



STALHAM HIGH SCHOOL

LOCAL GOVERNING BODY

Tuesday 3rd December 2024 at 3.30pm

MINUTES

PRESENT

Ian Richardson – Chair
Lee McMahon – Head of School
Kate Whitehead via TEAMS
Janette Yaxley
Constance Tyce
Robyn Bush

IR
LMcM
KW
JY
CT
RB

ATTENDING

Sarah Rankin – Clerk

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

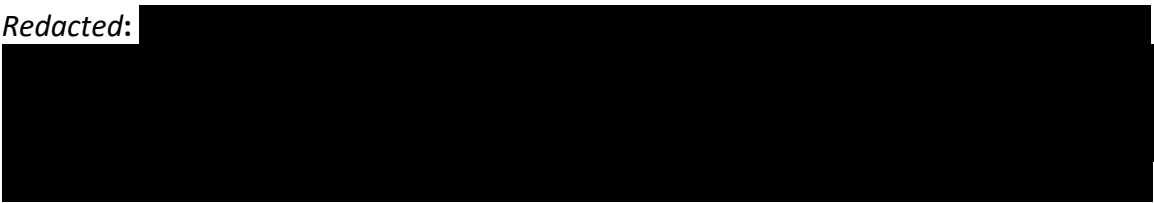
	ACTIONS
The Chair welcomed Governors to the meeting. There were no apologies or declarations. KW joined on TEAMS, RB arrived at 4.20pm.	

2. MINUTES OF THE MEETING OF 1st October 24 AND MATTERS ARISING

	ACTIONS
The minutes from the meeting held on 1 st October were approved for accuracy.	
Matters arising: None not covered by the agenda.	

3. HEAD OF SCHOOL'S REPORT

	ACTIONS
The papers were circulated in advance of the meeting. The following was noted: Stalham on a page: Attendance has improved. The success of queue-jumping lunch passes for high attendance was acknowledged as evidenced from the attendance data. LMcM explained that students who have a week of full attendance receive a pass to be used once the following week. This is proving very motivational.	
Staffing: redacted <div style="background-color: black; height: 40px; width: 100%;"></div>	

<p>Finance: the considerable reduction in the school's deficit was examined. LMCM advised this has been due to the centrally managed utility bills being renegotiated and to tweaks and corrections to the staff and other budget lines. Double counting has been corrected. The Head is being transparent with staff regarding the financial situation in order to keep departmental budgets in check.</p> <p>Governors were pleased to see that the CCTV has been approved. LMCM reported that he was able to put his case forward during a 1:1 meeting with Lou where a multi-layer report was submitted. It was confirmed that a small contribution is coming from the site and maintenance school budget with the balance being received from the Trust.</p> <p>The requested one-pager was discussed. It was agreed that the information received from the Trust is still too data heavy for Governors needs, and a budget summary has been requested. LMCM will add a user friendly finance box to Stalham on a Page.</p> <p>Governors will request assurance from the Trust that any income from lettings will be in addition to the budget to be spend as the school deems fit. IR TO RAISE WITH THE CEO.</p>	<p>IR</p>
<p>Permanent exclusion: It was noted that this is being adjourned this week to allow time to arrange a 'Direction offsite with intention to managed move' (DOWIMM). Clerk to send adjournment letter. The detail of the incident was discussed and Governors felt that this could be a learning opportunity for students. The Head will consider this.</p>	<p>SR</p>
<p>SEND: CT noted that the SENDCo is now back from maternity leave on 3 days a week, and questioned whether this is enough time. This was confirmed, with the Head noting that the SENDCo no longer has any teaching commitment and that there are a manageable number of students on the SEND profile. It was confirmed that LMCM is the SENDCo's line manager. CT noted that the SEND report on website out of date. LMCM advised that the SENDCo has been asked to look at this.</p>	
<p>Curriculum and Data: Lesson observations were discussed with Governors noting that adaptive teaching now is a feature of the lesson observation. Governors asked about the ALPS scores for music and art, asking if any extra support has been put in. The Head advised that these subjects are work in progress, noting that the data is from the first data drop and likely to change now that teaching is fully resourced. It was agreed that a more accurate picture of attainment will be presented to Governors after the mocks in January.</p>	
<p>Behaviour: <i>Redacted:</i> </p> <p>The Chair noted that there are fewer positive behaviour points for years 10 and 11. It was acknowledged that this can be an awkward age where students are less keen to receive merits. This cultural aspect may change when the badges are launched and this will be monitored. It was observed that a lot of merits are awarded in years 7-9. The Head noted the change from extrinsic motivation to intrinsic motivation as children get older.</p>	

