



**STALHAM HIGH SCHOOL**

**MEETING OF TRUSTEES AND SENIOR LEADER(S)**

**WEDNESDAY 24<sup>TH</sup> MARCH 2021 at 5pm**

**TEAMS MEETING**

**PRESENT**

John Wollocombe - Chair      JW  
Constance Tyce                      CT  
Gill Pegg                                  GP  
Andrew Richardson              AR  
David Hicks – CFO                  DH

**ATTENDING**

Sarah Rankin – Clerk              SR  
Lee McMahon                          LMCM

**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	<b>ACTIONS</b>
The Chair welcomed Trustees to the meeting. There were no apologies and no declarations of interest.	

**2. MINUTES OF 6<sup>TH</sup> OCTOBER 2020 – ACCURACY**

	<b>ACTIONS</b>
The minutes were checked for accuracy and approved. Clerk to print for signature.	<b>SR</b>

**3. HEADTEACHER'S REPORT TO GOVERNORS**

	<b>ACTIONS</b>
<p>The Executive Headteacher reported the following:</p> <ul style="list-style-type: none"><li>• Attendance is good at over 94%</li><li>• FSM voucher system is working well.</li><li>• The number of students receiving counselling sessions has increased, and may do further after Easter.</li></ul> <p><b>Trustees questioned the capacity and budget for counselling sessions.</b> AR advised that flexibility is required regarding counselling hours within sensible boundaries. The SLT are mindful of the budget, but may dip into the Covid catch up funding if needed.</p>	

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<p><b>Trustees asked whether students are seeking short or long term counselling.</b> AR advised that some students need one session, others may need more structured support.</p> <ul style="list-style-type: none"> <li>• Guidance from the DfE regarding Year 11's last day of school is pending</li> <li>• Admissions into year 7 currently at 97 but may rise.</li> <li>• New RA has been published in consultation with staff</li> <li>• Year 11 parents' evening will be held after Easter via School Cloud</li> <li>• Parent's evenings for years 8, 9 and 10 will also need to be held in the summer term. The additional workload on staff was acknowledged, but it is hoped that an understanding of the exceptional circumstances this year will be widespread.</li> <li>• Results from Year 11 remote assessments have been circulated and positive feedback received from parents.</li> <li>• Mass Covid testing has worked well, and volunteers thanked with Amazon vouchers. All students with permissions have been tested 3 times, and have been supplied with home test kits for the holidays.</li> </ul>	
<p><b>Staffing:</b> Currently recruiting 1.0 FTE teacher of Philosophy and Ethics. Future recruitment of 0.6 teacher of PE/Health planned.</p> <p><b>Redacted:</b> It was noted that Covid may influence some staff to apply to work part time in future, for a variety of reasons. The impact of this on students, staffing and timetabling was recognised by Trustees. AR advised that the Flexible Working policy will need updating, and will be implemented carefully on a case by case basis. The importance of avoiding staff taking long term sick leave was flagged.</p> <p><b>Trustees asked how many members of staff might be considering this course of action.</b> AR advised that there are 2 potential candidates at Stalham, and the concern is that it may open the floodgates to more applicants.</p> <p><b>Trustees asked if any staff are still shielding.</b> AR advised that the LS Unit Manager will be returning to school after Easter. Trustees raised the historic issues with staff absence at the school but were reassured that staff are much happier to approach the SLT now rather than consult a union rep. AR added that the comprehensive RA allows staff to feel safe and secure back in the school environment.</p>	AR
<p><b>SIDP:</b> AR reported no changes. ICT offer has improved with new laptops and screens in all classrooms, and staff training. This has been thanks to the DfE funding and Trust investment.</p>	

**LMcM joined the meeting at 17.37**

#### 4. GOVERNANCE

	ACTIONS
<p><b>Safeguarding:</b> LMcM presented the Safeguarding report to Governors for the period from Sept 20 – March 21. The following was noted:</p> <ul style="list-style-type: none"> <li>• Safeguarding Management Team training all in date. Specialisms listed.</li> <li>• Whole school training: colleagues struggle to get online training done. This is being monitored by the PA to the SLT.</li> </ul>	

