



STALHAM HIGH SCHOOL

LOCAL GOVERNING BODY

Tuesday 11th February 2025 at 6.30pm

MINUTES

PRESENT

Ian Richardson – Chair

Lee McMahan – Head of School

Janette Yaxley

Constance Tyce

IR

LMcM

JY

CT

ATTENDING


Sarah Rankin – Clerk

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors to the meeting. There were apologies from RB. KW was absent. There were no declarations.	

2. MINUTES OF THE MEETING OF 3RD DECEMBER 2024 AND MATTERS ARISING

	ACTIONS
The minutes from the meeting held on 3 rd December were approved for accuracy.	
<p>Matters arising: <i>DT post:</i> LMcM advised that this post remains unfilled and supply is being used at considerable cost. The challenge of recruiting DT teachers locally and nationally was acknowledged. <i>Curriculum:</i> redacted </p> <p><i>Lettings:</i> IR to speak to the CEO <i>Head's appraisal process:</i> IR to speak to CEO <i>Behaviour in Year 10:</i> LMcM reported on some improvements in behaviour.</p>	

3. HEAD OF SCHOOL'S REPORT

	ACTIONS
The papers were circulated in advance of the meeting. The following was noted: Stalham on a page:	

<ul style="list-style-type: none"> Year 11: January mock results now in. Governors noted drops in all subjects and asked if this was expected. LMCM advised that October TPG grades were a little inflated and noted a drop is usual given the revision drive has not yet begun and the subject content is unfinished. Governors asked if there is enough time for revision. JY advised that the English content will be completed after half term. Certain skill areas across the papers will be the focus of revision. LMCM noted that contrasts exist between the teaching methods across the four classes. A strategic masterclass for all students would be beneficial to ensure all students receive the same support and understand the expectations for the exam. Governors were encouraged that the issue had been identified and felt this would be an excellent strategy to support students. Governors asked whether other schools in the trust might be able to share expertise. It was confirmed that the Head of English at Sheringham High has already shared valuable resources. Year 10 attainment discussed. The attainment figure for English was flagged. LMCM WILL LOOK INTO THIS AND REPORT BACK TO GOVERNORS. Attendance: 89.5%, just below the national average. 28.7% persistent absence noted. See monitoring report under Governance. Incident monitoring – significantly fewer incidents occurring. Governors congratulated the school on improvements to behaviour. Staff wellbeing – Governors were pleased to see what is in place to support staff, and noted a positive attitude from staff around the school and a reduction in staff absence year on year. JY observed that morale is good but that staff are ready for a break at half term. Compliance meeting – it was confirmed that this took place in January and all went well. 	LMcM
<p>Staffing: The new mentor for a small group of Year 11 boys was discussed. LMCM advised that the mentor is a former student who has been working with Soul Space, who has stepped up to mentor a tricky cohort who are at risk of disengagement. LMCM reported that these sessions are being positively received. Governors were impressed by this innovative approach and recognised that the value of a young former student mentoring this group.</p>	
<p>Finance: An overview of the budget position was reviewed. The Head confirmed that monthly reports are now being received and that helpful training on the new system has started. Purchase order reporting has been tightened up. Governors were pleased that regular accounts are being received and that these are clear and easy to interpret and challenge.</p>	
<p>Performance management: LMCM confirmed that all teacher appraisals have taken place, and that there remain several outstanding appraisals for admin staff. Governors were assured that performance management is in place and that appraisals are being carried out. Salary scales and staffing (anonymised) was reviewed. It was noted that the school employs 6 ECTs and has a high number of staff on UPS3 due to longevity at the school.</p>	
<p>SEF: Completed. Governors considered why the school is not outstanding in some areas. The Head advised that his focus is on the good elements in order to push them up to outstanding. Governors noted that the Deputy CEO was putting together a list of elements to focus on to secure an outstanding grade as observed during his Ofsted inspections.</p>	

