



STALHAM HIGH SCHOOL

LOCAL GOVERNING BODY

THURSDAY 16TH MARCH 2023 at 6pm

MINUTES

PRESENT

Ian Richardson – Chair	IR
Alastair Ogle- Executive Headteacher	AO
Danielle Lindoff	DL
Gill Pegg	GP
Constance Tyce	CT
Dean Jackson	DJ

ATTENDING

Sarah Rankin – Clerk

ACTIONS challenges DECISIONS

SRB visit

Prior to the meeting, Governors were given an informative tour of the site of the SRB by Assistant Headteacher Leahanna Tarry. This project is nearing completion and will be accepting its first students in September.

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors to the meeting. There were apologies from SD. AE was absent. There were no declarations. DJ, new community governor, was welcomed to his first meeting.	

2. MINUTES FROM THE MEETING OF 24th JANUARY AND MATTERS ARISING

	ACTIONS
The minutes from the meeting held on 24 th January were approved for accuracy.	
Matters arising: There were no matters arising not covered below.	

3. EXECUTIVE HEADTEACHER’S REPORT

	ACTIONS
Vision and values: Document produced and circulated to Governors following an extremely useful session led by IR to enable senior leaders to discuss and form a common vision for the school. AO reported on a rewarding session and an excellent	

<p>process to go through full of open and transparent conversations. The core focus of the exercise was six questions:</p> <ol style="list-style-type: none"> 1. What is our core purpose? 2. How do we behave? (our values) 3. What do we do? 4. How will we succeed? 5. What is most important right now? 6. Who needs to do what? <p>Governors felt the vision and values were in line with the Trust ethos and values. It was confirmed that this vision will replace the current ‘Challenge Stalham’.</p> <p>It was noted that all staff, students and the community should understand and believe in these values. It was confirmed that the vision and values will be shared with parents and added to the website, prospectus and newsletter. Governors were encouraged to reinforce the vision and values on school visits. The action plan detailed the programme of implementation planned.</p> <p>Governors raised the challenge of being able to keep on top of all the current action plans such as the School Vision, Safeguarding and Maths review. The Executive Headteacher advised that action plans are monitored at regular SLT meetings, at formal meetings with the Deputy Head every two weeks and at departmental meetings. All meetings are minuted and actions recorded.</p> <p>GOVERNORS AGREED TO FORMALLY ADOPT THE VALUES AND VISION.</p>	
<p>The ‘Stalham on a page’ document was examined by Governors. The following was discussed:</p>	
<p>Data: Predicted grades allow HODs to see who needs help where. Improvement in Progress 8 scores was noted but there is still work to be done, and target grades have been increased. Governors asked how often P8 data is updated. AO advised that this data is 5 weeks old, with the next data run taking place in 2 weeks’ time.</p> <p>AO explained the value of the new ALPS system to Governors, which maps the progress of individual students from their starting point (SATS). This system is currently providing data for year 11s only, and will be extended to year 10s from September. Governors asked how staff are adapting to the new system. AO advised that staff are getting used to the new focus on progress rather than on attainment.</p> <p>Governors asked whether collaboration is taking place between the high schools. AO advised that things are starting to move forward. Governors asked whether the new methods of harvesting data is giving the Head confidence that there will be less surprises at the end of the academic year. The Executive Head confirmed that staff are starting to feel more confident although there are no actual results yet to benchmark against.</p> <p>Governors asked that the next report shows current and new data to show progress. This was agreed and will appear on the next Stalham on a Page.</p>	<p>AO</p>
<p>Attendance: remains a challenge and just below national average (90.5%). LMCM will be undertaking an attendance self-evaluation next term in addition to meeting with the County Attendance Officer. Warning letters are proving effective. Support is being given to families by pastoral staff. 6 Attendance Panel meetings in progress and 4 Fast Track attendance processes in place. Governors asked for clarification on what the process is for Fast Track. The Executive Headteacher advised that this is carried out by LMCM and Paula, and that NCC no longer has any involvement. It was agreed that the key is the</p>	

communication with and the education of parents. The challenge of ensuring that all students who are not currently attending school (11) are safe was noted.	
Behaviour: Governors asked why there are no students on a Pastoral Support Plan. AO explained that this is linked to the Behaviour Policy which is currently be reworked. Governors were informed that a new post is being advertised – an Inclusion Manager to lead on mental health. This increase in capacity will help to support those students in need.	
SRB: Governors asked whether children will be part of the school body. This was confirmed, with students being able to access some lessons as appropriate.	
SEF: AO advised that this is currently being worked on and will be circulated shortly. The need to be able to verbalise where the school’s strengths and weaknesses are was flagged, along with the action plan.	
Curriculum map: This was provided for Governors to information, and to provide an overview of the curriculum for 23-24. The Executive Headteacher noted the following: <ul style="list-style-type: none"> • Year 7 PE sessions have doubled • computing has increased to 2 sessions • RS, Self and Society reduced to 3 sessions (all per 2-week cycle). • French and Spanish will be taught from September. Governors asked if feeder schools study languages. AO advised that most study Spanish. <ul style="list-style-type: none"> • RSE policy will be sent to parents for consultation. It was noted that adverts are now live for teachers of Maths and Computing, PE and a Head of Science.	
Focus areas in Maths, English and Reading: Progress noted since last term and actions being worked through. Governors asked what percentage of students are below their reading age. This was estimated at 25-30%. Governors asked if parents are involved with reading. The challenge of getting young people to read was acknowledged, and parents often are not modelling reading any more. Communication with parents to happen soon. Governors asked if authors come in to school. This was confirmed, and the occasional theatre trip takes place. Governors suggested producing a one-page paper for parents to help them in helping their child’s reading. This was agreed. AO TO TALK TO ANGIE TO PRODUCE HELP SHEET FOR PARENTS	AO

