



Local Governing Body Meeting

Tuesday 21st May 2024 at 5pm

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

John Hannyngton	JPH
Alastair Ogle - Exec Head	AO
Kate Davis	KD
Martin Langsdon	ML
John Perrem	JP
Rebecca Shepherd	RS
Alex Steward	AS
Rachel Welch	RW

ATTENDING

Sarah Rankin – Clerk SR

ACTIONS challenges DECISIONS

1. WELCOME AND APOLOGIES

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

2. DECLARATIONS RELEVANT TO THE AGENDA

	ACTIONS
There were no declarations.	

3. MINUTES OF THE MEETING OF 26th MARCH AND MATTERS ARISING

	ACTIONS
The minutes from the meeting of 26 th March were approved for accuracy.	
Matters arising: None not covered by the agenda.	

4. EXECUTIVE HEADTEACHER’S REPORT

	ACTIONS
<p>Sheringham on a page: circulated in advance of the meeting. The following was discussed:</p> <ul style="list-style-type: none"> • Predicted progress score shows a positive picture. The challenge for staff in predicting grades accurately was acknowledged, given that grade boundaries change. • Boys are making greater progress than girls • ALPS is successfully allowing for instant monitoring 	



<ul style="list-style-type: none"> Incident monitoring: reduction year on year demonstrates a changing culture at the school. <p>Governors noted the significant reduction in the number of incidents of varying nature and asked for reassurance regarding the accuracy of staff recording. AO advised that all staff are consistent with their approach and that the reduction is due to a better understanding by students of behaviour expectations.</p> <p>Governors queried the lack of attendance data for years 12 and 13. AO advised that due to a technical issue no data is currently available. This is being worked on and will be circulate to Governors in due course.</p> <ul style="list-style-type: none"> Numbers on roll decreasing from September, with 125 leaving year 11 and 100 incoming year 7. A significant impact on the school budget for 2025-26 was acknowledged. <p>A discussion was held regarding the last-minute cancellation of the Assistant Head interviews at SHS. It was explained that this was due to a significant decrease in Trust surplus funds, due largely to rising staff and energy costs. It was noted that the Trust can no longer justify the appointment of an Assistant Head. The Governing Body shared the Executive Head’s disappointment, and recognised that the SLT at SHS is already at capacity and very stretched. The Executive Head reported that a meeting was held with DH today to look at other ways of increasing capacity in the SLT which may be through the creation of TLR opportunities for existing staff. AO confirmed that staff have been informed and that there are concerns. Governors acknowledged the financial challenges facing the Trust and understood that this is very much a national picture with schools struggling with falling rolls. JP observed that Sheringham Primary has moved in recent times from a 3-form entry in reception to mixed year group entry in September 2024 combining reception and year 1. Governors appreciated that this will be an issue for the high school in 6 years’ time. Governors expressed concern at the eleventh-hour decision to withdraw the AHT post and felt that this may lead to significant reputational damage for the school and the Trust as well as having a negative impact on staff morale. The Governing Body agreed there is a lack of transparency with regard to school finance with the Board have little oversight of the financial situation. The Clerk advised that it was agreed at the last Chairs’ meeting that governing boards will receive regular one-page summaries of school finances from September. Governors requested that a statement be sought from the Trust to provide assurance that the situation is under control and that plans are in place to secure the school’s future. Transparency regarding the monitoring of Trust finance was also requested. THE CHAIR TO RAISE THIS AT THE NEXT CHAIRS’ MEETING. Governors asked if there will be any further impact on the staffing structure and the school going forward. AO confirmed that the capital budget is protected and unaffected. The Executive Head advised that a meeting is being held with the Estates department next week to formalise a three year plan. It was also noted that a new budget monitoring programme has been introduced (IMP) which looks promising and helpful.</p>	<p>JPH</p>
<p>Sixth Form: AO reported that 70 students are predicted for Year 12. The high cost of running the Sixth form was discussed. The Executive Head reassured Governors that the Trust are committed to keeping the Sixth Form open. Low uptake for some courses was noted. RS stressed the need to open up recruitment and tap into Cromer Academy and other schools. It was suggested that schools should be targeted throughout the year. Travel assistance could be provided given the success of recruiting 8 students from Alderman Peel</p>	<p>AO</p>



where a minibus has been arranged. The demand for vocational courses was acknowledged with students currently having to travel to City College to meet need. A PLAN FOR SIXTH FORM WILL BE BROUGHT TO THE NEXT LGB MEETING.	
Staffing Structure: AO reported on a positive picture for September. The following was noted: <ul style="list-style-type: none"> • Maternity cover for music has been appointed • ESOL teacher for Ukrainian students will remain, despite funding being removed. • New post: DofE co-ordinator, following success of the new programme. • Literacy co-ordinator – vacancy Governors asked for clarity on the difference between a literacy coordinator and the Head of English. AO explained that the co-ordinator works across the whole school, and closely with the HOD.	

