

THE WHITBY HIGH SCHOOL



**PART 1 MINUTES
OF THE STUDENT LEARNING & WELLBEING COMMITTEE MEETING**

Date	Wednesday 21st June, 2017 at 4pm	
Venue	The Whitby High School; S2	
Present:	B Heeley (left at 5:30pm) J Falloon C Hibbert P Lewis C Palmer H Chambers (arrived 4:12pm)	Head teacher Parent Governor Co-opted Governor (Chair of SL&W) Partnership Governor Staff Governor Co-opted Governor
Apologies:	D Pickering A Claydon	Co-opted Governor Co-opted Governor (would have been observer)
Absent:	G Morris	Co-opted Governor
In attendance:	N Saunders E Barford H Hill S Gray	Clerk to Governing Body Deputy Head teacher Assistant Head teacher Deputy Head teacher

The meeting met its quorum (4 governors) and commenced at 4:00pm
The Chair reported that Mr Heeley needed to leave by 5:30pm. The Chair would review the Agenda at 5pm and possibly re-arrange the order of the agenda items to accommodate, this was agreed.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	Mrs Hibbert (chair of committee) welcomed everyone to the meeting. Apologies had been received from Mr Pickering and Cllr Claydon (observer) Miss Morris was absent and no apologies had been received by the start of the meeting. Mrs Chambers expected to be 15 minutes late. Governors were asked to accept the apologies. The apologies were accepted. Clerk will ask Governors to retrospectively accept the apologies of Miss Morris at the next meeting as apologies were received during the meeting.
Decision:	RESOLVED: Governors accepted the apologies of the above named governors.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY INTEREST
Discussion:	Governors were asked if there were any new declarations of personal or pecuniary interests.
Decision:	RESOLVED: There were no new personal or pecuniary interests

AGENDA ITEM 3	DECLARATION OF AOB
Discussion:	There were no requests to discuss any items under AOB.
Decision:	RESOLVED: No items to be discussed under AOB.

AGENDA ITEM 4	PART 1 MINUTES OF THE LAST MEETING (8th March, 2017)
Discussion:	The minutes (part 1) for the last SL&W meeting on 8 th March, 2017 had been approved at the FGB meeting on 22 nd March, so there was no requirement to formally approve and sign. However Governors re-iterated that they were an accurate record of the meeting.

Decision:	RESOLVED: The minutes were agreed to be an accurate record of the meeting and chair signed the minutes.
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AGENDA ITEM 5	MATTERS ARISING FROM LAST MEETING
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Discussion	<p>Some of the matters arising from the last meeting had agenda items and it was agreed that they would be discussed under those agenda items. For detail please see specific agenda item, summary provided below;</p> <p>18.1 - Clarify what is required with regards to the Equality Information and Objectives – Agenda Item 17 – Clerk provided information to Chair also School Office is looking at what is required.</p> <p>20.2 - School Social Media Policy to be brought to Governors for review – Agenda Item 18 – This is still being reviewed.</p> <p>20.3 - SEND Policy to be loaded onto website clearly showing when it was approved – Agenda Item 16 – It has been dated February 17 and loaded to the school website.</p> <p>21.2 - Reports of Visits and Reports of attended training to be sent to School Office – Agenda Item 19 – This is being done.</p> <p>The following matters arising were outstanding and did not have specific agenda items.</p> <p>20.2 - Letter to be written to Mark Parkinson, Nichole Meardon and Gerald Meehan at Cheshire West and Chester about lack of support.</p> <p>Not sure if a letter was written, but it was reported that Cllr Claydon has been speaking to them about the lack of support.</p> <p>16.3 - Governor Safeguarding Walk-a-bout to take place.</p> <p>An unannounced discipline learning walk has taken place since the last meeting.</p> <p>8.1 - Sixth Form Walk-around to be organised.</p> <p>Mr Barford reported that a Sixth Form Learning Walk had taken place and he circulated a report to the Governors. Mr Barford talked through the report and explained the areas of development. There appears to be a lack of consistency in the marking policy particularly in terms of students acting on the teacher feedback. The Pupil Learning Outcomes (PLC) should be embedded over time, but are they secure? It was noted that some of the lessons were very quiet and this could be due to the small size of the groups. Some of the classes are not financially viable and there are challenges with small groups in getting the pupils to engage. Do not want the quality of teaching to suffer as a result of too smaller group size.</p> <p>Governors were asked if they had any questions.</p> <p>Q – Governors asked if the learning walk take place on a particular day. A – It took place over a one to two week period.</p> <p>Comment – Governors said that there were a lot of positive in the report.</p> <p>Q – Governors asked if this was an annual process. A – It will be more frequent than once a year. There is a cycle and there will be a formal drop in twice a year.</p> <p>The following had already been completed;</p> <p>4.1 - Associate Governor item to be on FGB agenda – Complete</p> <p>5.1 - Governors to read the Child Protection and Safeguarding Policy before the Spring</p>
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	<p>FGB – Complete</p> <p>5.2 - Child Protection and Safeguarding Policy to be put on Spring FGB Agenda – Complete.</p> <p>20.1 - Ratification of New Attendance Policy to be put on Spring FGB Agenda – Complete</p> <p>15.1 - Prevent Training to be sent to new governor – Complete</p> <p>16.1 - March 2017 SEND Report and endorsement letter to be sent to governors – Complete.</p> <p>16.2 - Governors to read SEND Report and endorsement Letter - Complete</p> <p>10.1 - “New Year 9 Model” will be a standing item on Agenda – Complete (item 8).</p> <p>21.1 - Away Day to be put on Spring FGB Agenda – Complete.</p>
Decision:	RESOLVED: All actions discussed and either closed as either complete or new actions created.

