



**STALHAM HIGH SCHOOL**

**LOCAL GOVERNING BODY**

**WEDNESDAY 1<sup>ST</sup> DECEMBER 2021 at 5pm**

**PRESENT**

Gill Pegg - Chair GP  
Andrew Richardson- Exec Head AR  
Abigail Ellis AE  
Lee McMahon - Assistant Head LMCM  
Ian Richardson IR  
Wendy Stanger WS  
Constance Tyce CT  
Alison Utting AU

**ATTENDING**

Sarah Rankin – Clerk SR

**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	<b>ACTIONS</b>
The Chair welcomed Governors to the meeting and introduced Ian Richardson, new Community Governor. There were no apologies and no declarations.	

**2. BUDGET REPORT - DH**

	<b>ACTIONS</b>
DH reported the following: <ul style="list-style-type: none"><li>• Work starts on the budget in the spring based on a set of assumptions</li><li>• Budget has now been adjusted with knowns. Still waiting to hear about any support staff pay award.</li><li>• Additional NI payable from April – health and social care levy.</li><li>• 3 year budget showing small surplus due to adjustments in staffing.</li><li>• Year 1 as accurate as possible, years 2 and 3 based on current assumptions</li><li>• General Annual Grant (GAG) funding based on student numbers on previous year’s census (Oct 20).</li><li>• GAG funding is received on a monthly basis, other grants arrive quarterly (eg PP)</li><li>• Trust approves the budget in conjunction with Headteachers and SLT</li><li>• Monthly accounts ready by 19<sup>th</sup> of the following month.</li></ul>	

<ul style="list-style-type: none"> <li>Supply costs will become an issue at all schools given high levels of staff absence due to Covid-related reasons.</li> </ul> <p>DH confirmed that figures will be received by the LGB on a termly basis and that any concerns will be flagged.</p> <p><b>Governors asked about any challenges around staff recruitment.</b></p> <p>DH confirmed that difficulties in filling posts across the Trust have been reported.</p> <p><b>Governors asked whether increases in energy costs have been budgeted for.</b></p> <p>DH agreed that this is an area of concern, but noted that most contracts are for 3 years. Energy use has increased at all schools due to the need to keep rooms well ventilated.</p> <p><b>Governors asked for some narrative alongside the accounts.</b> DH was happy to add notes with future reports.</p> <p><b>Governors discussed static teaching salaries and low budget for CPD and asked what could be done to boost staff morale.</b> AR acknowledged that it is always a challenge to keep morale up, but flagged that everyone who was due to progress on the salary scale, has progressed. AR noted that other progression opportunities may emerge next year through Synergy. The provision of CPD was discussed. AR clarified that much of the training is carried out in house via Trust based training, and that training is targeted and successfully cascaded down to all staff. AR highlighted the ongoing problems in sourcing supply teachers from a limited pool and noted that premium rates often have to be paid. Cover is arranged internally wherever possible. The Head advised that Stalham is mildly overstaffed by 26 periods, and this can help with providing cover. It was acknowledged that supply and absence associated costs may triple by the end of the year.</p> <p>DH was thanked for his contribution to the meeting.</p>	DH
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DH left the meeting at 17:30

### 3. MINUTES OF 15<sup>TH</sup> SEPTEMBER 21 – ACCURACY

	ACTIONS
The minutes were checked for accuracy. Three omissions were noted for the Clerk. Minutes approved pending additions.	SR

### 4. HEADTEACHER'S REPORT TO GOVERNORS

	ACTIONS
<p>The report was circulated in advance of the meeting. The Headteacher drew attention to the following:</p> <ul style="list-style-type: none"> <li>Numbers on roll 446. Two new students are arriving shortly.</li> <li>No PEX this term</li> <li>Attendance at 92%. Revised guidance has been received from the DfE to record attendance. This is proving challenging for the school to be able to unpick the data. Rewards system in place to encourage more attendance and communication with parents on the matter increased. Some concern</li> </ul>	

