

Whitby School GOVERNING BODY MEETING		
Minutes of the meeting held on 23 rd September 2024, 6pm at the Airy Hill site		
Governors Present	David Thornton (DT) Brian Crosby (BC) Jane Mortimer (JM) Richard Fluin (RF) Mark Taylor (MT) <i>virtually</i> Phillip Trumper (PT)	Headteacher Co-opted Governor & Chair Co-opted Governor Co-opted Governor Co-opted Governor LA Governor
Apologies from Governors	None	
Absent with no apologies	None	
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"> 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
1	<u>Welcome</u> The Chair welcomed all to the meeting.	
2	<u>Apologies for absence</u> There were no apologies. The meeting was quorate.	
3	<u>Declaration of interests and reminder of governor protocol</u> All governors present signed the declaration of interests forms. MT to complete virtually and sign at next meeting. There were no interests declared on any item on this agenda. Chair reminded governors of GB protocol and confidentiality.	MT
4	<u>Election of Vice Chair</u> Chair invited nominations for vice chair. MT was nominated and left the meeting for the duration of the vote. He	

	was unanimously appointed to the role.	
5	<p><u>Confidentiality</u></p> <p>Confidential item to be discussed at the end of the meeting.</p>	
6	<p><u>Review of governance documents:</u></p> <p>1. Code of Conduct The document was adopted unanimously.</p> <p>2. Register of Business Interests The forms were signed at previous item.</p> <p>3. Register of Gifts and Hospitality Governors were reminded to fill the register as and when needed.</p>	
7	<p><u>Skills Audit</u></p> <p>Governors agreed to complete the skills audit and return it to the clerk.</p>	Governors
8	<p><u>Review of Committees, including:</u></p> <ul style="list-style-type: none"> • <u>Membership</u> • <u>Whether the Chairs will be elected by the committees or appointed by the Governing Body</u> • <u>Terms of Reference</u> • <u>Delegation</u> • <u>Appointment of the Clerk</u> <p>The following committees were appointed by governors:</p> <ol style="list-style-type: none"> 1. Finance and Resources <ul style="list-style-type: none"> ○ Membership: BC, RF, vacant ○ Appointment of chair: BC ○ Terms of reference were agreed ○ Delegation: Committee received delegation to act within terms of reference. ○ Appointment of the clerk: Meetings to be clerked by the Professional Governance Service. 2. Educational Outcomes <ul style="list-style-type: none"> ○ Membership: MT, JM, PT ○ Appointment of chair: MT ○ Terms of reference were agreed ○ Delegation: Committee received delegation to act within terms of reference. ○ Appointment of the clerk: Meetings to be clerked by the Professional Governance Service. 3. Pupil Discipline <ul style="list-style-type: none"> ○ Membership: Three governors as available ○ Appointment of chair: MT ○ Terms of reference were agreed ○ Delegation: Committee received delegation to act within terms of reference. ○ Appointment of the clerk: Meetings to be clerked by the Professional Governance Service. 	

	<p>4. Staff Discipline</p> <ul style="list-style-type: none"> ○ Membership: Three governors as available ○ Appointment of chair: BC ○ Terms of reference were agreed ○ Delegation: Committee received delegation to act within terms of reference. ○ Appointment of the clerk: Meetings to be clerked by the Professional Governance Service. <p>5. Staff Discipline Appeal</p> <ul style="list-style-type: none"> ○ Membership: Three governors as available ○ Appointment of chair: MT ○ Terms of reference were agreed ○ Delegation: Committee received delegation to act within terms of reference. ○ Appointment of the clerk: Meetings to be clerked by the Professional Governance Service. <p>6. Complaints</p> <ul style="list-style-type: none"> ○ Membership: Three governors as available ○ Appointment of chair: RF ○ Terms of reference were agreed ○ Delegation: Committee received delegation to act within terms of reference. ○ Appointment of the clerk: Meetings to be clerked by the Professional Governance Service. <p>Governors appointed the Professional Governance Service to clerk Full Governing Body meetings.</p>	
9	<p><u>To appoint Governors with specific responsibilities</u></p> <p>The following governors were appointed to specific roles:</p> <ul style="list-style-type: none"> ● Safeguarding - MT ● SEND – JM ● Attendance - RF ● Health and Safety - BC ● Disadvantaged - PT ● Health and Well-being - vacancy 	
10	<p><u>Confirmation of Minutes</u></p> <p>The minutes of the meeting held on 2nd September 2024 were approved with an amendment, to be signed by the Chair at next meeting.</p> <p><u>Amendment:</u> Item 6 - Correct the wording of governor appointments.</p>	
11	<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>Governors requested that information about governors is put on</p>	

