



Local Governing Body Meeting

Tuesday 9th July 2024 at 5pm

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

ATTENDING

Martin Langsdon – Vice Chair ML
 Alastair Ogle - Exec Head AO
 Dawn Hollidge - Senior Deputy Head DH
 Kate Davis KD
 John Perrem JP
 Rebecca Shepherd RS
 Alex Steward AS
 Rachel Welch RW
 Amy Franklin AF

Sarah Rankin – Clerk SR

ACTIONS challenges DECISIONS

1. WELCOME AND APOLOGIES

	ACTIONS
The Vice-chair welcomed Governors to the meeting and introduced new governor AF. There were apologies from JPH.	

2. DECLARATIONS RELEVANT TO THE AGENDA

	ACTIONS
There were no declarations.	

3. MINUTES OF THE MEETING OF 21st MAY AND MATTERS ARISING

	ACTIONS
The minutes from the meeting of 21 st May were approved for accuracy.	
<p>Matters arising: <i>Trust financial position:</i> Governors asked for an update on the financial position of the school. The Executive Head reported that interviews for the CFO are being held tomorrow, and that a full report will be disseminated to governors shortly. New budget software is being introduced from September with training for all Heads scheduled for 25th September. Monthly management accounts will be circulated and greater clarity will be available going forward. It was agreed that finance be a standing item on the LGB agenda going forward. The new date for the Chairs’ meeting was noted as 17th July. Clerk to check whether JPH can attend, if not then the Vice Chair agreed represent the LGB.</p>	SR



<p><i>Lockdown Shelter Procedure:</i> The Executive Head confirmed that changes put forward by the LGB have been actioned and the procedure circulated to staff for comment. It was confirmed that the procedure will be discussed on INSET day in September and the procedure will be put in place.</p> <p><i>Literacy coordinator position:</i> DH advised that expressions of interest have been asked for with no candidate coming forward. A new member of the English department starting in September may be a potential applicant.</p> <p><i>INSET days:</i> confirmed as Monday 2nd and Tuesday 3rd September. DH confirmed that the programme will be finalised next week.</p>	
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4. EXECUTIVE HEADTEACHER’S REPORT

	ACTIONS
<p>Sheringham on a page: circulated in advance of the meeting. The Executive Head flagged the following:</p> <p><i>Numbers on roll:</i> currently 697 students. From September there will be 685 students. The reducing roll was discussed. Governors were reminded that funding for 2024-5 is based on the student census of September 2023. It was noted that every child brings in around £5,000 and that therefore the difference in funding is significant.</p>	
<p><i>Sixth form 2025:</i> a discussion was held over the future offer at the Sixth Form. Governors asked whether the new courses offered for 2024-5 have been of interest. The Executive Head advised that Travel and Tourism, Law and Politics have proved popular choices. It was confirmed that other courses have been cut due to lack of interest: MFL, Music and Drama. It was agreed that tough decisions have had to be made. Governors asked if staffing is in place for the new subjects. It was confirmed that existing teachers are being reskilled to teach these subjects. The challenge of growing the Sixth Form, reducing expenditure and attracting more students was discussed at length. The benefits of specialising was discussed. The challenge of limiting the offer was noted, with Governors in agreement that the offer needs to be wide enough to attract students. The Executive Head reported that a partnership has been formed with Advantage Rugby and North Norfolk Hockey with the aim of creating a centre of sporting excellence. In addition, it was reported that Cromer Academy are visiting the school next week to look at SHS’s art offer. Students from Wells are now offered a bus service to school. RS advised that work is taking place on enrichment, the extracurricular programme and PHSE in order to develop the sixth form experience. AO reported that a survey has been carried out with Year 11 students who are leaving the school. Some students wanted a change of setting, others wanted to study hair and beauty, construction, brick laying and electrical installation. It was noted that more students are taking up apprenticeships, and that T levels were tried last year but there was no interest. The Executive Head advised that discussions will be held with year 10 to gauge their areas of interest.</p>	
<p><i>Behaviour:</i> The Executive Head observed that behaviour has improved significantly with suspensions and behaviour incidents down. A cultural shift at the school was noted thanks to all the hard work and commitment put in by all staff on a daily basis. RW shared positive comments received from parents at social event in Norwich regarding behaviour of Sheringham students. AS reported back on the recent school trip to Norwich School, where the Sheringham students displayed exemplary behaviour and were the smartest of schools in their new uniform. It was agreed that the new uniform has contributed to the culture</p>	



