



**STALHAM HIGH SCHOOL**  
**LOCAL GOVERNING BODY**  
**Wednesday 28<sup>th</sup> June at 6pm**

**MINUTES**

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**PRESENT**

|                                |    |
|--------------------------------|----|
| Ian Richardson – Chair         | IR |
| Alastair Ogle – Executive Head | AO |
| Gill Pegg                      | GP |
| Constance Tyce                 | CT |
| Dean Jackson                   | DJ |
| Sue Dorkins                    | SD |

**ATTENDING**

Sarah Rankin – Clerk

**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS**

|   | <b>ACTIONS</b> |
|---|----------------|
| The Chair welcomed Governors to the meeting. There were apologies from DL. AE was absent. There were no declarations.   |                |
| The Chair advised that SD will be stepping down from her role as staff governor this academic year due to increased responsibilities at school. SD was thanked for her considerable contributions to the LGB. The importance of this key role on the LGB was discussed, and it was hoped that a new governor will be recruited at the beginning of the academic year. |                |
| The Chair advised that due to lack of attendance and falling short of the Trust attendance threshold, AE will be asked to leave the LGB and a new parent governor will be recruited in September.<br><b>IR TO WRITE TO AE</b>   | <b>IR</b>      |
| The Chair congratulated the Executive Headteacher on the outcome of the Ofsted inspection. The enormous amount of progress achieved during this transition year was acknowledged. AO thanked all members of the LGB for their support and openness, and for the positive environment within the governing body.   |                |

**2. MINUTES FROM THE MEETING OF 11<sup>th</sup> MAY AND MATTERS ARISING**

|   | <b>ACTIONS</b> |
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| The minutes from the meeting held on 11 <sup>th</sup> May were approved for accuracy. |                |
| <b>Matters arising:</b> None.   |                |

### 3. EXECUTIVE HEADTEACHER'S REPORT

|  | ACTIONS |
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| Governors received the papers in advance of the meeting. The following comments were made:   |         |
| <p><b>Stalham on a page</b></p> <ul style="list-style-type: none"> <li>• P8 0.3 higher than last year, now at -0.6 overall. Progress is being made but there is more to be done. Use of ALPS is still developing. A tough Year 11 was noted, having experienced a lot of changes in staff.</li> <li>• Teaching is much stronger than it was in September.</li> </ul> <p><b>Governors asked if there will still be any supply teachers in September.</b> AO advised that no there won't be any supply – pending the imminent appointment of an art and photography teacher. AO advised that there will be a member of staff on maternity leave next term, which is hoped to be covered by a short-term contract.</p> <ul style="list-style-type: none"> <li>• Attendance continues to follow the national pattern with current figure at 89%</li> <li>• Behaviour training took place on INSET day regarding the relationship approach with a focus on neuroscience. Poor behaviour was discussed, with a minority of students demonstrating defiance and a lack of self-worth, resilience and aspiration.</li> <li>• Budget – a small surplus this year. 23-24 budget is in the process of being finalised with all budget lines being reviewed for accuracy.</li> <li>• Incoming students – currently 104 plus 7 in the SRB.</li> <li>• Numbers on roll for Sept 23: 499; projected 2024: 512; 2025: 531</li> </ul> |         |
| <p><b>Year 6-7 transition:</b> Now SD's role and taking place on 4<sup>th</sup> and 5<sup>th</sup> July. Governors were invited to attend. An opportunity to promote the parent governor role with new parents was flagged.</p> <p>It was noted that some of the high achievers from Stalham Academy go to other secondaries. More visits into primaries will be encouraged, including Ludham, Catfield and Horning, as well as school-based activities such as drama, DT and sports. The provision at Flegg was discussed, and an opportunity for Stalham to capitalise on this was recognised.</p>   |         |
| <p><b>Ofsted report:</b> a positive report with no surprises, with a lot to celebrate. AO drew Governors' attention to the line <i>'the evidence gathered suggests that the inspection grade might not be as high if a graded (section 5) inspection were carried out now'</i>. The need to demonstrate adaptive teaching moving forward was underlined.</p>   |         |
| <p><b>SEND update:</b></p> <ul style="list-style-type: none"> <li>• SENDCo on maternity leave in November.</li> <li>• Consultation taking place with TAs regarding job description</li> <li>• Head of SRB and SENDCo meeting every two weeks</li> <li>• SENDCo working on the new process at NCC to secure funding – a very time consuming process.</li> <li>• Specialist workshops planned for training on ADHD, dyslexia etc</li> <li>• Autumn term – county audit of SEN taking place</li> <li>• Specialist maths, science and English TAs will be able to provide cover where required. New job descriptions signed off.</li> </ul>  |         |