Mrs Chambers arrived at 4:12pm during item 5.

AGENDA ITEM 6	NEW YEAR 9 CURRICULUM AND OPTIONS
Discussion	<p>Mr Barford reported that the students had returned their forms and the student now needed to be assigned to groups. There had been a positive response from parents. There could be potential issues when students are told what they are going to be allocated. Design & Technology is over subscribed. Some of the students who have selected D&T have a low effort grade, so Mr Barford will be having a conversation with them to ensure that they are making the correct choice.</p> <p>The Chair asked if there were any questions, there were no questions.</p> <p>Mr Barford was thanked for his update.</p>
Decision:	RESOLVED: Mr Barford was thanked for his update, item will remain a standing item on SL&W agenda.

AGENDA ITEM 7	CHANGES TO RAISE ONLINE
Discussion:	<p>The Clerk had put this onto the agenda for the information of Governors. The DFE are launching a new service to replace RAISE Online. The current version will be available until the end of July. Mr Barford reported that the new system is slimmed down and it looks good, however some functionality has been removed. It is no longer possible to exclude sets of pupils from the figures. Mr Barford explained that this is sometimes used to see how the school results would have looked if certain groups of students hadn't registered at the school, e.g. non-attending children. The technique was used when generating reports for the Costing Schools Analysis. Mr Barford confirmed to Governors that if OFSTED came in it would still be possible for the School to create the required reports via their own systems, so not a big issue.</p>
Decision:	RESOLVED: Mr Barford was thanked for his explanation.

AGENDA ITEM 8	PUPIL PROGRESS AND ATTAINMENT
Discussion:	<p>Mr Barford reported that there had been a detailed update to Governors on Pupil Progress and Attainment at the Away Day that took place on 16th June, 2017.</p> <p>There is still a lot of uncertainty. Progress 8 is measured by comparing with the National results, so the measure of school success depends on how other areas of the country perform. There is a new tariff being used of points per grade, this appears to stack towards the front end. The Whitby High School is predominantly in the middle. The predictions cannot take this into account and any major national move could alter the schools figures.</p> <p>Q – Governors asked what the reporting figure is</p> <p>A – Standard 4 is the reporting figure.</p> <p>A discussion took place around the new grades for GCSE examinations. Nobody knows what the new grades will look like. The first set of results will help for the future, but at the moment it is very difficult for teachers to predict. There has been no government guidance.</p>

The school has put in many interventions, but there is massive uncertainty.

