



STALHAM HIGH SCHOOL

LOCAL GOVERNING BODY

Tuesday 16th July 2024 at 6.30pm

MINUTES

PRESENT

Ian Richardson – Chair IR
Alastair Ogle – Executive Headteacher AO
Lee McMahon – Senior Deputy Headteacher LMCM
Robyn Bush RB
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 to the meeting. There were no apologies and no declarations.	

2. MINUTES OF THE MEETING OF 14th MAY AND MATTERS ARISING

	ACTIONS
The minutes from the meeting held on 14 th May were approved for accuracy.	
Matters arising: None not covered by the agenda.	

3. EXECUTIVE HEADTEACHER'S REPORT

	ACTIONS
The papers were circulated in advance of the meeting. The following was noted:	
Stalham on a Page: <ul style="list-style-type: none">Attendance continues to be a challenge. Discussed at the Ofsted inspection.Behaviour is pleasing with a reduction in the number of incidents due to higher expectations.Numbers on roll – increasing from 484 to 499. 94 students are leaving year 11. Governors were pleased with these numbers considering falling rolls elsewhere	

<p>in Norfolk. It was confirmed that some children are coming in from out of catchment. The PAD will be full with children coming in to year 7. It was confirmed that there is no possibility to increase numbers in the PAD. Governors asked if this increase in numbers impacts the main school. This was confirmed given that most students attend lessons in the main school and that the situation will be monitored. PAD numbers are included in the whole school roll, but the PAD remains the priority for the students placed here by the LA.</p>	
<p>Staffing: The Executive Head noted a lot of staff changes due to a variety of reasons including moving abroad, promotion elsewhere and relocation. New appointments have been staggered. The recruitment freeze was discussed. The Executive Head explained that there is an agreement between the school and the LA regarding the number of TAs the school employs to support children in the PAD. It was agreed that the school needs to be able to demonstrate that the service level agreed with the LA is being provided. It was noted that no further funding can be applied for if the number of TAs agreed are not in post. AO advised that this will be discussed with the CEO later this week, and the need to recruit a further TA for the PAD will be pushed. Governors felt that the funds received from the LA for the PAD - £318K for the year – must be ringfenced for the PAD and staffing. Governors felt that the reduction in TAs will have a negative affect not only on children in the PAD but will be felt across the rest of the school, where pressure will be put on TAs who will be less available to support other SEND needs in the main school. Governors offered support to the Executive Head at Trust level if required regarding this matter.</p> <p>AO advised that a new cover supervisor has been appointed which will reduce supply costs. A science technician is also being recruited, needed for compliance reasons.</p> <p>The reduction in SEND funding from NCC was discussed, totalling £233K. This comes at a time when there is an increase in EHCPs from 19 to 41. The Executive Head expressed frustration at not being able to do everything the school wants for children.</p>	
<p>Budget 24-25: The Executive Head informed Governors that the school has not yet seen a complete budget for the year ahead. Savings are being made where possible such as cancelling subscriptions. Governors asked if revenue brought into the school from lettings etc remain in the school. This was confirmed, and governors were asked to consider ways of bringing additional funds into the school. The Executive Head announced that £10K has been awarded to the school from Active Norfolk to purchase fitness suite equipment. This will be installed when it has been confirmed that the flooring is confirmed as stable. In addition, the school is one of the organisations selected for the community focussed initiative (blue token fundraiser) at Tesco this month, for funds towards fitness equipment. The popular Stalham street fairs were discussed, with Governors suggesting that a table representing the school could be present. LMCM stated that now he is Head of school he can take ideas like this forward. It was noted that the street fairs use the school car park, and that this could be an opportunity for pupils to wash cars to collect funds which could link with the rewards policy.</p> <p>A school PTA/Friends of Stalham was discussed as a potential source of additional income and a community link. It was felt that the school is now in a position to take this forward. It was agreed that a dynamic set of parents are needed to get this up and</p>	

running. Initiatives such as summer fetes, selling ice creams etc were suggested. The negativity on social media was discussed, and it was agreed this is a minority of parents, many of whom no longer have children at the school. The need to build positive relationships with the parent body was agreed, and will be part of the SIDP for the forthcoming year.

