



**STALHAM HIGH SCHOOL**

**LOCAL GOVERNING BODY**

**WEDNESDAY 23<sup>rd</sup> March 2022 at 6pm**

**MINUTES**

**PRESENT**

Constance Tyce – Chair) CT  
 Andrew Richardson- Exec Head AR  
 Lee McMahon - Assistant Head LMCM  
 Sue Dorkins SD  
 Ian Richardson IR  
 Wendy Stanger WS – via TEAMS  
 Abigail Ellis AE – via TEAMS

**ATTENDING**

Sarah Rankin – Clerk SR

**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	<b>ACTIONS</b>
In GP’s absence, CT chaired the meeting and welcomed Sue Dorkins as new staff governor. There were apologies from AU and GP. There were no declarations.	

**2. MINUTES FROM THE MEETING OF 2<sup>nd</sup> FEBRUARY 2022 - ACCURACY**

	<b>ACTIONS</b>
The minutes were approved for accuracy.	

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

	<b>ACTIONS</b>
<p>The Headteacher reported the following:</p> <ul style="list-style-type: none"> <li>• Exclusions in line with national statistics and under regional averages. AR observed the school is very measured with FEXs, which are only issued in unavoidable situations. Governors discussed the value of further detail on exclusions but the headteacher felt this was unnecessary. This was agreed.</li> <li>• Attendance: years 7 and 8 are stand out years which continue to buck the national trend. This reflects the confidence of parents and students in the school.</li> </ul>	

<ul style="list-style-type: none"> <li>• Staff sickness absence policy: new guidelines in place from 24<sup>th</sup> March. Covid related leave will no longer be paid and will count towards sickness absence. Dependents will no longer be covered. EPM will be providing clear advice. The Head advised that the way student Covid absence is recorded is also changing.</li> </ul> <p><b>Governors asked what other schools are doing about these new guidelines.</b> The Head advised that he will consult the Trust on this.</p> <ul style="list-style-type: none"> <li>• Staff absence: high levels of staff absence were noted putting enormous pressure on school. Staff are stretched and having to be flexible in order to cover lessons. Supply remains an issue.</li> <li>• KS4 Data: concerns include widening of disadvantaged gap, low P8 prediction, poor attainment in English for boys, all subjects below school benchmark targets.</li> </ul> <p><b>Governors asked how the online catch-up tutoring is going.</b> The Head gave a negative report of a costly and disorganised system, tech issues, uninspiring lessons and poor tutors.</p> <p><b>Governors asked whether existing staff were able to provide the catch-up lessons.</b> The Head advised that there was no interest due to the amount staff could be paid.</p> <p><b>Governors asked whether the School is able to feedback to the government on the tutoring programme.</b> The Head confirmed that a survey has been submitted.</p> <p><b>Governors asked about arrangements for next year.</b> The Head advised that tutoring will have to take place in house if possible.</p> <ul style="list-style-type: none"> <li>• PE changing protocols back to normal. This has caused some issues so alternative arrangements have been put in place to manage privacy.</li> </ul> <p><b>Governors asked whether feedback had been received that students prefer to stay in PE kit on PE days.</b> The Head advised that the School feels that children should change back into uniform after PE lessons, but observed that the school’s changing rooms are not fit for purpose. The need to consider student and parent expectations was acknowledged.</p> <ul style="list-style-type: none"> <li>• Staffing: updates noted.</li> <li>• GDPR Sentry report still outstanding.</li> <li>• Remote parents’ evenings were discussed. The Head flagged a significantly lower attendance rate since the move to School Cloud, and stressed the need to ‘sell’ the value of attending to parents.</li> </ul> <p><b>Governors suggested that a survey be circulated to both parents and staff to gauge opinion regarding online vs face to face parents’ evenings. SD agreed to lead on this.</b></p> <ul style="list-style-type: none"> <li>• SMSC Day 2: Year 9 will attend the careers fair, with 25 different providers in attendance.</li> </ul> <p><b>Governors noted that the current year 10 missed out on a careers fair due to Covid.</b> AR advised that they will get careers input.</p> <p>Year 7 will be going to Bletchey Park or Hautbois. Year 8 are having a healthy lifestyle/wellbeing day and Year 10 are going to London. The value of getting students out and about again was acknowledged, and Governors felt this would build up students’ confidence.</p>	<p>AR</p> <p>SD</p>
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#### 4. BUDGET UPDATE

	ACTIONS
<p>AE reported that she is arranging a meeting with DH to discuss finance, but that she has no concerns about spend.</p> <p>AR noted that Stalham has a healthy financial picture which is managed carefully. GAG has increased for 22-23, so the budget will be encouraging for next year.</p> <p>The Head suggested that Richard Levell, CFO, might join the LGB at some point to discuss the bigger picture.</p>	<p>AE</p>

#### 5. SENIOR LEADERSHIP TEAM STRUCTURE AND EXEC HEAD RECRUITMENT

	ACTIONS
<p>AR reported that Executive Head interviews are being held on 25<sup>th</sup> and 26<sup>th</sup> April. The SLT from the high schools (excluding AR) will be part of the process. Governors were invited by the Chair to attend lunch on 25<sup>th</sup> April and meet the candidates. It was confirmed that once the Executive Head is in place, the Deputies will be recruited.</p> <p><b>Governors asked whether the post is a carbon copy of the Head's current role.</b> AR reported that this was not the case, and that the new incumbent would be spending 2.5 days in each school with strategic and HR roles. Governors were directed to the full brief on the website.</p> <p><b>Governors asked if students are involved in the recruitment day.</b> LMCM confirmed that there is a student panel and that students will be involved at various points during the day.</p>	

