

Whitby School GOVERNING BODY MEETING		
Minutes of the meeting held on 11 th May 2026, 6pm at the Airy Hill site		
Governors Present	Richard Fluin (RF) David Perry (DP) Mark Taylor (MT) Phillip Trumper (PT) Dave Rae (DR) Michelle Waters (MW) Ian Parkin (IP)	Co-opted Governor & Chair Executive Headteacher Co-opted Governor & Vice Chair LA Governor Staff Governor Parent Governor Parent Governor
Apologies from Governors	Jane Mortimer	
Absent with no apologies		
In attendance	Gary Sheen (GS) Julie Caddell (JC) Amy Clarkson (AC) Susan Boyd (SB)	Executive Team Head of School Staff member Deputy Headteacher
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	- 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	<u>Welcome</u> The Chair welcomed all present.	
2	<u>Apologies for absence</u> There were no apologies to consider. The meeting was quorate.	
3	<u>Declaration of interests and reminder of governor protocol</u> As member of staff, Mr Rae declared interest in item 9 and 19.	
4	<u>Confidentiality</u> The Chair reminded governors of the need to maintain	

	confidentiality.	
5	<u>Chair's update to include Governance Review</u> This item was deferred.	
6	<u>Confirmation of Minutes</u> The minutes of meeting held on 23rd April 2026 were agreed as accurate record, to be signed by the Chair. Confidential minutes of meeting held on 23rd April were deferred as they had not been circulated prior to the meeting.	
7	<u>Matters Arising from the Minutes:</u> to consider matters arising from the minutes and for which there is no separate agenda item 7.1 Governors linked to English, maths, computer science or business are invited to shadow GD as part of the SDIP work. This would provide governors with further insight into the actions being taken and the impact of the support in place. Governors discussed the practicalities of organising these visits. This is ongoing. 7.2 A link governor visit to be arranged for PSHE. PT to arrange the visit. 7.3 Governors to confirm that they are content for the SFVS to be submitted to the Local Authority. The Schools Financial Value Standards document had been sent to the Local Authority. 7.4 Finance Committee meeting to be arranged. Governors noted that the Finance Committee had not met, and the start budget was brought to this meeting. 7.5 Wonder Learning to send the relevant WGM survey/report information to governors. This is outstanding. 7.6 Head of School to discuss locking arrangements for the polytunnel with JH. The discussions are ongoing.	
School Improvement		
8	<u>Head of School Report</u> JC informed governors there had been three school improvement visits from the Local Authority. <u>Safeguarding</u> The safeguarding report had been included in the pack. It was noted that the school made a significant progress. Safeguarding evaluation has been completed. Agreed actions from the Senior Education Adviser were highlighted by JC. <u>Attendance</u>	

	JC reported that the school was working with the Attendance and Behaviour Hub. It was noted that attendance data was improving. The pastoral team were working hard to improve attendance. Question: Governors enquired about the difference in attendance between male and female students, Pupil Premium and SEND and whether any trends were emerging. Answer: Pupil Premium is the area where attendance tends to be lower. Question: Governors requested to see a comparison to data from this time last year. Answer: DR to provide. DT added that good work was being done around processes to engage pupils more effectively and encourage them to attend better. Challenge: Governors enquired whether the school leaders were satisfied with 93% attendance for year 7. Answer: This is still below the national figure. <u>Behaviour</u> There were more concerns about year 10 group than any other. Staff were working with different levels of pastoral support, including a co-operation with the hub. The Head of School reported there had been a permanent exclusion. Comment: A governor commented it was disappointing to see some people in the community undermine the school, which had an impact on school and was not fair to the students. SCR (Single Central Record) checks were highlighted. Governors were satisfied that appropriate checks are taking place. <u>Complaints</u> JC reported that the number of complaints have escalated. <u>Staffing</u> <i>Confidential update.</i> Question: Governors noted that staff absence levels were the same as the same time last year and enquired whether that was considered high. Answer: A few staff members with long term illness affected the absence figure. It was also noted that this year there was more absence due to short-term sickness. JC assured governors that SLT work with staff in a supportive way to improve staff attendance.	DR
--	---	----

	<u>Contracts</u> Governors were informed that the contract with current uniform supplier runs out in 2027. A year's notice was required to terminate the contract. Governors discussed this. Resolved: that tender process be started for uniform supplier. <u>Teaching and learning</u> Structural framework will continue to be used in teaching. A cyclic programme has been implemented. Adaptive teaching will be used in all lessons. Assemblies were delivered to all students to explain the main ideas of how staff work with them to adapt to their needs. DR was asked to comment: The programme helped his department to focus on what improvements needed to be done. Staff found the approach empowering. <u>Outcomes</u> Minutes from the outcomes meeting were included in the pack.	
9	<u>Discussion regarding future leadership structure</u> Governors agreed that Julie Caddell be appointed as Interim Headteacher from September.	
10	<u>Finance and operations</u> 10.1 Budget report <u>Outturn report</u> GS presented the outturn report highlighting that a surplus brought the reserve position higher. 3-year forecast was presented. GS highlighted the in-year positions for future years. Question: Governors enquired whether the report assumed the same levels of staffing. Answer: GS confirmed that was the case. Question: Governors enquired about the premises costs increasing in the forecast. Answer: GS explained this took inflation into consideration. Question: Governors enquired about alternative provision costs. Answer: All assigned funding is being used.	

