



Local Governing Body Meeting

Monday 17<sup>th</sup> July at 1800

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

ATTENDING

Martin Langsdon – Vice-Chair	ML	Sarah Rankin – Clerk	SR
Alastair Ogle - Exec Head	AO		
Kate Davis	KD		
Alex Steward	AS		

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Vice-Chair welcomed Governors to the meeting. There were apologies from JPH and RS. There were no declarations. The meeting was confirmed as quorate.	

2. MINUTES OF THE MEETING OF 16<sup>th</sup> MAY AND MATTERS ARISING

	ACTIONS
The minutes from the meeting of 16 <sup>th</sup> May were approved for accuracy.	
<b>Matters arising:</b> None not covered by the agenda.	

3. EXECUTIVE HEADTEACHER’S REPORT

	ACTIONS
<p>Governors reviewed the Sheringham on a Page document. The following was discussed:</p> <ul style="list-style-type: none"> <li>SIDP priorities will be updated for September</li> <li>Budget: AO gave assurance that the budget has been scrutinised line by line by the Head and the Trust to ensure accuracy. Errors in the previous budget have been corrected. Monthly reports are being received and monthly meetings being held with the Trust. AO is confident that the budget is accurate following this useful exercise which has allowed him to understand the budget needs of the school. It was noted that the Finance Team have been receiving Trust support.</li> </ul> <p><b>Governors asked for clarity over situations which affect the budget after finalisation, such as late arrivals with EHCPS where additional staff are needed.</b> AO advised that the school can only take students with complex needs with the appropriate support being in place. However, it was clear that NCC are currently overwhelmed given that SRBs and specialist provision are full, and that SHS may be allocated students last minute. It was noted that</p>	



<p>new SRBs are opening in North Walsham and at Alderman Peel next year which will ease the situation locally. It was also noted that parents of children with EHCPs are able to choose the school for their child. Governors acknowledged the challenge of budgeting for high need children.</p> <p>AO advised that TAs will be used more effectively next year, on full time contracts where possible. Three subject specific TAs will be identified and allocated across the school as need requires.</p> <ul style="list-style-type: none"> <li>• Progress scores: fluctuations flagged as staff are still getting used to the newly introduced ALPS system.</li> <li>• P8 scores at 0.21, above the national average.</li> <li>• SEF grade Good across all categories.</li> </ul>	
<p><b>Ofsted report:</b> received, still draft and confidential. External validation of the school’s performance has been very well received. It was hoped that this will be approved and circulated to parents and staff before the end of term. AO will write in the August issue of local publication <i>Just Sheringham</i>. <b>Governors asked that a piece be put in the <i>Sheringham Independent</i> as well.</b></p> <p>Areas flagged for development were discussed. <b>Governors asked how 6<sup>th</sup> Form attendance is currently reported and chased up.</b> AO explained that the new Management Information System being introduced in September will improve this, with all students having their bespoke timetables uploaded and individual swipe cards will aid automatic calculation of attendance. Governors acknowledged this will be a vast improvement on the current complex system. <b>Governors asked how 6<sup>th</sup> Form attendance is monitored.</b> AO advised that the Attendance Team will monitor with first day calling home and follow up.</p>	
<p><b>Staff Structure:</b> shared with Governors. It was noted that PA to the Executive Head VC is leaving the school to become the PA to the CEO of the Trust. The new post holder will provide some much-needed admin support to DH and BP. Current vacancies and new roles were noted.</p> <p>AO advised that the new CEO will be registering the Trust as an accredited sponsor to allow it to recruit teachers from abroad. It is hoped that this will ease recruitment challenges.</p>	
<p><b>SEN update:</b> circulated in advance of the meeting. It was noted that SEN came out strongly during the Ofsted inspection. 88 children currently on the SEN register, with 14-15 pupils with EHCPs from September. AO advised that the model created by RH will be implemented at Stalham. Governors acknowledged the value of shared expertise between the two high schools.</p>	

**4. SAFEGUARDING**

	ACTIONS
<p><b>Safeguarding Report for Governors:</b> Governors reviewed the safeguarding report to governors. There were no questions. Attention was drawn to the table of reflection pointers for governors on page 16 of the report, and it was suggested that governors reflect on these questions to discuss at the next LGB. Given that all governors are responsible for safeguarding, this was deemed a sensible idea. BP was thanked for his hard work putting this comprehensive document together.</p>	<p>ALL</p>
<p><b>Safeguarding action plan:</b> Outstanding actions noted as follows:</p> <ul style="list-style-type: none"> <li>• Staff Code of Conduct – the Trust will action this.</li> </ul>	



<ul style="list-style-type: none"> <li>• SEN base. Refurbishment of the building and relocation of site manager and caretaker taking place this summer.</li> <li>• Risk Assessment for D&amp;T currently being actioned by HOD</li> </ul>	
<b>Data:</b> 2579 reports from staff were recorded during the current academic year. One referral to LADO (in August). No concerns regarding safeguarding processes.	
<b>SCR:</b> status update provided by VC. AO carries out checks every half term.	
Governors were invited to attend the school safeguarding training taking place on <b>Monday 4<sup>th</sup> September at 0930</b> . This will last approximately 1.5 hours.	<b>ALL</b>

