



Whitby School GOVERNING BODY MEETING		
Minutes of the meeting held on 4 February 2025, 6.00pm at the Airy Hill site		
Governors Present	Gareth Davies (GD) Brian Crosby (BC) Jane Mortimer (JM) Michelle Waters (MW) Ian Parkin (IP) Phillip Trumper (PT) Mark Taylor (MT)	Headteacher Co-opted Governor & Chair Co-opted Governor Parent Governor Parent Governor LA Governor Co-opted Governor
Apologies from Governors	Dave Rae, Richard Fluin	
Absent with no apologies		
In attendance	Julie Caddell (JC) Susan Boyd (SB) Jonathan Britton (JB) Gary Sheen (GS) Amy Clarkson (AC) Esther Quinn (EQ) Lucy Bailey (LB)	Deputy Headteacher Deputy Headteacher Executive Lead Executive Team Staff member Staff member Executive Team
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 that the vision, ethos and strategic direction of the school are clearly defined that the headteacher performs their responsibilities for the educational performance of the school the sound, proper and effective use of the school's financial resources. 	

Item		Record Actions
Procedural		
1	<p>Welcome</p> <p>The Chair welcomed all to the meeting and led introductions. He explained that he had invited two staff members to the meeting as the staff governor is unavailable. He proposed that they receive standing invitation to all Governing Body meetings, which was approved by governors.</p> <p>It was noted that as visitors they will be required to leave the room for the duration of any confidential discussions.</p>	

2	<p><u>Apologies for absence</u></p> <p>Mr Fluin and Mr Rae had sent their apologies. The absences were given consent.</p> <p>The meeting was quorate.</p>	
3	<p><u>Declaration of interests and reminder of governor protocol</u></p> <p>There were no interests declared on any item on this agenda.</p> <p>Chair reminded governors of GB protocol and confidentiality.</p>	
4	<p><u>Confidentiality</u></p> <p>Matters concerning staffing would be deemed as confidential.</p>	
6	<p><u>Confirmation of Minutes</u></p> <p>The minutes of the meeting held on 10 December 2024 were approved and signed by the Chair.</p> <p>The confidential minutes of the meeting held on 10 December 2024 were approved and signed by the Chair.</p> <p>The confidential minutes of the meeting held on 14 January 2025 were deferred to next meeting due to amendments needed.</p>	
5	<p><u>Chair's update</u></p> <p>The Chair will meet with the RSC (Regional Schools Commissioner) to discuss the governors' decision to talk to MATs (Multi-Academy Trusts) about academization. Three MATs will be identified, and governors will visit them.</p> <p>Resolved: A working group be appointed: BC, JM, MT (if available), IP. RF will be approached by BC whether he wishes to join as well.</p> <p>The Chair met with union representatives to discuss current events, including the departure of the previous Headteacher.</p>	
7	<p><u>Matters Arising from the Minutes: to consider matters arising from the minutes and for which there is no separate agenda item</u></p> <p>Question: Governors enquired about the impact of the new NYC transport policy.</p> <p>Answer: To be discussed at next meeting. Clerk to add on agenda.</p>	DJ
School Improvement		
14	<p><u>Staff Voice</u></p> <p>Lucy Bailey (LB) joined the meeting virtually to present the results of the staff survey.</p> <p>88% staff members completed the survey, which shows very good engagement. National average is around 60%. Governors received the report, which was benchmarked against other national and WLP schools, with agenda papers.</p> <p>Key strengths were identified in the report.</p> <p>Question: Governors enquired whether the survey would be</p>	

	<p>repeated later in the year so governors can see any improvement.</p> <p>Answer: This will be actioned.</p> <p>Governors stressed the importance of staff being aware that they take survey results into careful consideration.</p> <p>Question: Governors enquired about responses regarding communication.</p> <p>Answer: These were presented.</p> <p>It was noted that some questions were not benchmarked as they were bespoke, written for the school.</p> <p>Question: Governors enquired whether there were no areas with responses above national average.</p> <p>Answer: Question number 7 is above national average.</p> <p>Challenge: Governors noted the weakest areas included student behaviour and workload.</p> <p>Answer: The Headteacher explained that there was a national dissatisfaction with student behaviour; however, just because it was compared with national figures, it did not mean it was good enough. Communication with staff was an area for improvement and steps were being put in place to address this, for example, the Headteacher was working with senior leaders to ensure they did not send emails after 6.00pm.</p> <p>Question: Governors enquired about ethos among staff.</p> <p>Answer: The Headteacher only started recently; however, he was made extremely welcome.</p> <p>Question: Governors enquired when the survey was conducted.</p> <p>Answer: Just before Christmas.</p> <p><i>LB left the meeting.</i></p>	LB
8	<p><u>Teaching</u></p> <p><i>Presentation of the Development Plan for Teaching and Learning, review of progress toward targets.</i></p> <p><i>Including:</i></p> <ul style="list-style-type: none"> • 8.1 Department Reviews - an overview of reviews to date. Key trends and actions. • 8.2 Teaching and Learning – implementation of the learning cycle. • 8.3 SEND – Update from parent forum, implementation of NY trial policy, response to query from JM: 19/01/2025. <p>The development plan for the next two terms was presented by the Headteacher.</p> <p><u>Questions from governors</u></p> <p>The Headteacher received questions from governors before the</p>	

