



STALHAM HIGH SCHOOL
LOCAL GOVERNING BODY
TUESDAY 27TH SEPTEMBER at 6pm

MINUTES

PRESENT

Gill Pegg – Chair	GP
Alastair Ogle- Executive Headteacher	AO
Sue Dorkins	SD
Danielle Lindoff	DL
Abigail Ellis	AE
Constance Tyce	CT

ATTENDING

Sarah Rankin – Clerk

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed all governors to the meeting. There were apologies from IR. It was announced that Wendy Stanger has resigned from the LGB.	

2. DECLARATIONS AND CODE OF CONDUCT

	ACTIONS
There were no declarations. The LGB Code of Conduct was agreed and Governors were asked to check the declaration under their profile on GovHub. The Chair will sign the paperwork on behalf of the Board.	All GP

3. ELECTION OF CHAIR AND VICE-CHAIR

	ACTIONS
The Clerk thanked GP for chairing the LGB over the last academic year. The Clerk advised that IR had expressed an interest in standing as Chair in advance of the meeting. He was proposed by GP and unanimously voted in as Chair for this year. The election of Vice-Chair was put on hold until dates and times of the meeting schedule are confirmed.	

4. INTRODUCTION FROM THE NEW EXECUTIVE HEAD

	ACTIONS
The new Executive Head Alastair Ogle gave his thanks for the warm welcome received from governors, staff and students. The Head acknowledged the huge amount of potential at the school and the bright future ahead. Challenges were noted, some issues are already being worked on.	

<p>Governors asked how the Head is dividing his time between the two sites. It was confirmed that the Head spends alternate days at each school over a 2-week rotation. This ensures that an equal amount of time is spent at each school. The Head flagged his role as Ofsted inspector, which involves a commitment of one day a term plus inspections. This term the Head will be involved in two inspections, and advised that no Ofsted visit will take place at Stalham during this time. It was also noted that the school receives payment for this work once expenses are deducted, and funds will be put towards a staff social. AO will be sharing feedback with staff from the recently attended Ofsted conference, where the focus was on SEND, adaptive teaching, political impartiality and personal development. Governors suggested this would be valuable information for the LGB as well, underlining the value of shared knowledge and consistency.</p> <p>The presence of governors at the Ofsted visit was discussed. It was noted that there is an expectation that governors attend the meeting, however it was felt that the Board needs to have the confidence to report that there will be some governors who are unable to attend a meeting during the school day.</p> <p>AO WILL CIRCULATE THE SLIDES FROM THE MEETING.</p>	<p>AO</p>
<p><u>Vision for Stalham High:</u> the Head was encouraged that his vision is aligned with that of the Trust. The challenge of putting together a school vision statement was noted, and the importance of gathering the views of all stakeholders was agreed in order to look for common threads. Parents have been contacted today via ParentMail and staff and student views are also being sought. AO WILL SEND SOME QUESTIONS TO THE LGB TO CONSIDER IN PREPARATION OF AGREEING A VISION STATEMENT/MISSION FOR 22-23</p> <p>Governors particularly liked the desire to provide students with opportunities they may never experience if they did not attend the school. For example, a ski trip is being considered in 3 years' time, thus allowing parents to plan and save. Governors noted that even a trip to London would be an exceptional opportunity for many students.</p> <p>It was agreed that students' success can be measured in different ways, and that not everyone is 'school shaped'. Governors noted that the curriculum had been very core-focussed over the past few years, and acknowledged that this does not suit everyone. AO reported that the curriculum review will address this issue to ensure a more balanced curriculum with more of a focus on life skills.</p>	<p>AO</p>
<p><u>Expectations of Governance:</u> The make-up of the LGB was discussed. It was felt that an LGB consisting of two parents, one staff member and at least three community governors (maximum four) was ideal. The benefit of recruiting an additional non-teaching staff member was agreed.</p> <p>Governors flagged the lack of diversity in the LGB, and acknowledged that this has always been a challenge given the demographic of the county. However, it was felt that the LGB should be more proactive in encouraging governors from more diverse backgrounds to consider the role. In addition, the challenge of recruiting governors with the skills needed for the LGB was noted.</p> <p>CLERK TO CHASE OUSTANDING SKILLS AUDIT FORMS</p>	<p>SR</p>

