



Local Governing Body Meeting

HELD ON TEAMS

Thursday 20<sup>th</sup> January 2022 18:00

MINUTES

**PRESENT**

John Hannyngton - Chair     JPH  
 Andrew Richardson- Head     AR  
 Kate Yarbo     KY  
 Jonathan Hendry     JH  
 Laura Sayer     LS  
 Alex Steward     AS  
 Tom Burnett     TB  
 Kate Davis     KS

**ATTENDING**

Attending:  
 Sarah Rankin – Clerk     SR

**ACTIONS challenges DECISIONS**

**1. WELCOME AND APOLOGIES**

	ACTIONS
The Chair welcomed governors to the first meeting of the new year. There were apologies from Becky Shepherd. There were no declarations.	

**2. MINUTES OF THE MEETING OF 11<sup>th</sup> NOVEMBER – ACCURACY AND MATTERS ARISING**

	ACTIONS
The minutes were checked for accuracy and approved.	
<b>Matters arising:</b> <u>Exit interviews:</u> RK is looking into this and will compile data for governors on the reasons students leave. <u>Departmental reviews:</u> English and Media HODS will present to the governors in March. <u>School sporting facilities:</u> discussed under agenda item 8	

**3. HEADTEACHER’S REPORT**

	ACTIONS
The Headteacher reported the following: <ul style="list-style-type: none"> <li>Numbers down at 703. Census day today.</li> </ul>	

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



<ul style="list-style-type: none"> <li>• FEX and PEX numbers are consistently under the local and national figures</li> <li>• Attendance figures are a source of pride and well above current national average of 88%. This was noted and praised by the High Sheriff of Norfolk on a recent visit to Stalham High. AR noted that high attendance indicates that students feel safe and that parents feel their children are safe. This, coupled with a good curriculum design and excellent support from staff and student managers, ensures high attendance. The High Sheriff was impressed at how both schools had 'bucked the trend'.</li> </ul> <p><b>Governors asked whether any analysis has been undertaken on non-returning students.</b> The Headteacher confirmed that this has taken place and that non-returning students included those who had transferred to other local schools and those who have been lost to home schooling. <b>AR will provide details for the last 2 years.</b></p> <ul style="list-style-type: none"> <li>• Staffing costs remain high due high supply costs. 126% of the budget has already been spent.</li> </ul> <p><b>Governors asked if return to work interviews take place.</b> The Headteacher said that this does take place with the aim to minimise staff absence and to put in support. The Head added that air purifiers have been purchased for both high schools and it is hoped this will help make staff feel safer and more confident. It was confirmed that fogging will continue.</p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> Form – deep concerns about numbers. RK is working hard to recruit.</li> <li>• Department reviews are up and running, with English and Media complete.</li> <li>• Staff CPD – included briefing paper on PD, circulated to Governors.</li> <li>• Staggered return to school in January successful with all students tested for Covid. Vaccination team in attendance on Jan 13<sup>th</sup> with 170+ students receiving the vaccine.</li> <li>• Year 11 mocks complete.</li> </ul> <p>Ofsted complaint: was referred to county. NCC are confident that the school has the correct processes in place.</p> <ul style="list-style-type: none"> <li>• Risk Assessment has been updated and reissued.</li> <li>• All DSLs are now using CPOMS on a regular basis.</li> </ul>	AR
<p><b>Staff Wellbeing:</b> In RS's absence AR reported the following:</p> <ul style="list-style-type: none"> <li>• Extra day on Jan 5<sup>th</sup> welcomed by staff</li> <li>• RS working on physical wellbeing. Line managers now have wellbeing as a standing item on their agenda</li> <li>• Menopause policy will be ready by Feb half term</li> <li>• Careers – some temporary TLR3 roles across the school</li> <li>• Wellbeing week 31<sup>st</sup> Jan – 4<sup>th</sup> Feb.</li> </ul>	



