

THE WHITBY HIGH SCHOOL



PART 1 MINUTES OF THE STUDENT LEARNING & WELLBEING COMMITTEE MEETING

Date	Wednesday 26th September, 2018 @ 4pm	
Venue	The Whitby High School, S2	
Present:	B Heeley (BH) C Hibbert (CH) P Lewis (PL) C Palmer (CP) H Chambers (HC)	Head Teacher Co-opted Governor (Chair of SL&W) Partnership Governor Staff Governor Co-opted Governor
Apologies:	J Falloon (JF) D Pickering (DP)	Parent Governor Co-opted Governor
Absent:	G Morris (GM) J Robinson (JR)	Co-opted Governor Parent Governor
In attendance:	N Saunders (NS) H Hill (HH) - left at 4:50pm E Barford (EB) S Gray (SG) K Hill (KH) - (item 4) M McGrath (MMG) – left at 4:06pm	Clerk to Governing Body Assistant Head teacher Deputy Head teacher Deputy Head teacher Presenter Presenter

The meeting was quorate and started at 4pm

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
	<p>The Chair welcomed Governors to the meeting and explained that it would need to be a short meeting as there was an open evening at school and that the Head Teacher would need to leave by 4:30pm. The Chair had reviewed the agenda with regards to the time available and would move items to FGB or next SL&W Meeting as the meeting progressed.</p> <p>The quorum of the meeting was discussed and it was confirmed that four Governors were required, which was met at the start of the meeting. It was established that the Head Teacher could leave the meeting as long as he named somebody to stand in for him and that there were still four Governors present.</p> <p>The Clerk reported that apologies had been received from Mr Pickering and Ms Falloon. The apologies were presented to Governors and the Chair asked if Governors accepted the apologies, the apologies were accepted.</p> <p>The Clerk reported that no apologies had been received from Miss Morris or Ms Robinson; so would be recorded as absent, Governors agreed.</p>
Decision:	RESOLVED: Apologies of above named Governors were accepted. RESOLVED: Miss Morris and Ms Robinson would be recorded as absent.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY INTERESTS
	The Chair asked Governors if there were any changes to previously declared personal and pecuniary interests, there were none.
Decision:	RESOLVED: There were no changes to previously declared interests.

AGENDA ITEM 3	DECLARATION OF AOB
	The Chair asked if there were any declarations of AOB. The Clerk reported that Mr Gray had asked to present a Pro-forma that could be used for Governor Visits. It was agreed that this could be presented under AOB.

Decision:	RESOLVED: Governor Pro-Forma for Visits to be presented under AOB.
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The Chair proposed to move item 4 – LGBT Presentation to the end of the meeting, this was agreed.

AGENDA ITEM 5	PART 1 MINUTES OF THE LAST MEETING (20th JUNE 2018)
Discussion:	<p><u>20th June, 2018</u> The minutes had been circulated prior to the meeting and Governors were asked to report any inaccuracies at this point. The minutes were agreed to be accurate and the minutes were signed by the Chair of the Committee and returned to the Clerk.</p> <p><u>5th March, 2018</u> The corrected minutes had been circulated prior to the meeting and Governors were asked to report any inaccuracies at this point. The minutes were agreed to be accurate and the corrected minutes were signed by the Chair of the Committee and returned to the Clerk.</p>
Decision:	RESOLVED: The Part One Minutes of the meeting held on 20th June, 2018 and the Corrected Minutes from 5th March, 2018 were agreed to be accurate and were signed by the Chair and returned to the Clerk.

AGENDA ITEM 6	MATTERS ARISING FROM LAST MEETING			
Discussion:	<p>The following actions were discussed to determine if the actions had been completed.</p> <p><u>20th June, 2018</u></p> <p>4.1 - Provide corrected Part One minutes for the Chair to sign – Clerk – On Agenda</p> <p>7.1 - Example Transgender Policy to be sent to Mr Gray – Clerk – Complete</p> <p>9.1 - External review/inspection to be arranged for school's AP provision – Mr Barford – On Agenda</p> <p>12.1 - Safeguarding Policy to be updated for compliance and brought to September SL&W meeting – HH – On Agenda</p> <p>14.1 – Check that The Whitby App only uses school e-mail addresses – Mr Gray – On Agenda</p> <p>14.2 - The Whitby App to be an item on September SL&W Agenda – Clerk – On Agenda</p> <p>16.1 – What we do well and what we need to improve form to be filled in at FGB – All Governors – The Senior Leadership Team have done this, but the Governors are to complete – It was agreed that Governors would fill in at the FGB Meeting – Action Created</p> <p>16.2 - Include Governor Away-Day as an item on the June FGB Meeting – Complete</p> <p><u>5th March, 2018</u></p> <p>Actions were covered at 20th June, 2018 meeting, so no discussion required.</p>			
Decision:	RESOLVED: All actions were either completed, were being progressed under own agenda items or via new actions.			
Action 6.1	<table border="1"> <tr> <td>What:</td> <td>Who:</td> <td>When:</td> </tr> </table>	What:	Who:	When:
What:	Who:	When:		