<p>Performance management: LMCM advised that all appraisals have been carried out for teaching staff with one member of staff progressing to the upper pay scale. Support staff appraisals are taking place next week. Governors asked that LMCM provide a high-level summary in table form for the next LGB.</p>	LMCM
<p>Governors asked if LMCM's appraisal has taken place. This was confirmed. It was noted that IR was not invited to attend this year. Governors were not aware that the process had changed, and clarity will be sought by IR from the Trust on this matter as well as the rationale regarding a change in process.</p>	IR
<p>Risk Register: circulated in advance of the meeting. There were no questions. The Risk Register will be brought to the LGB for review every second meeting as per the new Scheme of Delegation.</p>	
<p>Compliance Report: The compliance meeting took place in October. No concerns raised in the report and all action points have been completed. LMCM found the exercise very supportive and Governors were pleased with the positive outcomes. It was felt that this two-way process has helped build strong relationships with the Trust. The CEO has made it clear that governors are welcome to attend and observe compliance meetings at other schools as an upskilling opportunity.</p>	

4. SAFEGUARDING

	ACTIONS
<p>The annual safeguarding report to governors was shared in advance of the meeting. The following was raised:</p> <ul style="list-style-type: none"> CT suggested that more than one safeguarding question be asked at interviews. LMCM stated that this is the case, and that he will update the safeguarding report accordingly. Governors asked how the figures for referrals compare to previous years. LMCM advised that comparison with last year's report will provide this information. Clerk to circulate last year's report for comparison. It was agreed that the 'reflections' at the end of the report should be discussed at the next meeting. Clerk to add to the agenda. Several typos were noted for correction. 	SR SR
<p><i>Link governor role:</i> IR advised that he has not met to discuss safeguarding yet. The SCR was discussed. IR will seek advice from Gill Pegg regarding the checking of this as per the Scheme of Delegation. A verbal report from LMCM was requested on a termly basis.</p>	

5. INFORMATION FROM THE TRUST BOARD

	ACTIONS
<p>The email from the CEO to all staff regarding organisational change was discussed. LMCM advised that a planned CPD session took place an hour after the email was received, during which time me was able to address staff concerns immediately. Although it was felt that the email was unexpected it was agreed that the Trust are trying to be open and transparent about the situation it finds itself in.</p>	

6. POLICIES AND DOCUMENTS

	ACTIONS
The Pupil Premium strategy 24-25 will be tabled at the next meeting.	
The Trust approved policies for information are all on Governor Hub. The Clerk will flag the policies that need input from the Head before uploading to the website.	SR

7. GOVERNANCE

	ACTIONS
<i>Finance monitoring:</i> IR's report is on Governor Hub.	
<i>Self-evaluation:</i> Actions to be reviewed at the second meeting of each term.	

8. FOSH

	ACTIONS
<p>KW and RB reported that a core team are engaging regularly and roles of Chair, Treasurer and Secretary have been assigned. This will allow KW and RB to pull back. Momentum is gaining with £500 raised thus far for the school. A very successful wreath making event has taken place. Governors congratulated KW and RB in setting this up so effectively. KW asked LMCM to put together a wish list. LMCM advised that he wishes to install outdoor heaters to The Canopy, and that quotes have already been received. A contribution to this would be appreciated.</p> <p>The key to get the community involved was acknowledged. FOSH will provide refreshments at the Christmas show, and then future plans will be discussed in the new year. A Zumbathon was discussed as a potential post-Christmas activity. LMCM will check the availability of the sports hall.</p>	LMCM

9. INFORMATION FOR THE TRUST BOARD

	ACTIONS
<ul style="list-style-type: none"> Assurance sought regarding letting income Clarity on the appraisal process for the Head 	

10. CHAIR'S BUSINESS

	ACTIONS
Covered above.	

11. ACTION LOG

	ACTIONS
Updated.	

12. A.O.B

	ACTIONS
Links to SIDP document: IR to circulate.	IR

13. DATE OF NEXT MEETING

	ACTIONS
Tuesday 11 th February 2025 at 6.30pm	

There being no further business the meeting closed at 5.45pm

Date of next meeting:

Tuesday 11th February 2025 at 1830 in the PAD, Stalham High School