#### 6. GOVERNOR MONITORING PLAN PROGRESS

	ACTIONS
<p><b>Careers:</b> IR's monitoring report following the visit on 23<sup>rd</sup> Feb was circulated in advance of the meeting. IR reported on a very positive and insightful visit. Future focus on how soft skills are being developed and mapped throughout the curriculum. IR will attend careers fair on 22<sup>nd</sup> April.</p>	
<p><b>Attendance:</b> IR's report following visit on 28<sup>th</sup> Feb was circulated in advance of the meeting. IR reported on an insightful visit providing a good understanding of the monitoring of student absence. The suggestion of a 'one page continual log' has already been actioned by LMCM. It was felt that this is a good example of governors supporting the school.</p>	
<p><b>Marking Monitoring visit:</b> CT, GP and IR will meet with Paul Norris after Easter.</p>	
<p><b>Art and Photography Departmental Review:</b> The report was discussed and Governors agreed this is a strong departmental review. Governors were pleased with the format of the document and the detail covered therein. Weaknesses were observed in the underperformance</p>	

<p>of years 9 and 10. Governors were informed that a very hardworking and committed member of staff has been recruited.</p> <p><b>Governors noted that two year 10 students had reported struggling with Art, particularly organisation and homework. Governors asked what support there is from the SLT for the new teacher.</b> It was confirmed that the department does get a lot of support from the SLT, and it was noted that there could be various reasons for a student not enjoying the course. It was also observed that the bar has recently been raised in terms of the quality of work required for particular grades.</p> <p>The Chair will write to the team to thank them for all the work put into the document.</p>	<p>GP/CT</p>
<p><b>SEND:</b> CT and LMCM are not meeting this term. LMCM presented a report to Governors. The following was noted:</p> <ul style="list-style-type: none"> <li>• % of students with SEND above national average at 19%</li> <li>• Year 7 – 6 students with EHCPs. A very challenging group but progress is being made.</li> <li>• Challenge of recruiting TAs was noted.</li> <li>• Increase in mental health needs observed.</li> <li>• Plenty of CPD provided for TAs</li> <li>• Keeping in touch/coffee mornings for parents of children with EHCPs are being organised by the school's EHCP co-ordinator. CT will attend.</li> </ul> <p>The challenges of supply teachers supporting SEND students was discussed, and it was felt that in house cover is preferable where possible to avoid the widening of the disadvantage gap. <b>Governors asked whether SEND could be covered in the departmental review under a separate heading.</b> It was agreed that it is important to see that work and methods are being differentiated in lessons, and that all staff access SEND info.</p>	
<p><b>Staff wellbeing survey:</b> SD presented Governors with a report on the feedback from the staff wellbeing survey. WS was thanked for her input on the format of the questions. The following was noted:</p> <ul style="list-style-type: none"> <li>• Disappointing number of returns (29)</li> <li>• Staff really care about the school and feel safe.</li> <li>• Most negative comments about workload.</li> </ul> <p>SD and WS were thanked for all their work on this. WS noted that she had not been consulted and had not seen the survey before it was circulated. AR will draw up an action plan to address issues raised and feed back to staff, and to Governors at the next LGB</p> <p>The Chair asked SD to circulate a message to staff to say the data was presented to governors and an action plan is being drawn up.</p>	<p>AR</p> <p>SD</p>
<p><b>Health and Safety:</b> AE noted this needs to be added to the monitoring programme. AE will arrange a time to meet with Jane Storey. Clerk to source Health and Safety checklists and Equalities monitoring requirements.</p>	<p>SR</p>

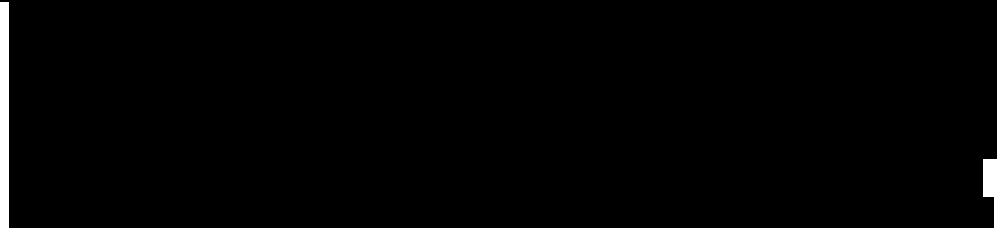
## 7. SAFEGUARDING

	ACTIONS
LMcM reported on a successful transition to CPOMS.	

## 8. PROGRESS ON WEBSITE COMPLIANCE

	ACTIONS
Carry over to next meeting. AE flagged the old news items on the website again. AR agreed this needs to be actioned and will work with the IT department to remedy this.	AR

## 9. CONFIDENTIAL ITEM

	ACTIONS
	

## 10. POLICIES

	ACTIONS
<b>Governors Expenses and Maternity Leave and Pay:</b> Governors noted that these policies have already been adopted by the Trust and are for information only. Governors felt that the Maternity Leave and pay policy should be renamed to include Paternity and Adoption. CT will raise at the Directors' meeting.	CT
<b>Menopause policy:</b> AR asked for comments on this draft policy. AR noted that the only staff feedback thus far had been on the access to toilets, and that this has been actioned already.	

## 11. ACTION LOG

	ACTIONS
Social media communication plan: AR in touch with IT, Lee, Emma and Ian.	
Online policy: Synergy are currently updating this.	

## 12. MATTERS ARISING

	ACTIONS
None	

## 13. A.O.B.

	<b>ACTIONS</b>
<b>None</b>	

There being no further business the meeting closed at 20:40

**Date of next meeting:  
Wednesday 4<sup>th</sup> May at 18:00**