

Whitby School GOVERNING BODY MEETING		
Minutes of the meeting held on 22 nd October 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) Michelle Waters (MW) Ian Parkin (IP)	Headteacher Co-opted Governor & Chair Co-opted Governor Co-opted Governor Co-opted Governor LA Governor Parent Governor Parent Governor
Apologies from Governors	Dave Rae	
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	<p><u>Welcome</u> The Chair welcomed all to the meeting, introduced the new governors and led introductions of all present. He gave the background and context for the school.</p> <p>The Chair requested that information about governors is added to school website.</p> <p>Governors appointed Mrs Waters to Educational Outcomes Committee and Mr Parkin to the Finance and Resources Committee.</p> <p>Governors noted that Staff Governor elections had been held and Mr Rae had been elected.</p>	DT

2	<p><u>Apologies for absence</u> Mr Rae had sent his apologies, which were given consent by governors. It was noted that Mrs Boyd would be delayed. The meeting was quorate.</p>	
3	<p><u>Declaration of interests and reminder of governor protocol</u> There were no interests declared on any item on this agenda. Chair reminded governors of GB protocol and confidentiality.</p>	
4	<p><u>Confidentiality</u> Confidential item to be discussed at the end of the meeting.</p>	
5	<p><u>Annual review of Register of Business Interests and Register of Gifts and Hospitality</u> This was deferred.</p>	
6	<p><u>Skills Audit</u> Governors agreed to complete the skills audit and return it to the clerk.</p>	Governors
7	<p><u>Confirmation of Minutes</u> The minutes of the meeting held on 23rd September 2024 were approved and signed by the Chair. The confidential minutes of the meeting held on 23rd September 2024 were approved and signed by the Chair.</p>	
8	<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> <ul style="list-style-type: none"> • Item 3 – MT to sign register of interests This was completed. • Item 11 – information about governors to be published on website Information was sent to the school. • Item 14 – DT to pass governors’ thanks to staff This was actioned. • Item 14 – DT to provide the number of students in year 7. This was included in Headteacher’s report. • Item 18 – Governors to undergo safeguarding and Prevent training. Certificates from training were provided to school office. • Item 18 – Governors to forward the certificate of KCSiE training to Jackie Hunter. Certificates were provided. • <i>Confidential staffing update</i> • 	

9	<p><u>Approval of the Strategic Plan for Governance</u></p> <p>The Chair drew governors’ attention to the strategic plan and gave an overview of the current priorities.</p> <p>Governors discussed the priorities, with special attention to recruitment of the Headteacher and support for the school.</p> <p>The Strategic Plan for Governance was approved with an amendment.</p> <p><u>Amendment:</u> continue to explore a feasibility of one site for the school.</p> <p>Governors discussed the challenges the Governing Body was facing this year, including Headteacher recruitment and making a decision whether to academise.</p>	
10	<p><u>Approval of School Improvement Plan</u></p> <p>The Headteacher drew governors’ attention to the 3-year Implementation Plan, which was put in place a year ago and continued this year.</p> <p>Resolved: that the plan be approved.</p> <p><i>Mrs Boyd arrived at the meeting.</i></p>	
11	<p><u>Headteacher’s report</u></p> <p>The Headteacher drew governors’ attention to his report and highlighted the key points:</p> <ul style="list-style-type: none"> • Systems and routines established from start of academic year. • SLT (Senior Leadership Team) are tracking progress against School Development Plan. • Events held by the school including Open Evening were successful. • WLP support to the school continues. <p>Question: Governors enquired about details for WLP support.</p> <p>Answer: Specialists spend a lot of time working with staff members. Curriculum was developed with Gareth Davies’ input. He is also involved in monitoring and evaluation.</p> <ul style="list-style-type: none"> • Numbers on roll, including in year 7 • Attendance is an issue – it is currently at 88% <p>Question: Governors enquired about the last year’s attendance figure.</p> <p>Answer: The Headteacher will provide this information.</p> <p>SB explained that historically attendance was below national average, which was impacted by persistent absentees.</p> <p>The Headteacher added that there were steps in place to improve attendance. The school currently does not have the capacity to implement an attendance officer role that would involve forging links with families and community to improve attendance.</p>	DT

