at risk.</p> <p><b><u>Approval of the new RSE policy.</u></b></p> <p>Governors approved the updated RSE policy.</p>	

	<p><i>MT came back at 7:24 pm. The meeting was quorate.</i></p> <p>GD reported that he had congratulated the team who organised "We will rock you" as he had been instructed by governors.</p>	
13	<p><b><u>Finance and Operations</u></b></p> <p>Approval of the budget management and Charging and Remissions policies.</p> <p>Site and finances update.</p> <p>GS drew governors' attention to the budget monitoring report. He highlighted that in the last report, which was submitted in July, an improving position was shown this year. The predicted small in-year deficit was lower now.</p> <p><b>Question:</b> Governors enquired about the fencing project.</p> <p><b>Answer:</b> The project is ongoing and the school will need to pay a part of the cost.</p> <p>Year 12 offer of work experience, laptops and enrichment had made a difference for students.</p> <p>Staff were planning some work to upgrade the 6th form provision.</p> <p><b>Question:</b> Governors enquired about the travel grant for bus costs.</p> <p><b>Answer:</b> This is ongoing, the transport company has provided leaflets specifically for Whitby School. Applications were being received and grants would be given.</p> <p><b>The revised budget was approved by governors.</b></p> <p><b>Charges and remissions policy was approved.</b></p> <p><u>Headteacher recruitment update.</u></p> <p>AB gave an overview of the recruitment process. He highlighted that Chair of Governors would be invited to the interview panel.</p> <p><b>Question:</b> Governors enquired what was being done differently, as previous recruitment campaign was not successful.</p> <p><b>Answer:</b> The Trust was casting the net as wide as they possibly could, including social media.</p> <p><b>Question:</b> Governors enquired whether there was any evidence to suggest the recruitment campaign will be more successful this time.</p>	

	<p><b>Answer:</b> It is difficult to predict the market.</p> <p><i>Confidential discussion – DR left the room for this discussion.</i></p>	
14	<p><b><u>Health and Safety</u></b></p> <p>Operational updates including an update on asbestos management during the summer and planned works for October Half Term.</p> <p>Asbestos was found in school. This was not in any areas where students were. A survey was commissioned, and it was deemed to not be high risk. The work would be paid entirely by the LA. The identified areas are fully sealed off for student safety.</p> <p><b>Question:</b> Governors enquired about an update about the lay-by.</p> <p><b>Answer:</b> GD explained that there were still plans to create the lay-by.</p> <p>Fire risk assessment was completed.</p> <p>Woodsmith grant has been spent. The school was hoping to apply for further funds.</p>	
15	<p><b><u>Policies for approval</u></b></p> <ol style="list-style-type: none"> <li>1. Behaviour</li> <li>2. Child Protection</li> <li>3. Budget Management</li> <li>4. Charging and Remissions</li> <li>5. Sixth Form Bursary</li> </ol> <p>All the above policies were approved.</p>	
16	<p><b><u>Any other business</u></b></p> <p><u>Questions from local community.</u></p> <p>Governors received a questions about the cost of the buses to school. <b>Action:</b> GD to send the school’s response to IP via email.</p> <p>Communication channel with local community.</p> <p>GD plans to create a parents’ group and asked if a governor would be able to chair it. It was agreed that IP would offer his time to the group.</p> <p>Governors discussed strategy for communication with parents and local communities.</p> <p><b>Question:</b> Governors enquired whether staff were aware of all pupils with SEND (Special Educational Needs and Disabilities).</p>	GD

	<p><b>Answer:</b> GD confirmed this was the case.</p> <p><b>Action:</b> SEND link governor to investigate whether the school processes allow staff to be aware of all recent SEND diagnoses.</p> <p>Clerk to send draft calendar of meetings to governors for consultation and approval.</p>	
17	<p><b><u>Confidential items</u></b></p> <p><i>All staff members left the meeting.</i></p>	
18	<p><b><u>Calendar of meetings 2025/2026</u></b></p> <p>Clerk to circulate draft calendar.</p>	

The meeting was closed at 8:25 pm.

Signed:.....  
Chair of Governors

Dated:.....