



STALHAM HIGH SCHOOL
LOCAL GOVERNING BODY
THURSDAY 21st SEPTEMBER 2023 at 6pm

MINUTES

PRESENT

Ian Richardson – Chair	IR
Alastair Ogle – Headteacher	AO
Danielle Lindoff	DL
Gill Pegg	GP
Constance Tyce	CT
Dean Jackson	DJ
Kate Whitehead	KW

ATTENDING

Sarah Rankin – Clerk

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
Governors were welcomed to the first meeting of the academic year. New Parent Governor Kate Whitehead was introduced. There were no apologies and no declarations.	

2. ELECTION OF CHAIR AND VICE CHAIR

	ACTIONS
Election of Chair: IR agreed to stand for another year. Proposed by CT and seconded by all governors.	
Election of Vice- Chair: DL was proposed by CT and seconded by GP.	

3. LGB CODE OF CONDUCT

	ACTIONS
Governors read the Code of Conduct in advance of the meeting. The LGB agreed to abide by it, and the paperwork was signed by the Chair.	

4. MINUTES OF THE MEETING OF 28TH JUNE AND MATTERS ARISING

	ACTIONS
The minutes from the meeting held on 28 th June were approved for accuracy.	
Matters arising: Parent Governor: IR to write to AE regarding her removal from the LGB	

5. EXECUTIVE HEADTEACHER'S REPORT

	ACTIONS
<p>Governors received the papers in advance of the meeting. The following comments were made:</p>	
<p>Results: Governors were delighted with the progress made on P8 scores from last year demonstrating the hard-work of the SLT and school on focussing on key issue areas. It was observed that this resulted in a halving of the progress gap from previous year. The Executive Headteacher and Governors acknowledged that results are not where they are wanted yet. The LGB and SLT are further focussed on driving this forward this academic year with the strong foundation put in place during the previous academic year.</p> <p>Effective tracking was noted across the school. The Executive Headteacher advised that some exam papers are being remarked so the progress score may alter. Figures will be published at the end of October.</p> <p>Governors asked if there is an issue with marking. AO advised that it is too early to say, and noted that remarks had to be paid for unless a new mark leads to a change of grade.</p> <p>Governors asked what subjects were of concern. AO flagged French, Business and Society and Ethics being of concern. It was noted that this was the first year of GCSE Business studies, and that the cohort was small. Governors were advised that from this year Society and Ethics would no longer be a compulsory subject.</p>	
<p>Stalham High on a Page:</p> <ul style="list-style-type: none"> Numbers on roll: 499 with 109 students in Year 7. An increase of 38 pupils was highlighted, 10 of which are in the SRB. AO reported that the Transition Coordinator is doing a great job with plans in progress for this year to include the opportunity for years 4 and 5 to come into school for various activities. Governors recognised the importance of children and parents getting to know the school in the years prior to joining. Governors were informed that the students in the SRB are settling in well and are already being integrated into the main school for some mainstream lessons. Governors were pleased to hear that the pupils are enjoying school. It was noted that students in the SRB have a slightly shorter day of 0915 – 1510. <p>Governors asked whether priority for places would be available for children from schools within the Trust. The Executive Headteacher advised that the school needs to follow the Norfolk Admissions Process.</p> <p>Governors asked if there are any interventions in place for the underperforming Year 11 boys. This was confirmed, with schemes of work being adapted.</p> <ul style="list-style-type: none"> Budget summary – meeting with CEO and DH was postponed. A summary will be provided at the next meeting. Figures for next year will be improved with the increased numbers of students on roll this year. Attendance is good at 93.13%, above national average Green button now installed in all classrooms. This is used to alert a member of the LT when a teacher needs support. The Executive Headteacher reported that staff have found this a really supportive and powerful tool. 	

<ul style="list-style-type: none"> MIRS physiotherapy services have been introduced for staff. This service provides physiotherapy session, workstation assessments and telephone support. Governors thought this was a great way of supporting staff wellbeing. 	
<p>Staff Structure: Vacancies were discussed. The challenge of recruiting a SENDCo for maternity cover was acknowledged. Governors were delighted to hear that this is the first start to the year in some considerable time that there have been no supply teachers in place.</p>	
<p>School Improvement Process: The Executive Headteacher advised that this has been shared with staff in order for them to be aware of the process being followed regarding school improvement. AO advised that Governors are always welcome to attend leadership meetings if they wish.</p>	
<p>SIDP: Circulated. It was noted that training has been included for adaptive teaching. AO reported that the Trust INSET on Quality First Teaching was very well received.</p>	
<p>Strategic Overview: Draft document circulated. Letting opportunities were discussed. Governors agreed this would be a valuable source of income with 50% reinvestment in facilities. Lettings will be managed by the site manager at the current time.</p>	
<p>Climate Action Plan: KW advised the Board that the DfE will be asking schools to put in place a Climate Action Plan. This will be voluntary up to 2025, from when it becomes a statutory requirement. Governors agreed that this would be a huge opportunity for the school given the curriculum links with science and green career opportunities. KW advised that a GCSE in Natural History is soon to be launched. KW will send some links to AO and IR will take this up to the Trust at the next Chair's meeting.</p>	KW/IR

