



STALHAM HIGH SCHOOL

LOCAL GOVERNING BODY

TUESDAY 29th NOVEMBER 2022 at 6pm

MINUTES

PRESENT

Ian Richardson – Chair	IR
Alastair Ogle- Executive Headteacher	AO
Sue Dorkins	SD
Gill Pegg	GP
Constance Tyce	CT

ATTENDING

Sarah Rankin – Clerk

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed all governors to the meeting. There were apologies from DL. AE was absent. There were no declarations.	

2. MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING

	ACTIONS
The minutes from the meeting held on 27 th September were approved for accuracy. The action log was updated.	
Matters arising: Vice chair: GP confirmed as VC for this year. Succession planning was flagged as a priority this year. Link Governors: CT now confirmed as SEND governor and will meet with the new SENDCo Meghan Hanley in January. SD will take Mental health and wellbeing link governor as she already attends the Trust Wellbeing Forum. School vision: in progress with discussions ongoing. DofE: PY is currently liaising with BS at Sheringham High and working on securing the £4-5K set up grant.	
Matters arising from the self-evaluation meeting held on 11 th October: Link governor bullet point list of minimum requirements: IR discussed this with the CEO. Synergy now producing these. IR will chase and bring to the next LGB meeting	IR

3. HEADTEACHER'S REPORT

	ACTIONS
The HT report was presented in the new format of 'Stalham on a page'. The following was discussed:	

<p>Data: P8 score is not good enough at -0.8 ie every student is achieving almost a grade below what they were predicted to achieve. This data will be validated by the DofE in February. The Headteacher explained that this data makes the school vulnerable from an Ofsted perspective. Governors noted that the anticipated result was -0.3%. The Headteacher advised the following actions are being taken:</p> <ul style="list-style-type: none"> • External data systems have been purchased (such as ALPS) to benchmark and set targets in addition to allowing comparison of schools within the Trust. • Focus on English and Maths for Year 11 <p>Governors discussed the results. SD found the results demoralising given how hard staff are working. The Head raised the challenge of capacity and teaching loads. It was acknowledged that it is difficult to change the timetable mid year, although some tweaks have taken place. SD reported that staff are nervous about an Ofsted visit during the current situation of continuous firefighting. It was also acknowledged that extensive use of supply teachers can be unsettling for students and can lead to behaviour issues. The Head advised that he is meeting with the finance director tomorrow and will discuss spending some of the surplus on much needed staffing.</p> <p>Action: AO TO SUPPLY ACTION PLAN AGAINST P8 AND A REPORT ON FINANCE/BUDGET AND DETAIL ON HOW THIS WILL BE COMMUNICATED TO STAFF.</p> <p>Governors asked if the Head is able to identify middle leaders who are struggling. AO confirmed this. Governors asked what support is being provided by the Trust. AO confirmed that discussions have been held with the CEO. Governors stressed the need to be kept in formed of what action is being taken and progress being made.</p> <p>English: AO noted that Kate Chanter, Head of English at Sheringham High, is now liaising with Paul Norris. The challenging staffing situation of the department was acknowledged and advice is being taken from HT and the Unions. AO reported that the exam board has been changed for years 9 and 10. Governors asked that the action plan be shared with governors, and suggested it be a focus on monitoring.</p> <p>Action: AO TO SHARE ENGLISH ACTION PLAN.</p> <p>Maths: The Head raised the issue of capacity in maths, with the Head seconded to the SLT. A rigorous programme is planned for maths including:</p> <ul style="list-style-type: none"> • After school revision sessions • Interventions • Revision guides and cards are being purchased • Better use of MathsWatch is being implemented • Moderation will take place with Litcham. 	<p>AO</p> <p>AO</p>
<p>Recruitment:</p> <ul style="list-style-type: none"> • Student manager starting next week to increase capacity. The appointee is known to the school and will be a great asset to the team • Science teacher appointed • Librarian and data admin role – at interview stage • SRB lead recruited and starting in January. The appointee will be on the SLT and will be able to help capacity within the school for the sixth months before the SRB opens. 	
<p>Appraisals:</p> <p>AO reported that a new system has been implemented this term. It was noted that some staff had not had an appraisal for several years. Heads of department are being trained</p>	

