



STALHAM HIGH SCHOOL

LOCAL GOVERNING BODY

Tuesday 19th March 2024 at 6.30pm

MINUTES

PRESENT

Ian Richardson – Chair	IR
Alastair Ogle – Executive Headteacher	AO
Louise Lee – CEO	LL
Lee McMahon – Senior Deputy Headteacher	LMcM
Robyn Bush	RB
Dean Jackson	DJ
Danielle Lindoff	DL
Gill Pegg	GP
Constance Tyce	CT
Kate Whitehead	KW
Janette Yaxley	JY

ATTENDING

Sarah Rankin – Clerk

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors and the CEO to the meeting. New Parent Governor Robyn Bush was welcomed to her first meeting and introductions were made. There were no declarations.	

3. MINUTES OF THE MEETING OF 31st JANUARY AND MATTERS ARISING

	ACTIONS
The minutes from both meetings (Stalham LGB and Joint Stalham/Sheringham LBG) held on 31 st January were approved for accuracy.	
Matters arising: None not covered by the agenda.	

4. EXECUTIVE HEADTEACHER’S REPORT

	ACTIONS
Governors received the papers in advance of the meeting. The following comments were made:	
Stalham on a Page:	

<p><i>Suspensions:</i> the increase in suspensions was discussed. AO noted that this happens alongside an increase in expectations in the behaviour policy. Governors observed a particularly high number in year 7. AO explained that this reflects the national picture, where behaviour in primary schools has been a significant problem. Issues both inside and outside the classroom were noted, particularly with regard to emotional regulation. LMcM observed that the majority of suspensions relate to a small group of students. Governors asked if they could have a breakdown of this data. This was agreed. Governors were reminded that reintegration meetings take place after every suspension, with support plans being drawn up. Governors were pleased to see the decrease in suspensions for children with SEND.</p> <p><i>Staffing:</i> AO advised that several resignations have been received including Head of Drama, Head of Maths, RS, and 2 science teachers. An unsuccessful candidate at SHS for science is coming to visit Stalham shortly. Governors checked whether staff leaving were for promotional posts. This was confirmed by the Exec Head. Exit interviews have been carried out, and all staff are staying until the end of the academic year. Governors asked about the recruitment of a careers advisor. AO explained that recruitment has not been successful to date, and that external provider Beacon East will continue to provide its services for the time being.</p> <p><i>Data:</i> Predicted grades: +0.2 would be a stepped improvement. Lots of support and intervention taking place. CPD delivered last night on oracy, adaptive teaching and starter tasks.</p>	AO
<p>BII Education Report: This external review of the school commissioned by the CEO took place in February. AO felt that the external viewpoint has been really valuable with the report highlighting areas where improvements are still needed in preparation for a full graded Ofsted visit. AO noted that staff are more prepared but acknowledged that challenges remain. It was confirmed that an Ofsted visit could potentially be in 8 weeks time. AO reported that key sections of the report had been extracted and circulated to staff in a 'Securing Good' draft document for staff. Governors noted that there was little mention of adaptive teaching in the report. This was recognised as a key area for more improvement which is taking place via the learning forums. Governors noted the challenge of teaching staff at high schools knowing the children individually and being able to adapt teaching and learning to each child. It was noted that Arbor shows this detail/need on the lesson plan. The need for consistency and uniformity in the pre planning stage of adaptive teaching was agreed.</p>	
<p>Preferences process: AO reported that the process is at the midway point with 60% of responses received. Two new subjects on offer: Psychology and Land Based Studies. The recently held preferences evening was very well attended indicating positive signs of engagement in the community. AO reflected on a good curriculum offer, which has been well-received. The Chair agreed that the evening was a success, an extremely informative evening. Governors asked whether astronomy and further maths would be offered. AO advised that there was not enough interest in these subjects in the initial stage. However it was noted that the potential exists to offer these as extra-curricular GCSEs.</p>	