	Question: Governors enquired why the forecast indicated costs decreasing from September. Answer: This is because Whitby School will not be paying Wonder Learning Partnership (WLP) from September. Question: Governors enquired about a new school funding. Answer: The LA made a submission to the DfE. If successful, the new building would be available in 4, maybe 5 years. <u>WLP handover</u> MOU (Memorandum of Understanding) exit plan document was tabled. GS explained that a handover process has been initiated by WLP. 10.2 School Uniform Tender This was discussed under item 8.	
11	<u>Safeguarding</u> This was discussed under item 8.	
12	<u>Health and Safety</u> This was discussed under item 8.	
13	<u>Monitoring Reports</u> This was discussed under item 8.	
Other matters		
14	<u>Policies for approval</u> 1. Numeracy Policy 2. Work Experience Policy 3. Key Stage 3 and 4 Admissions Policy 4. Access Arrangements Policy All above policies were approved.	
15	<u>Any other business</u> <u>Meeting with local community.</u> IP gave a report from the meeting that he had attended as a parent. He highlighted that parents appreciate the work that staff do. IP presented negative comments, which included: • Students being declined permission to go to a toilet. Question: Governors enquired whether parents raised this with the school? Answer: This was not known. • Insufficient communication from the school Governors discussed.	

	Question: Governors enquired how many parents accessed “Your Child at School” system Answer: SB to provide. Governors considered how to make the app accessible to as many parents as possible. They asked that school organise some familiarisation with the app at parents’ evenings. • Concern about the amount of supply teachers • Inconsistency in enforcing school uniform. A governor was concerned about the potential damage the meeting might do to school staff. IP read a list of other issues brought up at the meeting. It was recognised that some of the issues mentioned had already been resolved by school. Governors considered a response to the letter received from the meeting. HT added that the school SLT (Senior Leadership Team) were there to listen to any concerns. There were mechanisms to report these concerns, and if that is ineffective, the complaints procedure can be started. Governors recognised the amount of work and effort staff were putting in to move the school forward. <i>DR left the meeting at 7:55 pm. The meeting was quorate.</i> <u>Staffing</u> Advertisement for Deputy Headteacher position has been published. JC proposed that Behaviour pastoral role no longer includes DSL (Designated Safeguarding Lead) responsibility. The DDSL (Deputy Designated Safeguarding Lead) to be moved to the DSL position. She presented the costing for the proposal. Resolved: This was approved. <i>Confidential discussion.</i> <u>Breakfast club</u> Proposal document was circulated with agenda papers. Breakfast club to be implemented as a pilot initially. Governors considered that this is a gap in the school's provision and the cost impact on the school budget. They considered engaging the community group to help with fund raising etc. Resolved: governors supported the implementation of the	SB SB
--	--	---------------------

	Breakfast Club and thanked Amy for bringing the proposal forward.	
19	<u>Confidential items</u> <u>Leave of absence requests</u> • 4 days' leave of absence request Teaching member of staff requested a leave of absence. JC gave the reasons for the request. Question: Governors enquired about the staff member's key responsibilities, and whether the absence could be covered. Answer: JC gave details. Governors discussed the impact on the school community. Resolved: that 1 day absence is not approved, and 3 days' absence is approved. • 8 days' leave of absence Staff member requested cumulative 8 days' absence and JC gave the reasons. Resolved: that both absences are approved.	
20	<u>Date of next meeting</u> Monday, 6th July 2026	

The meeting was closed at 8:41 pm.

Actions		
No	Action	Responsible
1	Governors linked to English, maths, computer science or business are invited to shadow GD as part of the SDIP work. This would provide governors with further insight into the actions being taken and the impact of the support in place.	Link governors
2	A link governor visit to be arranged for PSHE.	PT
3	Wonder Learning to send the relevant WGM survey/report information to governors.	JB
4	Head of School to discuss locking arrangements for the polytunnel with JH.	JC
5	DR to provide attendance comparison data with the same time last year.	DR
6	SB to provide information on how many parents access "Your Child at School" system.	SB
7	SB to organise familiarisation with "Your Child at School" system at parents' evenings.	SB