



**STALHAM HIGH SCHOOL**

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

**TUESDAY 6<sup>TH</sup> OCTOBER 2020 at 5pm**

**VIRTUAL 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 McMahan	LMcM

**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	<b>ACTIONS</b>
The Chair welcomed the Board to the first meeting of the academic year. There were no apologies or declarations.	

**2. MINUTES OF 17<sup>th</sup> JUNE 2020 – ACCURACY**

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

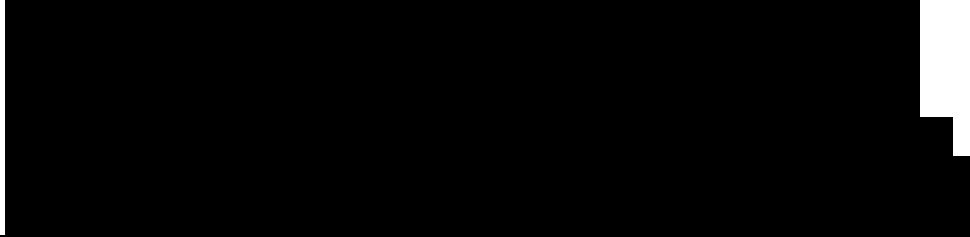
**3. HEADTEACHER’S REPORT TO GOVERNORS**

	<b>ACTIONS</b>
AR presented the Headteacher’s report. The following was noted: <ul style="list-style-type: none"> <li>Numbers are good (424) and recruitment is up.</li> <li>Aim to reach 500 students soon (school has a capacity of 600)</li> <li>Year 6-7 transition film/promotional video will be online on 14<sup>th</sup> October.</li> </ul>	
<b>Attendance:</b> Year 7 always good – 96.05% Other years close to 93% which given the current situation is good. <b>Trustees asked how the protocols and procedures are working, and whether there had been any problems.</b> LMcM advised that students have been brilliant and parents very supportive and positive with regard to the new procedures. Staff have found the changes to usual procedures and the increased workload challenging at times. A lot of time is lost moving from one classroom to another. AR reported that the duty rota has been adjusted twice and the briefings have been reduced to two a week to reduce workload a	

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<p>little. It was observed that if staff are off sick, the pressure on staff increases considerably. The situation is not helped by the delay with Covid testing.</p>	
<p><b>Results:</b> Pleasing, with positive progress in all areas and improvement on last year. All P8 areas are positive.</p> <p><b>Trustees asked whether the disadvantaged gap had grown.</b> AR will check figures and revert.</p> <p>Trustees asked whether there are subjects showing particular strengths or any areas for concern.</p> <p><b>AR advised that core subjects performed very well.</b> There are no subject areas of concern.</p>	<p>AR</p>
<p><b>SIDP targets:</b> these are largely the same across both high schools with a focus on intent and implementation.</p> <p><b>Trustees asked what ‘intent’ actually means.</b> AR advised that ‘intent’ means what you are learning and how you are learning it.</p> <p>Key SIDP priorities include:</p> <ul style="list-style-type: none"> <li>• Attendance; continued focus on all and student group attendance.</li> <li>• Development and design of revised ks3/4 curriculum <b>intent</b> (middle leadership of curric content/ skills, concepts, sequence, reading, assessment).</li> <li>• Ensure challenge and relentless rigour in all lessons in <b>implementation</b></li> <li>• Disadvantaged and SEND; improved progress and gap to continue to narrow across all subjects. Embedded differentiation, further improve SEND strategies, interventions and programmes especially reading.</li> <li>• LSU internal behaviour systems used effectively, developed and reviewed.</li> <li>• Performance Management is rigorous and consistent for all staff.</li> <li>• Careers; establish approaches to establish the national careers strategy within the curriculum.</li> <li>• SMSC; ensure departmental audit is complete and principles are embedded throughout the SOW, on the website and in department feedback.</li> <li>• PSHRE; review the current provision and make the necessary changes in order to meet our statutory requirements by revised date.</li> <li>• Site and rolling programme of ICT/ facilities improvement.</li> <li>• Robust blended learning systems developed in preparation for local and/or national Covid lockdowns.</li> </ul> <p>Changes to assessment of students due to Covid was discussed and limitations noted. Teachers are no longer allowed to move around the classroom. Student collaboration is limited as students must sit facing the front of the class.</p> <p>It was reported that Careers has been stalled due to staff illness, and lack of external input due to Covid restrictions. Also, SMSC and PSHRE days are not able to take place at the moment and will be kept as targets.</p>	