4. SAFEGUARDING – JPH

	ACTIONS
<p>The Chair reported the following:</p> <ul style="list-style-type: none"> <li>• Update from JM circulated to the LGB prior to the meeting</li> <li>• Safeguarding audit needs to be reissued in a new format by end March. JM and TD will attend next LGB</li> <li>• Nothing to report on the SCR</li> </ul> <p>AR advised that lettings safeguarding is under review due to the school wanting to ensure that the processes we use to check those who we let on site are robust.</p>	

5. GOVERNANCE

	ACTIONS
<p><b>Monitoring:</b></p> <p><b>SMSC:</b> LS’s monitoring report was circulated to governors prior to the meeting covering the SMSC day attended in November, analysis of the curriculum maps and a meeting held with JM.</p> <p>LS reported the following:</p> <ul style="list-style-type: none"> <li>• From an Ofsted viewpoint, SMSC is a holistic view that pervades the whole curriculum, not just on special days.</li> <li>• Staff should be very proud of what they have achieved.</li> <li>• The school recognises SMSC as an important part of daily life.</li> <li>• LS not able to attend assembly due to Covid concerns.</li> <li>• LS will update the report following the SMSC day in April</li> <li>• SMSC week scheduled for July</li> </ul> <p>LS was thanked for her detailed report.</p>	
<p><b>Curriculum:</b> TB reported on a productive meeting held with AR.</p> <ul style="list-style-type: none"> <li>• Curriculum clearly broad, balanced and inspiring. Solid and developmental.</li> <li>• Curriculum maps are detailed and thorough</li> <li>• Clear progression evident from year 7 throughout the school</li> <li>• Skills driven</li> <li>• Evidence of clear pathways</li> <li>• Regular data drops both formative and summative</li> <li>• Computing now being taught by a specialist. Students are enthusiastic. Potential to launch as a stand-alone subject in 2022</li> <li>• Happy and resilient children. Sense that children trust the school reflected in the high attendance figures.</li> </ul> <p>TB proposed carrying out a case study on a subject or a key stage and asked governors for their views. LS proposed a study on lost learning over year groups and what the school has done in response. It was felt that this would be helpful for Ofsted. This was agreed to be a sensible idea.</p> <p><b>TB TO ARRANGE WITH AR.</b></p>	TB



**Pupil Premium Strategy**

AR presented the PP strategy statement in its new Trust format and highlighted the changes. It was agreed to be a very comprehensive and accessible document.

**6. PROPOSED UPLIFT OF LEADERSHIP SCALES FOR ASSISTANT HEADS**

	ACTIONS
AR advised that an uplift for Assistant Heads has been discussed and agreed by the CEO. This will bring parity across the Trust. <b>GOVERNORS APPROVED THE UPLIFT</b>	

**7. POLICIES**

	ACTIONS
<b>Banning Parents, Carers and Visitors policy</b> This was approved by email on December 21 <sup>st</sup> 2021	

**8. UPDATE ON SCHOOL SPORTING FACILITIES**

	ACTIONS
<p>LS reported that, following the Headteacher’s request for support at the last LGB, a meeting was held in November between LS and JH with Karl Reid from NNDC. KR advised that a new sports hall and astros had already been earmarked since 2015 in the Sheringham Development Plan. KR explained that a feasibility study would need to take place, the cost of which (£5000) would be shared by NNDC and the school.</p> <p>LS advised that conversations were also had with Douglas Robb of Gresham’s School who provided helpful advice on private funding sources. The project could therefore be funded through NNDC, Synergy and private sector funding. It was noted that James Dyson is actively supporting projects in Norfolk and could be approached.</p> <p>The Headteacher advised that the Chair of the Trust had been approached regarding funding the feasibility study. The outcome was negative due to the cost and the lack of guarantee that anything would come of the project.</p> <p><b>Governors questioned the validity of this view, and also suggested that the school was in a good position financially.</b> The Headteacher reported that discussions had been held with David Hicks about using our own funds to upgrade the school’s facilities and confirmed that a budget existed for this.</p> <p><b>JH presented a parent’s perspective, indicating that the sports facilities and changing rooms are currently not fit for purpose. JH noted that the NNDC are very enthusiastic and that the benefits of such a project would be huge not just for the school but for the local area. Governors felt that this could attract more students, sixth formers and that it would be good for the community. KY highlighted a wellbeing issue with substandard changing</b></p>	



rooms and communal showers that have not been used in years. Governors agreed that the facilities need to be fit for purpose for the future, and that they are fully supportive of the project.