	“What we do Well” to be filled in by Governors at FGB Meeting	All Governors	October FGB Meeting
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AGENDA ITEM 7	TERMS OF REFERENCE		
Discussion:	The current terms of reference (TOR) for the Student Learning & Wellbeing committee had been circulated to Governors before the meeting. Governors were asked to review the TOR and if there were any changes to bring to the FGB meeting. Governors noted that the committee looks at Curriculum, Achievement, Standards, Inspection, Monitoring, Admissions, Behaviour and Extended Schools.		
Decision:	RESOLVED: TOR for SL&W given to Governors for review before FGB.		
Action 7.1	What: Any requested changes to TOR to be brought to FGB meeting.	Who: All Governors	When: October FGB Meeting

AGENDA ITEM 8	2018 PROGRESS & ATTAINMENT REVIEW		
Discussion:	Mr Barford was in attendance to present the results from the external examinations that took place in the summer. Governors felt that that there was not enough time to present and analyse at this evenings meeting. After discussing the various options it was agreed to move this item to the FGB Agenda. The Chair apologised to Mr Barford. Q - The Chair asked if school were pleased with the results. A – Generally yes, but would take over half an hour to explain, so will discuss at FGB. The Clerk was asked to include 2018 Progress & Attainment as an early item on the FGB Agenda, this was agreed.		
Decision:	RESOLVED: 2018 Progress & Attainment to be discussed at FGB		
Action 8.1	What: 2018 Progress & Attainment to be added to FGB Agenda	Who: Clerk	When: October FGB Meeting

AGENDA ITEM 9	PUPIL PREMIUM (impact statement)		
Discussion:	Mr McGrath reported that the Pupil Premium Impact Statement for 2017-18 was on the School Website and asked Governors to review. The Clerk reported that the Pupil Premium Strategy for 2018-19 had been deferred at the L&M to take place at the FGB. After a discussion it was agreed that both Pupil Premium Impact Statement for 2017-18 and Pupil Premium Strategy for 2018-19 would be presented at the FGB meeting by Mr McGrath. The Clerk was asked to include Pupil Premium as an early item on the FGB Agenda, this was agreed. Mr McGrath was thanked and was given permission to leave the meeting.		
Decision:	RESOLVED: Pupil Premium Impact Statement to be reviewed at FGB.		
Action 9.1	What: Pupil Premium to be an item on the FGB Agenda	Who: Clerk	When: October FGB Meeting

Mr McGrath left the meeting at 4:06pm

AGENDA ITEM 10	CURRICULUM FOCUS – ANY AREAS?		
Discussion:	The Chair asked if there were any Curriculum Focus areas that Governors would like to have presented to them at the next meeting, there were no suggestions.		
Decision:	RESOLVED: There were no suggestions for Curriculum Focus areas for the		

next meeting.

AGENDA ITEM 11	CHILDREN IN CARE		
Discussion:	<p>The Children in Care Report had been circulated to Governors before the meeting.</p> <p>Q – Ms Hill asked if Governors had read the report and if they had any questions. A – Governors confirmed that they had read the report.</p> <p>Q – Governors asked if there were still fourteen looked after children. A – Yes, but there is likely to be another on the roll very shortly.</p> <p>Comment – Governors said that they were happy with the very thorough report and that it was self-explanatory. Though acknowledged that OFSTED might question why Governors don't ask questions about the report.</p> <p>Ms Hill commented that there is further probing that needs to be done.</p> <p>Q – Governors asked Ms Hill if would like observations. A – Yes. It was noted that the Looked After Children Governor (CP) meets regularly with Mrs H Hill and it was suggested that the Governing Monitoring form could be used to record what is discussed, this was agreed.</p> <p style="color: red;">Please see Part Two Minutes for additional confidential information.</p>		
Decision:	RESOLVED: Children in Care Report received and discussed by Governors.		
Action 11.1	What: Document meetings that discuss Children in Care.	Who: CP	When: Autumn Term