OFSTED feedback:

The Executive Head advised that the INSET day following the Ofsted inspection allowed the opportunity to feedback to staff immediately after the inspection. Inspectors' comments were hugely positive and included (amongst many more) the following:

Quality of education:

- clear evidence of quality first teaching for all
- high ambition for all
- sharpening of systems and processes
- development of social skills and processes
- TAs fully supporting pupils
- Reading being championed across the board
- Quality of assessment is good
- Strong subject knowledge delivered well

Behaviour and attitudes:

- Significant changes in terms of rewards
- good liaison with parents
- improvement in attendance
- decrease in disruption
- bullying not an issue
- pupils feel safe and are safe
- culture developing – children are wanting to learn
- high expectations in evidence

Personal development:

- a real strength
- range of activities on offer coordinated to develop social skills
- praise is really strong
- Angie Davidson's work recognised in the absence of a careers advisor
- Students are proud, confident and resilient

Leadership and management:

- Clear vision
- Clear and effective governance
- All staff should be proud of what has been achieved.

Governors were delighted with the report and positive comments and congratulated the school on the exceptional report. JY advised that staff are delighted with the result and LMCM was pleased by the mobilisation of effort from staff with all the team working together for the children. It was noted that there was no feeling of 'putting on a show'

<p>for inspectors. Staff simply did what they normally do : provide an excellent education for the students. A real energy among staff at the school was agreed.</p> <p>Governors asked why the inspectors chose to visit the geography department. LMCM advised that the school suggested they visit geography, where good teachers have been working without a head of department for some time. It was agreed that the structure and curriculum in this department needs to be improved.</p> <p>All agreed that this has been a fantastic way to end the school year.</p>	
<p>SIDP review:</p> <p>It was confirmed that all priorities are complete except the rewards and awards policy which is work in progress. A draft one-pager was tabled at the meeting outlining the headlines of how rewards will work. A move away from growth mindset values to something more Stalham-owned and linked to the ‘Stalham 5’ curriculum principles was presented. This will become a five-year journey, rather than a year. It was agreed that this will make rewards more accessible to children and will encourage teachers to be more reflective about their curriculum.</p> <p>The new Student Planner was presented to Governors. It was noted that this is larger than the current planner to prevent it getting lost and damaged in back pockets. LMCM advised that this will be a vessel of communication, with space for comment and merits and will encourage parental engagement. Heads of Department were consulted regarding entries that will help their curriculum, such as the periodic table and maps. It was agreed that the planner will encourage routine – children will sit down in class and place their planners on their desks to begin their lessons.</p> <p>The draft SIDP for 24-25 was tabled. Governors were asked for their initial thoughts. Governors asked if the Ofsted actions have all been included. This was confirmed. Link roles were discussed. It was agreed that there is no need for a governor to be linked to attendance, as this is reported at all governor meetings. The Chair asked governors to reflect on the link roles and report back. LMCM advised that the SIDP will be circulated when finalised and ratified by email in September.</p>	

4. ATTENDANCE

	ACTIONS
Covered above.	

5. SAFEGUARDING

	ACTIONS
<p>AO advised that there is a new format for the safeguarding annual report which will now take place across all schools in September.</p> <p>LMcM gave Governors a verbal update on safeguarding. The following was noted:</p> <ul style="list-style-type: none"> • SCR check took place on 25th June • 1 referral to LADO • 10 new Operation Encompass alerts <p>Governors asked for clarity over the Operation Encompass alerts. LMCM explained that alerts are received from the police when they are called out to an incident of domestic</p>	

