



STALHAM HIGH SCHOOL

LOCAL GOVERNING BODY

TUESDAY 24th JANUARY 2023 at 6pm

MINUTES

PRESENT

Ian Richardson – Chair	IR
Alastair Ogle- Executive Headteacher	AO
Sue Dorkins	SD
Abigail Ellis via TEAMS	AE
Danielle Lindoff	DL
Gill Pegg	GP
Constance Tyce	CT

ATTENDING

Sarah Rankin – Clerk

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed governors to the meeting. There were no declarations.	

2. LGB CODE OF CONDUCT

	ACTIONS
The Clerk circulated the updated code of conduct in advance of the meeting. This was agreed by Governors and signed by the Chair.	

3. MINUTES FROM THE MEETING OF 29TH NOVEMBER AND MATTERS ARISING

	ACTIONS
The minutes from the meeting held on 29 th November were approved for accuracy.	
<p>Matters arising:</p> <p><i>SEND Governor:</i> CT now meeting with SENDCo on 27th February, and will put dates in the diary for the remainder of the year.</p> <p><i>Finance budget report:</i> On Stalham on a page document. AO reported £7K underspend currently. 3-year projection if no changes: £477K surplus. £19K underspend last year. Governors agreed that the school is in a really positive financial position.</p> <p><i>Number of staff on capability report and long term sick:</i> AO reported that there are no longer any staff members on a capability report. One member off staff on long-term sick. Box will be added to Stalham on a Page to cover this.</p> <p><i>Behaviour policy:</i> AO advised that LMCM has drafted a copy of the new policy. AO and LMCM are meeting tomorrow to finalise the policy which will be ratified by email.</p>	

4. HEADTEACHER'S REPORT

	ACTIONS
The 'Stalham on a page' document was examined by Governors. The following was discussed:	
<p>Staffing: Interviews pending for cover supervisor and finance and admin assistant. Advertisements out for teachers of DT, Music, English and Society and Ethics. Further appointments will need to be made in September. The challenge of recruitment was acknowledged. The Exec Head stated that unsuccessful candidates for posts at Sheringham High would be encouraged to look around Stalham. Parental anxiety around numbers of supply teachers was noted, with particular concerns around English.</p> <p>Governors asked whether exit interviews take place to ascertain why staff are leaving. AO advised that exit interviews do take place and that the reasons for staff leaving are individual such as retirement, long term illness and relocation abroad.</p>	
<p>Behaviour: challenges with behaviour, attitudes and defiance was raised by the Exec Head, along with the amount of staff time this is taking up. Governors asked whether this poor behaviour was across all year groups. This was confirmed. Staff training is taking place on 29th June at 0900 on the relational approach to behaviour issues, recognising that poor behaviour is a form a communication. Governors asked if they would be able to attend this training if they wished. This was confirmed.</p>	
<p>Attendance: Low attendance was discussed and it was acknowledged that this is a national issue. The Exec Head noted however that attendance has improved in the last week. It was noted that there has been a lot of illness this winter affecting both students and staff. Governors asked whether there are many requests for holidays in term time. This was confirmed. Governors asked whether contact is made with the parents regarding attendance. AO explained that parents are contacted and meetings are held to allow the school to work with families and support them. Tutors are encouraged to keep attendance high on the agenda. A rewards system is in place and reward trips are back in the calendar. Governors asked if AO is happy there are enough systems in place to increase the attendance figures. AO stated that the key is more education to parents and students. AO also acknowledged that the high number of supply teachers may be discouraging some students from coming into school.</p>	
<p>Curriculum: additional GCSE subjects for Sept '24 were discussed. These might include Spanish, psychology, leisure and tourism, health and social care, sports science and child development. The English and Maths improvement plans were circulated in advance of the meeting. Governors were pleased to see the school collaborating with Sheringham High and were impressed by the amount that has already been achieved.</p>	
<p>SIDP: tabled at the meeting. Governors were pleased with the level of progress being made.</p>	
<p>KS4 Data: Governors reviewed the KS4 predicted grades. The Exec Head flagged the missing data for Year 11 English, due to staff absence. Governors asked whether this data would make much of a difference to the figures. AO explained it was unknown whether the data would increase or lower the figures. AO noted that predicted P8 scores are better than last year's outcomes, but that they are still too low at -0.5. The Exec Head and Governors observed that progress is being made across the board, but noted that there is still a lot to do. It was acknowledged that the gender gap reflects the national picture. AO has challenged HODs to provide evidence that the predicated data is accurate.</p>	

