



STALHAM HIGH SCHOOL
LOCAL GOVERNING BODY
WEDNESDAY 4th May 2022 at 6pm
MINUTES

PRESENT

Gill Pegg (Chair) GP
Constance Tyce CT
Andrew Richardson- Exec Head AR
Sue Dorkins SD
Danielle Lindoff DL
Wendy Stanger WS – via TEAMS
Abigail Ellis AE – via TEAMS

ATTENDING

Sarah Rankin – Clerk SR
David Hicks DH

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed all governors to the meeting. The Chair introduced new Community Governor Danielle Lindoff to the Governing Body and introductions were made. There were apologies from IR. There were no declarations.	

2. MINUTES FROM THE MEETING OF 23RD March 2022 - ACCURACY

	ACTIONS
The minutes were approved for accuracy following two additions. The minute on exclusions was discussed. AE felt that in the interests of equality and inclusion, further detail on exclusions should be provided to governors. It was agreed however that, given that governors might be called upon to attend an exclusion panel, no further detail on excluded students is appropriate at this stage.	

3. UPDATES TO THE GOVERNING BODY

	ACTIONS
New Community Governor: Danielle Lindoff Alison Utting – resigned as parent governor due to other commitments.	

<p>Governors were reminded that GP and CT are only on the LGB as a temporary measure, and that the aim is to recruit more governors to secure the future of the LGB.</p> <p>Recruitment of a new parent governor was discussed. It was agreed that a note be circulated in parent mail, and that governors attend the year 7 parent transition day in July to speak to parents.</p> <p>Clerk to liaise with EJ regarding parent mail notice.</p>	SR
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4. HEADTEACHER'S REPORT TO GOVERNORS

	ACTIONS
<p>The Headteacher presented the report to Governors. The following was noted</p> <ul style="list-style-type: none"> • Students on roll currently 443. 2022-23 numbers increase to 464. PAN is currently 100. <p>The school has space for 580 students. It was observed that PAN may need to be raised in the future to 110, given that there will be 100 students in each year within a couple of years. A consultation process will need to take place with all stakeholders to raise the PAN.</p> <p>Governors asked if local students are being turned away. AR noted that the school can be a little flexible, so no student is turned away. Governors asked if there are predicted student numbers for the next 5 years. AR advised that a 5 year projection is liable to change, and that a 3 year projection is more reliable. It was confirmed that the next 3 years look healthy with regard to student numbers.</p> <p>Governors noted that the new housing estates currently under construction in Stalham will potentially bring more families into the catchment area. AR has some data on this and will circulate.</p> <ul style="list-style-type: none"> • Exclusions data was noted. There have been no PEXs this academic year. AR to circulate data on managed moves. • Attendance. Governors were advised that Covid absence is no longer coded, and that therefore attendance figures have gone down. The national picture is 89%, so the school is still ahead. • Staff Absence: Covid related illness is reducing due perhaps to people no longer testing and potentially more resilience in the population. AR is trying to allow some time in lieu for all the cover provided during the really challenging months earlier in the year. Governors felt this was an excellent idea for staff morale. • Air scrubbers are working well and making a noticeable difference with air quality. More may be purchased. • Options go live on 9th May for year 8. GCSE drama is now on offer following a good appointment. It was agreed that a well-balanced curriculum is on offer. 	<p style="text-align: center;">AR</p> <p style="text-align: center;">AR</p>
<p>Staffing: Staffing changes were discussed. It was noted that the careers advisor VR will now be moving exclusively to SHS from September. A part-time post is being advertised for Stalham. Governors asked if the careers advisors will still link up. This was confirmed.</p>	

Governors asked whether, in the interest of equality, a diverse range of applicants is received for advertised posts. AR advised that a diverse field is usually received, and noted that Stalham High has perhaps a more culturally diverse staff than many areas in N Norfolk.	
GDPR: The audit was circulated prior to the meeting. Governors asked how the issues raised are going to be addressed. It was confirmed that this will be through CPD, staff briefings and via spot checks. It was noted that all staff will have access to the report.	
SMSC Day: Very successful. IR attended the careers fair and reported on an extremely well run and well attended event. Governors raised concerns that year 10 missed out on a careers fair. AR explained the plan to backfill for year 10, and that JM and VR working on this currently. There will be some kind of careers event with a targeted approach. AR noted that all year 11s will have had a 1:1 with the careers advisor by May half term.	

5. DEPARTMENTAL REVIEW – ENGLISH

	ACTIONS
This was received by AR today, but needs more work. AR will circulate shortly, and it will be added to the agenda for the next meeting.	AR

6. BUDGET UPDATE

	ACTIONS
<p>DH (David Hicks) reviewed the month 7 accounts circulated prior to the meeting. It was noted that headteachers are able to download the summary report 10 days after the close of the month. Heads will be contacted by DH if there are any concerns.</p> <p>Income for Stalham is in good shape as additional grants have been received that were not budgeted for. Overspend on supply cover was flagged. However, there are no major concerns with regard to the budget.</p> <p>The budget for the next 3 years was discussed. Rising pupil numbers paint a good picture going forward. DH confirmed that the budget will be circulated to governors once it is approved by the Trust.</p> <p>DH advised that new reporting system is being sought for September which will make reporting more efficient.</p> <p>Reserves were discussed. DH advised that the recommended percentage reserve is 5-6%. This is a sensible balance to cover for any eventuality, such as dips in pupil numbers. A reserve also allows for match funding should an opportunity arise.</p> <p>Governors asked if there are any capital projects planned for Stalham. DH reported that all properties within the Trust have been surveyed by PCH</p>	