4. SAFEGUARDING

	ACTIONS
<p>Safeguarding audit: this was commissioned by AO and carried out by Lucy Canning from NCC on 27th February. The audit looked at all aspects of safeguarding in more detail than Ofsted would. AO is in agreement with the audit’s findings, and is not concerned with the actions, all of which are achievable. Governors felt the audit was timely, extremely useful and very clear. It was noted that Lucy is returning to the school at the end of June to review progress on actions. Governors asked that progress on actions be reported back to the Governing Board for monitoring purposes at each meeting. The importance of evidence of improvement being minuted was discussed. AO advised the evidence will be on the SCR.</p> <p>Governors discussed the challenge of monitoring safeguarding, given the confidential nature of issues. AO reported he will perform half termly random checks as quality assurance and report back to the LGB.</p>	

<p>AO advised that LMCM will be visiting another school which has been using CPOMS for more than 6 years to gain knowledge.</p> <p>It was confirmed that the SCR will be moved on to CPOMS when confidence in the new system improves. In the meantime, AO will perform half termly SCR audit, evidence on the SCR and report back to the LGB.</p> <p>AO confirmed that the list of issues that arose from the recent PEX have been incorporated into the behaviour policy.</p> <p>SAFEGUARDING AUDIT ACTION PLAN AND SCR AUDIT TO BE ADDED TO AGENDA AS STANDING ITEMS</p>	SR
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5. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
<p>Retirement of CEO: it was agreed that RM should be invited to one of the LGB meetings before he leaves at the end of the academic year. It was noted that the position is being advertised nationally, and that CT is on the interview panel.</p> <p>CLERK TO INVITE RM TO A MEETING</p>	SR

6. POLICIES AND DOCUMENTS

	ACTIONS
<p>Behaviour Policy: this draft policy has been circulated to staff and governors for comment. GOVERNORS WERE ASKED TO SEND ANY COMMENTS TO AO BY 17TH APRIL.</p>	ALL
<p>SEN Information Report: it was acknowledged that this has been a huge piece of work by Megan, who has only been in post since September. The need to recruit an assistant SENDCo was discussed as well as the suggestion of a Trust post to support exam access arrangements. These additional posts would substantially improve capacity.</p> <p>CT as SEND Governor will champion Megan and be in touch regularly with her. CT will be revisiting the school to discuss SEND with students and staff. Governors asked that 'evaluation of the impact' be added to page 9, and that high level funding is added under 'Additional Support Available'.</p> <p>GOVERNORS WERE HAPPY TO RATIFY THE SEN INFORMATION REPORT WITH THOSE CHANGES.</p>	
<p>All policy statement regarding the SRB: Governors questioned whether, given SRB students might need a different approach, whether a sentence explaining this should be added to each policy.</p> <p>AO WILL INVESTIGATE AND REVERT</p>	AO
<p>Trust policies for information only:</p> <ul style="list-style-type: none"> • Code of Conduct for staff • Harassment and Bullying Policy • Procedures for dealing with Allegations and abuse against teachers and other staff • Whistleblowing policy and procedure 	

7. GOVERNANCE

	ACTIONS
<p>Governor recruitment update: The Chair is mindful of succession planning and is currently talking to a potential new governor. AO advised a member of the SLT might be interested in joining the LGB.</p>	
<p>Governor roles and monitoring: The link governor roles were adopted by the LGB.</p>	

The monitoring plan is now being shared on Sharepoint for Governors to update. Monitoring reports reviewed: SEN visit (CT) and Maths monitoring report (GP/IR)	
Record of visits: Governors were reminded to fill in a note of visit form when coming into school for monitoring to provide evidence for Ofsted.	

8. INFORMATION FOR THE TRUST BOARD

	ACTIONS
SCR: GP to raise the need for someone at Trust level to monitor the SCR	

9. CHAIR'S BUSINESS

	ACTIONS
The Chair thanked Governors for their contributions and noted that the team is really coming together. Positive feedback has been received from staff regarding governor visibility at school.	

10. ACTION LOG

	ACTIONS
All complete.	

11. WHAT WENT WELL/EVEN BETTER IF

	ACTIONS
What went well: Governors were very grateful for the tour of the SRB and were really excited about the development. Governors thanked the Executive Head for his detailed reports and for the curriculum update.	

12. DATE AND TIME OF NEXT MEETING

	ACTIONS
Thursday 11th May at 6pm	

13. A.O.B.

	ACTIONS
None.	

There being no further business the meeting closed at 20:16