



## STALHAM HIGH SCHOOL

### LOCAL GOVERNING BODY

Tuesday 8<sup>th</sup> October 2024 at 6.30pm

#### MINUTES

##### PRESENT

Ian Richardson – Chair  
Lee McMahon – Head of School  
Kate Whitehead  
Janette Yaxley

IR  
LMcM  
KW  
JY

##### ATTENDING

Sarah Rankin – Clerk

#### ACTIONS challenges DECISIONS

#### 1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors to the meeting. There were apologies from CT and RB and there were no declarations.	

#### 2. ELECTION OF CHAIR AND VICE CHAIR

	ACTIONS
<b>Election of Chair:</b> IR was thanked for all his work for the LGB over the previous academic year. IR put himself forward for a further year and this was unanimously supported by the LGB.	
<b>Election of Vice-Chair:</b> It was agreed in CT and RB's absence to offer the role to them and confirm at the next meeting.	SR

#### 3. LGB CODE OF CONDUCT AND DECLARATION OF PECUNIARY INTERESTS

	ACTIONS
Those present agreed to abide by the Trust Code of Conduct. CT and RB will be asked to confirm by email.	SR

#### 4. MINUTES OF THE MEETING OF 16<sup>th</sup> JULY 24 AND MATTERS ARISING

	ACTIONS
The minutes from the meeting held on 16 <sup>th</sup> July were approved for accuracy.	
<b>Matters arising:</b> <i>Meeting dates:</i> It was agreed to change the May meeting to <b>Tuesday 29<sup>th</sup> April</b> .	
<i>Complaints policy amendment:</i> LMcC to check.	LMcM

## 5. HEAD OF SCHOOL'S REPORT

	ACTIONS
The papers were circulated in advance of the meeting. The following was noted:	
<p><b>Stalham on a page:</b></p> <p><b>Results</b></p> <p>The Head of School advised that the data on Stalham on a Page is for the outgoing cohort and that this data is currently unverified by the DfE. Data for the current cohort is not available at this stage in the academic year. The results were reviewed. The Head of School was pleased with the better than expected results with an overall P8 score of -0.08. Positive progress scores in the SEND cohort were noted, but challenges with the PP cohort remain. The results were discussed in relation to the local picture. LMCM noted that the current cohort are stronger and a higher P8 score is anticipated.</p> <p>ALPS scores were discussed. Governors were reminded that this tool measures results nationally with those schools that use ALPS. Low scores were noted in Design and Tech, Art, Photography, Citizenship, Business and French. LMCM advised that meetings have been held with these departments to look at what can be improved upon. It was acknowledged that ALPS results vary each year in relation to the ability of each cohort.</p> <p><b>Governors asked about recruitment in D&amp;T.</b> The Head of School advised that no suitable candidates have been found yet.</p> <p><b>Attendance:</b> The Head of School advised that being so early in the term data is not reliable. LMCM advised that any students arriving late now have to come into school via the front door which is proving to be a deterrent both with students and parents. Welfare checks are carried out and late attendance is being recorded to allow any patterns or issues to be spotted. Holidays were discussed, and it was acknowledged that some local employers dictate when employees can take holidays. It was understood that families are put in a difficult position with cost also being an issue. LMCM advised that there are currently two Fast Track to Attendance in progress with meetings, reviews and monitoring in place. <b>Governors asked whether the students are still on roll at this point.</b> This was confirmed, even if there is a School Attendance Order in place. <b>Governors were confident that the school is doing everything it can to support and improve attendance.</b> The importance of encouraging positive local attitudes regarding the value of school were agreed. LMCM observed that the reward system for good attendance is having a positive effect.</p> <p><b>Behaviour:</b> Suspensions were reviewed. <b>Governors raised the potential value of governor presence at reintegration meetings as neutral third party.</b> The Head of School advised that there is very little notice for reintegration meetings for short suspensions, but recognized the value of governor presence further down the line with a view to avoid a permanent exclusion. It was also noted that the due to the current small size of the governing body this can present a challenge should the need to form a PEX panel later occurs.</p> <p><b>SIDP:</b> Progress was noted. Governors approved of the broad and brief priorities.</p> <p><b>Budget:</b> Headline figures noted. LMCM advised that the Trust has approved the forecast deficit for the year.</p>	