<p>over particular year groups such as Year 11. Remote learning is being used for those well enough to access it.</p> <ul style="list-style-type: none"> <li>Fully staffed. Absence is being tracked and return to work interviews are taking place.</li> </ul> <p><b>Governors asked for clarity on the staff absence data.</b> AR advised that numbers include agreed absence such as CPD. The 30 days staff sickness does not include Covid or Covid dependency leave.</p> <ul style="list-style-type: none"> <li>CPD – twilight sessions have started – Ofsted preparation and department time.</li> <li>January Inset Day – 4<sup>th</sup> Jan. Department time. Will help to address wellbeing issues.</li> <li>Staggered start in January and testing again</li> <li>Sue Dawkins has volunteered to be the staff wellbeing representative. Sue is working together with her counterpart at Sheringham High to put together a staff wellbeing survey using approved questions sourced through the Education Staff Wellbeing Charter.</li> </ul> <p><b>Governors questioned whether there is a tendency for staff to just pick the middle value.</b> GP noted however that responses are on a four point scale so no middle value exists. AR stated that the results of the wellbeing survey at Sheringham did not reflect this.</p> <ul style="list-style-type: none"> <li>Staff appraisals complete</li> <li>IT technician to be recruited</li> <li>Staff CPD opportunity – 2 term secondment to SLT will address gap.</li> <li>SMSC day a huge success with lots of positive feedback and a rewarding experience all round. Thanks were given for all the hard work put in by staff to organise and run the day.</li> <li>Departmental reviews start in January. The draft plan may need to be adjusted to reflect the staggered start to the new term. Governors were pleased to see that DT and photography are among the first departments to be reviewed, given the areas of concern.</li> </ul> <p><b>Redacted confidential</b>  </p> <ul style="list-style-type: none"> <li>GDPR: No issues or FOIs to report. New providers GDPR Sentry have visited the school and the report is expected in due course.</li> <li>Events: AR suggested that Governors could attend the visit from the High Sheriff on 18<sup>th</sup> January. Agenda TBC.</li> </ul>	
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**5. ANNUAL RECOMMENDATIONS ON SALARIES**

	ACTIONS
<p>AR discussed salary scales and explained the process to apply to cross the threshold from one scale to another. This was achieved by one colleague at Stalham this year. <b>Governors asked if applicants are ever turned down.</b> AR confirmed this can happen. <b>Governors asked for a briefing paper on the</b></p>	<p>AR</p>

<p><b>process to include number of applicants etc.</b> It was suggested that this could be part of monitoring of the SIDP. AR suggested that Governors should look at the Pay Policy. <b>CLERK TO CIRCULATE.</b></p>	SR
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## 6. GOVERNANCE

	ACTIONS
<p><b>SIDP:</b> This was circulated in September following collaboration with the four high schools within the Trust. LMCM noted that the document needs to be 'Stalhamised' with correct staff initials required. AR will address this.</p> <p><b>Following the recent Ofsted report to schools, Governors raised the issue of sexual harassment and abuse and asked for it to be included in the SIDP.</b> AR noted that this has been added to individual performance targets but agreed to add it to the SIDP.</p> <p><b>Governors asked how progress with the SIDP is tracked.</b> AR advised that the SIDP would normally be rag rated.</p> <p><b>AU asked what was meant by the 'Gatsby benchmark'.</b> It was clarified that this is a set of standards relating to careers. AR will circulate.</p>	AR    AR
<p><b>Governor Monitoring plan:</b> CT lead the discussion on the proposed governor monitoring plan for 21-22, noting that the SIDP dictates monitoring priorities. Governor roles were revisited and confirmed as follows:</p> <p>Safeguarding: GP and AU            Equalities: AE            Health and Safety: AE            Finance: AE            Staff Wellbeing: WS            SEND: CT            Careers: IR            PD and SMSC: IR</p> <p>The plan for the spring term will be looked at in detail at the next meeting on 12<sup>th</sup> January.</p>	
<p><b>Safeguarding:</b> Governors reviewed the Safeguarding Compliance Audit carried out by GP and AU on 19<sup>th</sup> October 21. GP directed Governors to the Action column of the lengthy document. GP advised that Governors now need to read the whole of Keeping Children Safe in Education.</p> <p><b>GOVERNORS TO READ THE FULL DOCUMENT BY THE NEXT MEETING.</b></p> <p>Prevent training was discussed. It was noted that updates were provided to staff in September, and that full Prevent training takes place every 5 years.</p> <p><b>Governors asked whether the school has a mental health first aider.</b> AR explained that the school does not have a mental health first aider, but that one member of staff is in training to be a senior mental health coordinator.</p> <p>Governors reviewed the Single Central Record audit carried out by GP and EJ on 5<sup>th</sup> November and the actions were noted.</p>	ALL GOVS
<p><b>Pupil premium and catch-up funding report:</b> GP and AE to liaise with LMCM to monitor the impact of funding. The Pupil Premium Strategy Statement circulated by LMCM was reviewed. It was noted that this is a new format that all schools must adopt and publish on the school website. LMCM drew Governors' attention to the useful fact that the report can be tailored to the</p>	