<p>Governors asked whether students receive careers advice regarding GCSE choices. LMCM advised that several assemblies have been held on this, and that all choices are look as to check that sensible decisions are being made. It was noted that the job description for the careers advisor post includes working with head of department to ensure that careers is put through the curriculum where it comes to life. Governors were advised that all staff have recently published their career path and the skills they have learned along the way. This makes things very real for the students.</p>	
<p>Alternative provision: LMCM gave a presentation on accessible alternative provision summarised as follows:</p> <ul style="list-style-type: none"> • Comparison given between Alternative Provision (AP) (off site) vs Adapted curriculum (on site). • Welfare checks needed for AP as duty of care remains with the school • Available providers: <ul style="list-style-type: none"> ○ ACE – very supportive, successful outcomes, two centres: Rackheath and Great Yarmouth ○ Edfords Care Farm – one child attends ○ St-Eds – similar to ACE • E-Learning packages: <ul style="list-style-type: none"> ○ TUTE ○ Ed Class – not very flexible and cumbersome to set up. School moving away from this. <p>Governors asked how the impact of AP is measured. LMCM advised this is through attendance, engagement and TUTE feedback. LMCM noted that students may feel disengaged when they return to school having been offsite for a couple of days, having missed classes. It was acknowledged that this is also tough on teachers.</p> <p>Governors asked if AP on site will be an option in the future, if the redevelopment takes place. This was confirmed, but an admissions process will be in place.</p> <p>Governors asked whether the school is sure that all students in need of AP have been captured. Mr McMahan confirmed this, but also drew attention the financial restrictions regarding AP.</p> <p>LAC profile: the current LAC profile for the school was shared. This includes children in care (CIC). LMCM informed the LGB that all LAC children are prioritised, have a dedicated student manager and have regular reviews. The importance of meeting children’s need first was stressed. Governors agreed the care and support for LAC children is clearly a strength of the school, and the all the staff should be congratulated for the work they do with the most vulnerable in society. LMCM noted that staff need to be really resilient, noting that it can be really tough and at times thankless. It was also noted that LAC children only go to ‘Good’ schools.</p>	
<p>Complaints: the complaints log was shared with Governors as requested. Fewer formal issues this year were noted. The CEO noted the robust complaints procedure in place across the Trust, and the duty to care to Heads.</p>	

5. SAFEGUARDING

	ACTIONS
LMCM reported the following:	

<ul style="list-style-type: none"> Trust safeguarding group now set up to allow sharing of ideas across the schools. Meets every half term. LMcM in attendance. DSL supervision – available for those that want it. An individual choice. Weekly DSL caseload review takes place with key staff. A very valuable sharing session which has transformed way of working. CPOMS hugely successful and a great safeguarding asset which can capture so much more than previous systems. Governors asked if too much reporting of minor incidents is taking place. LMcM advised that this isn't an issue, and that sometimes the smaller incidents add up to something bigger. 	
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6. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
<p>The Trust wide governor training was noted and Governors were encouraged to attend: 17th April at 7pm: Handling Academy Complaints 9th May at 7 pm: Exclusions</p>	

7. POLICIES AND DOCUMENTS

	ACTIONS
<p>The following school policy has been ratified by email:</p> <ul style="list-style-type: none"> MAGT (Academic scholars and talented students) <p>The following Trust approved policies were noted for information only:</p> <ul style="list-style-type: none"> Code of Conduct for staff Procedures for dealing with allegations of abuse against teachers and other staff and volunteers Whistleblowing policy and procedure 	

8. GOVERNANCE

	ACTIONS
<p>English Review: This took place on 23rd January with IR and KW, the subject lead, 5 teachers and a mix of students from year 7 to year 11. The detailed report was circulated to Governors in advance of the meeting. KW and IR noted the following:</p> <ul style="list-style-type: none"> Real consistency observed across lessons Engaged and enthusiastic students and good behaviour across the board. Evidence that the department was working as a team Very cohesive department with passionate staff with ability to engage students Very popular library space A shining light of the school <p>Year 11 students were able to reflect on their previously poor experience in English with a series of supply teachers, versus the current experience. They were able to observe that the younger years are going to enjoy a more consistent and better experience with the subject.</p> <p>LMcM underlined the mastery level of subject knowledge with all English staff.</p> <p>IR raised the benefit of a level of consistency across all subjects, with each teacher then adding their own style/autonomy.</p>	