Q – Governors asked if there will be anyone from school present on results day to help explain to students.

A – Yes there will be members of staff present on results day. It is only English and Mathematics that have the new grade system. The students will understand the grades, more likely to be confusing for parents and employees.

Q – Governors asked what happens next year

A – More subjects are going to numbers next year, then the rest the following year. It will be a mixed grading system until Summer 2019.

Q – Governors asked when results would be known.

A – Results day is 23rd August, 2017. The school will be able to process the data straight away, but will not be able to get progress 8 figures for a couple of months as this uses national data.

Comment – The Chair requested that the Governors are given feedback on the grades that have been achieved as soon as possible after results day. Unofficial feedback on likely Progress 8 score would be greatly appreciated.

The Head Teacher said that he will be able to report the headlines, but detailed reporting would require the national picture. The School are part of PIXEL and they collect data from around the country and have about 50% coverage, so they will be able to provide a picture of the nation. The Head teacher said that a “Welcome Back Letter” would be sent to Governors giving information about the results.

The Head Teacher will want to see if the English results show improvement as a lot of work has taken place in that department.

The Head Teacher said that the school was likely to have an OFSTED inspection next year. The Head Teacher said that the current OFSTED consultation document is worth a read as it suggests a change to the window for the conversion of a Section 8 to a Section 5 inspection from a few days to 15 days. OFSTED are having issues resourcing the converted inspections.

The school will not know the coasting figure on results day; this will take a while to be announced. If the school finds itself once again below the threshold then will expect somebody to be called into school to investigate and take action. If the school finds itself above the threshold then it should be three years before it can be classed as coasting. The school has not received any support regarding Coasting; the school has had to chase them. The School Improvement Associate complemented the school on the Coasting Schools report.

The “More Able Year 7 – 2016/17 Report” was circulated. There are 26 students in year 7 who have been identified as “more able” using a variety of data sources. The reported provided a summary of the students’ attainment and an outline of the new programme, “Schools Academy” which will be offered to pupils in Year 8 from September 2017. In future years the “more able year 7’s” will be identified at the start of year 7.

Success of the Scholars Academy will be measured against two factors;

- a) It prevents the typical levelling of performance in year 8.
- b) It speeds up the cohort’s attainment over and above what is forecast in preparation for their GCSE’s.

Measurement will be achieved through comparative analysis of the wider year group in the current and previous academic year.

Decision:	RESOLVED: Mr Barford and the Head Teacher were thanked for their updates.		
Action 8.1	What: External Exam results to be reported to Governors.	Who: Head	When: As soon after Results Day as possible.

AGENDA ITEM 9	PUPIL PREMIUM UPDATE
Discussion:	The data had been presented to Governors at the Away Day on Friday. Mr Gray asked if there were any questions, there were none. The head teacher reported The Pupil Premium Lead is going to be Mr McGrath from September 2017.
Decision:	RESOLVED: No further Action

AGENDA ITEM 10	CURRICULUM FOCUS - ANY AREAS?			
Discussion:	The Chair said that the Away Day had brought Governors up-to speed. Mr Barford suggested that Governors might like to hear more about what has been going on in the English Department. Governors agreed that this was a good idea and the English Department would be approached about doing a short presentation at the start of FGB about the English Department. Discussion took place as to which meeting. It was felt that the first one in Autumn is often very busy, so would prefer to receive the presentation at the July 2017 FGB. There is to be a focus on challenge and differentiation in years 7, 8 and 9.			
Decision:	RESOLVED: English Department presentation requested.			
Action 10.1	<table border="1"> <tr> <td>What: English Department to be invited to give a presentation at July FGB</td> <td>Who: Mr Barford</td> <td>When: Summer Term</td> </tr> </table>	What: English Department to be invited to give a presentation at July FGB	Who: Mr Barford	When: Summer Term
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AGENDA ITEM 11	REVIEW SCHOOL DEVELOPMENT PLAN
Discussion:	The Governors had input into the School Development Plan at the recent Away Day. The Chair explained that they had spilt up into four groups with a mix of the SLT and Governors. There had also been an interactive questions and answers session. The Head Teacher reported that the input from the session is being fed into the school development plan. The Head Teacher said that Governors can go to the "hidden" school website the look at the school development plan. The plan will be colour coded and Governors will be able to interact with it. This will enable Governors to look at the School Development Plan whenever they want. OFSTED will also be able to look at it when they visit the school. Q – The Clerk asked if there was still a requirement to have, "Review School Development Plan" on the agenda. A – Yes it should remain on the Agenda as it serves as a reminder for Governors and it will also be the place for Governors to ask questions about the plan after they have looked at it online.
Decision:	RESOLVED: Governors liked the idea of the online School Development Plan and this will remain an agenda item for this committee.

