

Sheringham High School

LOCAL GOVERNING BODY

Wednesday 12th May 2021 at 18:00

TEAMS 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
Clive Hedges	CH		
Laura Sayer	LS		

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed attendees to the meeting. There were apologies from RS and KY. There were no declarations.	

2. MINUTES OF THE MEETING OF 3rd MARCH 2021– ACCURACY AND MATTERS ARISING

	ACTIONS
The minutes were checked for accuracy and approved.	
Matters arising: Policies for circulation. The Clerk is awaiting the amended policies and will circulate shortly.	SR

3. HEADTEACHER’S REPORT

	ACTIONS
The Headteacher reported the following: <ul style="list-style-type: none"> • 3 new students will be joining the school, one on a ‘managed move’ and 2 potentially moving into the area. • Attendance is very good at 96.33%. 	
Covid-19 update: <ul style="list-style-type: none"> • Positive Covid test in Year 7 this week has led to whole of the year being sent home to quarantine for 10 days. This is enormously frustrating for parents and staff. Students are being reminded to test twice weekly at home. 	

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<ul style="list-style-type: none"> • 4 cases in the sixth form plus one member of staff. Strict protocols are being followed at school, but out of school students are socialising and must take care. This has been challenging for the certain students who have been sent home to quarantine twice this term. • Government guidelines regarding mask wearing is changing, and these are no longer required to be worn in school from May 17th. However, AR reported that some parents and staff are unhappy about this. The school is currently considering its position. 	
<p>Sixth Form:</p> <ul style="list-style-type: none"> • 101 applicants • New social science subjects proving very popular • A TEAMS induction programme is being organised to provide remote transition from Y11, to include general introduction to Sixth Form, subject introductions, how to succeed and planning for the future. The programme satisfies DfE guidance. • UCAS – 34 applicants, all with offers. No Oxbridge. • Yr 12s assessments from 7th June. Careers guidance will take place throughout the summer term. New Careers Co-ordinator is making a real impact. 	
<p>Free School Meals:</p> <p>These are being provided for all applicable year 7 students for 7 school days. FSM vouchers will run over May half term in line with County advice.</p>	
<p>Events:</p> <p>Yr 11 Leavers day on 27th May. Parents' evenings to be run on School Cloud from tomorrow. Assemblies programme back in progress, careers assemblies next week. Year 13 leavers event planned for 26th May. Year 6 transition programme planned for 7th and 14th July. The programme includes a creative writing workshop run by author in residence Alexander Gordon Smith. This will be targeted at the less confident year 6s joining the school in September. AR advised that, following JM's reduction of hours from September, Laura Munroe Oakley will be taking over the Year 6 transition.</p>	
<p>Return to work protocols and changes:</p> <ul style="list-style-type: none"> • Testing of staff and students is now taking place at home twice weekly. Reporting is largely good, although it is clear some students are not testing or reporting as strictly as they could. Governors were reminded that testing is voluntary. • Fogging every 21 days. • Zoning still in operation. 	

<ul style="list-style-type: none"> • TAGs: a substantial amount of additional work including policy approval by Ofqual, staff training, HOD review, checks, HT checks, moderation (across the Trust) and evidence submission. 	
<p>Staffing:</p> <ul style="list-style-type: none"> • New appointments: Head of Science, Student Manager, SENCo, Attendance/Admin Assistant • Currently advertising for a Head of Business, Teacher of Health and Social care and a TA. 	
<p>Staff Absence:</p> <p>Governors acknowledged the direct and indirect effect Covid has had on staff absence.</p> <p>Supply teachers were discussed. It was confirmed that supply teachers are not bought in for Post 16 education. The disruption to Year 12 psychology students was noted, given that the sole teacher of the subject was in quarantine. The Head agreed that this was a disappointing situation as there is no other teacher who could step in to help. GP suggested that when the merger has taken place, there may be teachers at other senior schools who would be able to help out.</p>	

4. NNAT UPDATE

	ACTIONS
<p>GP reported that she and Constance Tyce are now attending the Synergy Trustees meetings.</p> <p>AR reported that the merger is on track, deadlines are being met and progress is being made. Claire Ivy from the Regional Schools Commission is pleased with the progress being made.</p>	

