



## Local Governing Body Meeting

Tuesday 21<sup>st</sup> March 2023 18:00

### MINUTES

#### MEETING HELD IN THE LIBRARY

#### PRESENT

John Hannington - Chair                    JPH  
 Alastair Ogle - Exec Head                AO  
 Kate Davis                                        KD  
 Martin Langsdon                              ML  
 Danielle Lloyd-Edwards                 DL-E  
 Becky Shepherd                                RS  
 Alex Steward                                    AS

#### ATTENDING

Sarah Rankin – Clerk                      SR

#### ACTIONS challenges DECISIONS

#### 1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors to the meeting. There were no apologies and no declarations.	

#### 2. MINUTES OF THE MEETING OF 19<sup>TH</sup> JANUARY AND MATTERS ARISING

	ACTIONS
The minutes of the previous meeting were approved.	
<b>Matters arising:</b> <i>Parents' evenings:</i> these will return to face to face meetings from September.	
<i>Safeguarding: child sexual exploitation.</i> The Exec Head reassured Governors that the school is aware of the issues and dealing with them in an appropriate way.	
<i>Trust-wide training:</i> JPH advised he is unable to attend the Risk Management session for Chairs on 9 <sup>th</sup> May.	
<i>Policies:</i> it was agreed that Governors need enough time to review these to enable discussion at the next meeting.	

#### 3. EXECUTIVE HEADTEACHER'S REPORT

	ACTIONS
The document Sheringham on a Page was circulated in advance of the meeting. The following was discussed:	
<b>Attainment figures:</b> The predicted attainment figures were explained to Governors which use the new ALPS system which maps the progress of individual students from their starting point (SATS). AO explained that this comparative tool is used and recognised nationally and	

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<p>allows staff to drill down to each student to see progress and live data. This enables support to be targeted. FFT (Fisher Family Trust) has been purchased to benchmark against national data. P8 currently just below the national average. <b>Governors asked if the predicted grades are reliable.</b> The Executive Headteacher advised that staff are getting used to the new system, and that departments are being monitored on assessment to check for accuracy in predicted grades. It was agreed that in time this will be a very beneficial and informative system.</p>	
<p><b>Attendance:</b> overall figure currently at 89.3% which is just below the national average. The challenge of attendance nationally post-pandemic was acknowledged. The Executive Headteacher reported that an attendance self-evaluation will take place next term. It was agreed that JPH will join the meeting with AO and BP and report back to the LGB.</p>	<p>JPH</p>
<p><b>Sixth Form:</b> Target of 75 students for 23-24. Current applications suggest an intake of between 65 and 75.</p>	
<p><b>Budget Summary:</b> the following was highlighted:</p> <ul style="list-style-type: none"> <li>• pay rises have not been budgeted for</li> <li>• GAG for 23-24 not received yet</li> <li>• Sixth form - £40K increase for 23-34</li> <li>• IFCP (Integrated Curriculum and Financial planning) – the DfE has been encouraging schools to use this tool to evaluate the cost effectiveness of their curriculum. This is being trialled at SHS.</li> </ul>	
<p><b>Ofsted preparation:</b> AO reported that lots of discussions are being held with HODS particularly around subject knowledge and adaptations for SEND. The Inspection data Summary Report (ISDR) was circulated to Governors for information, and it was noted that Ofsted inspectors will receive this in advance of the inspection. <b>Governors flagged the high number of suspensions and asked if numbers have risen nationally.</b> This was confirmed. AO noted that Ofsted will check the appropriateness of exclusions. AO noted that a SEF is in process and will include the previous Ofsted recommendations.</p>	
<p><b>Curriculum and staffing:</b> The curriculum staffing spreadsheet was shared with Governors. This new document shows all teaching hours and commitment. The Executive Headteacher flagged the following changes to the curriculum:</p> <ul style="list-style-type: none"> <li>• the carousel will no longer operate from September to allow those subjects to be studied all year.</li> <li>• PE is back to the recommended 4 periods per fortnight</li> <li>• RS, Self and Society reduced to 3 periods per fortnight</li> <li>• Computer studies increased to 2 periods per fortnight.</li> <li>• More classes in DT and science due to health and safety considerations</li> <li>• Some students will be removed from language lessons for extra literacy if needed.</li> <li>• Language options: French, German or both</li> <li>• Year 12 new options: drama, French, German, motor vehicle studies, RS and music confirmed. Spanish a possibility.</li> <li>• EPQ will timetabled next year</li> <li>• Enrichment programme being developed for the 6<sup>th</sup> Form.</li> </ul> <p><b>Governors were impressed by the document and asked if it is a new piece of software.</b> It was confirmed that this has been brought to the school from the Exec Head’s previous</p>	



position. <b>Governors asked if a geography teacher has been lost.</b> The Exec Head advised that a non-specialist has been teaching geography. RS shared the staff's reaction to the new curriculum reporting that staff are really pleased to be teaching subjects that they are specialists in.	
<b>Recruitment:</b> AO advised that the new post of Assistant Headteacher is being advertised to replace the 3 current secondments. It was explained that the current members of staff on secondment do not have time to be active members of the SLT.	

