

Whitby School GOVERNING BODY MEETING		
Minutes of the meeting held on 1 st April 2025, 6pm at the Airy Hill site		
Governors Present	Gareth Davies (GD) Brian Crosby (BC) Jane Mortimer (JM) Ian Parkin (IP) Mark Taylor (MT) Dave Rae (DR) Richard Fluin (RF)	Headteacher Co-opted Governor & Chair Co-opted Governor Parent Governor Co-opted Governor Staff Governor Co-opted Governor
Apologies from Governors	Michelle Waters, Phillip Trumper	
Absent with no apologies		
In attendance	Julie Caddell (JC) Susan Boyd (SB) Jonathan Britton (JB) Gary Sheen (GS) Alistair Beatty (AB) Amy Clarkson (AC) Esther Quinn (EQ)	Deputy Headteacher Deputy Headteacher Executive Lead Executive Team Executive Team Staff member Staff member
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	<u>Welcome</u> The Chair welcomed all to the meeting and introduced Mr Beatty who was a member of the Executive Team.	
2	<u>Apologies for absence</u> Mrs Waters and Mr Trumper had sent their apologies for the meeting. The absences were given consent. The meeting was quorate.	

3	<p><u>Declaration of interests and reminder of governor protocol</u></p> <p>Members of the Executive Team and staff members declared interest in the confidential item.</p>	
4	<p><u>Confidentiality</u></p> <p>Chair reminded governors of confidentiality.</p>	
5	<p><u>Governance and Chair's report</u></p> <ul style="list-style-type: none"> • <u>Chair's report</u> <p>The Chair reported that he had been in contact with the Headteacher on a weekly basis.</p> <p>BC had conversations with Mrs Louise Wilson and arranged a meeting with Amanda Newbold.</p> <p>BC had been involved with the discussions around SPIP.</p> <p>He had received a number of emails regarding questions from governors and directed them towards the right procedure.</p> <p>He spoke to the Executive Lead regularly.</p> <p>He had spoken to the unions regarding strategic plan for the school for September 2026 and wrote to school staff about it.</p> <p>He toured the school with the Headteacher.</p>	
6	<p><u>Confirmation of Minutes</u></p> <p>The minutes of the meeting held on 4th February 2025 were approved and signed by the Chair.</p> <p>The confidential minutes of the meeting held on 14th January 2025, which had been deferred at the last meeting, were approved and signed by the Chair.</p> <p>Clerk to submit the minutes for publication on school website.</p>	DJ
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> <ul style="list-style-type: none"> • Clerk to add impact of the new NYC transport policy on next draft agenda. <p>This was included on this agenda.</p> <ul style="list-style-type: none"> • Headteacher to present projections for pupil numbers. <p>This was included on this agenda.</p> <p>The Headteacher updated governors that the LA projected intake of 183 students, pending confirmation.</p> <p>Governors noted that a higher intake should have a positive impact on the school's budget.</p> <ul style="list-style-type: none"> • GD to send information about fencing project, PT to chase with the LA. PT is absent. GD has a meeting arranged with the LA soon. <p>GC raised the issue with the LA and a meeting with John Holden</p>	

	<p>was scheduled for 2nd April.</p> <ul style="list-style-type: none"> • BC and IP to form a working group to investigate ways of communicating with local community. <p>This is ongoing.</p> <p>The Headteacher presented items that might be of interest to each governor considering their link roles and expertise.</p>	
School Improvement		
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 in-depth look at the action plan and department review for English. • 8.2 Teaching and Learning – implementation of the learning cycle. • 8.3 SEND – Results of the departmental review into SEN carried out on the 18/03/2026. Discussion of the LA cancellation of plans for a new TMP. <p>The Headteacher drew governors’ attention to the SPIP (School Partnership Improvement Plan) document. SPIP review had taken place and Report of Visit will be received from the LA. He highlighted areas of challenge.</p> <p>Planning and monitoring processes was presented.</p> <p>School Partnership Improvement Plan was presented and the Headteacher gave an overview of the headlines, including targets and progress.</p> <ul style="list-style-type: none"> • 8.1 Department Reviews - An in-depth look at the action plan and department review for English. <p>Governors received action pack with agenda papers. SB presented an overview of how the review of English proceeded and how outcomes were being monitored by staff.</p> <ul style="list-style-type: none"> • 8.3 SEND – Results of the departmental review into SEN carried out on the 18/03/2026. Discussion of the LA cancellation of plans for a new TMP. <p>SB highlighted the results of SEND review.</p> <p>Question: Governors enquired students progress in English this year.</p> <p>Answer: SB predicted that students would hit targets this year.</p>	