AGENDA ITEM 12	CHILDREN IN CARE
Discussion:	Ms Hill reported that the Annual Children in Care Report will be produced after the year 11 results are published. The majority are engaging and are receiving extra tuition, some don't engage. There are 15 Children in Care at the school. There is one year 8 pupil who has been placed in Ellesmere Port from Wirral. Has settled in well. An educational health plan (EHC) was asked for in year 6. Due to the nature of the secondary school they were able to manage without having obtaining an EHC. The Whitby High School cannot support this, so require an EHC. There is one student in year 9 who may be going off roll. The child is very vulnerable in this area, so may need to be moved out of the area. There are 5 Children in Care in year 11. Q – The chair asked when the year 11 Children in Care come off the school roll. A - They will remain on the roll until the end of June 2017.

	Governors were asked if they had any further questions. There were no further questions.
Decision:	RESOLVED: Ms Hill was thanked and there was no further required action.

AGENDA ITEM 13	ATTENDANCE
Discussion:	<p>Two documents, "The Whitby High School Attendance, Behaviour and Punctuality Tracking Record" had been circulated to Governors before the Meeting. One was for 2015-16 and the other for 2016-17.</p> <p>Mr Gray presented the 2016-17 report, pointing out key information. Attendance has dropped this year.</p> <p>Year 7 has a lot lower attendance than previous years; it is usually Year 7 that lifts the attendance figure.</p> <p>In year 9 there are four students that are having issues.</p> <p>There has been low attendance from year 11 girls, this is a cohort problem.</p> <p>A new attendance policy is in place and Mr Gray is meeting with the House Leads on Friday 30th June, 2017. The Chair may attend the meeting. Mr Gray said that The Chair would be most welcome.</p> <p>Mr Gray said that the school needs to manage attendance as the Local Authority is no longer knocking on doors.</p> <p>Letters have been sent to the year 6 parents who will be joining the school next year to remind them of the importance of good attendance before they join the school. There are about twenty children who are on the radar.</p> <p>Unauthorised absence has increased. The school are insisting on medical evidence and if this is not available then they are being marked as unauthorised. The School will continue with this approach.</p> <p>Mr Gray said that nationally everyone is struggling with attendance; RAISE Online gives the national attendance figure as approx. 95%. The school's figure was 94.4% in May. Different cohorts can impact the attendance, there are diverse groups.</p> <p>Q – Governors observed that the Sixth Form Attendance is low.</p> <p>A – Mr Gray said that Sixth Form is not included in the official attendance figures. Official reports are for year 7 -11.</p> <p>Q – Governor asked for clarification on how taking pupils out for medical appointments impacts attendance figures.</p> <p>A – It wouldn't be significant and where possible appointments should be taken outside of school hours, but where that isn't possible it is better to arrive into school before 10:30 as it is then coded as a late rather than an absence.</p>
Decision:	RESOLVED: Governors satisfied that the School are taking measures to improve attendance.