5. LINK GOVERNORS

	ACTIONS
<p>The Head suggested that a governor be linked to a member of the SLT and their SIDP priority. This was confirmed as follows:</p> <p>IR AOG Develop and embed highly effective school leadership and staff structure Lead a whole school curriculum review</p> <p>GP LM Development of the systems and culture of the school maximising student experience and outcomes</p> <p>AE PN Ensure highly effective and inclusive quality first teaching for every student</p> <p>The following governor roles were confirmed: <u>Safeguarding</u>: DL <u>Recovery Premium</u> (Covid catch up): AE <u>Pupil Premium</u>: AE <u>SEND</u>: DL <u>Mental Health and Wellbeing</u>: CT <u>Curriculum Development</u>: GP <u>Reading</u>: It was agreed that this could be the focus of a governor thematic review. <u>Curriculum review</u>: IR and GP</p> <p>It was clarified that a governor for finance is no longer required. However, governors felt that an overview was important and asked that AO include a paragraph in his report to governors. Governors requested sight of the Premises Management Plan. CLERK TO SOURCE DOCUMENT FROM ESTATES.</p> <p>Governors flagged the loss of a health and safety governor and requested sight of the audit report which took place last academic year. The Head will include health and safety on the HT report to governors. CLERK TO SOURCE H&S AUDIT REPORT</p>	<p>SR</p> <p>SR</p>
<p><u>New governors</u>: parent governor election advertisement to be recirculated now that the year 7 parents have arrived.</p> <p>The challenge of recruiting new governors was discussed. It was suggested that a piece be published in the Stalham Community News to encourage local applicants and that more personal approaches to parents may be appropriate.</p>	<p>SR</p> <p>AO</p>

6. MINUTES FROM THE MEETING OF 29TH JUNE 2022 - ACCURACY

	ACTIONS
<p>The minutes were approved for accuracy following one correction.</p>	
<p>Matters arising:</p> <p>7. Equalities governor: this is no longer a requirement.</p> <p>13. Data on managed moves and exclusions to be included in HT report</p>	<p>AO</p>

7. EXECUTIVE HEADTEACHER'S REPORT TO GOVERNORS

	ACTIONS
<p>The Exec Headteacher reported the following:</p> <ul style="list-style-type: none"> Years 4, 5 and 6 are stable for the next few years 	

<ul style="list-style-type: none"> School still needs to grow. AO has already met with the head of Stalham Academy. Numbers on roll have increased to 462. School prospectus in progress. AO WILL CIRCULATE DRAFT TO GOVERNORS. 	AO
<p>Staffing:</p> <ul style="list-style-type: none"> Trust wellbeing day well received. See Agenda item 9. a few contractual issues have arisen, and a lack of clear equitable structure evident. Staff absence procedures are not being followed. Governors raised concerns given the historical staff absence rates. No mid-year appraisals. Some staff have not had an appraisal last year. <p>The importance of communication and the appraisal system was underlined. Governors noted the large number of staff vacancies and asked to be involved in the interview process for teachers. HEAD TO PROVIDE INTERVIEW DATES</p>	AO
<p>Quality of Education:</p> <ul style="list-style-type: none"> ALPs is being investigated by the Trust as a potential tool to examine data against external benchmarks. Currently used at Reepham and SHS (KS5). CEO to revert. The Head feels that there is a lack of engagement among the student body, and that work needs to be done to raise their expectations and to believe in themselves. This will filter down from staff to children and parents. <p>Governors considered why this might be, and whether there are any dominant and controlling students at the school. This was not confirmed.</p> <ul style="list-style-type: none"> Quality of cover/supply is a concern Full curriculum review will take place this term 	
<p>Safeguarding:</p> <ul style="list-style-type: none"> audit underway and will be circulated to governors. Staff who have been here over 12 years have not had a DBS (rather the old system – CRB). This is being rectified. Electronic sign-in system is being introduced to meet GDPR requirements. 	AO
<p>SRB:</p> <ul style="list-style-type: none"> Very positive meeting took place yesterday Tenders going out shortly Lead person (LA funded) will be in post from January to work on admissions. AO will not be involved. LA running all procurement 20 places across KS3 and KS4 Students will be on roll at the school. 	
<p>Behaviour and Attitudes</p> <p>AE raised the implementation of the school uniform policy. AE felt that the language used ‘a challenge we are winning’ was too combative. AO stressed that the uniform policy had not changed and that parents are just being reminded of the expectations regarding uniform and footwear.</p>	
<p>Website: the outdated news items was raised by governors. It was flagged that this has been an issue for some considerable time and reflects badly on the school. AO explained that currently nobody appears to have responsibility for keeping the website updated</p>	