	<p>meeting and presented the responses:</p> <p>Question: A governor enquired about the quality of supply staff.</p> <p>Answer: The quality of supply is a challenge for many schools as supply teachers do not fall under our employment and so development of them is not something the school can engage with and the number of supply colleagues available in this locality appears to be lower than schools nearer cities. However, the school has advertised for a cover supervisor and has brought in another agency to widen the pool of colleagues available.</p> <p>Question: A governor requested response to a parent.</p> <p>Answer: The Headteacher has the name of the parent and will now move this through the school's complaints policy.</p> <p>Question: A governor enquired about the allocation of administrative time to SENCO.</p> <p>Answer: According to the IDSR, the School's SEN support/EHCP population is close to the average. However, considering whether the balance of support staff is appropriate to the school setting in 2024-25 is worth a review. However, we are mindful of the budget position in school.</p> <p><u>Teaching and learning</u></p> <p>The process of department reviews has started.</p> <p><i>Mrs Boyd joined the meeting.</i></p> <p>The Headteacher presented plan for sharing good practice with other schools.</p> <p><u>Department reviews</u></p> <p>Mrs Boyd gave an overview of the review, which included:</p> <ul style="list-style-type: none"> • Data review, which led to an action plan. • Impact of strategies which will be continued. • Subject review, presented an example of art. <p>The Headteacher will give further information in future meetings, which will include maths, English and science.</p> <p>The Headteacher invited governors to conduct monitoring visits at the school.</p> <p>Question: Governors enquired about staff CPD and their visits to other schools to share good practice.</p> <p>Answer: The Headteacher explained that the visits have been very positive so far and stressed that they were mutually beneficial as staff from both schools were able to learn from each other.</p>	
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9	<p><u>Ethos</u></p> <p><i>Presentation of the Development Plan for Ethos, review of progress towards targets.</i></p> <p><i>Including:</i></p> <ul style="list-style-type: none"> • 9.1 Staff consultation on behaviour and ethos – the Whitby PACT. <p>Development Plan for Ethos was presented and the Headteacher stressed the importance of consistency of message across the school.</p> <ul style="list-style-type: none"> • 9.2 Sixth form recruitment strategy and update on numbers. <p>The Headteacher highlighted that Sixth Form pupil numbers were a concern as application numbers were low at present. He planned to strengthen school’s recruitment strategies. There were plans to introduce enrichment activities.</p> <p>Question: Governors enquired about projections for pupil numbers for 2025.</p> <p>Answer: This will be known by next meeting.</p>	GD
10	<p><u>Achievement</u></p> <p><i>Presentation of the Development Plan for Ethos, review of progress towards targets.</i></p> <p><i>Including:</i></p> <ul style="list-style-type: none"> • Progress towards development plan – development of monitoring and evaluation processes and tracking systems. <p>This will be monitored at the next meeting of Educational Outcomes committee.</p> <ul style="list-style-type: none"> • An update on current attainment data relating to DFE performance measures. <p>It was noted that data would be analysed in detail at the Educational Outcomes committee. Ms Boyd presented the headlines and highlighted the main points.</p> <p>There were identifiable gaps in the knowledge of some students. Staff have taken measures, particularly around English and maths, to address these gaps via interventions.</p> <p>Data was presented for maths and English, Year 11 autumn mock.</p> <p>Governors stressed it was important that they were informed where the weaknesses were.</p> <p>Question: Governors enquired whether mock that were common with other schools were used.</p> <p>Answer: SB confirmed this was the case.</p> <p>Question: Governors enquired whether the gap was raised with</p>	

