



STALHAM HIGH SCHOOL

MEETING OF TRUSTEES AND SENIOR LEADER(S)

TUESDAY 6TH JULY 2021 at 4pm

HELD AT ANTINGHAM AND SOUTHREPPS PRIMARY

PRESENT

John Wollocombe - Chair JW
Constance Tyce CT
Gill Pegg GP
Andrew Richardson AR

ATTENDING

Sarah Rankin – Clerk SR

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Trustees to the meeting. There were no apologies and no declarations of interest.	

2. MINUTES OF 24TH MARCH 21 – ACCURACY

	ACTIONS
The minutes were checked for accuracy and approved. Clerk to print for signature.	SR

3. HEADTEACHER'S REPORT TO GOVERNORS

	ACTIONS
The Executive Headteacher reported the following: <ul style="list-style-type: none">• Numbers on roll are healthy• Admissions into year 7 now at over 100• Attendance just under national average• FSM vouchers will be provided over the summer holidays• Counselling – very busy with 313 sessions delivered up to 7/6/21• Transition will split over 2 days• Drop in appointments with student managers for new parents• Budget performance – strong.• Parent questionnaire indicated issues with communication and reporting. This is being addressed.	

Staffing: <ul style="list-style-type: none"> • New appointments in ICT, PE and Health and Social Care, Maths and Ethics. New staff are being induced on 9th July. • 2 members of staff have had reduced hours approved. • Staff absence remains an issue leading to a high cover bill. Several cases of long term illness, and 12 staff members absent due to Covid related illness. 	
Curriculum: <ul style="list-style-type: none"> • Five options are available in each block for year 9 students • First choices available for most students. 	
Ofsted: Due. Voluntary staff drop ins will be held from September to help staff prepare. This will be short 15 min sessions to be held once a week after school.	

4. GOVERNANCE

	ACTIONS
SIDP: this will be revised for September with a focus on personal development.	
GDPR: No breaches to report. Training needs to be completed by all staff.	
Health and safety: nothing to report.	
Staff wellbeing and workload: staff questionnaire has been circulated and results were mostly positive. Trustees asked for data to be circulated.	AR
Governance: The governing body was confirmed as GP (Chair), CT (Vice Chair), one community governor (Wendy Stanger) and two parent governors (Abigail Ellis and Alison Utting). The need for a staff governor was flagged.	
Safeguarding: GP reported the following: <ul style="list-style-type: none"> • SCR audit carried out with Emma on 30/6/21. The NCC recognised template which came out of the Antingham audit has been provided to ensure compliance • Kitchen staff are receiving safeguarding update on 8/7/21 • 3 new cleaners need to attend safeguarding training • GP to check where Trustee SCR data is held at Synergy. • Several cases of outstanding PREVENT training noted. 	

5. POLICIES

	ACTIONS
None.	

6. MATTERS ARISING

	ACTIONS
Records of Attendance: AR confirmed that staff have been reminded of the correct process and that records have improved. This will no longer be an issue from September when staff no longer need to move from classroom to classroom.	

7. MEETING DATES 21/22

	ACTIONS
These were discussed. Clerk to circulate suggested dates.	SR

8. A.O.B

	ACTIONS
None.	

There being no further business the meeting closed at 5.35PM

Date of next meeting: tbc