

Whitby School GOVERNING BODY MEETING		
Minutes of the meeting held on 10 <sup>th</sup> December 2024, 6pm at the Airy Hill site		
Governors Present	David Thornton (DT) Brian Crosby (BC) Jane Mortimer (JM) Richard Fluin (RF) Michelle Waters (MW) Ian Parkin (IP)	Headteacher Co-opted Governor & Chair Co-opted Governor Co-opted Governor Parent Governor Parent Governor
Apologies from Governors	Dave Rae, Mark Taylor	
Absent with no apologies	Phillip Trumper	
In attendance	Julie Caddell (JC) Susan Boyd (SB) Jonathan Britton (JB)	Deputy Headteacher Deputy Headteacher Executive Lead
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	<b><u>Welcome</u></b> The Chair welcomed all to the meeting.	
2	<b><u>Apologies for absence</u></b> Mr Taylor and Mr Rae had sent their apologies. The absences were given consent. <b>The meeting was quorate.</b>	
3	<b><u>Declaration of interests and reminder of governor protocol</u></b> There were no interests declared on any item on this agenda. Chair reminded governors of GB protocol and confidentiality.	
4	<b><u>Confidentiality</u></b> Matters concerning staffing would be deemed as confidential.	

5	<p><b><u>Skills Audit</u></b></p> <p>Governors agreed to complete the skills audit and return it to the clerk.</p>	Governors
6	<p><b><u>Confirmation of Minutes</u></b></p> <p>The minutes of the meeting held on 22<sup>nd</sup> October 2024 were approved and signed by the Chair.</p> <p>The confidential minutes of the meeting held on 22<sup>nd</sup> October 2024 were approved and signed by the Chair.</p>	
7	<p><b><u>Matters Arising from the Minutes: to consider matters arising from the minutes and for which there is no separate agenda item</u></b></p> <p><b>Action:</b> All governors to complete “Keeping Children Safe in Education” training and forward the certificate to school office.</p> <p><i>Confidential update.</i></p>	Governors
<b>School Improvement</b>		
8	<p><b><u>Headteacher’s report</u></b></p> <p>Chair drew governors’ attention to the report and invited comments and questions.</p> <p><b>Question:</b> Governors enquired about current pupil numbers on roll.</p> <p><b>Answer:</b> The current figures were included in the Headteacher’s report. A slight dip in numbers was predicted. The LA transport policy had a significant impact on pupil numbers across the region.</p> <p><b>Governors requested that school investigates whether the drop was due to the transport policy, or this was a general trend.</b></p> <p>The Headteacher informed parents about available options around transport.</p> <p><b>Question:</b> Governors enquired about attendance.</p> <p><b>Answer:</b> JC explained there was an attendance action plan, and she gave overview of what was involved, stressing the school was using the LA process.</p> <p>There was a large number of students who have low attendance. The staff would work with families; however, they had to prioritise which families to see due to capacity. Staff were co-operating with external agencies, including Early Help. There was a clear plan; however, staff were stretched.</p> <p><b>Question:</b> Governors enquired what staffing was required.</p> <p><b>Answer:</b> A family liaison officer is needed, who would forge links with families.</p> <p><b>Challenge:</b> Governors noticed that an attendance officer was already in place.</p>	

	<p><b>Answer:</b> The Headteacher explained the post was not full time, but 4 days a week. The school received an approval for 5 days a week.</p> <p><b>Challenge:</b> Governors enquired whether that was within the budget.</p> <p><b>Answer:</b> It was an additional cost to what was included in the start budget. It was included in the revised budget and the financial panel approved it.</p> <p><b>Governors requested that Headteacher brings a proposal for attendance support to the next meeting.</b></p> <p>Governors stressed the need to bring attendance back to pre-covid levels.</p> <p>Governors discussed transition from primary schools.</p> <p><b>Question:</b> Governors noted that exclusions were high and enquired what CPOMS category encompassed.</p> <p><b>Answer:</b> JC gave an overview of CPOMS categories and what incidents they would encompass, including: child on child abuse, sexual misconduct, sexual abuse.</p> <p><b>Challenge:</b> Governors enquired whether the SLT were concerned about this data.</p> <p><b>Answer:</b> JC explained that staff were constantly educating students what they should not do.</p> <p><b>Question:</b> Governors asked for an update about the internal alternative provision (AP).</p> <p><b>Answer:</b> There are 12 students in the provision. Each one has a programme bespoke to them. Currently this provision is receiving additional funding from the LA. At the end of the academic year, this provision will be moved off site. The school will lose that funding.</p> <p><b>Question:</b> Governors enquired where the LA would send the students from the AP.</p> <p><b>Answer:</b> It will be up to the LA.</p> <p><b>Comment:</b> A governor noticed that SEND data on page 9 was much higher than national average.</p> <p><i>Mr Fluin arrived at the meeting.</i></p> <p>The Headteacher highlighted that the school provided support for SEND students and used higher funding that it received, which was a drain on other funding.</p> <p>Headteacher drew governors' attention to TMP (Targeted Mainstream Provision) update. TMP has some good resources,</p>	DT
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	<p>and the provision is delivered across both sites.</p> <p><b>Question:</b> Governors enquired about Behavioural TMP.</p> <p><b>Answer:</b> There were plans to open it from September, discussions continue.</p> <p>Student results to be discussed by Educational Outcomes committee.</p> <p><u>National results headlines</u></p> <p>The Headteacher highlighted that the current year 11s were behind their targets and there was an extensive programme of support and revisions.</p> <p><b>Question:</b> Governors enquired whether each student had their own baseline.</p> <p><b>Answer:</b> The Headteacher confirmed this was the case.</p> <p><b>Question:</b> Governors enquired when their baseline was set.</p> <p><b>Answer:</b> The current cohort did not sit Key Stage 2 tests, so they had CAT tests, which showed their baseline. Their targets are based on these tests and are revised every year.</p> <p><b>Comment:</b> A governor noticed that student results were at national average. The staff were at the time under considerable pressure, and it is a testament to their skill that student results at both schools improved.</p> <p><b>Governors commended the staff for their work.</b></p> <p><b>Question:</b> Governors enquired about year 7 data from the first term.</p> <p><b>Answer:</b> This would be presented at the next meeting.</p> <p><b>Governors approved the tender process for DT Food rooms.</b></p> <p><b>Counselling contract to be considered by the Finance and Resources committee.</b></p>	DT
9	<p><b><u>Pupil Premium update and to approve the annual report.</u></b></p> <p>This was deferred to next meeting.</p>	
10	<p><b><u>Sports Premium update</u></b></p> <p>This was deferred to next meeting.</p>	
11	<p><b><u>Finance</u></b></p> <p>Governors discussed the financial forecast and received three versions of the start budget.</p> <p><b>Resolved:</b> that version 3 is approved and sent to the LA.</p>	
12	<p><b><u>Safeguarding</u></b></p> <p>This was included in the Headteacher's report.</p>	