**4. SAFEGUARDING**

	ACTIONS
<p><b>Safeguarding audit:</b> This took place on 6<sup>th</sup> March at the request of AO, by experienced NCC Safeguarding Advisor Lucy Canning. The report was circulated to Governors in advance of the meeting. It was noted that this deep dive looked at safeguarding in more depth than Ofsted will, who will judge the culture of safeguarding at the school.</p> <p>The safeguarding action plan was reviewed, with the Executive Headteacher noting there were no surprises regarding the recommendations. It was agreed that this should remain a standing item on the LGB agenda until completion to allow Governors to monitor.</p> <p><b>Governors discussed and noted Action Point 6:2</b> <i>Although there is member of the Local Governing Board assigned to champion safeguarding, all members have responsibility for safeguarding. Therefore, it is advised that members are encouraged to comment upon, ask questions or provide challenge regarding the content of the safeguarding reports shared and this is minuted to demonstrate that DSLs are being effectively held to account in their role.</i></p> <p><b>Governors raised the difficulty in challenging the school on safeguarding issues and asked for advice.</b> AO agreed to source a list of potential questions the LGB can ask the Head regarding safeguarding.</p>	AO
<b>SCR check:</b> Report from 16 <sup>th</sup> March circulated in advance of the meeting. There were no questions from Governors.	
<b>Chair's safeguarding report:</b> circulated in advance of the meeting. There were no questions from Governors.	

**5. INFORMATION DISSEMINATED FROM THE TRUST BOARD**

	ACTIONS
<b>CEO's resignation:</b> Governors were saddened to hear that RM will be leaving the Trust and felt the need for the new appointee to continue his vision and ethos. It was agreed that RM should be invited to a meeting before the end of the academic year.	SR

**6. POLICIES AND DOCUMENTS**

	ACTIONS
The following Trust approved policies were noted for information only Trust policies for information only:	

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<ul style="list-style-type: none"> <li>• Code of conduct for staff</li> <li>• Harassment and bullying policy</li> <li>• Procedures for dealing with allegations of abuse against teachers and other staff</li> <li>• Whistleblowing policy and procedure</li> </ul>	
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**7. GOVERNANCE MATTERS AND MONITORING**

	ACTIONS
<p><b>SEND report:</b> ML gave a verbal report on his recent meeting with the SENDCo (Rachel Harding) and the Assistant SENDCo (Kate Tuck). The meeting included discussion of the following:</p> <ul style="list-style-type: none"> <li>• SEN building</li> <li>• Staff team</li> <li>• Effective system of identifying SEND students in their lessons</li> <li>• Creation of new SEND register</li> <li>• Differentiated learning</li> <li>• EHCPs</li> <li>• Simba, therapy dog.</li> <li>• SENDCo’s workload which includes LAC and post LAC students.</li> </ul> <p>AO raised the additional challenge of the new County system regarding applying for student funding. It was noted that now referrals have to be written for each child needing SEND. With the amount of SEND need increasing this new system is making applying for funding more challenging.</p>	
<p><b>Website compliance:</b> This will be undertaken by the Clerk as requested from the Trust, with the help of JPH.</p>	SR/JPH
<p><b>Governor attendance at school events:</b> KD will attend the Personal Development Day in April, as well as the Years 7-10 awards evening in June and the visit of Deputy Chief Constable Megicks in April.</p>	
<p><b>Link Governor role descriptions:</b> These were approved.</p>	
<p><b>Succession planning/Vice Chair:</b> Discussed but unresolved. To remain on the agenda.</p>	
<p><b>Ofsted preparation for Governors:</b> It was agreed that a folder including key documents will be put together by the Clerk in preparation for the visit. AO will send dates for Governor practice interview.</p>	SR AO

**8. INFORMATION FOR THE TRUST BOARD**

	ACTIONS
None.	

**9. CHAIR’S BUSINESS/CORRESPONDENCE**

	ACTIONS
Nothing to report.	



10. ACTION LOG

	ACTIONS
Updated and actioned.	

11. DATES AND TIMES OF NEXT MEETING

	ACTIONS
It was agreed to meet at 4.45pm at the next meeting on 16 <sup>th</sup> May to give Governors time to get home to log on to the Trust-wide training. Rearrangement of the final meeting date of the year still under discussion.	

12. A.O.B.

	ACTIONS
<b>Management information system:</b> AO advised that the Trust has been looking at an alternative to the current MIS (SIMMS). A decision has been made to move to a system call Arbour from September (with SIMMS remaining in place in the background for 3 months). AO advised that he has seen this system in action and has been impressed by what he has seen. The challenge of the job was acknowledged with a vast amount of data needed to be transferred across to the new system. AO advised that staff training could be carried out on an additional INSET day.	
<b>Quiz and chips:</b> RS invited Governors to attend the Quiz and Chips fundraising event being held on 30 <sup>th</sup> March, raising money for the Year 13 Prom.	

With no other business, the Chair closed the meeting at 20:05

**Date of next LGB meeting: Tuesday 16<sup>th</sup> May at 4.45pm**