	website.	DT, DJ
12	<p><u>Strategic Plan for Governance</u></p> <p>This was deferred to October meeting.</p>	
13	<p><u>School Improvement Plan</u></p> <p>Deferred to next meeting.</p> <p>Question: Governors enquired what the baseline for improvement was since the school is new.</p> <p>Answer: It was noted that, since the new school inherited the DfE number of one of the previous schools, the latest Ofsted judgement required the school to improve.</p>	
14	<p><u>Headteacher's report</u></p> <p>Governors requested an update on the last exam results.</p> <p>SB informed governors that both schools improved on results from the previous year and managed to hit the relatively ambitious targets that had been set.</p> <p>Question: Governors enquired about the results of disadvantaged students.</p> <p>Answer: The Progress 8 score for disadvantaged students significantly increased in one of the schools, and was slightly above the national average.</p> <p>JB commended the staff for improving the outcomes for the young people.</p> <p>Governors thanked staff for their hard work that resulted in improvement in pupil results and asked the Headteacher to pass this message to staff.</p> <p>Question: Governors enquired what the reasons for this improvement were.</p> <p>Answer: SB explained that staff worked together across both schools to deliver strategic outcomes around curriculum which brought positive impact.</p> <p>Governors discussed this and it was agreed that the focus for governors this year would be educational outcomes for the young people, including disadvantaged.</p> <p><i>Confidential update.</i></p> <p>The Headteacher gave an update on the start of academic year at the school highlighting that the students came back from the summer break really positively.</p> <p>Students had their new uniforms. There was some dissatisfaction regarding footwear, which was resolved. Families worked really well to find solutions with the school.</p> <p>Staff attendance was high, sickness was low, which was a good indicator of staff wellbeing.</p> <p>Question: Governors enquired about student attendance.</p>	DT

	<p>Answer: JC drew governors’ attention to the report which had been circulated.</p> <p>Question: Governors enquired whether there were any patterns of absence.</p> <p>Answer: JC gave an overview of specific year groups causing concern.</p> <p>Question: Governors enquired about overall attendance.</p> <p>Answer: The current figure was 90.04% and there were steps planned to improve it.</p> <p>Question: Governors enquired how many students were in year 7.</p> <p>Answer: The Headteacher will provide the exact figure.</p> <p>Governors thanked all staff members for their work to make the change a success.</p>	DT
15	<i>Confidential item</i>	
16	<p><u>Safeguarding</u></p> <p>An update was given as part of a previous item. Further updates to be provided at the next meeting.</p>	
17	<p><u>Health and Safety</u></p> <p>This item was deferred to the next meeting.</p>	
18	<p><u>Governance</u></p> <p>1. Governor training</p> <p>Governors resolved to undergo safeguarding and Prevent training.</p> <p>2. Keeping Children Safe in Education</p> <p>Governors to forward the certificate from KCSiE training to Jackie Hunter.</p>	<p>Governors</p> <p>Governors</p>
19	<p><u>Policies for Approval</u></p> <p>The following policies were approved unanimously:</p> <ol style="list-style-type: none"> 1. Bursary Fund 2. Probation Policy and Procedure 3. Complaints <p><u>Amendments:</u> insert details of the school.</p> <ol style="list-style-type: none"> 4. Managing Serial and Unreasonable Complaints 5. Behaviour <p><u>Amendments:</u> appendix and relevant names to be added.</p> <ol style="list-style-type: none"> 6. Safeguarding and Child Protection <p>Resolved: All remaining policies from precursor schools to be approved for Whitby School.</p>	
20	<p><u>Schedule of meetings</u></p> <p>Resolved: that the schedule of meetings that had been circulated with agenda papers be adopted.</p>	

	<i>JC and SB left the meeting.</i> <i>Confidential discussion.</i>	
--	---	--

The meeting was closed at 8:03 pm.