AGENDA ITEM 12	ATTENDANCE		
Discussion:	<p>Mr Gray reported that the current level of attendance is 96.3%. A lot of work is being done to keep attendance close to the target of 96%. Procedures are being changed. There are more frequent reviews and the process is being made more bottom-up. Are working with tutors and the first target in the 2018-19 appraisal, for all members of staff, will be an attendance target. It shows from the school data that a child performs well if their attendance is over 95%.</p> <p>It was reported to Governors in May that some children were not accessing education, some are now accessing education, so there are some success stories.</p> <p>Governors were asked to note that there was one child who had 0.5% attendance last year. The parents will have a second prosecution.</p> <p>Comment – Staff Governor said that this is time consuming as school will have to prove it all again for the second prosecution.</p> <p>Last year Pupil Premium Attendance was at 89.5%, nationally it should have been 91.5%. However if the eight persistent absentees (PA) were taken out then would have been close to 91.5%.</p> <p>Comment – The Chair said that the school are doing a lot of things to try and improve attendance, more resources are being put in, but it is early days.</p>		
Decision:	RESOLVED: Attendance was discussed with Governors.		

AGENDA ITEM 13	ADMISSIONS AND IN-YEAR TRANSFERS		
Discussion:	There are now 300 students in school, one student left last week. There are 5		

	<p>appeals outstanding in Year 8 and one in Year 11.</p> <p>Last year there were 95 in-year applications and 31 were accepted and 64 were declined because the school was full.</p> <p>Since September there have been 11 applications and 3 have been offered a place. The Head Teacher said that due to the demand, there is a meeting once a week to decide as a group (BH, CP, HH) if agree to admit the child. The Governors are involved in the meetings as the staff governor, CP, attends the meetings. Last year children were only declined as the school was full.</p>
Decision:	RESOLVED: Admission and in-year transfers were discussed with Governors.

AGENDA ITEM 14	EXTERNAL ADVISOR'S REPORT		
Discussion:	<p>There was no external advisor report presented to Governors. The Head Teacher reported that Kath Harris, the School Improvement Associate (SIA), is going to attend the Full Governors Meeting next week. The SIA has been looking at Pastoral Support and will look at Alternative Provision, which will include a review of the procedures. The SIA will come back in November with the findings. The Head Teacher has asked the SIA to give a presentation to Governors at the December FGB on "Governors and OFSTED"; this is something that the SIA has done with other schools.</p> <p>The Head Teacher said that the SIA will come along for the start of the FGB in October and will introduce herself to Governors. The Clerk was asked to include this on the October FGB Agenda.</p>		
Decision:	RESOLVED: Head Teacher informed Governors about what SIA was working on with the school.		
Action 14.1	What: SIA to introduce herself to Governors at the next FGB Meeting.	Who: Clerk	When: FGB Meeting October 2018
Action 14.2	What: SIA to present to Governors at December FGB, "Governors and OFSTED"	Who: Clerk	When: FGB Meeting December 2018

AGENDA ITEM 15	SEND REPORTS		
Discussion	<p>The SEND Policy and Report and the SEND Offer and Management Strategy had been circulated to Governors, but this had only been done on the day of the meeting. Mr Gray apologised for the lateness of the reports. The Chair asked Governors to read the documents and an item would be included on the October FGB meeting for the documents to be discussed.</p> <p>Governors were reminded that Governors must sign off the SEND Policy and the SEND Report.</p> <p>Mr Gray said that all the feedback from the SEND review had been addressed. Mr Gray reported that the SEND Governor (Ms J Robinson) had met with the SENDCo last week and he had presented evidence to the SEND Governor. The SENDCo has met twice with the Finance Manager. There is now a learning support icon which gives details of SEND and shows what is being spent across the school on SEND.</p> <p>Q – Governors asked if the SEND Governor was monitoring A – Yes. The SENDCo has been asked what is done in terms of funding; this is documented in the report.</p> <p>All the actions from the SEND Audit have been completed and a pack of evidence has been collated and this will be submitted. It is hoped that the auditors will accept the school's response.</p>		