	<p>the match hub.</p> <p>Answer: SB confirmed this was the case.</p>	
11	<p><u>Care</u></p> <p><i>Presentation of the Development Plan for Care, review of progress towards targets.</i></p> <p><i>Including:</i></p> <ul style="list-style-type: none"> • 11.1 Review of the behaviour policy – including seeking of approval for adjustments to sanctions for low-level disruption. <p>The Headteacher gave the reasons for behaviour policy review and stressed the review aim was to make it clearer for all involved.</p> <ul style="list-style-type: none"> • 11.2 Suspension and sanctions - update on benchmarks in school. <p>Governors received the report. It was highlighted that training around de-escalation strategies was planned for staff.</p> <ul style="list-style-type: none"> • 11.3 Attendance - update and review of progress against targets. <p>Governors noted there was no substantial change from the last report. The Headteacher was working with Heads of Year to improve attendance.</p> <p><u>Safeguarding</u></p> <p>Staff are using CPOMS system to record safeguarding information.</p> <p>Question: Governors enquired about students not turning up to detentions.</p> <p>Answer: Suspensions can only be used when other measures at school have been exhausted. Staff increased consistency in following up where a student did not turn up to detention.</p> <p>Question: Governors enquired about reasons for students being persistently absent.</p> <p>Answer: There was no particular pattern for persistent absences across the school.</p> <p>Question: Governors enquired whether there was a lack of aspiration amongst students.</p> <p>Answer: This was the case for some students and staff were working with families and parents.</p> <p>Governors discussed persistent absenteeism.</p>	
12	<p><u>Holistic Education</u></p> <p><i>Presentation of the Development Plan for Holistic Education, review of progress towards targets.</i></p>	

	<p><i>Including:</i></p> <p>12.1 Update on extra-curricular events – including sporting and artistic events in school.</p> <p>12.2 PSHE and personal development education.</p> <p>12.2 will roll out a new set of resources next term.</p> <p>The reports have been received by governors.</p> <p>Governors reviewed the format of Headteacher’s report and found it sufficient. It was decided to continue with the same agenda items throughout this academic year.</p>	
13	<p><u>Finance and Operations</u></p> <ul style="list-style-type: none"> • 13.1 Planned recruitment to TLR3 posts in school and to support staff roles already in budget. <p>The Headteacher reported on recent recruitment and governors approved two planned appointments, including Head of House.</p> <ul style="list-style-type: none"> • 13.2 Planned construction of fencing on Prospect Hill site. <p>It was noted that the school had not secured funding from the LA for installation of crucial fencing. JB proposed that the school goes ahead and funds this from the school budget, as this was imperative for effective safeguarding of students.</p> <p>GS gave details for possible allocation of funds for this project and the impact on the school budget.</p> <p>Question: Governors enquired whether the budget would then allow for the cost of the school converting to an academy.</p> <p>Answer: GS explained that currently he was predicting a small surplus and in short term this was feasible; however, in long term it would increase deficit in later years.</p> <p>PT offered to chase the issue of fencing with the LA. GD to send details of the project to PT.</p> <p>Resolved: that fencing installation project go forward.</p> <ul style="list-style-type: none"> • 13.3 Budget update – including resolution of counselling contract. <p>There were concerns over pupil numbers as discussed previously. Details will be presented to the Resources committee.</p> <p>The amount of counselling service available at the school has been reduced. This had been negotiated with the counselling service.</p> <p>Resolved: that a one-year contract be signed with the counselling service.</p>	GD, PT

	<ul style="list-style-type: none"> 13.4 Schools Financial Value Standard <p>Governors received the draft document with agenda papers.</p> <p>Resolved: that the Schools Financial Value Standard be approved and submitted.</p>	
15	<p><u>Health and Safety</u></p> <p>A health and safety audit had been conducted at the school and the report includes recommendations, which are being followed. Staff will receive legionella training.</p>	
Other matters		
16	<p><u>Policies for Approval</u></p> <ol style="list-style-type: none"> 1. Closed Circuit Television 2. Cover 3. CPD 4. DBS 5. Educational Visits 6. Lone Worker 7. Pupil Attendance 8. Records management <p>The above policies were approved by governors.</p>	
17	<p><u>Report from the Finance and Resources Committee</u></p> <p>Governors received the report.</p>	
18	<p><u>Any other business</u></p> <p>A governor raised an issue which had been published on facebook. Clerk highlighted that discussing certain items in an open forum might cause the Governing Body to be deemed as biased and not able to help resolve some matters in the future, for example, if a complaint is raised. She encouraged governors to discuss these matters with the Chair in the first instance.</p> <p>Governors discussed ways to be more visible and transparent to the local community. Resolved: BC and IP to form a working group to investigate ways of communicating with local community.</p> <p>Governors raised the matter of TMP. The Headteacher explained that TMP funding has been delayed and he was in contact with the LA regarding the matter.</p>	BC, IP
19	<p><u>Confidential items</u></p> <p>There were none.</p>	
20	<p><u>Date of next meeting</u></p> <p>1 April 2025 at 6.00pm</p>	

The meeting was closed at 8.17pm.

Item	Action	Person
7	Clerk to add impact of the new NYC transport policy on next draft agenda.	DJ
14	LB to conduct another staff survey later in the year.	LB
9	Headteacher to present projections for pupil numbers.	GD
13	GD to send information about fencing project, PT to chase with the LA.	PT
18	BC and IP to form a working group to investigate ways of communicating with local community	IP, BC