



Local Governing Body Meeting

Thursday 12th May 2022 18:00

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

Laura Sayer – Chair LS
 Andrew Richardson- Head AR
 Jonathan Hendry JH
 Alex Steward AS
 Becky Shepherd RS

ATTENDING

Sarah Rankin – Clerk SR
 David Hicks DH

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
LS chaired the meeting and welcomed governors and David Hicks, CFO. There were apologies from John Hannington, Tom Burnett, Kate Yarbo and Kate Davis. There were no declarations.	

2. MINUTES OF THE MEETING OF 24th MARCH 2022 – ACCURACY

	ACTIONS
The minutes were checked for accuracy and approved.	

3. BUDGET - DH

	ACTIONS
DH presented the March accounts to Governors and drew attention to the following: <ul style="list-style-type: none"> • Income 62% as expected. • Supply costs – a challenge across the whole Trust. • Staff development – overspend. Includes post Covid issues training and refresher exam board training. • New financial management system Hoge 100 being introduced in September. • Other professional fees – includes payroll, governor services, LA services such as Evolve and exclusions. 	



<ul style="list-style-type: none"> • GAG – 5% allocated as top slice for the Trust to provide key services such as finance, HT, school improvement, IT, central premises team, site team training, GDPR, legal cover. • Staffing costs – high at SHS due to experienced staff at the top of their pay scales. In contrast with retention, recruitment of staff is a major challenge due to the geographical location of the school and the current reluctance of colleagues to make career moves. 	
<p>Budget 2022-2023</p> <p>The draft 3-year budget was reviewed by Governors. DH confirmed that the figures for 2022-23 are based on the census carried out in October 21. The following 2 years are forecasts which show the direction of travel. DH advised that staffing costs have been increased as per the government recommendations, and that other expenses have been increased by the rate of inflation, with oil and gas increased by 50%. It was noted that when experienced teachers retire, money will be saved with the possible recruitment of younger less experienced staff.</p>	
<p>The Chair thanked DH for his input. DH left at 19:25.</p>	

RS arrived at 7.30pm

4. Headteacher’s report

	ACTIONS
<p>The Headteacher presented the HT’s report. The following was noted:</p> <ul style="list-style-type: none"> • 700 students currently on roll. • 3 Ukrainian students will be joining the school, in additional to several managed moves. • Exclusions – still under national average. Minor behavioural issues seem to be increasing post Easter but measures in place to address this. • Attendance is above national average and is celebrated. • Covid related absence is no longer coded separately, so is affecting attendance figures. • Staff absence – fewer Covid related absences due perhaps to less testing and more resilience. • Change to PE kits following the governments uniform affordability charter. Stevensons will be hosting a pop-up shop in July. 	
<p>Sixth form:</p> <ul style="list-style-type: none"> • Numbers continue to be a concern. 83 applicants for September, 49 first choice. • RE and MFL no longer offered due to lack of interest. For some subjects (PE, sports science, further maths, computing and media) years 12 and 13 are taught together due to low numbers. This presents challenges for the teaching staff. 	



<p>Year 11 Data: Governors were encouraged to compare current TPG data with that of 2019. AR flagged the growth of the disadvantaged gap, which reflects the national picture.</p>	
<p>Events: SMSC Day 2 received very positive student feedback. SMSC week scheduled w/c 11th July. Year 7 parents' evening – poor attendance at 50%. AR felt that remote access to parents' evenings might discourage attendance. Staff will be canvassed for their opinion on School Cloud vs face to face parents' evening. Governors asked what follow up is carried out for those parents who do not attend. AR confirmed that all parents are contacted by email or phone if possible. Year 8 pathways now live, reflecting a broad and balanced curriculum.</p>	
<p>Staffing:</p> <ul style="list-style-type: none"> • Careers – VR is moving to Sheringham full time (0.9FTE) from 20th June to allow for a full handover from TD. • New appointments for Computing/iMedia, and Psychology and Criminology. • Live ads for maths and science. • R&R is being added to the posts to attract a wider field. <p>Governors asked about progress with the maths vacancy following on from FH's comments at the presentation of the Department Review from March. The headteacher demonstrated how staffing can be tweaked to allow solutions to be found, and that the Head of Department is actively involved in discussions. Governors asked how the impact of tweaks and adjustments can be measured. AR advised that impact will be measured through data and behaviour tracking.</p>	

