



STALHAM HIGH SCHOOL

LOCAL GOVERNING BODY

Tuesday 14th May 2024 at 6.30pm

MINUTES

PRESENT

Ian Richardson – Chair IR
Alastair Ogle – Executive Headteacher AO
Lee McMahon – Senior Deputy Headteacher LMcM
Robyn Bush RB
Dean Jackson DJ
Gill Pegg GP
Constance Tyce CT
Kate Whitehead KW
Janette Yaxley JY

ATTENDING

Sarah Rankin – Clerk

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors to the meeting. DL was absent There were no declarations.	

1. MINUTES OF THE MEETING OF 19th MARCH AND MATTERS ARISING

	ACTIONS
The minutes from the meeting held on 19 th March were approved for accuracy.	
Matters arising: None not covered by the agenda.	

2. EXECUTIVE HEADTEACHER'S REPORT

	ACTIONS
The papers were circulated in advance of the meeting. The following was noted:	
Stalham on a Page: <ul style="list-style-type: none">A lot of movement nationally with staffing.Year 11 predicted grade outcomes are positive around progress, and especially for lower attainers.	

<p>Governors asked how accurate these predictions are. The Executive Head acknowledged the challenge for staff to predict grades accurately given that grade boundaries change. A progress score of -0.14 is good and certainly on the right track.</p> <ul style="list-style-type: none"> • Incident monitoring – a significant reduction in incidents was noted demonstrating that culture and behaviour expectations are now embedded. • Number of suspensions reducing. 	
<p>Ofsted: Information pack tabled at the meeting. The Executive Head informed Governors that the Ofsted window is open from 13th May. The following was discussed:</p> <ul style="list-style-type: none"> • The staffing structure document was reviewed. LMCM was congratulated on his new appointment (from September) as Head of School. It was noted that the deadline for staff resignation is 31st May. An updated staffing document will be available for Governors at the next LGB. • The School Improvement and Development Plan was reviewed. This will be shared with inspectors to demonstrate progress and monitoring. • The last Ofsted report and feedback notes (internal document). • The DfE Inspection Data Summary Report. This is provided to inspectors in advance of the inspection along with an analysis of the data. <p>The Executive Head asked Governors to digest the pack’s contents and bring any questions to the next meeting.</p>	
<p>Surveys: <i>Pupil survey:</i> in process – taking place in IT lessons. Will be circulated to Governors. <i>Staff survey:</i> shows positive and sustained improvements. <i>Parents survey:</i> Governors noted an increased return compared to the previous survey carried out in October, but acknowledged at 23% only a small proportion of the school responded. The Executive Head confirmed that the Ofsted questions are used. Frustration was acknowledged at the low score for parents being made aware of their child’s curriculum despite this being circulated prior to the survey being opened.</p> <p>The Chair recognised the increased number of positive responses across the surveys and identified phenomenal progress across the school since the last Ofsted inspection.</p> <p>The increased window of opportunity for parents to respond to the Ofsted questionnaire was noted. LMCC suggested a QR code linked to Parent View on the website and published in Reed On might encourage more parental engagement. It was confirmed that the governor role within the inspection process is to evidence monitoring rather than being subject matter experts. Monitoring reports provide evidence of two-way communication with the SLT.</p> <p>SEN was discussed. Two TA vacancies were noted. An increasing number of students with EHCPs was observed, with 40 from September, some of whom will be in the PAD. Applications for high needs funding are in progress. It was agreed that this demonstrates that Stalham is a caring and supportive school. The challenge of the lack of special schools in Norfolk was discussed, with the Executive Head observing that there are 200 children in Norfolk who are currently unable to secure an appropriate place in a special school.</p>	<p>AO</p>

3. ATTENDANCE

	ACTIONS
<p>The Executive Head noted that this continues to be a challenge at school with an average attendance rate of 87.8%. It was acknowledged that this is a national challenge, and one that Ofsted will be scrutinising on inspections. AO reported that despite support and attendance strategies, improvements have not been seen. Governors asked if the school receives many holiday requests. The Executive Head advised that persistent absence is more of a problem. Governors asked if the LA is putting anything in place to support schools with attendance challenges. The Executive Head reported on a national approach being launched by the DfE including the doubling of fines for unauthorised absences. In addition a new DfE data gathering tool is being launched which will produce analysis for schools. KW raised the research in process on emotional avoidance of school due to increased levels of anxiety in young people. Green social prescribing was discussed which is being piloted with children to help with anxiety.</p> <p>ACTION: AO/LMCM TO PRODUCE DATA FOR GOVERNORS ON PERSISTENT ABSENCE.</p>	<p>AO/ LMcM</p>