4. SAFEGUARDING

	ACTIONS
<ul style="list-style-type: none"> Monitoring report received from the safeguarding link governor. SCR check carried out with EJ. All in order. There were no questions. Comparative safeguarding report data year on year reviewed. 	
<p>Reflections: Governors reviewed the areas for reflection detailed at the end of the annual safeguarding reported submitted to the December meeting. Key points as follows:</p> <ol style="list-style-type: none"> <i>Is there sufficient detail in the report to allow you to review individual sections?</i> Confirmed. <i>Does the data show increase, decreases or stability? What does the DSL attribute this to?</i> Confirmed. Larger DSL team, more trained eyes and improved reporting. <i>What has worked well this academic year in terms of safeguarding practice?</i> SLT now all trained as DSLs. DSL meetings introduced and taking place every few weeks. <i>Are there any worries about practice or how safeguarding duties are fulfilled?</i> Noted there are no fixed criteria or threshold for reporting. A professional judgement is made based on training. It was acknowledged that there are levels of variation of interpretation, but staff are encouraged to report if there is any doubt. No serious worries. <i>What impact has been made this academic year in relation to safeguarding practice for the areas in the report?</i> Operating system on CPOMS amended to improve monitoring of cases. External supervision has been brought in for DSLs <i>Has there been any reflective learning identified from safeguarding activity?</i> Safeguarding a standing item on the agenda giving the opportunity for regular reflection. Stalham on a Page consistently keeps Governors in the picture. <i>What are the next steps for the new academic year?</i> Further training for staff. KCSIE now on CPOMS to enable staff to refer back to it. <i>Are there any identified training needs for the governing board in relation to safeguarding?</i> Safeguarding training for governors all up to date. Governors confirm having read KCSIE annually. Training refreshed every 2 years. IR has taken on the safeguarding link governor role. <p>Governors asked the Head how safe he feels students are at Stalham. LMCM advised that CCTV is being installed over half term. An airlock function is being installed at reception (double doors, two locks). An arm barrier is being installed in the rear car park near the buses to reduce the risk of an accident. Internal risks noted as bullying and online threats. More education required to stop these issues early on.</p> <p>Governors asked about the embedding of the lock down procedure ratified by governors last academic year. LMCM observed this needs to be rolled out across the school with a controlled run through carried out. Initially staff need to assess their own rooms to see what would work in their environment. Governors expressed concern that this procedure</p>	

is not yet in place. LMCM WILL REVISIT THE PROCEDURE FOR DISCUSSION AT THE NEXT LGB.	LMcM
The Chair noted complete confidence in the safeguarding procedures in place at the school.	

5. SEND

	ACTIONS
<p>SEND Information Report: Reviewed by Governors and ratified. It was confirmed that the Trust SEND Information Report proforma will be used from next year. <i>Staffing: redacted.</i></p> <p>[REDACTED]</p>	
<p>SEND link governor note of visit: CT reported on a very positive visit on 28th January. It was noted that there are 45 students on the SEND register and 21 students with an EHCP. The new team of TAs are working well and staff feel supported. Budget challenges remain an issue with considerable work needed to apply for additional funding.</p>	

6. INFORMATION FROM THE TRUST BOARD

	ACTIONS
<p>Website audit: LMCM advised updates are being worked on and will be completed by the deadline to ensure compliance by Monday 10th March.</p>	
<p>Trust-wide governor training dates: Confirmed as follows:</p> <ul style="list-style-type: none"> • 20th May Risk Management • 10th June Mental health and wellbeing 	
<p>New website: on hold until September.</p>	

7. POLICIES AND DOCUMENTS

	ACTIONS
<p>Pupil Premium plan 2024-25: Reviewed and ratified by Governors. Governors asked whether the music lessons are popular. This was confirmed, but the considerable cost was noted. The Head advised that a discount of 50% is now offered rather than the full cost.</p> <p>The following Trust policies were noted for information only:</p> <ul style="list-style-type: none"> • Synergy Strategic Plan 24-27 • Scheme of Delegation – updated (finance section) • Equality & Diversity (STAFF) • Code of Conduct (STAFF) • Flexible Working (STAFF) 	

8. GOVERNANCE

	ACTIONS
Attendance: Meeting held with CT, AD and LT to discuss attendance and the strategies being implemented to improve attendance. Attendance still below national average but some improvements are being seen. High percentage of persistent absence. Monthly attendance forums are being held with form tutors. Some reduction in unauthorised attendance has been achieved. Incentives such as 'skip the queue' offered to those with 100% attendance are proving very successful. All staff are aware of the attendance issues and its effect on student welfare, and a whole school approach is in operation.	
Monitoring for safeguarding and SEND reviewed above.	

9. FOSH

	ACTIONS
No update as RB and RW absent.	

10. INFORMATION FOR THE TRUST BOARD

	ACTIONS
None.	

11. CHAIR'S BUSINESS

	ACTIONS
Covered above.	

12. ACTION LOG

	ACTIONS
Updated.	

13. A.O.B

	ACTIONS
The Head thanked IR for his supportive and professional handling of two complaints received.	

14. DATE OF NEXT MEETING

	ACTIONS
Tuesday 25 th March 2025 at 6.30pm	

There being no further business the meeting closed at 8.40pm

Date of next meeting:

Tuesday 25th March 2025 at 1830 in the PAD, Stalham High School