



STALHAM HIGH SCHOOL

LOCAL GOVERNING BODY

Tuesday 5th December 2023 at 6pm

MINUTES

PRESENT

Ian Richardson – Chair	IR
Alastair Ogle – Headteacher	AO
Lee McMahon - Senior Deputy Head	LMcM
Danielle Lindoff	DL
Gill Pegg	GP
Constance Tyce	CT
Dean Jackson	DJ
Kate Whitehead	KW
Janette Yaxley	JY

ATTENDING

Sarah Rankin – Clerk

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors to the meeting and introductions were made for the new staff governor Janette Yaxley. There were no apologies and no declarations.	

3. MINUTES OF THE MEETING OF 21st SEPTEMBER AND MATTERS ARISING

	ACTIONS
The minutes from the meeting held on 21 st September were approved for accuracy.	
Matters arising: PD day: a huge success with a range of topics covered including respectful relationships. Gambling, road safety and democracy.	

4. EXECUTIVE HEADTEACHER’S REPORT

	ACTIONS
Governors received the papers in advance of the meeting. The following comments were made:	
Stalham on a page: <u>Attendance</u> : continues to be a challenge. An additional Inclusion Manager has been recruited, which will allow Paula to focus on attendance. The Executive Head explained all strategies are being implemented to improve attendance. GP observed that	

SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD.....DATE.....

<p>attendance has been raised at the Directors' meeting at the Trust, noting that some schools are more successful than others. Governors asked whether attendance is discussed at Heads' meetings, and whether Norfolk figures are received. AO confirmed that attendance is discussed, and that AO tends not to look at Norfolk figures.</p> <p>Suspensions: one PEX this term with one pending.</p> <p><u>Data:</u> AO advised that interventions are happening with children spending more time on maths and English where staffing allows. It was confirmed that more accurate data will be presented to the Governing Body in January when the mock and tracking data is uploaded.</p> <p>The P8 score of +0.2 was discussed. AO advised that this is based on teacher assessed grades, is the best-case scenario and may drop. It was noted that GCSE mocks have been well attended and that students have been focussed in exams. Governors agreed that the data will be very useful.</p> <p><u>Behaviour:</u> Governors reviewed the behaviour data and noted the high number of behaviour incidents in Year 9. AO commented that this is nothing unusual in Year 9 and was not a concern. In addition, AO noted that there is a large SEN cohort in this year group. AO advised that the focus will be on rewards to encourage good behaviour.</p>	
<p>SIDP: The updated and rag rated SIDP was reviewed. It was noted that the SENDCo is now on maternity leave. AO reported that Claire Gammons is joining for 2-3 days a week from January.</p>	
<p>Medical needs update: an update was given on the implementation of the new Trust policy. It was confirmed that all records are being kept up to date, and that all healthcare plans are also up to date. The Executive Head reported that a further 22 staff are now First Aid trained. AO noted that he will continue to monitor medical needs provision on a termly basis.</p> <p>The Governing Body were happy with all the school are doing regarding student medical needs.</p>	
<p>Surveys: <u>Student survey:</u> really positive responses were noted with some significant percentage increases on certain questions year on year. It was confirmed that this survey was not anonymous, and that any child who said they did not feel safe in school has been spoken to with Paula, and that there are no concerns as all. Areas for improvement were acknowledged. The Executive Head noted that some students will find the consistent behaviour expectations challenging.</p> <p><u>Parent survey:</u> a very positive picture with significant improvements in every area. Governors were please to see the high scores for the questions 'would you recommend this school?' and 'the school has high expectations for my child'. Frustration was felt over the response to the question 'the school makes me aware of what my child will learn during the year', which scored 68% even though all parents had been emailed the previous week regarding the curriculum content for their child.</p> <p>The challenge of getting parents to fill in the survey was discussed, with a return of 16% noted. Governors questioned whether text surveys or QR codes might improve engagement, or asking parents to fill in questionnaires at parents' evening.</p>	