6. SAFEGUARDING

	ACTIONS
<p>Safeguarding Action Plan: Complete except risk assessment for D&T. First Aid training planned.</p>	
<p>Safeguarding audit: AO advised that Lucy Canning is returning on 3rd October to review processes and action plan. AO recommended that all schools have an in-depth safeguarding audit with Lucy. IR will take this recommendation to the Trust via the Chairs' meetings.</p>	IR
<p>Reflection points from 2023 safeguarding report to Governors: The safeguarding governor noted the following:</p> <ul style="list-style-type: none"> There is sufficient detail in the report to allow Governors to review individual sections Data was discussed. A dramatic increase of recorded concerns was noted. This was attributed to a combination of more incidents and improved recording on CPOMS. A considerable increase in Encompass calls was noted along with an increased number of Early Help Plans Improvements to safeguarding practice this academic year: CPOMS embedded. The external audit lead to an action plan which has been carried out. There are no worries about practice or how safeguarding duties are fulfilled. All processes were validated by Ofsted. Impact of changes to safeguarding practice: improved recording of concerns. Exec Headteacher now monitoring the SSR on a half-termly basis. 	

<ul style="list-style-type: none"> • Training: Prevent training discussed. It was felt that a Prevent risk assessment was not needed as plenty of measures are already in place. AO suggested that DSLs should update their Prevent training and feedback to all staff. The Chair reported that a large Prevent/Safeguarding poster in the reception of a local academy had been observed, and suggested this signage might be of benefit to Stalham. <p>Governors were happy that staff training is updated regularly at September INSET and throughout the year as required. It was noted that DSLs have additional training.</p> <p>Governors were asked to read KCSIE and refresh their safeguarding training by the next LGB</p> <p>It was confirmed that safeguarding is an agenda item at the fortnightly LT meetings. Any updates are disseminated to staff by LMCM</p> <ul style="list-style-type: none"> • Next steps: <ul style="list-style-type: none"> <i>Embed pastoral support team.</i> Appointments still to be made. Monitor capacity of team <i>Safeguarding review:</i> October 3rd. Lucy Canning <i>Digital technology standards:</i> DSL at Reepham is working with central IT team to evidence that schools and networks are meeting digital technology standards. It was noted that each school will receive an individual report. Clerk to add 'Filtering and Monitoring' as an agenda item for next LGB 	<p>ALL</p> <p>AO</p> <p>SR</p>
<p>Trust DSL network: This has now been set up for DSLs across the secondaries.</p>	

7. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
<p>Access to email/network from abroad: The Clerk advised that this is no longer automatic. Access needs to be requested from the Synergy Service Desk with 2 weeks notice.</p>	

8. POLICIES AND DOCUMENTS

	ACTIONS
<p>The following policies were ratified by e-mail during the summer holidays:</p> <ul style="list-style-type: none"> • Accessibility policy • Admissions policy • SEND report • CCTV Policy • Safeguarding and Child Protection policy • Extremism and Radicalisation policy <p>The Trust approved Supporting Pupils with Medical Conditions policy was adopted by the LGB. Governors asked how medical need is disseminated to staff. The Executive Head advised that this is disseminated via SEND updates. Monitoring of the policy was discussed. AO will produce a briefing on medical needs at next LGB to satisfy LGB alongside the policy that all measures are in place and to ensure that all students are able to participate in all aspects of school life, trips etc and that adaptations are made where required.</p>	<p>AO</p>

The PAN was agreed to be set at 115 with the option to increase should demand be present.	
Trust approved policies for information only <ul style="list-style-type: none"> • Synergy Finance Policy • Trust Strategic Improvement Plan 	
Register of Governor business interests: Updated. Clerk to publish on website.	SR

9. GOVERNANCE

	ACTIONS
Governor Recruitment Update: <ul style="list-style-type: none"> • Parent governor vacancy will be advertised after half term. • CT to contact potential new community governor -Janet Butler • Staff governor post remains vacant Governors will discuss vacant link roles at the self-evaluation meeting in October	SR CT
Governor Link Roles and Monitoring: <ul style="list-style-type: none"> • Draft Governor monitoring plan shared and link roles agreed. • Governors suggested that an English departmental review take place to enable governors to meet the new team. This will be planned at the self-evaluation meeting in October. • National tutoring programme and Recovery Premium to be monitored as annual return required. • Pupil premium and Mental Health and wellbeing – link governor to be assigned. • It was noted that the Trust has adapted the Link Governor Roles. Clerk to source • CT advised SENDCo visit took place at the end of term – note of visit to be supplied. Next visit booked 16th October. Governors invited to attend. Governors asked for clarity on what LT/school links expected from a governor visit. This was confirmed as support, a listening ear, constructive challenge, a chance to celebrate success and being a champion on the LGB. Governors were asked to be mindful of staff time.	SR CT

10. INFORMATION FOR THE TRUST BOARD

	ACTIONS
IR will take the following to the next Chairs' meeting: <ul style="list-style-type: none"> • Climate Action Plan • Recommendation of safeguarding audit with Lucy Canning 	

11. CHAIR'S BUSINESS

	ACTIONS
None.	

12. ACTION LOG

	ACTIONS

Outstanding: <ul style="list-style-type: none"> • IR to write to AE • AP and LAC information on Stalham on a Page 	
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13. WHAT WENT WELL/EVEN BETTER IF

	ACTIONS
What went well:	
EBI:	

14. DATE AND TIME OF NEXT MEETING

	ACTIONS
It was agreed that LMCM will attend every other meeting. Next meeting: Self-evaluation Tuesday 10 th October, location TBC LGB Tuesday 5 th December at 6.30pm	

15. A.O.B.

	ACTIONS
None.	

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