

Whitby School GOVERNING BODY MEETING		
Minutes of the meeting held on 20 th May 2025, 6pm at the Airy Hill site		
Governors Present	Brian Crosby (BC) Gareth Davies (GD) Jane Mortimer (JM) Ian Parkin (IP) Mark Taylor (MT) Richard Fluin (RF) Phillip Trumper (PT)	Co-opted Governor & Chair Headteacher Co-opted Governor Parent Governor Co-opted Governor Co-opted Governor LA Governor
Apologies from Governors	Dave Rae, Michelle Waters	
Absent with no apologies		
In attendance	Jonathan Britton (JB) Gary Sheen (GS) Alistair Beatty (AB) Leila Sugden (LS) Susan Boyd (SB) Julie Caddell (JC) Esther Quinn (EQ) Amy Clarkson (AC)	Executive Lead Executive Team Executive Team Executive Team Deputy Headteacher Deputy Headteacher 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	<p>Welcome</p> <p>The Chair welcomed all to the meeting and reflected that the meetings had been focussed. There were no vacancies on the governing body and different groups of the local community were represented to ensure that various points of view enrich governors' discussions.</p> <p>He thanked governors for their work around choosing governors' preferred partner for academisation.</p>	

	The Chair gave an overview of changes to the order of the agenda to accommodate for members of the executive team being able to leave the meeting earlier.	
2	<p><u>Apologies for absence</u></p> <p>Mrs Waters 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 declarations made.</p> <p>The Chair reminded governors that they should remain unbiased. That is, they should not discuss issues which might give rise to a formal complaint or similar as this would disqualify them from being able to sit on governor panel.</p>	
4	<p><u>Confidentiality</u></p> <p>The Chair reminded governors of the need to maintain confidentiality.</p>	
5	<p><u>Governance and Chair's report</u></p> <ul style="list-style-type: none"> • 5.1 Report from the governors' meeting on 6th May 2025. <p>The Chair gave a verbal report from the meeting held on 6th May 2025. The governor committee, after carefully considering the reports from Staff and Community panels, unanimously decided to choose Wonder Learning Partnership as their preferred partner for converting to an academy.</p> <p>Resolved: that Chair proceeds with the arrangements for converting Whitby School to an academy with Wonder Learning Partnership as their preferred partner.</p>	
6	<p><u>Confirmation of Minutes</u></p> <p>The minutes of meetings held on 1st April and 28th April were agreed as accurate record, to be signed by the Chair.</p> <p>The confidential minutes of the meeting held on 1st April were agreed as accurate record, to be signed by the Chair.</p>	
7	<p><u>Matters Arising from the Minutes:</u> to consider matters arising from the minutes and for which there is no separate agenda item</p> <ul style="list-style-type: none"> • Staff survey to be conducted in the summer term. <p>To be discussed at the next meeting.</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> <ul style="list-style-type: none"> • Clerk to submit minutes for publication on school website. <p>Minutes were sent by the Clerk.</p> <ul style="list-style-type: none"> • Headteacher to circulate dates for department reviews. <p>This will be circulated when the review dates have been confirmed with staff.</p>	

	GD presented information about the attendance which was requested at the last meeting.	
17	<p><u>Policy reviews</u></p> <p>The following policies were approved by governors:</p> <ol style="list-style-type: none"> 1. Appraisal 2. Cyber Response 3. Careers 4. E-Safety 5. Complaints 6. Pupil Acceptable Use 7. Developing Performance 8. Workforce Acceptable Use 9. KS3 and 4 Admission 10. Medical Conditions 11. Non-examination Assessment 12. Parental Leave 13. Work Experience 	
13	<p><u>Presentation: Application, process and stages for Whitby School to partner with Wonder</u></p> <p>AB presented the process for applying to convert into an academy, including the consultation process.</p> <p>Wonder Learning Partnership team was introduced to governors and a breakdown of services and support the Trust provides to academies was given.</p> <p>Question: Governors enquired whether the investment plan would be in place prior to approvals for academisation.</p> <p>Answer: It would be a part of due diligence process.</p> <p>Question: Governors enquired when due diligence would commence.</p> <p>Answer: After the application to academise has been submitted, the due diligence process would start around the end of the calendar year.</p> <p>Question: Governors enquired whether unions would be involved in consultations.</p> <p>Answer: AB confirmed this was the case.</p> <p>Resolved: that converting to an academy be a standing item on the agenda.</p> <p>Question: Governors enquired how many schools within Wonder Learning Partnership (WLP) had more than one site.</p> <p>Answer: One of the primary schools had two sites.</p>	