	<p>Question: Governors enquired why school did not appoint an Assistant Headteacher for Teaching and Learning as had been planned.</p> <p>Answer: The LA did not granted permission to invest money from the Headteacher's half salary saving into Assistant Headteacher.</p> <p>Question: Governors enquired about the reasons for that decision.</p> <p>Answer: The reasons given were around wider context of the school and roles that existed within the leadership team.</p> <p>Resolved: Governors requested that BC strongly recommends to the LA financial control panel that the two planned posts be approved as an urgent action.</p> <p>Challenge: Referring to the cancellation of plans for TMP, governors stressed that the school needed the capacity to be able to support students.</p> <p>Answer: The AP (Alternative Provision) funding continues into the end of the year. The school has brought this urgent issue to the attention of the LA.</p> <p>Governors expressed their disappointment that the LA cancelled the plans for a new TMP.</p> <p>The Headteacher invited governors to department reviews in the summer term. The dates of the reviews would be circulated.</p> <p><i>Confidential questions.</i></p> <p>Challenge: Governors wanted to know that SLT (Senior Leadership Team) were challenging staff members because they wanted to know that students were receiving the best quality of teaching and learning.</p>	GD
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 – results of the staff working group and proposed changes to the behaviour policy. <p>Highlighted raising profile of the house system.</p> <ul style="list-style-type: none"> 9.2 Sixth form recruitment strategy and update on 	

	<p>numbers.</p> <p>Sixth Form numbers on roll are well below average. The SLT were planning a big relaunch after Easter.</p> <p>To support this, governors appointed Mr Fluin as link governor for Sixth Form.</p> <p>Question: Governors enquired how the 6th form students felt about the move to the other building.</p> <p>Answer: Many felt they had a better relationship with teachers as they were all on site.</p>	
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"> • 10.1 An update on current attainment data relating to DFE performance measures. <p>Attainment data was presented. The Headteacher highlighted that it was difficult to compare with the results from last year due to the changes to the school. Trends in data were positive, though staff were not complacent.</p> <p>Examples of interventions were given by the Headteacher.</p> <p>Question: Governors enquired whether there were students identified who would drop an option.</p> <p>Answer: SB had not seen a significant impact of students doing that.</p> <p><i>Confidential update.</i></p> <p>Audit of governor training was shown on screen.</p> <ul style="list-style-type: none"> • 10.2 Progress towards development plan – development of monitoring and evaluation processes and tracking systems. <p>Governors received the report.</p> <ul style="list-style-type: none"> • 10.3 An update on pupil engagement with revision and the intervention plan. <p>Governors received the report.</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"> • 11.4 An update on off-site instructions. • 11.5 Safeguarding audit – progress against recommendations. 	