<p>abuse or if a child goes missing. This is then added to CPOMS, is discussed, triaged and monitored.</p> <ul style="list-style-type: none"> LMcM advised that there has been an increase in extreme attitudes creeping into school which are being monitored. This has got worse since the election campaign where young people have been targeted on social media by the Reform party. Governors were reassured that extreme views are covered in the PHSE curriculum. The importance of staff being made aware of this was agreed, which provides a teaching and learning opportunity. The challenge of balancing tolerance, celebrating diversity and being open minded with education against extreme views was acknowledged, particularly when it concerns a legitimate political party. 	
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6. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
<p>It was confirmed that there is no Trust wide INSET event this year.</p> <p>Governors were reminded about the Trust thank you event being held on Wednesday 17th July at 6pm at Reepham School. All welcome. CT noted that it was a valuable experience last year presenting the opportunity to network with other governors.</p>	

7. POLICIES AND DOCUMENTS

	ACTIONS
<p>Complaints policy: amendment needed to reflect LMcM as Head.</p> <p>The following Trust approved policies were noted for information only:</p> <ul style="list-style-type: none"> Synergy Disciplinary Procedure Synergy Grievance Policy and Procedure 	LMcM

8. GOVERNOR LINK ROLES AND MONITORING

	ACTIONS
<p><i>Link Roles:</i> discussed above.</p>	
<p><i>SEND visit:</i> Monitoring report circulated in advance of the meeting. CT observed that the acting SENDCo has done a superb job with provision maps in place. It was agreed the SENDCo has gone above and beyond. THE CHAIR TO WRITE LETTER OF THANKS.</p>	IR
<p><i>Governor recruitment:</i> Potential community governor Janet Butler will visit the school in September. IR will request pen portrait to circulate to the Board. THE CHAIR ASKED GOVERNORS TO THINK ABOUT WAYS TO TARGET THE LOCAL COMMUNITY TO AS A SOURCE OF FURTHER COMMUNITY GOVERNORS.</p>	IR/ ALL
<p><i>Dates of meetings 24-25:</i> The first meeting was confirmed as Tuesday 8th October at 6.30pm. Clerk to circulate provisional dates for the rest of the year.</p>	SR
<p><i>Thanks to staff:</i> It was agreed that IR will circulate an email to all staff on the morning of Friday to thank them for all their hard work and congratulate them on the recent Ofsted success.</p>	

9. INFORMATION FOR THE TRUST BOARD

	ACTIONS
None.	

10. STAFF WELLBEING

	ACTIONS
<p>JY reported on a strong team ethos in the school, and that changes made such as the green button and roaming SLT have had a positive impact on wellbeing. A strong post-Ofsted buzz was being felt across the school.</p> <p>JY raised the following to be considered:</p> <ul style="list-style-type: none"> Improved visibility at the Trust staff wellbeing forum needed. Workload having big impact on staff wellbeing. It was noted that this has been a particularly busy half term with the crunch point with end of year assessments taking up a considerable amount of time, in addition to end of year events and trips. The importance of end of year assessments was confirmed as a vehicle for setting. It was also noted that assessment workload varies by subject. LMCM noted that the pressure will be eased with the appointment of a cover supervisor. <p>The Chair asked whether the timing of events could be tweaked for next year. LMCM confirmed he is looking into this, and considering adjustments such as fewer PD days and changing sports day to a less staff heavy sports experience day.</p> <ul style="list-style-type: none"> Staff have requested feedback on the experience and handling of extreme views. LMCM observed that unfortunately there are limited funds for staff wellbeing. <p>The Chair stressed that Governors want to hear and to be connected to staff. It was suggested that JY feedback to staff on INSET day to demonstrate that Governors have heard their views and have listened.</p>	

11. CHAIR'S BUSINESS

	ACTIONS
As attending her last LGB meeting, GP was thanked for all her hard work and support for the LGB over the years. LMCM thanked the LGB for all the support received on a personal and professional level.	

12. ACTION LOG

	ACTIONS
Updated.	

13. WHAT WENT WELL/EVEN BETTER IF

	ACTIONS
What went well:	
EBI:	

14. DATE AND TIME OF NEXT MEETING

	ACTIONS

Tuesday 8 th October at 6.30pm	
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15. A.O.B.

	ACTIONS
None.	

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

Date of next meeting:

Tuesday 8th October at 1830 in the PAD, Stalham High School