	<p>The examination results for funded pupils had been circulated to Governors before the meeting.</p> <p>Q – Governors observed that 57% of English Literature funded students met or exceeded targets and only 40% of English Language funded students met or exceeded targets whereas 100% of Maths and Science funded students met or exceeded targets and asked if English needed more support, or was it too much for the funded students to do both?</p> <p>A - Mr Barford said that it is difficult to compare individual subjects and it was known that there were specific issues with English Language and Literature in the school.</p> <p>The Chair said that it would be best to ask at the next FGB Meeting or at the next Curriculum meeting.</p> <p>The Head Teacher, Mr Barford and Mr Gray said that level of questioning would be difficult at the FGB and is best dealt with at committee level.</p> <p>It was noted that there had been no SEND Link Governor Report, but references to meetings with the SEND Governor were made during the school updates.</p> <p>The Chair agreed to speak to the SEND Link Governor to ensure that a report is produced for the next committee meeting.</p>		
Decision:	RESOLVED: SEND discussed with Governors		
Action 15.1	What: SEND Reports to be an item on October FGB Agenda	Who: Clerk	When: October FGB Meeting
Action 15.2	What: Speak to SEND Governor about producing SEND Link Governor Report for next Committee Meeting.	Who: Chair	When: ASAP

AGENDA ITEM 16	ALTERNATIVE PROVISION
Discussion:	<p>The Head Teacher reported that Kath Harris (SIA) is to review the school's AP provision in November. The school offers AP to identified students.</p> <p>The SIA has identified that the offsite students do not study Physical Education or PHSE. The Head Teacher explained that it is not a statutory requirement for PHSE or PE to be taught in year 11. The majority of pupils go to AP at the end of year 10, so Head Teacher is satisfied that statutory needs are being met.</p> <p>The SIA has noted that WRAP is not registered with the DfE; however regulations state that registration is required if the establishment offers five days tuition and as WRAP only offer four days then they are compliant with the regulations. The Head Teacher and SIA are satisfied with WRAP.</p> <p>The Local Authority is to issue a survey to Schools Forum to see if there is a desire for the LA to submit an expression of Interest regarding the Free School Alternative Provision.</p> <p>A detailed AP Overview at TWHS had been circulated by Mr Gray to Governors before the meeting.</p> <p>Comment – Ms H Hill said that the school does not off-roll its students.</p> <p>Comment – The Head Teacher said that there had been a couple of information sheets about the off-loading of students have been published.</p> <p>There had been eight assurances that the DfE had wanted about AP at the school. These have now all been included into the processes and the SIA has confirmed that these assurances are now being met and this will be detailed in the SIA AP Report.</p>

Decision:	RESOLVED: Governors received an update on Alternative Provision (AP).
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AGENDA ITEM 17	SAFEGUARDING		
Discussion:	<p>The Keeping Children Safe in Education (September 2018) had been circulated to Governors before the meeting. Governors had been advised to read Part One of the guidance and a log had been created for Governors to sign to say that they had read the guidance; this would be circulated at the FGB for Governors to sign.</p> <p>A summary document of what has changed in the guidance had also been circulated to Governors before the meeting.</p> <p>The Governors had Safeguarding Training in the Summer Term, but the training needs to be repeated for JF and HC who missed the training. Mr Gray reported that there will be staff training and it would be possible for the Governors to be trained at that session, Mr Gray to pass dates to JF and HC.</p> <p>A document about Peer on Peer Abuse had also been circulated to Governors for their information before the meeting.</p> <p>Miss G Morris is the Safeguarding Governor and was absent from the meeting.</p>		
Decision:	RESOLVED: Governors received an update on Safeguarding.		
Action 17.1	What: Governors to read Keeping Children Safe in Education (Part 1) and sign log at FGB Meeting.	Who: All Governors	When: October FGB Meeting
Action 17.2	What: Arrange Safeguarding Training for JF and HC (include in Staff Training Session)	Who: SG,JF and HC	When: ASAP