	<p>Question: Governors enquired will the academy lease both sites from the LA on conversion.</p> <p>Answer: AB confirmed that was the case.</p> <p>AB explained since academy trust is a charitable company, there are limits what it can do with the buildings and land. Any development on the land needs to be approved by Local Authority, as the land would belong to them.</p> <p>BC highlighted that the costs of conversion would have to be covered by the school / trust budget.</p> <p>A governor stressed the importance of open communication with staff and community.</p> <p>AB highlighted that the current MoU (Memorandum of Understanding) with WLP would come to end on 31st August.</p> <p>Question: Governors enquired whether the school had the funds to pay the costs.</p> <p>Answer: GS confirmed that this was included in the budget.</p> <p>After noting the cost, governors unanimously agreed to extend the MoU.</p> <p>Governors discussed how to communicate this information to all staff, and it was agreed that BC and JB would explain academisation process to them.</p> <p>Governors discussed how to communicate this to the local community, and it was decided that this information would be included in the school newsletters, and a meeting would be organised as well.</p>	
14	<p><u>Presentation: Recruitment campaign, process and appointment of Head of School for Whitby School</u></p> <p>LS presented the process and candidate information pack. This had been circulated to governors. She gave an overview of the recruitment campaign, and the timelines involved.</p> <p>Governors noticed that the timeline was very tight.</p> <p>Question: Governors enquired whether the challenges of the school would be included in the recruitment campaign.</p> <p>Answer: LS assured governors that she would work with them to ensure stability of the appointment.</p> <p>Question: Governors enquired whether the Headteacher would be employed by the WLP or the LA.</p> <p>Answer: They would be employed by the WLP.</p> <p>JB highlighted that the appointment of the Headteacher would be a decision of the WLP trust.</p> <p>AB highlighted that the successful candidate would have the support of the central team of the WLP.</p>	

	<p>GD suggested that a community panel formed part of the Headteacher interview process.</p> <p>Governors unanimously approved the commencement of Headteacher recruitment process.</p>	
15	<p><u>Finance and Operations</u></p> <ul style="list-style-type: none"> 15.1 Approve start budget <p>Budget outturn was presented by GS who highlighted the 5% reserve.</p> <p>Governors discussed the implications for academisation.</p> <p><u>Start budget</u></p> <p>Governors received the start budget with agenda papers. They noted the reserve position for the next 3 years.</p> <p>Start budget was formally unanimously agreed.</p> <p>Governors discussed the possible negative impact of NYC school transport policy on the school budget.</p>	
16	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> 16.1 Proposed fencing on Prospect Hill site 16.2 Half lay-by along Prospect Hill/Mayfield Road <p>Governors discussed the two projects which were needed to ensure safeguarding at the site.</p> <p>It was noted that the responsibility for the maintenance of the footpath bridge was being contested by the school.</p> <p>Resolved: that the fencing project be approved, with the understanding that NYC would contribute to the cost. Governors requested that the school continue working with the LA on the lay-by project.</p> <p>A governor noticed that some students were disappearing onto the cinder track in school day. GD to investigate.</p> <p><i>WLP team left the meeting at 19:15.</i></p>	GD
8	<p><u>Teaching</u></p> <p>Presentation of the Development Plan for Teaching and Learning, review of progress toward targets.</p> <p>Including:</p> <p>8.1 Department Reviews - An in-depth look at the action plan and department review for PSHE and SEN.</p>	

