



STALHAM HIGH SCHOOL

LOCAL GOVERNING BODY

WEDNESDAY 15TH SEPTEMBER 2021 at 6pm

PRESENT

Gill Pegg - Chair GP
Constance Tyce CT
Andrew Richardson AR
Abigail Ellis AE
Wendy Stanger WS
Alison Utting AU
Lee McMahon LMCM

ATTENDING

Sarah Rankin – Clerk SR

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed governors to the first meeting of the new governing body. Introductions were made. There were no apologies and no declarations of interest.	

2. DECLARATIONS OF PECUNIARY INTEREST AND LGB CODE OF CONDUCT

	ACTIONS
The PI forms were completed. The LGB Code of Conduct was read by governors prior to the meeting, agreed by all and signed on behalf of the LGB by the Chair. A question was raised about why individual governors are not asked to sign the code of conduct declaration. GP TO PASS ON THE QUESTION TO SYNERGY.	GP

3. MINUTES OF 6TH JULY 21 – ACCURACY

	ACTIONS
The minutes were checked for accuracy and approved.	

4. HEADTEACHER'S REPORT TO GOVERNORS

	ACTIONS
	S

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

The Executive Headteacher reported the following:

- Numbers are good with 99 students entering into Year 7 and a total of 444 students in the school. It was noted that the student body has increased by 100 since NNAT took over the school in 2015. The Headteacher advised that the aspiration is to reach 500 students, but that this may take some time due to the demographic dip forecast over the next two years in North Norfolk. The improved and positive perception of the school in the local community was also noted.

Governors asked how much results have affected numbers. The Head flagged a range of factors affecting numbers including results, Ofsted, curriculum, competition from other schools and transport.

Redacted: staffing



- Attendance needs improvement in all year groups. Target is 96%.

Governors asked how attendance was tracked during lockdown. The Head confirmed that engagement and work completed was tracked. **Governors felt it would be useful to have comparative data from other schools.**

- Exclusions: 3 PEX during the last academic year. Unusually high. 32 FEX.

Governors asked what is done to ensure that behaviour which caused a FEX is not repeated. It was explained that reintegration meetings include target setting which are reviewed regularly. Report cards and behaviour plans may be issued. It was clarified that no student is ever excluded without a follow up.

- Free school meals were discussed, and it was confirmed that 28% of students qualify. **Governors asked if families are encouraged to take up FSM.** LMCM confirmed that information is provided, along with forms and envelopes. It was acknowledged that this can be a sensitive topic for parents.
- Staff CPD was discussed. It was noted that the 5 annual INSET days include annual safeguarding training, along with anything that supports staff in their job and their agreed staff appraisal targets. It is expected that Trust wide training will be more frequent following the merger with Synergy. Heads of subjects are scheduled to undertake Ofsted preparation training at Reepham this term.

Governors asked how the Covid catch up funding is being used. The Head advised governors that an unsuccessful experience was had with the national tutoring programme last year. Governors learned that it is now possible to pay existing 'staff' to give targeted intervention locally, and it was felt that this may be the most appropriate course of action when the funding arrives.

Governors asked if personal development will be included to address the loss of confidence experienced by many students due to the pandemic. LMCM confirmed that personal development is entwined throughout the school, and that the 'whole student' is being looked at.

KS4 Data

<ul style="list-style-type: none"> • strong performance in most EBacc subjects and percentage of students entered for EBacc increasing. • Steady improvement in English and maths since 2019. • Disadvantaged gap is narrowing for progress. • Low attainment in photography, art and music. This was discussed at length, and governors were assured that measures have been put in place to address the issues, and careful monitoring will be carried out. 	
<p>SIDP: The headlines were reviewed. Governors raised inconsistencies with marking and feedback during lockdown. The policy was discussed and the differences between marking, feedback and assessment clarified.</p> <p>Governors asked how consistency is monitored. The Head advised that consistency is monitored three times a year through the scrutiny of a sample of random students' work with feedback channelled through line managers. The format of departmental reviews was discussed and the importance of student voice was underlined. Governors asked if departmental reviews took place last year. The Head advised that it was not possible to carry out reviews last year. It was agreed that a departmental review might have picked up the issues with the Arts.</p>	
<p>Parents' evenings: It was confirmed that these would continue to be held on School Cloud following very positive experience and feedback from parents.</p> <p>Governors raised issues with connectivity and the length of appointment. The Head advised that timings had been tweaked to improve the experience. It was also noted that parents can arrange a further consultation with teachers if any issues require more time.</p>	

5. PUPIL ADMISSIONS NUMBER (PAN)

	ACTIONS
It was agreed to keep PAN at 100.	

6. GOVERNANCE

	ACTIONS
SIDP: Covered in 4 above. Detail to follow.	
GDPR: One whole Trust FOI in progress.	
Health and safety: Nothing to report	
Staff wellbeing and workload: The Head reported that the High Schools have signed up to the Education Wellbeing Charter. Feedback will be provided to governors on the eleven principals.	
<p>Monitoring: CT will be putting together a governor monitoring programme to link to the SIDP. The importance of monitoring was discussed, and it was stressed that the governors' role is <u>not</u> one of inspector. It was agreed that marking might be a suitable initial area to monitor.</p> <p>Governors asked how budgets and procurement are carried out. It was explained that budgets are put together at Trust level in consultation with Heads. It was agreed that David Hicks, northern hub CFO and strategic budget</p>	

<p>planner, should be invited to attend the next meeting to give new governors an overview of how the Central Team operates. CLERK TO INVITE DH TO THE NEXT MEETING</p> <p>New governors were encouraged to come into school to attend events to increase their knowledge and to be a visible presence for parents.</p>	SR
<p>Governor roles: The following allocation of roles was agreed: Safeguarding: Currently GP. AU will shadow Equalities and Health and Safety: AE Staff Wellbeing and Workload: WS Pupil Premium and SEND: CT</p>	
<p>Safeguarding: GP explained the SCR and how it is monitored. There were no safeguarding issues to report. The Clerk was asked to circulate last year’s annual safeguarding report for information. Governors were advised of the requirement to read the Keeping Children Safe in Education document, a link to which is found on the ‘Declarations’ tab on each governor profile on Governor Hub. Governors must check the box to confirm they have read the document annually.</p>	SR

7. POLICIES

	ACTIONS
None.	

8. GOVERNOR TRAINING UPDATE

	ACTIONS
The Clerk advised that the Trust’s training provider has changed to Herts for Learning. It was noted that governors have already booked on training provided by the previous provider, Educator Solutions, and the clerk will check to ascertain whether these can be attended.	SR

9. CORRESPONDENCE WITH THE TRUST

	ACTIONS
None	

10. MATTERS ARISING FROM THE PREVIOUS MINUTES

	ACTIONS
None.	

11. A.O.B

	ACTIONS
Governance: GP discussed a potential new community governor she has spoken to. It was agreed that AR and GP should arrange a meeting with him soon.	

LGB Meeting time: It was agreed to change the start of the meeting time to 5pm	
---	--

There being no further business the meeting closed at 8.10pm

**Date of next meeting:
Wednesday 1st December at 5pm**