AGENDA ITEM 14	IN YEAR TRANSFERS
Discussion:	<p>Ms Hill requested that this item is renamed "Admissions and In Year Transfers" in the future. The Chair agreed and The Clerk was asked to change the name of this item for future meetings.</p> <p>Ms Hill reported that there has been a bit of a flurry of "In Year transfers" after the publication of an OFSTED report of a local school.</p> <p>Year 7 is currently full, though there are two appeals coming up.</p> <p>Year 8 is full.</p> <p>Year 9, 10 and 11 have spare capacity.</p> <p>The total numbers are remaining constant, even flow of ins and out.</p> <p>The Head Teacher has had a meeting with other Head Teacher's as there is a concern that some schools are moving pupils on rather than working to find a solution within their</p>

	<p>school. The meeting was called by the Local Authority Access Officer and it was a difficult meeting, but schools are now clearer on the rules and processes involved in the Fair Access Protocol.</p> <p>The Head Teacher reported that The Whitby High School has received 32 requests under the Fair Access Protocol and has taken in 27. In the same period the second highest school received 30 requests and took in 18 and the next 30 requests and took in 15. So The Whitby High School has taken in the most.</p> <p>There is one child who is currently on a dual registration and this is blocking another child from joining the school in year 7.</p> <p>Other schools are not coping with the pupils extra needs and moving children on. The school is allowed five days to decide if it can take a child. The five days is sometimes extended to allow more time for the children to decide if it is the correct school for them.</p> <p>The Fair Access Protocol is in the process of being reviewed. It is hoped that this review will make the process clearer.</p> <p>An ethical approach to admissions does have an impact on results and some schools do not want to take that hit.</p> <p>There is a weightings chart used in the Fair Access Protocol that gives schools points depending on the year, attendance and time of year, but it doesn't tend to be very accurate.</p> <p>There are 280 children entering year 7 in September, there were 8 appeals and 2 were successful. There is one late applicant and that appeal will be heard next week.</p>		
Decision:	RESOLVED: Ms Hill was thanked for her update.		
Action 14.1	What: “In Year Transfers” to be renamed “Admissions and In Year Transfers” for future meetings	Who: Clerk	When: Autumn SL&W

AGENDA ITEM 15	SAFEGUARDING		
Discussion:	<p>Mr Gray gave a verbal report on Safeguarding. There are cases on going. The Safeguarding Leads meet once a term. The Safeguarding Leads training is to be redone in the Autumn term.</p> <p>The E-Safety support training package is being used, it shows who has completed what course and it also issues a certificate which is good for CPD.</p> <p>Mr Gray is to give a short presentation on Child Sexual Exploitation (CSE) at the July FGB meeting.</p> <p>Members of staff continue to attend Child Protection Meetings.</p>		
Decision:	RESOLVED: No further action required.		

AGENDA ITEM 16	SEND UPDATE		
Discussion:	<p>The SEN Report for Governors had been sent out before the meeting. The restructuring has bedded in. The Chair asked Mr Gray to thank Mr Davies for the report.</p> <p>A new format of the Individual Educational Plan (IEP) had also been circulated before the meeting. It was felt to be a lot more professional and as a result of a Governor suggestion a photograph of the child will be added to the form to help staff recognise the student. This will be the IEP model from September 2017.</p> <p>Mr Davies works well with the parents, there is a green room for ASC (Autistic Spectrum) and this is being run well. A letter from the Local Authority commended the facility.</p> <p>The Head Teacher said that it was a much more cohesive unit. The unit is working better; they are quicker at pinpointing issues and are seeking advice and getting support into help. Training Sessions are to take place around testing.</p> <p>Mr Davies is going to continue to be acting SENCO for another year.</p> <p>Q – Governors asked if school wanted to make this a permanent position.</p>		

	<p>A – Head Teacher said that his circumstances are different, so not at the moment. It has always been the schools policy to recruit externally for the SENCO position. At the moment there is no need to do anything.</p> <p>Q – Governors asked if the school is likely to lose him A – No</p> <p>Q – Governors asked if 51 students on SEND for September is high, as it is 20% of the intake. A – No, it isn't high. It is primary schools saying that the child has some additional needs; it does not mean that there is anything necessarily major.</p>
Decision:	RESOLVED: No further action required