<p>Associates and the Estates Manager to prioritise any capital funding projects. Governors asked for the priority list to be circulated. DH advised that capital funding projects relate to anything over £50K, and that smaller projects are covered by the maintenance budget.</p> <p>AE noted that she met with DH in February to talk through the accounts, and will do so quarterly in order to report back to the Governing Body.</p>	DH
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7. SAFEGUARDING

	ACTIONS
Nothing to report.	

8. STAFF WELLBEING

	ACTIONS
<p>The feedback from the staff wellbeing survey carried out in March was discussed. SD raised 5 key points which could form part of an action plan as follows:</p> <ol style="list-style-type: none"> 1. Yes/no form for remote parents' evenings; 2. Staff toilet improvements (now actioned); 3. Increased CPD at department level; 4. Recognition of staff successes and achievements; 5. Teacher workload survey. <p>Parents evening was discussed. It was agreed that this needs either to be held in person or on School Cloud. A combination of both is not feasible. AR will survey parents for their preference and SD will ask the staff.</p> <p>A teacher workload survey was discussed and the outcome/aim was questioned. SD felt it would identify if overload is consistent across the board and allow a realistic picture can be formed. WS was concerned there is no comparative data. GP felt that this knowledge is known already. SD wanted a long-term plan for these periods of overload. GP suggested identifying the pinch points and then drawing up an action plan/tweaks to make a difference. GP suggested SD speak to staff to see if they have any solutions.</p> <p>SD will talk to staff directly and report back at the meeting on 29th June.</p>	<p>AR/SD</p> <p>SD</p>

9. SEND

	ACTIONS
<p>CT met with LMCM today. The SRB was discussed and how this will support SEND students already at the school.</p> <p>CT will provide note of visit</p>	CT

10. SRB UPDATE

	ACTIONS
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<p>AR reported that the consultation is now open, and that 4 people attended the drop-in last night – 2 sets of/parents and 2 staff members. Questions included:</p> <ul style="list-style-type: none"> • Number of places; • Whether a diagnosis of autism was needed to get a place; • Space; • Nature of layout; • Balance of time between base and mainstream school; • How would it benefit an existing student. <p>AR advised that SRB expertise will be shared with the main school, and that student ‘autism ambassadors’ might be carefully appointed. It was noted that there will be 3 members of SRB staff and that there will be a budget for external expertise such as an Educational Psychologist.</p>	
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11. GOVERNOR MONITORING PLAN (GP)

	ACTIONS
Careers: IR’s positive report from the careers fair was reviewed.	
SMSC week: 11 th – 15 th July. AR will circulate the programme when it is finalised. Will involve a trip to Paris and a series of half and one day events.	AR
AE requested that Health and Safety and Equalities be added to the monitoring spreadsheet. AE also requested that the equalities toolkit be circulated to all governors. AR observed that a rigorous County health and safety inspection has just been carried out, and that the report will be sent to AE when it arrives. Governors asked who is the link for equalities at school. This was confirmed as Mo Ali who will liaise with AE regarding the monitoring.	SR AR
Pupil Premium and the catchup funding: The PP report is on the website, and will form part of LMCM’s SEND report at the next meeting. The National Tutoring Programme (NTP) was discussed. This was reported to be of patchy quality and generally ‘underwhelming’. It was noted that some students have stuck with it, and it was hoped that there will be some impact. Governors asked for data on how many students were eligible for the NTP and for attendance levels. AR will circulate this information. Governors asked what, given the failure of the NTP, would be provided for students. AR advised that there was a focus on maths, English and science for the Year 11s on the SMSC day.	AR

12. POLICIES

	ACTIONS
Marking policy: GP/CT/ and IR met on 3 rd May and had a very positive session looking at the policy and its implementation. This will be discussed at the next meeting.	
The following policies have been approved by the Trust and were presented to Governors for information only: <ul style="list-style-type: none"> • ECT Induction • Online Safety 	

<ul style="list-style-type: none"> • Statement on the Recruitment of Ex-Offenders • Time off for Training or study • Exclusion policy 	
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13. CORRESPONDENCE WITH THE TRUST

	ACTIONS
AR advised that it has been agreed that EPM will no longer be used as the HR provider from September.	

14. MATTERS ARISING AND ACTION LOG

	ACTIONS
Action log updated. No matters arising.	

15. A.O.B

	ACTIONS
The Chair advised Governors that the LGB self-evaluation, skills audit and Annual Governance Statement need to be completed at the next meeting. Clerk to circulate skills audit form.	SR

16. EXECUTIVE HEAD APPOINTMENT

	ACTIONS
The Chair reported that Alistair Ogle has been appointed Executive Head from September.	

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

**Date of next meeting:
Wednesday 29th June 2022 at 18:00**