5. SAFEGUARDING

	ACTIONS
A report from BP was received in advance of the meeting. There were no questions from Governors. The Clerk confirmed that governor safeguarding training is all up to date. It was confirmed that governor training needs to be refreshed every 2 years.	

6. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
None.	

7. POLICIES AND DOCUMENTS

	ACTIONS
Lockdown shelter procedure: this draft document was shared with Governors. AO advised that although this is not a required policy but it was deemed a sensible precaution to have one in place. Governors felt that in all likelihood the procedure would become a statutory requirement in the near future. The need to ensure all reasonable precautions to protect children and staff on site was underlined, particularly after the recent incident in Wales. The Executive Head advised that the site manager has been asked to check there are locks on every classroom door. Governors suggested that more clarity was required regarding the difference between lockdown and shelter, and more detail on the procedure. AO WILL UPDATE THE PROCEDURE, SHARE WITH STAFF AND BRING BACK TO THE LGB. Governors asked whether students will be made aware of the procedure and practice it. This was confirmed, and it was noted that the parents will also be informed about the procedure.	AO
Supporting Students with Medical Issues inc Diabetes Management: policy ratified by email. AO advised that there will be 12 children with diabetes at the school from September.	

8. GOVERNANCE MATTERS AND MONITORING



	ACTIONS
Tom Palmer Presentation: KD reported on a very valuable visit by video link by author Tom Palmer to Year 7. The author discussed the personal challenges he faced learning to read as a child and related really well to the students and was very enthusiastic.	
Mental Health and wellbeing meeting with Tash Drury: RW reported on a very positive meeting with Tash Drury. High numbers of students presenting with mental health needs was reported but this level is currently manageable. Year 11 and 13 are coping really well with exams. Breakfast is proving popular. The lack of a dedicated mental health policy was discussed. RW explained to Governors that currently mental health is only mentioned in the safeguarding policy. RW and TD felt that a dedicated mental health policy would allow the school to measure the effectiveness of the school’s approach and allow the team to set objectives for the coming year. RW observed that there is a lot of great work going on and that Tash is keen to develop this further to include school community-wide initiatives to include staff wellbeing as well as students. Governors and the Executive Head felt that a dedicated policy was a sensible idea and proposed that a working party be set up to develop this. The working party was confirmed as RW, TD and a member of sixth form staff.	
Careers fair: RS reported on a hugely successful careers event held at the beginning of term with 29 businesses in attendance. The school mindfulness coach provided a session from a career perspective which was appreciated. The need to increase student awareness of careers was stressed to include apprenticeships and CV writing workshops. Students interacted well with a lot of questions being asked. A gap year session was held with staff providing photos of how they spent their year to inspire students. Governors asked if this will be an annual event. This was confirmed with RS noting the benefit to building relationships with the businesses that attended this event. Governors suggested that year 11s could be involved in future events to raise aspirations and encourage them to stay on for the sixth form. This was agreed. RS suggested that all students should create a LinkedIn account to help them find opportunities. The Executive Head confirmed that following an extended period without a careers advisor, an appointment has been made and an advisor will be at school 2 days a week from September.	

9. INFORMATION FOR THE TRUST BOARD

	ACTIONS
Discussed above regarding finance.	

10. CHAIR’S BUSINESS/CORRESPONDENCE

	ACTIONS
None.	

11. ACTION LOG

	ACTIONS
Reviewed and updated. RW will submit an article for the summer High Tide.	

12. DATE AND TIMES OF NEXT MEETING

	ACTIONS



Tuesday 9 th July at 5pm	
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13. A.O.B.

	ACTIONS
None.	

With no other business, the Chair closed the meeting at 6.45pm

Date of next LGB: Tuesday 9th July at 5pm