



**STALHAM HIGH SCHOOL**  
**LOCAL GOVERNING BODY**  
**WEDNESDAY 29<sup>th</sup> June 2022 at 6pm**  
**MINUTES**

**PRESENT**

Gill Pegg (Chair) GP  
Andrew Richardson- Exec Head AR  
Sue Dorkins SD  
Danielle Lindoff DL  
Ian Richardson IR

**ATTENDING**

Sarah Rankin – Clerk SR

ACTIONS challenges DECISIONS

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	ACTIONS
The Chair welcomed all governors to the meeting. There were apologies from WS, CT and AE. There were no declarations.	

**2. MINUTES FROM THE MEETING OF 4<sup>th</sup> May 2022 - ACCURACY**

	ACTIONS
The minutes were approved for accuracy.	

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

	ACTIONS
The Exec Headteacher reported the following: <ul style="list-style-type: none"><li>• Numbers are good. 102 expected to join in year 7, and a waiting list in operation. A change to PAN may need to be considered next year.</li><li>• Attendance still good at 91%. Spike in local Covid cases may become a problem.</li><li>• Exclusions: very low exclusion rate. Data provided to Governors now indicates where a student has been excluded more than once.</li></ul>	
<b>Staffing</b> <ul style="list-style-type: none"><li>• Absence now easing</li><li>• Drama teacher appointed. Curriculum offer is now balanced and broad. Appointee will also teach soc/eth and health and social care</li></ul>	

<ul style="list-style-type: none"> <li>• Science post currently being advertised.</li> <li>• Vaidehi Ranavaya has moved exclusively to SHS.</li> <li>• New Senior Deputy Headteacher appointed: Lee McMahon</li> </ul>	
<p><b>GDPR</b> Report from GDPR Sentry has been published and will be circulated to Governors. Jane Storey will follow up on recommendations which will be phased in gradually.</p>	<b>AR</b>
<p><b>Events</b></p> <ul style="list-style-type: none"> <li>• Year 11 leavers day a huge success</li> <li>• Year 6 transition will take place over three days this year. Booklet published. Positive relationships with feeder schools are being developed.</li> <li>• SMSC week scheduled for 11-15<sup>th</sup> July.</li> </ul>	

#### 4. SEF

	<b>ACTIONS</b>
The Exec Headteacher presented the SEF and explained that this is a working document using the model SEF supplied by The Key. The SEF is good in all areas. The document will be circulated to staff shortly.	

#### 5. DEPARTMENTAL REVIEWS – ENGLISH AND MATHS

	<b>ACTIONS</b>
It was observed that this internal document is extremely powerful and will be extremely useful to Ofsted. The document reviews the status at the last inspection, lesson observations, student voice, discussion with teaching staff and the subject lead, and data analysis. It was noted that statistical boundaries from 2019 are being used. No adjustments due to the pandemic have been made.	
<p><b>English:</b> The review was circulated to Governors in advance of the meeting. KS3 and KS4 assessments were discussed. The assessment process was confirmed as three tier: frequent low stage testing (quizzes); formative testing and termly summative tests. Three data drops take place each academic year, the results of which are circulated to parents. Areas for development were noted as conscious differentiation of schemes of work; address the gender and disadvantaged gap in year 10 &amp; 11, and the gender gap in year 7; review marking policy with respect to correction of spelling; review expectations for presentation with students.</p>	
<p><b>Maths:</b> A strong department. Actions confirmed as consistency of peer to peer marking, addressing the gender and SEND gaps in KS4; explore better resources, improving value added in year 10. <b>Governors asked why year 10 are a challenging year group.</b> It was explained that students have been deskilled following two periods of lockdown. Learning skills and behaviours have been affected and retraining is required. In</p>	

addition the cohort has a number of students with mental health issues. Behaviour issues are impacting on performance. The Headteacher advised that the focus is to get the students to reach their target grades – value-added will come down the line.	
The Chair asked the Headteacher to thank Heads of Department for their hard work in producing the reviews. Outstanding reviews: Soc/eth and DT.	<b>GP to write to the Heads of Dept.</b>

## 6. SAFEGUARDING

	<b>ACTIONS</b>
GP reported the following:	
<b>SCR Audit:</b> The update on the SCR was circulated to Governors. GP met with EJ on 28 <sup>th</sup> June. Some Prevent training still outstanding. CPOMS data transfer going through.	
<b>Meeting with LMCM:</b> Safeguarding SEF for the County Council is an enormous task needing to be completed by 15 <sup>th</sup> July. There are three different documents that need to be completed during the year, Safeguarding compliance checklist, annual report to the governors and County Safeguarding SEF. Paula Beck is back which has eased pressure on staff. The new Headteacher will be looking at the structure of safeguarding roles. Sign in procedures at reception are being looked into. <u>Numbers:</u> 3 child protection orders, 1 child in need and 66 causes of concern since March. <b>Governors asked is 66 is a high number.</b> GP advised that this shows the recording system is working. AR said that the numbers are high following the return to school after Covid.	
<b>Review of banned parent:</b> GP suggested extending the ban to the end of the term. This was agreed by Governors.	<b>GP to write to parent.</b>