	<ul style="list-style-type: none"> Exclusions – Year 11 has the highest number of fixed-term suspensions. There was one permanent exclusion. The Headteacher highlighted that the school raised the bar for expectations around behaviour, this meant there was an increase in suspensions. Staff challenge students around behaviour whenever it was needed. <p>Question: Governors enquired whether behaviour was included in the app.</p> <p>Answer: The Headteacher confirmed this was the case.</p> <p>Question: Governors enquired about the uptake on the app.</p> <p>Answer: There is more work needed around app engagement from parents.</p> <p>Governors discussed ways of improving the uptake of the school app.</p> <p>Question: Governors enquired about class charts – was there SEND (Special Educational Needs and Disabilities) consideration with regards to behaviour.</p> <p>Answer: The Headteacher explained that every student had a profile, and any consequences were given in the context of an individual student.</p> <ul style="list-style-type: none"> Safeguarding – CPOMS is being used by staff. <p>Question: Governors enquired about a social media incident and whether it happened after school.</p> <p>Answer: It happened during lunchtime. The incident was dealt with by the time it was published on social media.</p> <p>Governors discussed the use of mobile phones in school.</p> <p>The Headteacher assured governors that the investigation of the incident was ongoing.</p> <p>Governors were satisfied the school staff were dealing with the incident.</p>	
12	<p><u>School transport</u></p> <p>The Headteacher drew governors’ attention to the report and highlighted the background and the proposal.</p> <p>He proposed that the school subsidises school transport in the form of bus passes for some students.</p> <p>Question: Governors enquired how many students would be subsidised.</p> <p>Answer: 26</p> <p>The Headteacher stressed that there needed to be enough spaces on the busses for this to be possible.</p> <p>Governors discussed the proposal, including the option of purchasing a school bus.</p> <p>Resolved: That school explores the option of subsidising bus passes for some students.</p>	

	<i>Mr Taylor left the meeting. The meeting remained quorate.</i>	
13	<p><u>Finance</u></p> <p>1. Budget monitoring Governors received budget monitoring report.</p> <p>2. To consider purchase of GCSE Pod software Question: Governors enquired about the cost of the software. Answer: A figure was given. Governors approved the purchase.</p>	
14	<p><u>Safeguarding</u></p> <p>This was included in the Headteacher’s report and there were no questions.</p>	
15	<p><u>Health and Safety</u></p> <p>A report from the LA who carried out a site survey was included in agenda papers. It was noted that some work needed to be done on the Prospect Hill site.</p> <p>The school would have a second round of meetings with the LA and WLP to discuss this further.</p> <p>Governors discussed the possibility of section 1 or 6 funding being available for the school.</p> <p>Governors recognised that some works were vital for students’ safeguarding; however, there was no funding available for them from the LA.</p>	
16	<p><u>Reports from committees</u></p> <p>1. Educational Outcomes This was deferred to next meeting.</p> <p>2. Pupil Discipline The committee reported that a meeting was held to consider a permanent exclusion. The committee declined to reinstate the student and there were no recommendations for the school.</p>	
17	<p><u>Governance</u></p> <p>1. Governor elections Parent and staff governor election had taken place.</p> <p>2. Updates from the Chair There were none.</p> <p>3. Governance Health Check Governance health check report was received by governors.</p>	
18	<p><u>Policies for Approval</u></p> <p>1. Lockdown Procedures The policy was unanimously approved.</p>	
19	<p><u>Any other business</u></p> <p>There was no other business.</p>	

20	<u>Confidential items</u> There were none.	
21	<u>Date of next meeting</u> 10 th December 2024	

The meeting was closed at 8:12 pm.

Item	Action	Person
11	Headteacher to provide last year's attendance figure.	DT