5. DEPARTMENTAL REVIEWS – GEOGRAPHY AND SCIENCE

	ACTIONS
<p>Science departmental review: Governors received this in advance of the meeting. Governors asked for clarification on what 'no pattern of progress' means. AR advised that this means there is no discernible trend for SEND students. It was agreed that this needs focus, and that the SEND strategy in science should be a target. Governors asked if there are links between the science departments of the schools within the Trust. The Headteacher advised that this depends on the member of staff. For example a member of staff who has come to SHS from Reepham maintains strong links but that pre-Ofsted support for Science depts. at Stalham and Sheringham has been arranged with Litcham High.</p>	
<p>Geography departmental review: this was only received shortly before the meeting, so it was acknowledged that Governors may not have had time to digest its contents. AR noted dynamic and energetic staff, who recognised the scheme of work needs to be modernised.</p>	



6. SAFEGUARDING

	ACTIONS
To be discussed at a separate meeting on 19 th May.	

7. GOVERNANCE

	ACTIONS
Monitoring:	
Careers: JH reported on a very positive and insightful visit to the careers team on 28 th April. A detailed report was circulated to Governors in advance of the meeting. AR passed on the careers team’s thanks to JH for his input and encouragement.	
Staff workload and wellbeing: RS discussed the feedback from the recent survey. Fewer returns were received compared to the previous survey carried out during the pandemic. Staff morale seems generally positive. Twilight sessions focussing on department time has been really appreciated and found to be very valuable. The wellbeing week was well received, and there was a real ‘buzz’ in the staffroom. Workload continues to be an issue across the board. RS considered whether PPA time could be taken at home or off site. AR observed that he has raised flexible working with the CEO and that the possibility of this is currently being explored.	

8. POLICIES

	ACTIONS
The following policies have been approved by the Trust and circulated to Governors for information only. <ul style="list-style-type: none"> • ECT Induction • Online Safety • Statement on the Recruitment of Ex-Offenders • Time off for Training or study • Exclusion policy 	

9. UPDATE ON SCHOOL SPORTING FACILITIES

	ACTIONS
No update received. AR to chase viability study with Colin at the NNDC who has taken over from the previous colleague.	AR

10. CORRESPONDENCE WITH THE TRUST



	ACTIONS
None.	

11. MATTERS ARISING

	ACTIONS
Finance: JH will be meeting with RM on 26 th May and will report back to the next LGB.	JH
Lost learning evaluations: These have been completed and will be circulated.	AR

12. EFFECTIVE GOVERNANCE SELF ASSESSMENT

	ACTIONS
<p>Governors discussed the LGB’s performance. It was agreed that, although no decisions had been made tonight, plenty of challenge had taken place. A very detailed discussion on finance has been particularly valuable.</p> <p>Governors considered their relationships with other local LGBs. It was noted that a good working relationship with the recently formed LGB at Stalham is being forged.</p> <p>Governors asked whether a culture exists for open conversations to ensure effective governance. This was agreed.</p>	

13. A.O.B.

	ACTIONS
AS invited Governors to attend a visit by local author Elly Griffiths on 7 th June at 9.15.	
Cyber security: LS flagged the current wave of scams and hacking that is taking place nationally and encouraged vigilance. AR described a recent hack on his computer, and noted that additional security is now in place. ICO informed.	

14. EXEC HEAD/SLT CHANGES

	ACTIONS
<p>AR advised that the new SLT structure approved by the Trust is as follows: Executive Head: AO Senior Deputy Head – post circulated internally Deputy Head – post circulated internally Assistant Head 2 x additional Assistant Heads – secondments from middle leadership. ‘Part time’ and initially time-limited roles (6 periods per week off timetable). Focus to be confirmed.</p> <p>JH questioned the rationale for appointing temporary roles, citing cost implications and current workload of middle leadership. The need for an Exec Head for just 2 schools was also queried. AR advised that a new Assistant Head has been budgeted for for 2023. AR noted that the new structure will be comparative with the SLT structure across the Trust.</p>	SR



Clerk to circulate job descriptions for the Senior Deputy Head and Deputy Head.	
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With no other business, the Chair closed the meeting at 20:20
Ofsted prep safeguarding meeting Thursday 19th May at 18:00
Date of next LGB meeting: Thursday 7th July at 18:00