## 5. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	<b>ACTIONS</b>
<ul style="list-style-type: none"> <li>• Trust Inset day confirmed as <b>Tuesday 5<sup>th</sup> September</b> at Reepham school. Governors were invited to attend.</li> <li>• AS and KD gave positive feedback on the Trust event held on Wednesday 5<sup>th</sup> July where Governors were made to feel highly valued.</li> </ul>	

## 6. POLICIES AND DOCUMENTS

	<b>ACTIONS</b>
<p>The following policies were reviewed and ratified by Governors:</p> <ul style="list-style-type: none"> <li>• Attendance Policy – county policy. No fundamental changes</li> <li>• Sheringham H&amp;S policy</li> <li>• Uniform policy – will be circulated to all parents tomorrow.</li> </ul> <p>It was noted that the draft uniform policy was circulated to Year 6 parents prior to the transition evening. Three comments were received. It was confirmed that Kicker shoes will be allowable, and that pupils will be allowed to remove their blazers in class. AO advised that a lot of positive comments have been received. Governors were reminded that the new uniform is not compulsory for years 8 and 9, but were advised that 50% of parents have asked for the new uniform from September. It was confirmed that all pupils' first blazer will be free. Supplier was confirmed as Stevensons in Norwich, however talks are in progress with new supplier Birds in Dereham, who offer online orders with free delivery to school. This will offer parents choice of supplier.</p> <p>Trust policies for information only:</p> <ul style="list-style-type: none"> <li>• Health and Safety policy and template</li> <li>• Scheme of Delegation 23-24</li> <li>• Scheme of Delegation introduction</li> <li>• Suspension and Permanent Exclusion</li> <li>• Synergy Local Body Overview 23-24</li> </ul> <p>No issues raised.</p>	



7. GOVERNANCE MATTERS AND MONITORING

	ACTIONS
<b>Attendance:</b> the report from JPH’s meeting with AO and BP was circulated in advance of the meeting, along with data on reduced timetables in place for certain pupils. Governors noted the positive strategies in place to support children who are struggling. No questions on attendance.	
<p><b>Governor monitoring programme:</b> Completed. The Clerk reported 43 visits by Community Governors this academic year in addition to LGB meetings. Governors were thanked for their huge contribution to the life of the school.</p> <p><b>Governors raised the monitoring of Pupil Premium.</b> It was confirmed that this is reviewed in September with the strategy published on the website. It was noted that a Link Governor for PP is not a statutory requirement, however the LGB can decide to allocate responsibilities as they see fit.</p> <p><b>Governors flagged the literacy newsletter and asked whether Pippa will have additional time allocated for the new academic year.</b> This was confirmed. KD confirmed that she will continue to meet with Pippa on a termly basis and will discuss the newsletter font with her. It was noted that Pippa is pleased to receive governor support.</p> <p><i>New Library Management System:</i> Governors noted the value of being able to monitor what PP pupils are reading.</p> <p><i>SEND awareness day:</i> ML reported on participation at three excellent sessions put on for Year 8 students with pupils from Woodfields school also in attendance. Governors were delighted to see the school developing a culture of inclusivity.</p>	

8. INFORMATION FOR THE TRUST BOARD

	ACTIONS
None.	

9. CHAIR’S BUSINESS/CORRESPONDENCE

	ACTIONS
None.	

10. ACTION LOG

	ACTIONS
Updated and completed.	

11. DATES AND TIMES OF NEXT MEETING

	ACTIONS
<p>Dates for the autumn term confirmed as:</p> <p>Tuesday 26<sup>th</sup> September at 5pm</p> <p>Tuesday 28<sup>th</sup> November at 5pm followed by the LGB self-evaluation.</p>	SR



<p>Governors will be circulated the self-evaluation documentation in advance of the meeting to ensure efficient running of the session.</p> <p>A joint meeting with the Stalham LGB was discussed. Governors felt this might be beneficial in the Spring term.</p>	
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## 12. A.O.B.

	ACTIONS
<p><i>Work experience:</i> AO reported the newly introduced work experience for Year 10s a huge success with plenty of positive comments from employers and parents.</p>	
<p><i>Norfolk Teacher Training Centre (NTTC):</i> AO advised that SHS will be the lead school, and that all trainees will undertake professional development on site. Although it was noted that there is no financial benefit to the school, the value of future students familiarising themselves with the school was acknowledged for future recruitment. SHS staff will also benefit from accessing training put on by NTTC.</p>	
<p><i>Awards evening:</i> This took place on 13<sup>th</sup> July at St Peter’s Church and was deemed a huge success with a packed venue and musical entertainment. Governors enjoyed the inclusivity of the event where the focus was not just on the top students. It was noted that not all students attended to receive their prizes despite having attended the practice session.</p> <p><b>Governors asked whether support could be given to disadvantaged students to attend in future.</b> Governors agreed it was good to see the school out in the community and noted that staff felt real pride to be part of the school. AO recognised the huge amount of work put in by Dawn Hollidge to ensure the smooth running of the event.</p>	
<p>The Executive Headteacher thanked Governors for all their support and commitment during this academic year.</p>	

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

**Date of next LGB: Tuesday 26<sup>th</sup> September at 5:00pm**