It was noted that the Trust Academy review is taking place on Thursday.	
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5. SAFEGUARDING

	ACTIONS
SCR Checks: GP reported that these will now be carried out by the Trust. The Clerk was asked to find out how and when the audits will take place, and whether it will be reported back to the Governing Body.	SR
External safeguarding audit: this is taking place at the end of February and the report will be circulated to Governors.	

6. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
The Clerk reminded Governors about the Trust-wide training scheduled as follows: Knowing your school and Ofsted: Tuesday 14 th March 7-9pm Effective Governance: Tuesday 9 th May 7-9pm Additional training for Chairs and Vice Chairs: Risk Management Tuesday 9 th May 7-9pm	

7. POLICIES AND DOCUMENTS

	ACTIONS
Governors were asked to review the following policies and send any comments/corrections to the Clerk within 7 days: <ul style="list-style-type: none"> Relationships and Sex Education policy Careers Policy Lone working and home visits policy Medicine and medical needs policy. <p>Governors questioned whether this was the most efficient way to review policies, as there would be no discussion. It was acknowledged that policy review can often take up quite a lot of meeting time. It was agreed to review the process in three months to see how it is working. Governors asked that any changes to policies are highlighted to speed up the reading process.</p>	

8. GOVERNANCE

	ACTIONS
Potential new governor: IR and AO met with Dean Jackson to discuss the role of community governor. The Clerk circulated DJ's bio to the Board and it was agreed he would be a very suitable candidate. Clerk to send DJ the Trust application form.	SR
Governor roles: The Chair was thanked for producing the role descriptions for link governors. These will be used by the Trust for all governing bodies. The link role for Training and Development was discussed, as Governors noted that this role has not been allocated before. It was felt that there is a lot of crossover with the role of the Clerk who currently circulates relevant training where appropriate and monitors compliance.	

<p>Governor monitoring plan: it was agreed that this document should be shared to Sharepoint to allow Governors to update their monitoring and log of visits into school independently. Clerk to investigate.</p> <p>AE raised the link governor for equalities. It was noted that this role is not specifically required any more. However, the Clerk pointed out that there is a place on the note of visit form where observations can be added regarding equalities, safeguarding etc.</p>	SR
<p>Website compliance: This needs to be added to the monitoring programme. It was suggested that this task might be a useful introduction to the school for the new governor to carry out. Clerk to source up to date check list.</p>	SR

9. INFORMATION FOR THE TRUST BOARD

	ACTIONS
Clarity over SCR audits – how and when will these happen and will LGBs receive a report.	

10. CHAIR'S BUSINESS

	ACTIONS
IR reported that he attended the Inset Day at the beginning of January. IR will attend the Trust Academy Review taking place on Thursday, and the vision/ethos meeting with the SLT next week. Updates to Governors will continue to be circulated by email in between meetings.	

11. ACTION LOG

	ACTIONS
Reviewed and updated	

12. WHAT WENT WELL/EVEN BETTER IF

	ACTIONS
<p>What went well:</p> <ul style="list-style-type: none"> • Governors felt that the link governor role descriptions were excellent, and will enhance other LGBs too. • All the Board has had a voice at the meeting • Clear procedures and expectations are in place. • AO stated that from an Ofsted inspector's point of view, Governors are fulfilling their role. 	
<p>Even better if:</p> <ul style="list-style-type: none"> • Meeting ran over by 15 mins • Concern raised over policies and increased workload for AO. 	

13. DATE AND TIME OF NEXT MEETING

	ACTIONS
Thursday 16 th March at 6.00pm	

14. A.O.B.

	ACTIONS
Teachers strike: AO advised there are 12 NEU members at school who may potentially strike. If partial closure is required, years 9,8 and 7 will be closed in that order.	

There being no further business the meeting closed at 20:15