<p>Governors suggested clear output was needed in order to encourage parent engagement, noting that parents need to know the outcome of the survey. The suggestion of incentivising returns was raised.</p> <p><u>Staff survey:</u> It was confirmed that this was anonymous. A very positive picture. It was noted that there have been a lot of staff changes over the last 12 months.</p> <p>The Chair noted that robust systems are now in place regarding line management and the appraisal process. It was acknowledged that some staff may have struggled to adapt to the new systems. The Chair congratulated the SLT on the huge improvements made this year. JY observed there is no negativity in the staffroom, and that the survey reflects the positive vibe at the school. AO acknowledged the hard work put in by all staff, and noted the strong team ethos across the school. Termly wellbeing events are being held for staff, such as Quiz and Chips this term which was well supported by both teaching and non-teaching staff. Governors agreed the culture of one team at school is very noticeable.</p>	
<p>Inspection Data Summary Report (ISDR): The Governing Body reviewed the data. The % SEN support – well above average - was discussed. It was noted that the SRB is fully integrated and working really well with children included in mainstream classes. It was agreed that the high percentage of SEND students reflects the inclusivity measures in place and the culture of the school.</p> <p>The P8 and attainment scores were discussed. Governors were reminded that there will be no P8 scores in 2025 or 2026 due to the lack of KS2 data during the Covid pandemic. It was confirmed data for 25-26 is based on attainment rather than progress. ALPS will continue to be used to track students’ progress. It was noted that all scores on the ISDR will be adjusted in January when final data is supplied following remarks.</p>	
<p>FFT: Governors reviewed the attainment data provided by FFT. Areas of concern were progress in DT, Music, Citizenship and Art and Design. AO assured Governors that all issues have been resolved and new staff recruited. Governors were happy that the school understands what it needs to do to improve P8 scores, and that it is on the right path. It was agreed that great strides have been made in the past year at the school. The curriculum was discussed including the move to the 2-year KS4 curriculum. AO explained that students will no longer have compulsory subjects such as Citizenship and French, but that these will remain options. In addition the curriculum will be widened with Spanish being introduced. This was agreed to be an easier language to learn which would boost confidence and improve language data. EBACC was discussed with its inclusion of French. The need to offer a range of options which the students are keen to learn was agreed. AO reported that land management and environmental science were being considered along with more vocational options. KW raised the discussions being held in government regarding green jobs of the future. The Chair observed that the Governing Body have a lot of faith in the curriculum and that there is clarity about what is going on at school, and is pleased that the school feels well supported by Governors.</p>	

5. SAFEGUARDING

	ACTIONS
<p>The following was reported:</p> <ul style="list-style-type: none"> • Ofsted see safeguarding at Stalham as a strength • Follow up with Lucy Canning scheduled. 	

<ul style="list-style-type: none"> Trustee DLS network has now been set up, with termly meetings to share expertise. Student surveys are no longer anonymous in case any safeguarding concerns arise Attendance policy has been updated SENDCo needs to attend multi-agency training to enable her to join the DSL team Next year the school will have control of all lettings. The team has been organised and a safeguarding procedure is in place. Governors asked whether a process such as for the SCR needs to be put in place. AO advised that written records would be kept. The Safeguarding Team (LMcM, Paula and Ruth) meet on a weekly basis to look at new referrals and ongoing cases <p>Governors asked about filtering and monitoring requirements added to KCSIE. The Executive Head confirmed that all filtering is in place. It was agreed that the Trust needs to feed back to schools regarding the sites that students are trying to access, which will enable the school to work on any specific areas. LMcM advised that the Trust react very quickly when there are safeguarding triggers, which then allows LMcM to investigate.</p>	
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6. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
<p>The following was reported:</p> <ul style="list-style-type: none"> New Trust HR post going live. This new appointment will be very beneficial to schools. Equality objectives: Discussed. Only two schools in the Trust have published their objectives. CT advised that this has been raised at the Directors’ meetings, and that is it clear that there is confusion over the requirements of this public sector equality duty. CT expects the Trust will circulate guidance to schools. AO will look at Bawdeswell and Litcham for direction. <p>Equality objectives on website – consult with Litcham</p>	AO

7. POLICIES AND DOCUMENTS

	ACTIONS
<p>The following policies were ratified by the LGB:</p> <ul style="list-style-type: none"> Pupil Premium Plan 2023-24 Attendance policy <p>The following Trust policies were noted for information only:</p> <ul style="list-style-type: none"> Charging and Remissions Policy Appraisal and Capability Pay policy 	