5. GOVERNOR MONITORING

	ACTIONS
<p>Pupil Premium: KD reported on the recently completed PP training. Governors were directed to the comprehensive information on the school website, detailing how PP funds have been spent in the past and plans for the current academic year. In comparison with other schools, KD felt SHS is doing a superb job allocating resources in a variety of ways to support young people. These include small group and individual tuition, counsellors, support material, literacy programmes and books, extra curricular activities and transport.</p> <p>KD asked the Head how to encourage more parents to apply for FSM, which would lead to more PP funding, noting that 10% of those eligible do not apply. The Head observed that approach can be tricky due to the perceived stigma of FSM, and that, therefore, discretion is required. Information on FSM is published in the transition pack and in</p>	

the school handbook on admission. The Chair thanked KD for her report.	
<p>Preparing for Ofsted: following attending the training session, LS noted Ofsted's focus on reading, and asked whether the school provides suggested reading lists for year groups. AS reported that this does not happen, and that regretfully the library has been closed during the pandemic. Under usual circumstances, KS3 would have an hour in the library every 2 weeks to choose books. AS flagged the Reading Challenge which has been hugely successful at building confidence and takes place twice a week during registration. This allows year 7 students who are struggling with reading to be supported by reading coaches. The Head added that in addition, reading technology has been purchased to help students, such as ACT, Lexia and Accelerated reader. Dockside reading programme is also available for those students who need to catch up and to enthuse reluctant readers. It was agreed that the next LGB would be held in the library to give governors the opportunity to experience it.</p>	
<p>Summer term governor monitoring: Governors were reminded that all monitoring should be linked to the SIDP. AR advised that from September Ofsted expectations of monitoring will resume with a focus on personal development, RSE and curriculum design. It was also noted that Ofsted will be looking for evidence of parental engagement, so a parent survey needs to be carried out shortly. However it was agreed that some governor monitoring could take place after half term.</p> <p>AR AND JH TO DISCUSS.</p>	AR/JH

GP left the meeting at 6.55pm

6. BUDGET 21/22

	ACTIONS
Postponed to the next meeting.	

7. STAFF WELLBEING AND WORKLOAD

	ACTIONS
<p>RS submitted a report, read out by AS. The following was noted:</p> <ul style="list-style-type: none"> • Staff morale is low, • Staff are struggling to maintain basic expectations, • Huge workload – TAGs on top of extra duties, teaching and regular assessments, • Staff appreciate the support of the SLT, but it could be more forthcoming, • AS added that teachers have felt that social media has not been helpful, and that the massive amount of work carried out in schools has not been recognized. <p>It was suggested that a wellbeing survey be carried out to ascertain ways to support staff. The Head agreed that this would be a sensible</p>	

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<p>idea, and acknowledged that he has high expectations of staff, and is also subject to parental and DfE pressures. It was hoped however, that September would be a fresh start for all staff with a return to teaching and learning, and support in a pre-covid context.</p> <p>Governors asked whether there was funding for a staff event or team building exercise for the end of term. AR agreed this could be looked into.</p> <p>Governors asked whether there was concern that resignations might be received. AR admitted that there is evidence of staff reassessing their priorities, with 2-3 staff exploring the possibility of reducing their hours. A resignation had been received due to a career move.</p>	
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8. SAFEGUARDING REPORT

	ACTIONS
<p>AR talked through the annual report received from JM. This report was not circulated in advance of the meeting.</p> <p>The following was flagged:</p> <ul style="list-style-type: none"> • Covid-19 has had a huge impact on wellbeing of families, • Increase in number of students needing counselling/talking therapies for anxiety. Fourth student manager appointed, starting in June, • Further DSL needed – a student manager will be trained during the summer term, • Significant increase in reports from Operation Encompass (domestic violence). New system of notification via encrypted internet system, • Staff training carried out annually in September, • New north Norfolk DSL networking group established in January to share good practice and raise concerns, • SCR is kept up to date by Head’s PA and checked regularly by JH, • Safer recruitment training is due and will be scheduled for later in the year, • Online safety is taken very seriously and is closely monitored. All web traffic checked and daily reports received by the IT department, • Increased monitoring of attendance by County. New attendance officer in post, • SMSC (Spiritual, Moral, Social and Cultural) days were cancelled this year. Website updated with information on available support for families such as onloine counselling ‘Kooth’, • Anti bullying day carried out for Year 7 in November, • Student management team support an increasing number of children who use the internet inappropriately. Robust action is taken. 	

<ul style="list-style-type: none"> Lack of communication from Children's Services continues to be an issue. RSHE policy currently under review. <p>CLERK TO CIRCULATE REPORT ONCE RECEIVED.</p>	SR
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9. GDPR

	ACTIONS
There were two breaches reported: <ol style="list-style-type: none"> 8/3/21 Covid results sent to wrong person due to issue with Ipad. Systems changed to prevent it happening again. 27/4/21 Incorrect email address used on Parentmail for the parent of an overseas student. As soon as notification was received the address was corrected. 	

10. FEEDBACK ON GOOD PRACTICE

	ACTIONS
Nothing to report	

11. POLICIES

	ACTIONS
The careers policy was approved. As Governor, CH will set up a meeting with JM to monitor implementation.	

12. RISK REGISTER

	ACTIONS
Meeting pencilled in for Tuesday 18 th May with AR, DH and LS	

13. A.O.B

	ACTIONS
None.	

With no other business, the Chair closed the meeting at 19:50

Date of next meeting: Thursday 8th July at 1800 in the library at SHS