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| <ul style="list-style-type: none"> <li>All TAs are being trained in Level 2 supporting children on the autistic spectrum. This will support children in the SRB who will be integrated into the main school as much as possible.</li> </ul> <p><b>Governors asked about the budget implications.</b> AO reported that funding will cover this.</p> <p>CT reported on her recent monitoring visit with the SENDCo where the Ofsted report was discussed along with improvements to be made to the office environment to make it more welcoming for students and parents. CT raised the need for an assistant SENDCo. AO felt this was not currently warranted, and observed that from September external assistance has been secured to process all the access arrangements work. This will take some pressure off the SENDCo.</p> <p><b>AO TO CIRCULATE SEND REPORT</b></p>   | <p>AO</p> |
| <p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>New team: Tech, Business and Computing with SD as HOD</li> <li>New PE teacher appointed – ECT</li> <li>Full time maths teacher appointed</li> <li>The Pad – HLTA and TA appointed</li> <li>Vacancies: behaviour and mental health lead for the pastoral team</li> </ul> <p>The staffing structure for 23-24 was shared. It was noted that all HODS now report to Paul Norris.</p> <p><b>Governors flagged leadership development, noting the Trust is keen to promote NPQ training.</b> Governors were pleased to see the establishment of Synergy groups/networks: DLS, SEND and Teaching and Learning. CT asked that thanks be passed on to Leahanna, who provided a teaching session for all staff at Antingham primary on managing challenging behaviour.</p> <ul style="list-style-type: none"> <li>New management system (Arbor) being introduced. This will bring unity across the high schools in the Trust.</li> <li>School migrating across to Synergy onsite hardware this summer, this will reduce IT issues</li> <li>PONAP – Priorities on a page. This new working half-termly document is being introduced as a planning document for the SLT. Governors thought this an excellent idea.</li> </ul> <p><b>Governors asked where careers fits in to the new structure.</b> It was confirmed that this sits under curriculum with LMCM.</p> <p><b>Governors asked SD about staff wellbeing.</b> SD reported that this has been a tough year but there has been a lot of positive change with the arrival of the new Executive Headteacher. SD added that the SLT are very present and provide support. The in-class 'green button' system was discussed which alerts the SLT when major behaviour issues are taking place. SD noted that the challenge to teaching remains behaviour which can become very demoralising due to the disruption to learning that occurs. SD noted that as the staff cohort are more cohesive with fewer divisions, with a team ethos evident. CT noted that the Trust are circulating a wellbeing survey to all staff in September. The data will be analysed then circulated via LGBs.</p> |           |
| <p><b>Alternative provision:</b> AO advised that NCC has £4million to support schools to manage behaviour. AO highlighted a move to short term placements in alternative provision as a strategy to avoid permanent exclusion, which have doubled in Norfolk this academic year. It was reported that a meeting is being held with AO, RM and NCC regarding a</p>   |           |

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| potential pilot scheme to use the former infant school building on the school site for AP. It was suggested that the pilot group of students could be sourced from Trust schools. AO will keep Governors updated.   |  |
| <b>Work experience:</b> This has been successfully reintroduced with all year 10 on work experience next week. <b>Governors agreed this is a fantastic achievement and asked how it has been organised.</b> AO advised that parents were asked for help, and the NCC carried out the health and safety checks.  |  |
| <b>SRB Update:</b> circulated to Governors in advance of the meeting. Intake confirmed as 10 students in September with a further 10 in January. Staffing in place. Transition in process. Good parental feedback received so far. Governors were delighted to learn of the 16 autism ambassadors at the main school who have been trained and allocated students to look after throughout the school year. |  |

