

Sheringham High School

LOCAL GOVERNING BODY

Thursday 9th July 2020 18:00

VIRTUAL MEETING

MINUTES

Present

John Hannyngton - Chair	JH	Gill Pegg – link Trustee	GP
Andrew Richardson	AR		
Kate Davis	KD	Attending:	
Alex Steward	AS	Sarah Rankin – Clerk	SR
Rebecca Shepherd	RS		
Kate Yarbo	KY		

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
Apologies were received from Clive Hedges. There were no declarations.	
The Chair advised that Ian Savory resigned as Governor in June, due to work commitments. The post of Community Governor is now vacant.	

2. MINUTES OF THE MEETING OF 13th May 2020 – accuracy and matters arising

	ACTIONS
The minutes of the meeting were checked for accuracy and approved. Clerk to print for signature at a later date.	SR

3. HEADTEACHER'S REPORT

	ACTIONS
AR presented the Headteacher's report. The following was noted: <ul style="list-style-type: none"> • One exclusion to add to the report. 1 student (Yr 7), one day. • Good turnout of students – 101 students last week. • FSM vouchers distributed for those eligible up to end of August. Those with Budgens vouchers have been swapped for Tesco. • Sixth form – Yr 13s off roll as of 30th June. Receiving support and guidance from the careers dept. • Yr 12s - good levels of engagement and attendance at tutorials. 	

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR..... DATE.....

<ul style="list-style-type: none"> • 33% of year 12s have already registered with UCAS. More expected to register before the deadline in January. • Induction events and Open Evening is due to take place in September. These events will still take place in some physical format rather than a virtual day. • Results day format unconfirmed. An appointment system is being considered, where students collect results, talk to the careers department and enrol for 6th form. A personal touch. • GCSE P8 disadvantaged data skewed by 3 students with very low attendance. • Site team are busy remodelling classrooms. • 2 Inset days planned: September 3rd and 4th. • Last tracker taking place next week. This will be all about praise and certificates, to celebrate students' achievements over the past 3 months. • There will be no league tables this year. Published data will be from 2019. 	
<p>Staffing: the school will be fully staffed for September, enabling Year 8 options to be extended and allowing more flexibility. A Lab Technician will be leaving during September.</p>	
<p>Prefects: Governors reviewed and approved the updated job description. The change of title was noted from 'Head Boy' and 'Head Girl' to 'Head Student'. This reflects the School's view that gender should not be a determining factor for a student achieving the role of Prefect. Governors asked whether the the title 'Head Prefect' would provide more consistency. AR advised that 'Head Student was the preferred title amongst the SLT.</p>	
<p>September school full reopening AR reported that the SLT are currently working on the detail of a phased return from September 7th following the DfE's announcement last week. Draft plan:</p> <ul style="list-style-type: none"> • 5 year group zones in blocks of rooms allocated to years 7-11, each with 5-7 classrooms and its own outdoor zone. • Each block has its own entrance and exit so there is no need to stagger arrival and departure times • Students will not leave their zones so year group bubbles can be maintained. • Transport will be in year group pods • Students will be in year group forms for the time being. • Year 7s have greater need, so will be put into 7 forms. This means increased need for form teachers. • More staff will be required to be on duty at break times. It is hoped that the lack of evening duties will make up for the loss of break times. Coffee and tea will be provided to avoid need to touch kettle/mugs etc. 	

<ul style="list-style-type: none"> • The SLT is still working through the guidance regarding science practicals, tech, PE and ICT. • The sixth form will be located in their block, with their separate entrance and exit. A one way system will be in operation. Students will only come into the main school to access specialist intervention rooms. The 6th form common room and Room 44 are now teaching spaces. 	
<p>Lunchtime AR explained the challenges that lunchtime presents. Years 7 and 8 will have lunch during morning break, and older students in the afternoon break. The school is working closely with Norse in order to provide hot food, especially for FSM students. No cash will be allowed so all meals need to be pre-ordered and pre-paid. Food will be boxed up and delivered to the zone.</p>	
<p>Governors asked how students will be assessed to identify any gaps in learning. AR advised that teaching will take place solidly for 2-3 weeks, followed by assessments. Further strategic year group assessments will take place at half term, after which rebanding of students can be carried out if required. It is hoped that everyone will be back on track after half term.</p> <p>It was clear to governors that there are lots of loose ends to tie up, and that some staff may find the changes in routine difficult. Although staff will social distance with students, staff will move between zones and it was acknowledged that they may not be comfortable with this.</p> <p>Governors asked if any extra resources were needed to be put in place to cover cleaning. AR advised that new cleaning staff were being recruited at present, and that the site teams will be cleaning the hall and gym. Staff will take responsibility to wipe down the staff station after use, including desk, keyboard and mouse.</p> <p>Governors asked whether support staff would be asked to carry out more duties. AR advised that TAs would not be able to circulate in the classroom, but that they would be allowed to take out small groups for interventions. It is hoped that TAs will not have to perform extra duties.</p> <p>Governors asked about toilet facilities. AR reported that there is no stipulation that each zone has its own toilet facilities. All learning zones will be able to access the toilets in the centre of the school. These will be managed.</p> <p>Governors asked how student behaviour will be managed. AR confirmed that the isolation room will remain in use, and that this has study pods and screens.</p>	
<p>A REVISED RISK ASSESSMENT AND PLAN WILL BE CIRCULATED AS SOON AS POSSIBLE. The Chair thanked AR and all the staff for the huge amount of work that has been put into the past few months, and for the detailed planning for the future.</p>	AR

4. SAFEGUARDING – JOHN HANNYNGTON

	ACTIONS
JH reported that JFM and the student managers have been very busy safeguarding students on site and contacting those still at home. JH confirmed that there is nothing to report on SCR. JFM will be updating the Keeping Children Safe in Education policy for September. In house training will take place on an INSET day.	

5. NNAT UPDATE – GILL PEGG

	ACTIONS
GP reported that all schools within the Trust are fully open with a proportion of students.	
Redacted: staffing. [REDACTED]	
Trustees approved the budgets for all schools except one. It is expected to be approved soon.	

6. A.O.B.

	ACTIONS
Risk Register: this has been deferred to September.	
Health and Safety policy: this has been updated to show changes in responsibility. Governors asked that various typos be corrected and that training dates be added for key staff. AR will ask Pat Duggan to make the amendments. Governors were happy to approve the policy on the proviso that training dates were added.	AR

Date of next meeting: TBC