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<p><b>Staffing:</b> <b>Redacted</b></p> 	
<p><b>Events:</b>  <b>Year 7 settling in evening</b> will be taking place tomorrow with face to face meetings, with one parent per child. AR explained that the meeting is largely about student wellbeing, settling in and support and guidance. Logistics are in place to provide a Covid secure environment including a one way system, Perspex screens and masks. <b>Trustees asked if there was capacity for a parent of all Year 7 students to attend.</b> AR advised that there are 22 students in a class bubble, and available appointments for 12 parents/students. The evening is limited to 2 hours, following national guidance. Any parent who does not wish to attend or who is unable to get an appointment will be contacted by telephone. It was felt that face to face meetings were important, and AR reported how successful these meetings had been at SHS, where staff and parents were relaxed and confident.  <b>Year 6 Open Evening</b> – this is happening online on 14<sup>th</sup> October  <b>INSET</b> days Oct 22 and 23 – disaggregated.</p>	

#### 4. GOVERNANCE

	ACTIONS
<p>LMcM presented the SEND report to Trustees. The following was noted:</p> <ul style="list-style-type: none"> <li>• The LSU is working very well. Staff adjustments have been made for a maternity cover. An excellent team.</li> <li>• 19% of students (81) at Stalham have SEN needs (vs national average of 15.5%)</li> <li>• 12 EHCPs</li> <li>• Stalham is attractive to parents of children with SEN, so numbers are expected to grow</li> <li>• Differentiating work in the classroom is key, with work planned for the individual. This supports an inclusive whole school approach.</li> <li>• Year 11 includes 4 students with ECHPs, which presents challenges.</li> <li>• IT provision has helped and been very welcomed, particularly with regard to the move from scribes to typing. The Wi-Fi and printing set up has been a huge benefit with students now able to print remotely from laptops</li> <li>• Of the 8 SEN students in year 11, 3 achieved 4+ in maths and English</li> <li>• The SEN Trust action plan needs to be updated</li> <li>• The Accessibility plan is currently being re-evaluated and will include a Covid Annexe. AR to bring to the next meeting.</li> <li>• SEN schools information report is due to be updated.</li> </ul>	<p>LMcM/ AR</p>

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<ul style="list-style-type: none"> <li>• Funding will increase due to number of ECHPS</li> <li>• Costs shared with SHS for the CEPP (Child Education Psychology practice). A great resource</li> <li>• Functional skills in literacy and maths on offer for those working below GCSE level.</li> <li>• A growing trend in home schooling was noted.</li> </ul>	
<p><b>Staffing:</b> LMcM reported that there are currently 4 TAs – 1 x full time and 3 x part time. Due to Covid restrictions, TAs are now allocated to particular year groups. Previously TAs would move around the school to where their skills would be most appropriately used. It was reported that there is a clear shortage of staff, with not enough cover for 12 EHCPs.</p> <p><b>Trustees asked if TAs are part time by choice.</b> This was confirmed by LMcM.</p>	
<p><b>Trustees asked about government catch up funding.</b> AR advised that this will be received in 3 instalments, and has a value of £80 per child. It was noted that the funding must be used for tuition costs, and reported back.</p>	
<p>Safeguarding and Pupil premium: LMcM will provide reports for the next meeting. GDPR will be provided for the summer meeting. It was noted that Wellbeing and Workload should now be a standing item on the agenda. <b>CT asked who the wellbeing member of staff is.</b> AR to let CT know.</p>	<b>AR</b>
LMcM was thanked for his input and hard work.	

LMcM left the meeting at 6.40pm

## 5. POLICIES

	<b>ACTIONS</b>
The NNAT pay policy for 20 – 21 was considered and approval held over until the next NNAT Trustee meeting.	

## 6. SELF EVALUATION

	<b>ACTIONS</b>
The annual self-evaluation of Governance was carried out by Trustees.	

## 7. MATTERS ARISING

	<b>ACTIONS</b>
None	

## 8. A.O.B.

	<b>ACTIONS</b>
DH advised that the audit is currently taking place.	

There being no further business the meeting closed at 7.30pm

**Date of next meeting: 6<sup>th</sup> January 2020**

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