	<p>8.2 Teaching and Learning – implementation of the learning cycle and work carried out on teaching and practitioner development.</p> <p>8.3 Approval of the Coaching and Capability policy and an update on the process in school.</p> <p><u>Development Plan</u></p> <p>GD presented the following:</p> <ul style="list-style-type: none"> • The Development Plan. • Summary results of the SPIP visit on 6th May. • Learning walk and pupil voice for both sites. <p>Department review in maths was delayed due to staff movement and would be presented at a later time.</p> <p>SB gave an overview of exams, highlighting that students turned up on time and were prepared.</p> <p><u>Department Reviews - An in-depth look at the action plan and department review for PSHE and SEN.</u></p> <p>SB reported that the SEN action plan is detailed and includes monitoring of adaptive teaching, use of TAs, and quality assurance.</p> <p>Staff member who took lead on PSHE was appointed 10 weeks prior and made good progress.</p> <p><u>Teaching and Learning – implementation of the learning cycle and work carried out on teaching and practitioner development.</u></p> <p>SB gave an overview of implementation of the learning cycle.</p> <p>Question: Governors enquired whether students were noticing the change in lesson observations.</p> <p>Answer: SB explained that the observation forms have just gone to staff.</p> <p>GD reported that coaching activities were taking place in school. Associate Assistant Headteacher had been appointed.</p>	
9	<p><u>Ethos</u></p> <p>Presentation of the Development Plan for Ethos, review of progress towards targets.</p> <p>Including:</p> <p>9.1 Update on the behaviour policy roll-out and the pupil PACT.</p> <p>9.2 A review of the pupil premium strategy and audit for 2024-25 and planning for next academic year.</p> <p>9.3 Sixth form recruitment strategy and update on numbers.</p>	

	<p><u>Update on the behaviour policy roll-out and the pupil PACT.</u></p> <p>GD reported that PACT at pupil level had been put in place. It was developed by the Student Council. Parents/carers PACT would be developed next.</p> <p><u>Sixth form recruitment strategy and update on numbers.</u></p> <p>Governors received the strategy document.</p> <p>Question: Governors enquired about the pupil numbers for 6th Form.</p> <p>Answer: GD gave the current figure.</p> <p>Challenge: A governor challenged the incentives for students joining the Sixth Form.</p> <p>Answer: GD explained that the aim was that students in year 11 will be able to see the provision that the 6th form students receive.</p> <p>Question: Governors enquired whether the school had a clear plan to make the Sixth Form provision desirable to students.</p> <p>Answer: GD explained that staff conducted a survey among students and the aim was to build on that.</p> <p>Question: Governors enquired about pupil numbers in the secondary school within WLP trust.</p> <p>Answer: GD did not have the precise figures; however, but the trend was in pupil numbers increasing.</p>	
10	<p><u>Achievement</u></p> <p>Presentation of the Development Plan for Ethos, review of progress towards targets.</p> <p>Including:</p> <p>10.1 An update on current attainment data relating to DFE performance measures. Focusing on Year 10 and Year 12.</p> <p>Will present data at next meeting.</p> <p>10.2 Progress towards development plan – development of monitoring and evaluation processes and tracking systems</p> <p>Prediction for English and maths results this year was given. GD stressed that the results could not be compared to previous results. Combined percentages for both Caedmon and Eskdale for previous years were presented.</p> <p>Pupil Premium and SEND data was presented.</p>	
11	<p><u>Care</u></p> <p>Presentation of the Development Plan for Care, review of progress towards targets.</p>	

	<p>Including:</p> <p>11.1 Suspension and sanctions - update on benchmarks in school.</p> <p>11.2 Attendance - update and review of progress against targets.</p> <p><u>Attendance</u></p> <p>Attendance policy was presented to governors and the process summary given.</p> <p>Question: Governors enquired how often LA took parents to court.</p> <p>Answer: This has not happened so far.</p> <p>Governors were assured that attendance administrative staff had been trained to process attendance cases correctly.</p> <p>It was noted that RF met with staff regularly to monitor attendance as link governor.</p> <p>It was noted that the school attendance was declining slower than the national figure decline.</p> <p>It was noted that some staff members were appointed to engage in activities to improve attendance, and this should bring more capacity to the school.</p> <p>Question: Governors enquired about attendance prior to 2020.</p> <p>Answer: Figure for 2020/21 was shown: 95.48%</p> <p>Governors noted a period of time when attendance decreased in both Eskdale School and Caedmon College. Governors discussed possible reasons.</p>	
12.	<p><u>Holistic Education</u></p> <p>Presentation of the Development Plan for Holistic Education, review of progress towards targets.</p> <p>Including:</p> <ul style="list-style-type: none"> • 12.1 Update on extra-curricular events – including sporting and artistic events in school. • 12.2 Update on the School Council and their introduction to governors. • 12.3 Update on the Woodsmith grant. <p><i>This item was deferred by the Chair.</i></p>	
18	<p><u>Any other business</u></p> <p>There was none.</p>	
19	<p><u>Confidential items</u></p> <p>There were none.</p>	
20	<p><u>Date of next meeting</u></p> <p>1st July 2025 at 6:00 PM</p>	

The meeting was closed at 8:18 pm.