AGENDA ITEM 17	REVIEW EQUALITY INFORMATION AND OBJECTIVES		
Discussion:	<p>The Clerk reported that The Department of Education's "Statutory policies for schools" document said that the Governing Body is required to draw up and publish equality objectives every four years and annually publish equality objectives demonstrating how they are meeting the aims of the general public sector equality duty. The Governing Body is free to delegate to committee, a governor or the head teacher. Ms Hill thought that the school office was looking at this. The Clerk left the information with the Chair and this would be followed up to determine, when the objectives were last set and to present them so they could be reviewed.</p>		
Decision:	CARRY FORWARD:		
Action 17.1	What: Check that School Office are looking at the Equality Information and Objectives	Who: Clerk	When: Summer Term

AGENDA ITEM 18	POLICY / PROCEDURE REVIEW / APPROVAL		
Discussion:	<p>SEND Policy is now loaded onto the website and it is dated.</p> <p>School Social Media Policy – This is still being re-viewed. There is going to be a statement to go on the website which will refer to the policy and it will also be linked to the Home School Agreement. The current policy is aimed at members of staff; there is a need for this to be extended more towards parents. The Head Teacher circulated a draft statement that he wanted Governors to approve before it goes onto the school website. This was in response to a Social Media issue on Friday that impacted the good name of the school. Other schools have this sort of statement. A discussion took place on the wording and there were concerns that legal words were used, which could be challenged. The Governors agreed the principle of the statement, but requested that it was passed by the schools solicitors for their comments. Governors agreed that it could be loaded onto the website once the solicitors had approved the wording. It was important that parents understood that the recent activity on social media was unacceptable.</p>		
Decision:	RESOLVED: Governors agreed in principle to the Social Media Statement but requested that the School Solicitor signs it off before it is loaded onto the website.		
Action 18.1	What: School Social Media Policy to be brought to Governors for review.	Who: Mr Barford	When: Autumn SL&W
Action 18.2	What: Social Media Statement to be reviewed by School Solicitor before being loaded onto the website	Who: Head	When: ASAP

AGENDA ITEM 19	GOVERNING BODY HOUSEKEEPING		
Discussion:	<p><u>Visits</u> The Chair came into school and took part in a Student Discipline Learning Walk. Mrs Chambers had been in to discuss BTECs, they were going well. External test results were excellent.</p>		

<p>Mrs Falloon is to visit science in September.</p> <p>It is a quiet time for visits due to the exam season. The Head Teacher informed Governors that it was the Year 11 Leavers Assembly tomorrow, Governors are welcome.</p> <p><u>Training Undertaken</u></p> <p>There was a Strategic Away Day for Governors on Friday 16th June that was very successful. The Chair will give feedback at the Summer FGB Meeting.</p> <p>eSafety Support – Have this for four weeks.</p> <p><u>Training Required</u></p> <p>Exclusion Training – Mrs Chambers had been booked on this, but it was cancelled at short notice. They then gave another date a few days later that Helen was unable to attend. The still want to be paid as they gave an alternative date. The Chair says that the training needs to be re-arranged as there is a requirement for anybody who chairs an exclusion hearing to have this training. The Head Teacher said he would check about the request for payment.</p>			
Decision:		RESOLVED: There was no other business to discuss	
Action 19.1	What: Exclusion Training to be re-arranged	Who: Mrs Chambers	When: ASAP
Action 19.2	What: Ensure that cancelled Exclusion Training is not paid for.	Who: Head	When: Summer Term

AGENDA ITEM 20	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
Discussion:	There was no other business or items for the next meeting.
Decision:	RESOLVED: There was no other business or items for the next meeting.

AGENDA ITEM 21	DATE OF THE NEXT MEETING
Discussion:	<p>The Clerk said that the date would be confirmed at the next FGB meeting. It is provisionally booked for 27th September, 2017.</p> <p>Q – The Clerk asked if the committee preferred to meet at 3pm or 4pm. A – 4pm</p> <p>Mr Lewis said that he was not going to be at the next FGB, so could somebody let him know the date of the next meeting.</p> <p>Comment – The Clerk confirmed that there would be a communication sent which would confirm all the meeting dates for 2017-18 after the FGB meeting.</p>
Decision:	RESOLVED: Meeting Date to be confirmed after FGB Meeting.

Please see part 2 minutes

Everybody was thanked for their attendance and input. The meeting closed at 5:55 pm.