

## Sheringham High School

### LOCAL GOVERNING BODY

**Wednesday 14<sup>th</sup> October 2020 at 18:00**

### MINUTES

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#### Present

John Hannington - Chair	JH	Gill Pegg – link Trustee	GP
Andrew Richardson	AR		
Kate Davis	KD	Attending:	
Alex Steward	AS	Sarah Rankin – Clerk	SR
Clive Hedges	CH	Dawn Hollidge	DH
Rebecca Shepherd	RS		
Kate Yarbo	KY		
Laura Sayer	LS		

### ACTIONS challenges DECISIONS

#### 1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Laura Sayer to her first meeting of the LGB. There were no apologies or declarations.	

#### 2. MINUTES OF THE MEETING OF 14<sup>TH</sup> SEPTEMBER – ACCURACY AND MATTERS ARISING

	ACTIONS
The minutes were checked for accuracy and approved.	
<b>Matters arising:</b> The designated teacher for LAC is Jayne Melhuish. Risk Register: outstanding. AR to arrange meeting with RS and JH	AR

#### 3. OFSTED OVERVIEW – DAWN HOLLIDGE

	ACTIONS
DH presented an overview of the new Ofsted framework which was brought in in September 2019. The following was noted: <ul style="list-style-type: none"> <li>Some inspections following the new framework were carried out prior to the suspension of all inspections in March. Full inspections are yet to resume.</li> </ul>	

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

<ul style="list-style-type: none"> <li>• Currently the only inspections taking place are those considering the arrangements for getting students back into education. No grading or judgement involved.</li> </ul>	
<p>Why was the framework changed?</p> <ul style="list-style-type: none"> <li>• Performance data had become the driving force in curriculum decisions</li> <li>• Data focus was becoming a huge burden on teaching staff.</li> <li>• Move to less data and more focus on a full, broad and balanced education.</li> <li>• Focus on the quality of education: <ul style="list-style-type: none"> <li>○ INTENT – the curriculum</li> <li>○ IMPLEMENTATION – how it is delivered</li> <li>○ IMPACT – results/progress data/destinations</li> </ul> </li> <li>• Other judgement areas: <ul style="list-style-type: none"> <li>○ Behaviour and attitudes to learning</li> <li>○ Personal development</li> <li>○ Leadership and management</li> </ul> </li> </ul>	
<p><b>Process:</b> DH explained the process as follows:</p> <ul style="list-style-type: none"> <li>• AR will receive notification by phone the day before the inspection</li> <li>• A 90 minute telephone call will take place. AR will have the opportunity to choose one area for a Deep Dive</li> <li>• Ofsted will select 1 or 2 other areas for a Deep Dive. This will involve collecting information, visiting lessons, discussions with heads of subjects and teachers, discussions with students, looking at books. Inspectors will be looking for evidence of progress.</li> <li>• DH advised that the current Departmental Review process mirrors the Deep Dive format, thus preparing teachers for the conversations they may have with inspectors.</li> </ul>	
<p><b>Intent:</b> key areas are coverage, content, structure and sequencing. Inspectors will be looking for cumulative skills building, and understanding what our end points are.</p> <p><u>Subject curriculums:</u> Ambitious, knowledge and skills, well sequenced, defined end points, embeds learning in long term memory, encourages discussion and debate, addresses social disadvantage.</p> <p>Weaker students: placed in accelerated progress groups. Do not study languages. 3 extra maths lessons and 3 life skills lessons (yr 7) and 3 extra English lessons from year 8.</p> <p>KS4: guided in their choices. SHS offers a broad curriculum from the most able to the vocational. Subject curriculum maps are found on the departmental pages of the website.</p>	
<p><u>Assessment:</u> 3 phase assessment model in use:</p> <ol style="list-style-type: none"> <li>1. Low stakes testing to promote memory/recall</li> <li>2. Regular formative feedback</li> <li>3. Summative assessment once a term</li> </ol>	

Termly data drop to track progress. Interim – attitude to learning assessment and homework grades.	
<b>Implementation:</b> Inspectors will discuss the curriculum with teachers and subject leaders, looking at end points, progress, schemes of work, long term planning, data recording and review. Inspectors will observe lessons, interview students and inspect their work.	
<b>Impact:</b> How is this measured? <ul style="list-style-type: none"> <li>• Performance data</li> <li>• Collated evidence from deep dives</li> <li>• Destinations</li> <li>• Progress of students with SEND.</li> </ul>	
DH advised that she is putting together a document from The Key which will give details of questions that staff and governors have been asked at previous new inspections. DH will circulate PowerPoint via Clerk.	DH

#### 4. GOVERNOR MONITORING

	ACTIONS
AR advised that the Departmental Review process is currently under review. Once the revised format is agreed, this could be a potential area for Governors to monitor. Agenda item for next meeting.	

#### 5. POLICIES

	ACTIONS
The following policies were recently approved by the Trust and have been uploaded to GovHub, and are for information only: <ul style="list-style-type: none"> <li>• Staff Bullying and Harrasment Policy</li> <li>• Management of Sickness Absence Policy</li> <li>• Stress Management Policy</li> <li>• Wellbeing policy</li> </ul> The Pay Policy 20-21 will be uploaded to the folder by the Clerk.	SR

#### 6. SELF-EVALUATION

	ACTIONS
The annual self-evaluation was carried out. The following actions were raised: <ul style="list-style-type: none"> <li>• Clerk to add LS to skills audit matrix. Any gaps in skills can then be identified at the next meeting</li> </ul>	SR

<ul style="list-style-type: none"> <li>• Feedback on good practice to be a standing item on the agenda</li> <li>• Governors were reminded to update their training log on GovHub, or let the Clerk know of any training undertaken</li> <li>• Work planner to be developed by Clerk and Chair to drive LGB agenda and activities</li> <li>• Succession planning to be considered.</li> </ul>	SR/JH
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## 7. A.O.B.

	ACTIONS
<p><b>Letting and caravan costs</b></p> <p>The proposed rates for 20-21 were discussed. AR put forward an increase of 2.5%, which mirrors staffing cost increases. Governors were reminded that the caretaker is employed to lock gates, service water taps and cess pits. It was agreed that this increase is fair.</p> <p><b>GP asked if there are any extra requirements that need to be carried out because of Covid.</b> AR advised that the site was not open this summer, and would only open next summer if we are clear of Covid. The caravanners wanted to use the showers and toilets, but the regular cleaning of them would have increased costs too much.</p> <p><b>THE COST INCREASE OF 2.5% WAS APPROVED BY GOVERNORS.</b></p>	
<p><b>Food Technology</b></p> <p>CH raised the issue of lack of practical lessons in food technology, following an approach from a Year 10 parent.</p> <p>AR confirmed that practical lessons should be happening, as the tech department has been double staff to enable this to happen. AR advised that there are 22 students in a group, and that 6-8 students are able to cook at any one time. This system is rotated every 2 weeks. Currently the focus has been on year 11 NEA assessments.</p>	

With no other business, the Chair closed the meeting at 19:25

**Date of next meeting: Thursday 14<sup>th</sup> January at 18:00**