<p>school's requirements by adding particular challenges. It was observed that CPD is included under Teaching expenses. LMCM was pleased to see that the DfE allows PP funds to be used for CPD and PP specific training. LMCM suggested that HODs should be advised that the opportunity to upskill staff through these funds exists.</p> <p>The challenges in completing the 'outcomes in the previous academic year' section were acknowledged as data has been inconsistent over the past year. LMCM commented that the 'externally provided programmes' section could be expanded to support students and to increase aspirations.</p> <p><b>Governors asked whether the school arranges taster days at local colleges.</b> LMCM advised that this is not organised by the school, but that absence is allowed for this purpose should a visit be arranged independently. WS observed that East Coast College arranges 1:1 visits for students who are nervous about attending a taster day on their own. LMCM noted that transport could be funded from PP funds. LMCM encouraged the College to make contact with the Stalham careers advisor.</p> <p><b>WS TO SPEAK TO EAST COAST COLLEGE CAREERS OFFICER</b></p> <p>Governors thanked LMCM for his work in producing an extremely informative, detailed and clear document. The report was approved for publication.</p>	<p>WS</p>
<p><b>SEND Information Report:</b> LMCM presented the report for 21/22 to Governors. It was noted that this report will be audited by the Local Authority to assure the content meets NCC expectations.</p> <p><b>Governors asked if all the documents on the website need to be accessible.</b> It was suggested that as a minimum the website should state 'if you need this information in another format please contact the school office'. LMCM will make contact with the website team to discuss.</p> <p>The report was approved for publication.</p>	<p>LMCM</p>
<p><b>Website monitoring report:</b> Carried out by GP and now being checked by Rod Wills in the IT department. It was reported that a lot of content upload will take place over the next few weeks including curriculum maps and details of the SMSC programme.</p> <p><b>WS noted that Accessibility of the website is missing from the audit form.</b> GP will address this.</p> <p><b>AE raised frustrations with the out of date news items on the front page of the website.</b> AR reported that Synergy wants news to be circulated via social media, and that school websites tend to be static. <b>Governors felt that out of date news items look shoddy and should be taken down.</b> It was noted that Reepham High School have a dedicated member of staff for website and social media. <b>Governors suggested that this source of experience should be tapped into.</b> AR agreed to do some CPD with staff regarding the uploading of appropriate material onto social media. <b>IR highlighted the need for a communication plan, and noted that this will help with admissions and credibility of the school.</b> AR reported that he would like the incoming IT staff member to take control of this, but in the meantime the role falls to the Headteacher. Communication plan and content strategy to be put on the agenda for the January meeting.</p>	<p>GP</p> <p>AR</p>

<p><b>GDPR:</b> Nothing to report. GDPR Sentry have visited school. Report forthcoming and will be circulated to Governors. <b>Governors asked if a record is kept of any breaches.</b> It was confirmed that a record is held by Jane Storey, GDPR Lead.</p>	
<p><b>Health and Safety:</b> No issues.</p>	
<p><b>Staff wellbeing:</b> covered the Headteacher's report.</p>	
<p><b>Governor training update:</b> The Clerk reported that training provider Modern Governor is no longer hosted by Governor Hub, although the website can be accessed via a link from Governor Hub. Governors will be directed to set up a log on and password to access the site. Any training undertaken will no longer be added automatically to Governors' training record on GovHub, so needs to be added manually. The Clerk is happy to do this on behalf of Governors.</p>	

## 7. POLICIES

	ACTIONS
None.	

## 8. CORRESPONDENCE WITH THE TRUST

	ACTIONS
None	

## 9. MATTERS ARISING FROM THE PREVIOUS MINUTES

	ACTIONS
<p><u>Code of Conduct:</u> Governors' concern at the Chair signing the Code of Conduct on behalf of the LGB was raised by GP at the Chairs Board. The Board are happy with the current arrangement. Following some Modern Governor training GP is not happy, so will raise it directly with the CEO and report back.</p>	
<p>Governors asked whether an Action Log could be created to record completion of actions. This was agreed to be a sensible idea. <b>CLERK TO ACTION</b></p>	SR

## 10. A.O.B

	ACTIONS
<p><b>Headteacher's performance management review:</b> GP reported that this is taking place on 13<sup>th</sup> December with Rob Martlew and John Hannyngton, Chair of Sheringham LGB.</p>	
<p><b>Policy implementation: Banning parents, carers and visitors from the school site:</b> The Headteacher reported a violent and abusive incident involving a parent which took place on the school site last week. The Head recommended that the LGB invoke the policy of banning the parent in question from the school site as a temporary measure with a review at six months. The desire to maintain and rebuild the relationship with the family was highlighted. The Head asked Governors to support the school with regard to standards of behaviour expected of people who attend the site.</p>	

The Head will put together a recommendation which will be forwarded to the Chair. It was noted that the policy needs to be reviewed and that this will be circulated shortly for approval by both High School LGBs by the Headteacher.	AR
<b>Covid Catch-up funding:</b> Governors asked for an update on how the money is being spent. AR confirmed that the tuition programme is currently being organised. It is hoped that students on a full timetable will access tuition from Monday – Wednesday 3.15 – 4.15pm, and that those students with gaps in their timetable will access tuition in the LSU. All tuition will be online. LMCM is working on the student recommendations.	

There being no further business the meeting closed at 19:26

**Date of next meeting:  
Wednesday 12<sup>th</sup> January 2022 at 5pm**