8. GOVERNANCE

	ACTIONS
<p>Monitoring programme: January English monitoring: confirmed KW and IR.</p>	

<p>AO advised that the CEO wants to build links between Governors and Directors. It was agreed that a Director should join some monitoring next year.</p> <p>SEND/SIDP monitoring visit: CT apologised for the late receipt of the note of visit form. A very positive visit. SENDCo on maternity leave so a lot of work extra work for Leanna. Funding applications lead to extra work around evidence. Inclusion team are looking at strategies in the classroom to ensure students are accessing quality first teaching. New HLTA and TA starting in January which will make a difference. The recruitment of students for the SRB was discussed. It was confirmed that Leanna is on the county selection panel, and the amount of work this involved was acknowledged. CT reported on ideas about working with parents of SRB students such as coffee mornings for parents to meet each other or a Christmas lunch. CT acknowledged the great success of the SRB and its benefit to the school. CT was thanked for her detailed report.</p> <p>SIDP Monitoring visit/Paul Norris: GP on a very positive and interesting visit around the school to see it in action and to meet some staff. This was an excellent visit allowing a greater understanding of the developments in teaching and learning, and the strengths of the school. PN’s work at the Synergy Research group on teaching techniques was discussed with Stalham leading the way with Explicit Instruction and Scaffolding. GP noted an example of PP funds being spent to enhance the curriculum with the new visualiser – a live aid for teachers to work in real time on documents with the class. In addition, music lessons are now available to PP students. Brilliant club has restarted. GP was thanked for her report.</p> <p>SIDP Link Meeting/AO: IR reported the following in relation to the SIDP plan:</p> <ul style="list-style-type: none"> • Communication with parents has been enhanced with termly newsletter, weekly parent bulletin (to be shared with LGB also for information). • Leadership development programme in place with LMCM now on the NPQH and other LT members networking and accessing other courses to support development. • Communication with the wider community: taking back control of the sports centre was discussed for use as a community hub, along with the potential setting up of a parent steering group to source funding to enhance facilities, such as an all-weather surface and gym equipment. It was noted that this could be a valuable resource for the town, and a source of income for the school. Governors thought this was an excellent idea and a way to enhance the local community, where there is not a lot for young people to do. KW wondered whether anything could be learned from the community gym in Stalham, such as the supervision of a shared space or the processing of applications. AO agreed it could be useful to liaise with them. AO underlined the need for the project to be a curriculum enhancement and a teaching space in the first place. In addition it would be a wellbeing bonus for staff. AO advised he is meeting with Active Norfolk soon <p>The format of the SIDP link reports was discussed. It was agreed that IR’S format would be followed in future for consistency.</p>	
<p>Self Evaluation actions: These will be discussed at the joint meeting with SHS in January.</p>	

9. INFORMATION FOR THE TRUST BOARD

	ACTIONS
<p>Finance: a one-page finance summary for Governing Boards was discussed. The Chair emphasised that this was needed to enable the LGB to have an overview of finance. Issues with the new finance system was raised. It was confirmed that this has been discussed at the Directors’ meeting, and the CEO is on to it.</p>	

10. CHAIR'S BUSINESS

	ACTIONS
Complaints: The Chair made Governors aware of the complaints in process. Bulletin: governors are now on the mailing list.	

11. ACTION LOG

	ACTIONS
Updated. Parent Governor vacancy will be circulated at the beginning of the spring term. IR to add paragraph to the bulletin to flag this before the end of term.	IR/SR

12. WHAT WENT WELL/EVEN BETTER IF

	ACTIONS
What went well: Good to have our new staff governor on board.	
EBI:	

13. DATE AND TIME OF NEXT MEETING

	ACTIONS
Confirmed as Wednesday 31st January at 5pm at Sheringham High, followed by the joint meeting with Sheringham LGB. LMcM suggested that in future Stalham LGB meetings be held in the SRB. LMcM to check logistics with the caretaker.	LMcM

14. A.O.B.

	ACTIONS
None.	

There being no further business the meeting closed at 20:50

Date of next meeting:
Wednesday 31st January 2024 at 5pm at Sheringham High School
followed by joint meeting with SHS LGB at 6pm