<b>Open evening:</b> LMCM reported on a very successful event with an unprecedented 201 children in attendance, many out of catchment. PAN set at 100, with PAD children on top of this, recruited through the county run admissions process.	
<b>Staff wellbeing:</b> The Head of School reported that all staff have been offered a 1:1 meeting with the Head for a personal wellbeing discussion. This has been well received by staff. It was confirmed that JY remains the staff champion for wellbeing, and this was reiterated at the INSET day. The Head advised that Go for Schools has been retained and that the school is sticking to its assessment model, observing that changing systems would have been to the detriment of staff wellbeing. It was noted that other schools in the Trust use more time-consuming systems. The Head advised that staff wellbeing will be an item on half termly staff meetings with feedback given to the LGB. The Chair noted a positive atmosphere at the school.	
<b>Finance:</b> the Chair advised that this is discussed at twice termly meetings with the Head of School as well as being reviewed at compliance meetings. A snapshot with commentary will be provided to Governors on Stalham on a page at LGB meetings. Additional income streams were discussed. KW noted that the DfE is launching a programme on improving community access to school grounds. LMCM raised the challenges of secure access for lettings and the impact on the risk register. Additional costs were noted for the installation of fob access. The need for fit for purpose infrastructure was agreed. The Head underlined the need for enhanced CCTV to help with behaviour management and to reduce the cost of repairs. It was noted that currently there is no budget for this.	
<b>INSET overview:</b> The Head of School reported on a very positive INSET day. Governors received the powerpoint presentation on the day. The rewards system is working well with tutors and parents being notified immediately a reward is received. The new planners and the form tutor system are also working well. The Head of School observed that everyone now has the opportunity to succeed.	

## 6. SAFEGUARDING

	ACTIONS
The annual safeguarding report for last year is with the Trust and will be shared with Governors by email in preparation for the next LGB meeting. Governors were asked to send any questions to the Clerk to compile in advance of the next meeting.	ALL

## 7. INFORMATION FROM THE TRUST BOARD

	ACTIONS
<b>Scheme of Delegation:</b> changes noted. <b>SCR:</b> the new process for Trust monitoring the SCR was unclear and it was agreed that IR and LMCM will still discuss this in the regular safeguarding catch up meetings. <b>Salary recommendations:</b> LMCM will check with the Trust regarding requirements and timings	LMCM

## 8. POLICIES AND DOCUMENTS

	ACTIONS
The following policies were approved: <ul style="list-style-type: none"><li>• Safeguarding policy</li><li>• Attendance policy</li></ul> There were no Trust policies.	

## 9. GOVERNANCE

	ACTIONS
<b>Link roles:</b> link roles and SIDP roles agreed, with termly meetings with SIDP links. Governors were reminded to fill in the monitoring visit form and update the spreadsheet. <b>Annual Governance Statement:</b> draft agreed. Clerk to add section from Scheme of Delegation and publish on the website. <b>Self-evaluation date:</b> Governors to agree date and location by email. <b>PEX packs:</b> size of pack discussed. The Head of School flagged the need to comply with the LA check list and provide all the required documentation. It was agreed that the key document is the Head's report and the rest of the pack provides supporting evidence.	SR
<b>Risk register:</b> The Head will review the risk register on a termly basis and will bring it to the second, fourth and sixth LGB meeting.	
<b>New governors:</b> The Chair reported that he has met with Charlie at Tesco's who will put recruitment posters on the staff room noticeboard. LMcM reported that an alumni list is being created. <b>Governors felt it would be beneficial to the Board to recruit young governors.</b> The Clerk advised that Norwich School had been approached as well as all governors across the Trust.	
<b>Reed on:</b> The Head advised that this is no longer being produced due to high cost. Governors were disappointed but understood the decision.	

## 10. INFORMATION FOR THE TRUST BOARD

	ACTIONS
None.	

## 11. CHAIR'S BUSINESS

	ACTIONS
Covered above.	

## 12. ACTION LOG

	ACTIONS
Updated.	

## 13. A.O.B

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None.	
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#### 14. DATE OF NEXT MEETING

	<b>ACTIONS</b>
Tuesday 3 <sup>rd</sup> December at 6.30pm	

There being no further business the meeting closed at 20:35

#### **Date of next meeting:**

Tuesday 3<sup>rd</sup> December 2024 at 1830 in the PAD, Stalham High School