and compliant. This is being looked into as a matter of urgency. AO has spent some time already, looking at website compliance and is working through the changes needed.	
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8. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
Secondary Academy Review: this new document will be completed by all schools twice a year. An external board member will be present at the meeting. The Trust will benchmark nationally and within Norfolk.	

9. STAFF WELLBEING – INSET DAY REPORT

	ACTIONS
SD reported on the first Trust-wide INSET day held on 7 th September, with a focus on staff wellbeing. This event was well-received by staff but the timing was questioned, being the final of four INSET days. Teachers felt that more time was needed for preparation in the classroom. The career development pathway for teachers was welcomed, but support staff felt left out with no pathway as yet for them. Governors highlighted the need for clear purpose and structure for training days and asked that these comments be fed back to the Trust. However it was felt that the wellbeing message from the top was a positive one. CHAIR TO FEEDBACK TO THE TRUST VIA THE CHAIRS' MEETING	IR

10. POLICIES AND DOCUMENTS

	ACTIONS
The following policies were circulated to governors in advance of the meeting: <ul style="list-style-type: none"> • Safeguarding policy • Accessibility Policy • Admissions Policy • Attendance Policy • Extremism & Radicalisation Information • LAC and PLAC Policy • Provider Access Policy The Headteacher explained that a large number of policies on the website were out of date, and therefore the website was not compliant. As a matter of urgency, the Headteacher asked that these policies be ratified so that they could be uploaded onto the website soonest. However governors were unable to ratify several of the policies due to the large number of suggested amendments. It was agreed that governors would send through a list of changes/corrections to AO promptly to action. Governors discussed the Accessibility Policy and suggested it be strengthened in light of the report from SHS, in particular the pre-transition information. The Policy Review schedule was confirmed as the Exec Head's responsibility to monitor.	GP/CT
<u>Changes to PAN:</u> The recommendation from the Headteacher to change PAN to 105 was agreed by the Board.	
<u>Register of business interests:</u> the Clerk reminded governors of the need to declare any business interests annually as per the statutory requirement to publish this information	

on the school website. Governors were asked to do this on their GovHub profile under declarations. Clerk to update the website.	SR
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11. GOVERNOR MONITORING PLAN 2022-23

	ACTIONS
The plan for 22-23 will be put together by the Chair and the Head considering the SIDP priorities.	IR/AO
<u>SEND report</u> : CT reported on her visit on 18 th July to meet with the SEND TAs. This was a very positive meeting where TAs appreciated the chance to be listened to and share their views. Concerns were raised about incomplete information received from primaries on Year 6 transition. SEND GOVERNOR TO MEET WITH NEW SENDCO THIS TERM.	DL

12. RECRUITMENT OF GOVERNORS

	ACTIONS
Parent governor vacancy discussed above. The need to recruit more community governors was discussed given that GP and CT are only on the Board as a temporary measure. See discussion under Agenda Item 5.	

13. INFORMATION FOR THE TRUST BOARD

	ACTIONS
GP will feedback on wellbeing day and the SRB developments at the next Directors' meeting. It was suggested that an item on the SRB and/or the launch of DofE might be of interest for the new Trust-wide bulletin.	GP

14. CHAIR'S BUSINESS

	ACTIONS
None.	

15. ACTION LOG

	ACTIONS
Updated.	

16. MEETING DATES 22-23

	ACTIONS
AO to consult the school calendar and revert. It was agreed that it is currently too challenging to change the meeting start time due to governor commitments.	AO

17. A.O.B

	ACTIONS
Governors asked whether there was a plan to introduce the DofE scheme to the school. The Headteacher was pleased to announce that this is in progress and will be lead by Patrick Youngs. PY will liaise with Becky Shepherd at SHS who leading the set up there. It was confirmed that initially numbers will need to be restricted as the programme is embedded.	

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

**Date of next meeting:
Tuesday 11th October at 6.30pm
Self-evaluation**