4. SAFEGUARDING

	ACTIONS
<p>A verbal update was given. The following was noted:</p> <ul style="list-style-type: none"> • Processes are robust. • Capacity increased in the safeguarding team with the addition of the inclusion manager. • Records are kept of team meetings. • Staff are recording well on CPOMS. • Enhanced welfare check offer with three options for parents: <ul style="list-style-type: none"> ○ Parents invited into school for a meeting ○ Teams call with Paula Beck ○ Home visit. <p>Governors asked how many children this concerns. This was confirmed as 12 – 15 children. The process for home visits was confirmed as follows: LMcM carries out a risk assessment. Two staff are always involved in a home visit. The Trust Lone Working policy is in place. It was agreed that this is an improved process with a tight procedure.</p> <ul style="list-style-type: none"> • Antisocial behaviour in the community was discussed and how this has been spilling into school. The need for CCTV was flagged. This would be a large capital expenditure but much needed. • Self-harm around females in KS3 and 4 was discussed. Governors asked if resources were available to support the school. LMcM advised that there are three members of counselling staff at school, but acknowledged that there is a limit to the school’s resources with no additional funding for mental health at school. Students can access Kooth (mental health online community) for additional support. • Governor safeguarding to be refreshed every 2 years. Clerk to check training records. 	<p>SR</p>

<ul style="list-style-type: none"> LMcM’s regular report to the CEO and the DSL group will be shared with Governors. Annual safeguarding report will take place in July. 	
<p>Lockdown/Shelter procedure: This draft procedure was examined by Governors who felt it was clear and logical. It was agreed that a procedure in the event of an emergency needs to be put in place, although not currently a statutory requirement. The Executive Head advised that all staff have a green button on their PC to enable them to call for support. This system can be adjusted to alert an intruder. AO advised that the procedure will be circulated to staff for comment. Governors will be interested to hear the feedback from staff regarding the procedure.</p>	

5. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
<p>Feedback from the Chairs’ meeting: IR reported on a productive meeting with a sense of traction and progression. Clear presentations were received from the CEO and the CFO. The following was noted:</p> <ul style="list-style-type: none"> Trust vision being signed off in June. A big push from the Trust on attendance A reminder that for 25-26 P8 measures are not being used One-pager on finance to LGBs will be in place from September. Reserves pooling will be signed off in June LMcM and AO confirmed they are both involved in budget setting. Staffing confirmed as 80% of the budget, and that on costs for staff have increased along with supply and energy costs. <p>Meeting minutes have been uploaded onto GovHub for information.</p>	

6. POLICIES AND DOCUMENTS

	ACTIONS
<p>Behaviour Support Policy: No changes. Next review May 2025.</p>	

7. GOVERNOR LINK ROLES AND MONITORING

	ACTIONS
<p><i>Pupil Premium:</i> Governors discussed the lack of a Pupil Premium link governor. It was agreed that GP will discuss the quality of education for PP students with Paul Norris. <i>SEND:</i> SEND report will be on the agenda for the next meeting. CT’s note of visit in on GovHub. <i>English and Maths review:</i> complete. It was agreed that one department should be reviewed per academic year. It was suggested that Paul Norris can approach departments to encourage them to share the good work and empower staff.</p>	

8. INFORMATION FOR THE TRUST BOARD

	ACTIONS
A conversation was held regarding the Trust capital funding budget of £10 million, across all schools. Governors flagged the need for schools and governors to have an understanding of the process of the allocation of funds, and for transparency. The needs of Stalham were discussed, with refurbishment of the toilets being a top priority. It was agreed that the current state of the toilets is affecting students' mental health and wellbeing, and that some students feel vulnerable using them. It was also felt that the condition of the facilities brings reputational risk to the school. IR WILL CONTACT THE CEO TO UNDERSTAND THE ALLOCATION PROCESS AND TO UNDERSTAND WERE STALHAM IS ON THE LIST.	IR

9. CHAIR'S BUSINESS

	ACTIONS
Covered above.	

10. ACTION LOG

	ACTIONS
<i>AP site:</i> AO advised that a feasibility study has now taken place and that the cost of refurbishing the building is estimated at £1 million. This will be a very long process with the site opening at the very earlier in Sept 2025. Governors were pleased to hear that there is ambition from County for this project to be realised.	
<i>Rewards scheme update:</i> in progress.	

11. WHAT WENT WELL/EVEN BETTER IF

	ACTIONS
What went well: Honest and transparent conversations.	
EBI:	

12. DATE AND TIME OF NEXT MEETING

	ACTIONS
Tuesday 16 th July at 1830	

13. A.O.B.

	ACTIONS
<i>Options subjects:</i> Governors asked for an update on which ones are running. LMCM advised that only a handful of children had to move from Preference 1 to Preference 2. The process went really well. It was noted that music was not selected as a first choice. Governors were disappointed that interest in the arts is dwindling and a discussion was held regarding how to invigorate this.	

There being no further business the meeting closed at 20:35

Date of next meeting:

Tuesday 16th July at 1830 in the PAD, Stalham High School