<p>in how to carry out appraisals which has lead to a delay. Currently 70% of appraisals have been carried out. Governors considered whether there might be a confidence issue with newly trained Heads of department. AO confirmed he is checking all appraisals. Governors asked if there is a common objective. AO explained that there are 3 targets: one on progress, one on professional development and one on the specific role. The LGB expressed confidence in the new system and will receive a report at the next meeting.</p>	
<p>Stalham 5/Vision: Lee McMahon is working well on this with a focus on hearts and minds. Vision being discussed with AO and discussion with SLT to take place in Jan.</p>	
<p>SEF/SIDP: Shared with governors in advance of the meeting. Next step - Rag rate priorities. The Head acknowledged that PD is a real strength of the school. SD flagged the levels of apathy amongst students and it was agreed that students need to own a set of clear school values and that there needs to be a cultural shift in the school.</p>	
<p>Governors agreed that the new format for the HT report has worked well. A high level budget line was requested for future reports, as well as numbers of staff on capability and long term sick. GP asked that staff wellbeing be a standing item on the agenda.</p>	

4. PUPIL PREMIUM STRATEGY STATEMENT RATIFICATION

	ACTIONS
<p>Governors received the Pupil Premium Strategy Statement prior to the meeting. The link governor for PP was confirmed as AE. The new format was discussed and the need for clear detail on impact agreed. GP noted that there is no mention that the gap has widened and asked that this be added. It was agreed that PP and the widening gap needs to be added to the Governor Monitoring Plan. Governors ratified the PP strategy statement.</p>	

5. SAFEGUARDING AUDIT

	ACTIONS
<p>The safeguarding audit was reviewed. Governors were encouraged to see how many actions have already been completed, including the new electronic sign in system at reception. The Head noted that an external audit has been organised for the end of February.</p>	
<p>Compliance checklist: this was carried out by GP and DL with LMCM. The actions were reviewed.</p>	

6. POLICIES AND DOCUMENTS

	ACTIONS
<p>AO reported that the amendments/corrections had been made to the policies brought to the last meeting. These policies are now ratified. Changes were not made to the safeguarding policy as this is the Trust format. It was confirmed that the behaviour policy is in the process of being rewritten. Governors requested that this be finalised soonest. Governors asked how the policy would be communicated to parents and students. AO confirmed this would be emailed</p>	

to all parents, expectations will be discussed with the students and posters will be displayed around the school.	
The following Synergy approved policies were noted: <ul style="list-style-type: none"> • Appraisal Policy • GDPR and privacy notices • Finance policy 	

7. GOVERNOR MONITORING PLAN 2022-2023

	ACTIONS
To be agreed by IR and AO by the next LGB meeting	IR/AO

8. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
GP reported that the Trust have agreed two training courses for all governors: Knowing Your School and Effective Governance. These will be held online, but will also be recorded for those who are unable to attend. Directors will be completing the Risk Management training.	

9. INFORMATION FOR THE TRUST BOARD

	ACTIONS
Clerk to take news of the SRB back to the Trust via the Trust Clerk, Debra.	SR

10. ANY OTHER FYI UPDATES

	ACTIONS
<p><u>Careers governor</u>: it was agreed that this role is important and should be added to the curriculum governor role.</p> <p><u>Staff wellbeing</u>: CT stressed the need to take on board SD’s comments on staff morale. AO reported that a staff Christmas quiz and chips night has been organised by SD for the staff, with 50 people attending. Governors were reminded that SD is on the Trust staff wellbeing forum</p> <p><u>Key dates</u>: Focus on greater connection of LGB with Student/Staff/Parents. As such key dates log created alongside LMCM for enhanced Governor interaction. ACTION: CLERK TO CIRCULATE LIST TO GOVERNORS TO SIGN UP</p>	SR

11. WHAT WENT WELL/EVEN BETTER IF

	ACTIONS
<u>Went well</u> : Governors felt the meeting was honest, transparent, had good structure, kept to time. Governors liked the new Stalham on a page.	

12. DATE AND TIME OF NEXT MEETING

	ACTIONS
Tuesday 24th January at 6.30pm	

There being no further business the meeting closed at 20:30