<p>Parent governor RB informed Governors that her daughter has been so inspired by her experience that she intends to study English at College. A massive improvement is evident to parents.</p> <p>It was acknowledged that two teachers are ECTs and doing a terrific job.</p> <p>ACTION: AN ARTICLE IN THE NEXT EDITION OF REED WAS SUGGESTED TO SHOWCASE THE DEPARTMENT AND THE POSITIVE IMPACT OF ECTS AT THE SCHOOL.</p> <p>Governors noted the issue with laptops raised in the report and a discussion was held. The challenge of looking after laptops stored on trolleys (3) was agreed, with inevitable damage suffered. The need for further laptops was identified (noted by several Governors on different visits) and the suggestion of applying for funds via the Trust to obtain further laptops was agreed, from September, when the pooling of reserves begins. Governors suggested seeking outside funding for laptops. It was agreed this is a possibility, but could be a very time consuming exercise.</p> <p>ACTION: LMcM TO DRAW UP A PRIORITY LIST OF NEED TO BE SHARED AT THE FIRST LGB MEETING OF THE NEW ACADEMIC YEAR. GOVERNORS HOPED TO BE ABLE TO HELP PUSH THIS THROUGH.</p> <p>The whole school rewards scheme currently under development was discussed. Governors felt this will be a valuable tool for teachers which will boost confidence and aspiration in the students.</p> <p>ACTION: AN UPDATE WAS REQUESTED ON THE REWARDS SCHEME FOR THE JULY LGB</p>	<p>IR/KW</p> <p>LMcM</p> <p>AO/ LMcM</p>
<p>SIDP Link Governor meeting: Curriculum, Teaching and Learning:</p> <p>GP reported on a productive meeting with Paul Norris on 15th March, and a visit to a range of lessons in action. Adaptive teaching and accessibility were focal discussion points and seen in action during the lessons as detailed in the report. Accelerated reading test taking place library, to match students with appropriate level reading material.</p> <p>GP found the meeting and visit extremely useful, and was pleased to hear about the progress students are making. GP felt that Paul also found the meeting valuable.</p>	
<p>SIDP Link Governor meeting: SEND</p> <p>CT reported on a successful meeting with LT and classroom visits to observe teaching styles and adaptive teaching in action. The following was noted:</p> <ul style="list-style-type: none"> • Engaged students and good behaviour seen • Some challenges were noted in the classroom – not enough laptops, unreliable internet connection meaning lessons needed to be adapted spontaneously. • LT observed that some teaching staff lack confidence with adaptive teaching and more work needs to be done in this area. It was acknowledged that at secondary school teachers may not know the individual needs of pupils well as they may not see them very often. • PAD going from strength to strength, and will be at capacity from September • LT is building strong links with PAD parents and parent get togethers are enabling parents to support each other • New lead teacher at the PAD – Joe. A great asset to the team. Responsible for the development of Forest School. • Whole staff training has been given on ‘the voice of the student’ 	

<ul style="list-style-type: none"> CT meeting with the acting SENDCo next week, and will take part in the SEND review on 19th April 	
The Chair thanked Governors for the feedback from recent monitoring. The value of all monitoring for the LGB was acknowledged, and it was observed that staff feel well supported by the LGB.	

9. INFORMATION FOR THE TRUST BOARD

	ACTIONS
None	

10. CHAIR’S BUSINESS

	ACTIONS
The Chair congratulated AO on his new role at the Trust.	

11. ACTION LOG

	ACTIONS
Updated. AO will rescheduled the visit to the potential AP site. AO advised that he has visited an alternative provision academy in Cambridge.	AO

12. WHAT WENT WELL/EVEN BETTER IF

	ACTIONS
What went well: All Governors enjoyed holding the meeting in the PAD, and looked forward for this being the regular venue.	
EBI:	

13. DATE AND TIME OF NEXT MEETING

	ACTIONS
Tuesday 14 th May 2024 at 6.30pm	

14. A.O.B.

	ACTIONS
<i>Projects:</i> The Executive Head drew attention to various exciting and successful projects that are taking place at school at the moment, include Duke of Edinburgh award, Brilliant Club, the F24 project and the garden project. All highlighted in the latest Reed On magazine.	
<i>Offsite Directions:</i> LMCM explained that offsite direction is used as an effective tool for behaviour modification, and are used for a fixed period of time, usually six week blocks. An assigned governor is needed to support LMCM in the decision making process, to be the named representative on correspondence and attend the review meetings. RB agreed to be the name representative and will meet with LMCM to discuss.	

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

Date of next meeting:

Tuesday 14th May 2024 at 6.30pm at the PAD, Stalham High School