	<p>JC presented progress against SIP (School Improvement Plan), around behaviour and attendance, which was RAG-rated.</p> <ul style="list-style-type: none"> • 11.3 Attendance - update and review of progress against targets. <p>The Headteacher updated governors that the LA noticed the school did not have an attendance support capacity and there should be an opportunity to employ an attendance officer after the Half term.</p> <p>Question: Governors enquired whether this would be included in the budget.</p> <p>Answer: This post was not included in the budget yet.</p> <p>SLT continued to monitor pupil voice around behaviour.</p> <ul style="list-style-type: none"> • 11.2 Suspension and sanctions - update on benchmarks in school. <p>Suspension numbers were shown on screen.</p> <p>Home-school agreement would be ready for September.</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>Ethos behind the behaviour policy was presented.</p> <p>JC presented the basis and reasoning behind behaviour policy and how it was enforced.</p> <p>Question: Governors enquired how behaviour comments were recorded.</p> <p>Answer: These were recorded at the bottom of class charts.</p> <p>Question: Governors enquired why year 8 was so far ahead of the school in terms of positives.</p> <p>Answer: It was part of a cultural shift.</p> <p>JC gave an overview of the rewards system, including Frozen Fridays. Staff were monitoring to see which groups were not receiving as many rewards to see whether there were any reasons behind that.</p> <p>Question: Governors asked staff members present how they felt the new strategy for behaviour was working.</p> <p>Answer: Students were more positive. If all staff members are consistent in applying the policy, it will work.</p> <p>Question: Governors enquired whether staff members knew which students were repeat offenders.</p> <p>Answer: Staff should know this as information was being shared.</p> <p>Behaviour and attendance policies were approved by governors.</p>	
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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> <ul style="list-style-type: none"> • 12.3 An update on the School Council and their introduction to governors. <p>The Headteacher presented a letter from the School Council and gave an overview of their recent activities.</p> <ul style="list-style-type: none"> • 12.4 An update on the Woodsmith grant. <p>The Headteacher gave an overview of how the grant was used.</p> <ul style="list-style-type: none"> • 12.2 PSHE and personal development education. <p>PSHE progress was presented.</p> <ul style="list-style-type: none"> • 12.1 Update on extra-curricular events – including sporting and artistic events in school. <p>Achievements of students and events at school were highlighted.</p> <p>BC thanked the Headteacher for the work he puts into the school, on top of his other responsibilities.</p>	
13	<p><u>Finance and Operations</u></p> <ul style="list-style-type: none"> • 13.2 Impact of the new transport policy. • 13.1 Update on new numbers into Year 7 <p>Governors received an update on the budget position, which was positive.</p> <p>GS requested governors' permission to dispose of the minibus, which was beyond economic repair. This was approved by governors.</p> <p>Question: Governors enquired about an update on school transport.</p> <p>Answer: SLT talked to primary schools affected and promised that some form of transport would be provided.</p> <p>Question: Governors enquired school fencing project.</p> <p>Answer: Quotes were being obtained.</p> <p>Governors stressed the seriousness of the safeguarding issue around fencing.</p>	
14	<p><u>Health and Safety</u></p> <p>There were no further updates.</p>	
Other matters		
15	<p><u>Policies for Approval</u></p>	

	<ol style="list-style-type: none"> 1. 25-26 Exams Policy 2. Charitable Private Fund Policy 3. Complaints and Appeals Procedure (Exams) 4. Contingency Plan 5. Cyber Security Policy for Exams 6. Drugs Policy 7. Emergency Evacuation Policy 8. Exams Archiving Policy 9. Fire Safety policy 10. GDPR Policy (Exams) 11. Looked After Children Policy 12. Managing Allegations Against Staff 13. Non-Examination Assessment Policy 14. Volunteers and Visitors Policy 15. Pupil Attendance Policy <p>The above policies were approved by governors.</p>	
16	<u>Any other business</u>	
17	<u>Confidential items</u> <i>All executive team left the meeting at 7:57pm. Governors requested that school staff members (except for GS) stay as they would like to hear their input.</i>	
18	<u>Date of next meeting</u> 20th May 2025 at 6:00 PM	

The meeting was closed at 8:24 pm.

Item	Action	Person
14/04-02-2025	Staff survey to be conducted in the summer term.	GD
18/04-02-2025	BC and IP to form a working group to investigate ways of communicating with local community	IP, BC
6	Clerk to submit minutes for publication on school website.	DJ
8	Headteacher to circulate dates for department reviews.	GD