<p>change. The Executive Head advised that classroom routines are being further embedded particularly around the narrow school corridors.</p> <p>The Awards Evening held yesterday was discussed and deemed a huge success where the students’ achievements were celebrated with the community.</p> <p>DH advised that a brochure is being put together detailing different areas of responsibility that students can work towards, with a range of badges to celebrate success. Governors agreed this is an excellent development and congratulated the school on the culture change.</p>	
<p><i>Attendance:</i> The attendance data was reviewed with the school average at 89.4%, just below the national average. Governors noted the drop in attendance as the year groups increase. The Executive Head advised that this reflects the national pattern, but noted that the Year 11 results are skewed due to study leave. Pupil premium non-attendance was viewed as high. DH explained that this is not all PP students, and that the data is skewed with a handful of students with poor attendance. Attendance for exams was reported as largely good. It was confirmed that a new attendance policy will be in place in September to include the new measures brought in by the government to support schools with attendance. The lack of support at home for education was also raised as an issue.</p>	
<p><i>Staffing structure 2024-25:</i> The staff changes for September were discussed with leadership responsibilities being currently finalised. Governors were concerned about SLT capacity given the freeze on recruitment. The Executive Head reassured governors and advised that Sarah Hookaway has been seconded to the SLT and will be working on quality of education and lesson observations. In addition, TLR staff (31 teachers) will be asked to take on further responsibilities and contribute significantly at a whole school level as per their terms and conditions. It was confirmed that there will be one supply teacher in post from September covering maternity leave, and that the maternity leave in the drama and music departments will be covered internally. AO advised governors that a cover supervisor will be recruited. It was noted that Ben Philips will not be teaching next year which will increase leadership capacity. Governors were reassured that DH is getting the support she needs. STAFFING STRUCTURE DOCUMENT TO BE CIRCULATED WHEN FINALISED.</p>	AO
<p><i>SIDP:</i> The Executive Head reflected on a very successful year where SIDP priorities have been addressed. It was confirmed that DH and RS are working on rewards and awards as noted above. A new SIDP will be with Governors in September.</p>	
<p><i>Sixth form development plan:</i> Governors were asked to review the plan and send any feedback to AO and DH over the next couple of weeks. The Canopy was discussed. It was agreed this is a difficult space to use effectively with poor WiFi and ambient issues. It was noted that there are no funds available to make any changes to this space. Governors asked about Woodfields and whether they have moved out of the Sixth Form space. AO confirmed that Woodfields are still using 3 classrooms in the Sixth Form block but will relocate at the earliest in September 2026. It was confirmed that Woodfields are expanding on to the top sports field with its own entrance which will relieve the pressure with transport on the Sheringham site. Governors asked about the progress with the sports hall project. The Executive Head advised that the feasibility study has been successfully carried out but the stumbling block is the £4.2 million needed to make the project a reality.</p>	ALL



5. SAFEGUARDING

	ACTIONS
The safeguarding governor’s monitoring report was received in advance of the meeting. It was noted that the annual report will be carried out in September and the audit in the spring term.	

6. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
The Clerk reminded Governors that they are invited to the Trust thank you event to be held at Reepham High at 6pm on Wednesday 17 th July.	

7. POLICIES AND DOCUMENTS

	ACTIONS
The following Trust approved policies were noted: <ul style="list-style-type: none">• Synergy Disciplinary Procedure• Synergy Grievance Policy and Procedure	

8. GOVERNANCE MATTERS AND MONITORING

	ACTIONS
<i>Literacy visits:</i> following the success of the author trip to Norwich School and the visit from Tom Palmer, the value of these experiences was agreed and it was hoped that more can be arranged in the future. The impact on students’ literacy was apparent with RW remarking that her child, a former reluctant reader, has read two of Tom Palmer’s books since his visit. <i>Safeguarding:</i> regular meeting with BP attended. Note of visit circulated.	

9. INFORMATION FOR THE TRUST BOARD

	ACTIONS
None.	

10. CHAIR’S BUSINESS/CORRESPONDENCE

	ACTIONS
None.	

11. ACTION LOG

	ACTIONS
Reviewed and updated.	



12. DATE AND TIMES OF NEXT MEETING

	ACTIONS
Dates of meetings for the 24-25 academic year confirmed as follows: Tuesday 1 st October Tuesday 26 th November Tuesday 4 th February Tuesday 18 th March Tuesday 20 th May Tuesday 1 st July	

13. A.O.B.

	ACTIONS
<i>New government:</i> AO tabled a document from The Key regarding possible changes to education following the recent election. The Executive Head thanked Governors for all their support this year and wished everyone a restful summer break.	

With no other business, the Chair closed the meeting at 6.20pm

Date of next LGB: Tuesday 1st October at 5pm