AGENDA ITEM 18	POLICY/PROCEDURE REVIEW/APPROVAL		
Discussion:	<p>The following policies had been circulated to Governors before the meeting.</p> <p>Careers and Work Related Curriculum Policy – There was nothing to add and Governors agreed the policy.</p> <p>Positive Relations Policy (Behaviour) – The Chair said that the changes had been highlighted in the Policy. The Chair had questions for Mr Gray and it was agreed that they would meet outside of the meeting to discuss. This policy was not approved and would be brought to the next meeting.</p> <p>Behaviour Intervention Thresholds (to be subsumed in Positive Relations Policy if agreed) – as above.</p> <p>Child Protection and Safeguarding Policy – The Chair felt that this Policy needed to be reviewed by the Safeguarding Governor.</p> <p>Comment – Ms H Hill felt that the Policy needed to be agreed asap. The Clerk agreed to contact Miss Morris to ask her to review the policy before the FGB meeting. This would enable formal approval to take place at the FGB.</p> <p>The Clerk had reported that a number of policies did not state when they would next be reviewed. E.g. Sex and Relationships Policy (SRE) was last reviewed in July 2017. Governors agreed that this Policy would be reviewed in July 2019.</p> <p>The Chair said that a Policy Working Group is to be set-up that will review all the policies and this will be discussed at the FGB. This group could also review and ensure that all policies have a “next review date” on them.</p>		
Decision:	RESOLVED: Careers and Work Related Curriculum Policy approved. RESOLVED: SRE Policy to be reviewed in July 2019.		
Action 18.1	What: The Chair to speak to Mr Gray about the Positive Relations	Who: Chair	When: ASAP

	Policy	and SG	
Action 18.2	What: Positive Relations Policy and Behaviour Intervention Thresholds to be brought to next SL&W Meeting	Who: SG	When: Next SL&W Meeting
Action 18.3	What: Ask Safeguarding Lead Governor to review Child Protection and Safeguarding Policy	Who: GM/Clerk	When: ASAP
Action 18.4	What: Child Protection and Safeguarding Policy to be reviewed by Safeguarding Lead Governor.	Who: GM	When: ASAP
Action 18.5	What: Policy Working Group to be explained to Governors at FGB	Who: Chair	When: October FGB

AGENDA ITEM 19	THE WHITBY APP
Discussion:	Mr Gray reported The Whitby App is now live and it was confirmed that it only uses school e-mail addresses.
Decision:	RESOLVED: Governors received an update on The Whitby App.

AGENDA ITEM 20	ANY OTHER BUSINESS
Discussion:	Mr Gray had created a Governor Visit Feedback form that was to be used for visits by the SEND Governor. It contained the following sections; Discussion Points (Department / Staffing / Intervention Programmes) SEND Finance (Examine Element 2/3 cases) Action Points Feedback would be provided to the SL&W Committee Mr Gray asked if Governors agreed the format, Governors agreed. Mr Gray said that the basic structure could be used for other visits.
Decision:	RESOLVED: The Governors Visit Feedback Form for SEND was agreed.

AGENDA ITEM 21	DATE OF NEXT MEETING
Discussion:	The date of the next SL&W meeting was agreed to be 28 th November, 2018 at 4pm
Decision:	RESOLVED: 28th November, 2018 at 4pm

Ms H Hill left at 4:50pm

AGENDA ITEM 4	LGBT PRESENTATION
	The Chair handed over to Ms Kirsty Hill to give an update to Governors on LGTB. In January 2018 six members of staff started to work towards the Rainbow Flag. As the school were already demonstrating a commitment the school was picked to be on the scheme. On April 1 st gained the first of the six awards. There are six sections and have now passed a further three sections. Are close to achieving Pastoral and Curriculum. If school is awarded with the full award then can use the Rainbow Flag on school paperwork and website. Ms K Hill asked if Governors would like her to produce a document on LGBT at TWHS for Governors, it was agreed that this would be a good idea. Ms K Hill said that there is a section on the school website and hope to have achieved the Rainbow Flag by December 2018. If achieved would be the only High School in The North West with the award.

	<p>Mrs K Hill said that there is also an OFSTED document on LGBT that Governors could look at, Ms K Hill agreed to send this out to Governors. A system has been set-up to record any Homophobic Biphobic and Transphobic (HBT) bullying, so incidents can be logged and monitored.</p> <p>The Chair thanked Ms K Hill for the presentation and for the excellent work that was being done.</p>		
Decision:	RESOLVED: Governors received a presentation on LGBT		
Action 4.1	What: Create a document on LGBT @TWHS for Governors.	Who: KH	When: Autumn Term
Action 4.2	What: Circulate OFSTED LGBT document to Governors	Who: KH	When: ASAP

Ms K Hill left the meeting at 4:54pm

Part one ended at 4:55pm

Please see Part Two Minutes

The Chair thanked Governors for their attendance and contributions and the meeting ended at 5pm.