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<ul style="list-style-type: none"> <li>• New member of the safeguarding team: Ruth Lessells. Currently partly qualified with further training booked for May. Ruth has been covering the maternity leave of the delegated designated teacher for LAC.</li> <li>• A number of high needs students are joining in September. Conversations are being held with the LA with the expectation of receiving higher level funding to help address the additional needs including potentially 1:1 support.</li> <li>• High levels of monitoring and support of vulnerable students was carried out by the student support team throughout the recent school closure. A total of 117 students were allocated a key worker who maintained regular communication throughout lockdown.</li> <li>• SCR checks carried out in December and on 22/3/21 with GP.</li> <li>• Weekly emails circulated to parents from the National Online Safety organisation to upskill parents on keeping children safe online.</li> </ul> <p><b>Trustees asked if this resource is available to parents at SHS.</b> AR confirmed that there is a link on the website and in Parentmail.</p> <ul style="list-style-type: none"> <li>• Operation Encompass – an improved system of communication has been implemented which allows more efficient transfer of information. The DSL and deputy DSL have access to the portal</li> <li>• Curriculum – students have been asked to watch the 6 Key Messages from Norfolk Police during lockdown</li> <li>• Referrals since Sept 20 – to social care services and other agencies such as the Matthew Project and the Rose Project.</li> <li>• Records of attendance: issues noted with consistency of staff registers and Attendance Officer. Expectations have been communicated to all staff by the Exec Head regarding this crucial basic requirement of safeguarding.</li> </ul> <p><b>Trustees asked for this issue to be revisited at the next meeting.</b></p> <p>LMcM praised the appointment of the new IT Technician who has been a very positive addition to the IT Team, and very proactive with ideas to support and enhance IT within the school. His patience and calm at the CPD training for the new screens was greatly appreciated by all.</p>	LMcM
<p><b>CPOMMS:</b> A request was made to Trustees by LMcM for approval for the school to invest in this online safeguarding system which ensures reliable and secure exchange of information between education providers. Trustees noted that feeder schools use this system, as well as Synergy and it was agreed that the investment should be made.</p>	
<p><b>SCR Audit:</b> This took place on 22<sup>nd</sup> March 21 with GP, LMcM and EJ and the report circulated to Trustees. There were no major concerns. Some former contractors to be removed by EJ.</p>	
<p><b>Stalham LGB:</b> The setting up an LGB was revisited, in view of the September deadline. Trustees asked whether any of the volunteers at school might be interested in getting involved in governance. It was agreed that at least one staff governor would be required. Trustees suggested getting in touch with the junior school to see if there is any interest. Synergy will also be contacted for assistance.</p>	
<p><b>LMcM left the meeting at 18.34</b></p>	

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<b>GDPR:</b> AR reported that a near miss regarding the new screens was averted, and confirmed that this is a training issue and has been rectified.	
<b>Health and safety:</b> nothing to report	
<b>Staff wellbeing and workload:</b> AR reported that a staff questionnaire is being circulated and data will be fed back to Trustees.	

## 5. POLICIES

	ACTIONS
None.	

## 6. MATTERS ARISING

	ACTIONS
<b>Disadvantaged gap:</b> AR confirmed that this has increased from 0.2 to 0.45. The increase is being addressed with interventions for disadvantaged students and allocating more curriculum time to core subjects. The number of teaching groups is being looked at. AR expects the gap to narrow over the next 3 years.	

## 7. A.O.B

	ACTIONS
<b>Finance:</b> the CFO reported that the school is within budget and that the second instalment of catch up funding has been received. Work has now started on costing out the staffing structure for the next academic year. This will be shared with Trustees in due course. The CFO now has access to the new budgeting software used by Synergy and GAG income has been uploaded. Sessions have been booked with all Heads to discuss budgets. It was noted that the roll at STHS has increased hugely since joining the Trust, and that the school continues to move in a positive direction.	

There being no further business the meeting closed at 7.10pm

**Date of next meeting: Wednesday 9<sup>th</sup> June 2021 at 5pm**

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