#### 4. SAFEGUARDING

|  | ACTIONS                          |
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| <p>The safeguarding report to the governing board was tabled at the meeting. AO reported that the action plan is almost complete, and that Lucy will return in the Autumn to assess progress. Safeguarding was deemed effective by Ofsted.</p> <p>The Clerk was asked to send LMCM the log of governor safeguarding training, inc. safer recruitment to add to the report.</p> <p>The Chair drew attention to the table of reflection pointers for governors on page 16 of the report, and suggested GP and DL bring the answers to these questions to the next LGB. Given that all governors are responsible for safeguarding, this was deemed a sensible idea.</p> <p><b>Governors noted the 5 LAC students and asked how their progress is monitored.</b> AO confirmed that these students are monitored via data tracking. AO will include data on Stalham on a page.</p> <p>Thanks was given to LMCM and DL for producing the report.</p> | <p>SR</p> <p>GP/DL</p> <p>AO</p> |

#### 5. INFORMATION DISSEMINATED FROM THE TRUST BOARD

|   | ACTIONS |
|---|---------|
| Governors were reminded of the Trust 'Thank You' event taking place Wednesday 12th July 2023 at 5.00pm in Reepham 6th Form Centre. It was noted that the governor handbook will be circulated then. |         |

#### 6. POLICIES AND DOCUMENTS

|  | ACTIONS |
|--|---------|
| <p><b>Attendance policy:</b> AO advised that statutory changes from September have been incorporated into the policy. Governors agreed to ratify the policy.</p> <p>The following Trust policies were noted for information only:<br/>Trust policies for information only:</p> <ul style="list-style-type: none"> <li>• Health and Safety policy and template</li> <li>• Scheme of Delegation 23-24</li> </ul> |         |

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|--|----|
| <ul style="list-style-type: none"> <li>• Scheme of Delegation introduction</li> <li>• Suspension and Permanent Exclusion</li> <li>• Synergy Local Body Overview 23-24</li> </ul> <p><b>CLERK TO SEND H&amp;S TEMPLATE TO AO TO BE 'STALHAMISED'.</b></p> | SR |
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## 7. GOVERNANCE

|  | ACTIONS |
|--|---------|
| <p><b>Governor recruitment:</b> aim to recruit parent governors in September, along with a staff governor and a community governor. GP and CT confirmed they are happy to remain on the LGB for the forthcoming year.</p>  |         |
| <p><b>Governor roles and monitoring:</b> the Chair reported a total of 33 visits into school by Governors in addition to LGB meetings, and congratulated Governors for their commitment to the school.</p> <p>It was noted that the monitoring programme was largely complete. PP was light due to AE absence, and English, reading and careers will take place in the Autumn term.</p> <p><b>Parents evening attendance:</b> GP reported on attendance at the Year 7 parents' evening where 10 sets of parents were spoken to. Parents were happy and felt their child had settled in well to the new environment. Pre-transition visits into school were highly valued. Transition day was enjoyed by students. Communication via Parentmail was felt to be excellent. One parent asked for teachers' emails to be published on the website. Communication was discussed and AO reported that the Stalham Communication Guide has been put together and shared with parents, and will be on the website soon.</p> <p>SD flagged the challenge of being able to communicate directly with Year 6 teachers, due to Office emails being the preferred method of communication by primaries. It was noted that emails are not always passed on to the relevant person.</p> |         |
| <p><b>Monitoring 23-24.</b> This will follow the SIDP.</p>   |         |
|  |         |

## 8. INFORMATION FOR THE TRUST BOARD

|   | ACTIONS |
|---|---------|
| <p>The need for updated Trust policies to indicate changes from previous policies will be taken to the Chairs' meeting by CT and IR</p> | CT/IR   |

## 9. CHAIR'S BUSINESS

|  | ACTIONS |
|--|---------|
| <p><b>Joint STLM/SHS Governors meeting proposal:</b> proposed by AO as an opportunity for crossed learning given challenges shared by the schools. A meeting during the second half of the autumn term was suggested and agreed by Governors as a valuable opportunity to share ideas.</p> |         |

## 10. ACTION LOG

|          | ACTIONS |
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| Updated. |         |

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| Equality objectives not on the website. AO to check | AO |
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**11. WHAT WENT WELL/EVEN BETTER IF**

|   | ACTIONS |
|---|---------|
| <b>What went well:</b> Governors found the staffing structure helpful to see how everyone is linking together.<br>Transparent honest conversations. |         |
| <b>EBI:</b> SD didn't have to leave the LGB.  |         |

**12. DATE AND TIME OF NEXT MEETING**

|  | ACTIONS |
|--|---------|
| TBC – AO to put forward dates for LGB and self-evaluation. |         |

**13. A.O.B.**

|       | ACTIONS |
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| None. |         |

There being no further business the meeting closed at 20:10