## 7. GOVERNOR MONITORING PLAN – SUMMER TERM

	<b>ACTIONS</b>
Update: CT to meet with the SENDCo PP and catch up funding are all on the website. Equalities: GP will follow up with AE, in liaison with LMCM Parent survey reflected in the SEF	<b>GP</b>

## 8. GOVERNOR TRAINING UPDATE

	<b>ACTIONS</b>
<b>Ihasco training:</b> Clerk to ask JS to add new governors to the Ihasco circulation list.	

GP has completed Cyber security and Fire Awareness. Clerk to add to training record.	SR
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## 9. STAFF WELLBEING

	ACTIONS
<b>Synergy Wellbeing Forum:</b> SD reported on her attendance at the new Synergy Wellbeing Forum. This was a very positive meeting where the Wellbeing Charter was looked at and formally adopted. SD will circulate meeting notes to staff.	
<b>Parents evenings:</b> a staff poll on remote/face to face parents' evenings resulting in a majority preference of remote meetings. This is because the meetings end on time. Parents also preferred the remote option, even though uptake is low.	
<p><b>Workload Forum:</b> This first meeting was held on 21<sup>st</sup> June to discuss pinch points, the school calendar, marking feedback and assessments and paperwork and admin. Concerns included:</p> <ul style="list-style-type: none"> <li>• NEA coursework marking and French oral exam clashed with the April/May data drop.</li> <li>• End July and beginning of February - periods of exceptionally high workload</li> <li>• Calendar needs to be circulated earlier and the formatting simplified. Inevitable changes during the year should be flagged.</li> <li>• Twilight sessions are too long and can bring issues with childcare. It was suggested that sessions be reduced to one hour.</li> <li>• SMSC: a 3-5 year plan was requested to allow staff to plan for trips. It was felt that the SMSC week is too long, and should be reduced to 3 days. More advance notice required for planning.</li> <li>• Marking policy needs modernising. Concerns over disparity of line management expectations regarding marking, feedback and assessment.</li> </ul> <p><b>Governors asked what the plan is for the Forum going forward.</b> SD confirmed that this first meeting had been a productive exercise but staff will want to see some action from the new Head once he has settled in. Governors felt this could be a termly forum which could have a different focus each meeting. The Chair asked for an update on any changes at the end of the autumn term. AR advised that there will be a Trust-wide survey at all schools in the autumn term on staff workload.</p>	

## 10. ANNUAL GOVERNANCE STATEMENT

	ACTIONS
The annual governance statement was reviewed by Governors and agreed with a couple of additions. It was felt this could be added to the SEF as an appendix.	GP to make the additions

## 11. POLICIES

	ACTIONS
<p>The following policies have been approved by the Trust and were circulated to Governors for information only:</p> <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Ordinary Paternity Leave and pay – adoption</li> <li>• Ordinary paternity leave and pay – birth</li> <li>• Parental leave guidance and application form</li> <li>• Shared parental leave – adoption</li> <li>• Shared parental leave – birth</li> <li>• Summary of maternity leave and pay for all employees</li> </ul>	

## 12. CORRESPONDENCE WITH THE TRUST

	ACTIONS
<p>GP reported that the Trust Board Chair has retired. The new Chair will be Natasha Hutcheson. GP announced that she will be standing down as Chair of Stalham LGB in September, but will remain as a governor and reminded governors that there will be the election of a new Chair at the first meeting in September, when nominations will be sought.</p>	

## 13. MATTERS ARISING AND ACTION LOG

	ACTIONS
<p>Matters arising:</p> <p><u>Parent Governor</u> – no interest received. Election will be reissued in September.</p> <p><u>Data on Managed Moves</u> – outstanding. Will be included in next HT report.</p> <p><u>SEND note of visit</u> – outstanding</p> <p><u>SRB application</u> – submitted.</p> <p><u>National Tutoring Programme</u>: DFE will be clawing back £120K from the Trust. This was provided for school-based tutoring, and was not spent as staff were unable to contribute the time.</p>	<p>SR</p> <p>AR/AO CT</p>
<p>Action log updated.</p>	

## 14. A.O.B

	ACTIONS
<p>With this being the last LGB meeting of the Headteacher's tenure, the Chair thanked AR for all his dedication and hard work over the years, taking the school from Special Measures to a Good school. The stability provided by the Head over the last eight years has led to sustained results and a broad and balanced curriculum. The Chair wished the Headteacher well in the future.</p>	

There being no further business the meeting closed at 20:10

**Date of next meeting:**  
**tbc**