13	<p><b><u>Health and Safety</u></b></p> <p>Governors received the report from Health and Safety inspection of the school sites.</p> <p>The Headteacher had a meeting with the LA, and it was agreed to include engineering works proposals from the WLP report.</p> <p>Recommendations were mainly around the Prospect Hill site.</p> <p><b>Question:</b> Governors enquired about the school's duty of care within the school boundary and whether this was discussed with the LA.</p> <p><b>Answer:</b> The LA proposed that staff supervise traffic in the highway, outside of school perimeter, which is not a feasible option.</p> <p>This issue will be raised by BC with the LA.</p> <p><b>Question:</b> Governors enquired whether the LA had conducted a traffic risk assessment.</p> <p><b>Answer:</b> The Headteacher confirmed that was the case.</p> <p>Governors were concerned about students' safety.</p> <p>A governor suggested exploring charity funding to enable the school to complete the necessary building works.</p>	
14	<p><b><u>Reports from committees</u></b></p> <p>There were none.</p>	
<b>Other matters</b>		
15	<p><b><u>Governance</u></b></p> <p>1. Updates from the Chair</p> <p><i>GS, JC and JB declared an interest. GS and JC left the meeting. Governors requested that JB stays in the room.</i></p> <p><b><u>Headteacher recruitment</u></b></p> <p>Governors discussed Headteacher recruitment, including timescales.</p> <p><b>It was decided to hold an extra-ordinary meeting on 14<sup>th</sup> January at 6:00 pm to discuss the future of the school and its leadership.</b></p>	
16	<p><b><u>Policies for Approval</u></b></p> <ol style="list-style-type: none"> <li>1. Access Arrangements</li> <li>2. Accessibility</li> <li>3. Anti Sexual Harassment</li> <li>4. Anti Bullying</li> <li>5. Budget Management</li> <li>6. Charging and Remissions</li> <li>7. Children with Health Needs Who Cannot Attend School</li> <li>8. Code of Conduct</li> </ol>	

	<p><del>9. Confiscation Policy for Non-permitted Items</del></p> <p>10. Feedback</p> <p>11. Hearings and Appeals</p> <p>12. <del>Pupil Attendance</del></p> <p>13. Resolving Issues at Work</p> <p>14. Staff Disciplinary</p> <p>15. Use of Reasonable Force and Physical Restraint</p> <p>16. Whistleblowing</p> <p>17. Word Processing Policy for Examinations</p> <p>18. Pay Policy</p> <p>Policies 9 and 12 were withdrawn by the school to allow for last amendments.</p> <p>The remaining policies were approved by governors.</p>	
17	<p><b><u>Any other business</u></b></p> <p>There was none</p>	
20	<p><b><u>Confidential items</u></b></p> <p>There were none.</p>	
21	<p><b><u>Date of next meeting</u></b></p> <p>14<sup>th</sup> January 2025 – extra-ordinary meeting, 4<sup>th</sup> February 2025.</p>	

The meeting was closed at 7:55 pm.

Item	Action	Person
5	Governors to return the skills audit forms to the Clerk.	Governors
7	Governors to complete “Keeping Children Safe in Education” training and forward the certificate to school office.	Governors
8	Headteacher to bring a proposal for attendance support to the next meeting.	DT
8	Headteacher to present year 7 data from the first term.	DT