Governors asked about the level of support from the PE department. The Headteacher reported that they are very energetic about the prospect of improved facilities. LS noted that one teacher put together a short presentation for NNDC, which will be shared with governors. Governors agreed this project is worth pursuing. JH noted he has experience of putting together grant applications and would be willing to support DH with this.

**Agreed next steps:**

**AR WILL MAKE CONTACT WITH KARL REID TO DISCUSS (7/2/22)**

AR

**9. GOVERNOR SOCIAL 3<sup>RD</sup> FEBRUARY**

	ACTIONS
Confirmed as afternoon tea at the Dales at 4.30pm. AR TO BOOK	AR

**10. CORRESPONDENCE WITH THE TRUST**

	ACTIONS
None.	

**11. A.O.B.**

	ACTIONS
<p><b>Finance:</b> JH flagged his disappointment at not having received the monthly accounts from DH as promised, despite various attempts to communicate with the finance department. JH felt that it is not his role to be chasing the finance officer.</p> <p>AR apologised but wanted all to be aware that we are in the hands of the Central Finance Team as regards information sharing but will discuss this with DH at a meeting on Tuesday.</p> <p>It was agreed to add finance to the agenda as a standing item.</p> <p><b>AR will discuss this with DH at a meeting on Tuesday.</b></p>	AR
<p><b>Effective governance:</b> Governors asked that at the end of each meeting an assessment of the meeting is taken regarding its success, effectiveness of the board and whether any challenge has been made. It was agreed to add this the end of each agenda</p>	SR
<p><b>Gresham’s invitation:</b> LS reported an open invitation from Douglas Robb at Gresham’s for HODs to contact their counterpart at Gresham’s to arrange a visit. For example, it was suggested that a group could go over to the Dyson building for a robotics session, or use of the outdoor facilities could be made. It was noted that James Dyson did want the facilities to be enjoyed by the local community especially other students. Governors felt that this was a useful opportunity for Sheringham students.</p>	



<b>AR to advise HODS to encourage contact and participation.</b>	<b>AR</b>
<b>Training:</b> Governors felt that the new online training facility Modern Governor was not user friendly and that it was difficult to find useful courses. The Clerk was asked to put together a list of appropriate training modules to assist governors.	<b>SR</b>
<b>Ofsted:</b> Governors requested a workshop to discuss the document circulated by the Clerk on questions that Ofsted might be put to governors. AR advised that the SEF – which follows the new Ofsted framework - will be complete by February half term, and that this will serve as a good starting point. It was agreed to meet on <b>Thursday 17<sup>th</sup> March at 6pm</b> at school to hold this workshop.	
<b>Attendance: TB noted that Year 10 is a challenging year group and asked if there is something specific going on in that year group.</b> The Head advised that this year group has been hit hardest by the pandemic. It is noted that this is not a cohesive year group and is fragmented in terms of friendship groups. AR acknowledged that there are some able students but that the lower half can be challenging. Interventions carried out thus far include a team building day at Hautbois outward bound centre in September which was a success. In addition, Year 10 was the first year group to return in the staggered start. Covid catch up funding was used to bring in external provision to look at study skills, motivation, ability to organise and coping strategies. The day was a success with effective collaboration and cooperation from the students. Further interventions are planned for the SMSC day in April.	

With no other business, the Chair closed the meeting at 19:45

**Date of next meeting: Thursday 24<sup>th</sup> March at 18:00**

**Ofsted workshop: Thursday 17<sup>th</sup> March at 18:00**