



STALHAM HIGH SCHOOL

LOCAL GOVERNING BODY

Tuesday 25th March 2025 at 6.30pm

MINUTES

PRESENT

Ian Richardson – Chair	IR
Lee McMahon – Head of School	LMcM
Janette Yaxley	JY
Constance Tyce	CT
Robyn Bush	RB
Kate Whitehead	KW

ATTENDING

Sarah Rankin – Clerk

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS


	ACTIONS
The Chair welcomed Governors to the meeting. There were no apologies and no declarations.	

2. MINUTES OF THE MEETING OF 11th FEBRUARY 2025 AND MATTERS ARISING

	ACTIONS
The minutes from the meeting held on 11 th February were approved for accuracy with one correction.	
Matters arising: None not covered by the agenda.	

3. HEAD OF SCHOOL'S REPORT

	ACTIONS
<p>The papers were circulated in advance of the meeting. The following was noted:</p> <p>Stalham on a page:</p> <p>Data: Noted that there is no data update since the last meeting. Mock results will be in for the next LGB meeting at the end of April. Governors asked what the feeling is at school regarding Year 11. The Head advised that there is a positive environment with students approaching the mocks with the right attitude, and a notable improvement on last year.</p> <p>Behaviour: the Year 11 boys mentoring continues, with 2 boys having moved on from the group. Very positive conversations are taking place. Governors asked whether the mentoring group might be beneficial for all students. The Head advised that he is looking at turning this</p>	

<p>into an intervention with the mentor looking at available mentoring qualifications. The project is work in progress at the moment. Governors felt that the 'package' could be shared with the Trust when finalised.</p> <p>Attendance: Governors observed that if the attendance data from the PAD and the welfare group are removed, the school's attendance rate is above the national average. The Head noted that this is testament to the hard work going on at school prioritising attendance, which is really making a difference. It was confirmed that the welfare group includes students on a prolonged duration of absence. It was confirmed that Ofsted have access to the school's dashboard on attendance covering the whole school. The importance of Ofsted understanding the narrative of the data was acknowledged allowing them to recognise that the processes in place at the school are effective.</p> <p>Staffing/curriculum: redacted</p>  <p>Installation of CCTV: part installed, to be completed over the Easter break. Governors asked if there has been any feedback and change in behaviour. The Head reported that there has been a reduction in low level vandalism and carelessness. The ability to identify issues quickly was acknowledged, and that students are understanding that there is no anonymity any more. Students understand that the CCTV is there for everyone's benefit, and that the school only looks at it when there is a need to. It was confirmed that there has been no feedback from parents.</p>	
<p>Finance: The management accounts were shared on screen. It was noted that Stalham is in a good place in comparison to other secondary schools in the MAT with a predicted increasing roll and reduced deficit over the next four years. Governors were pleased to hear that the communication with and support provided by the Finance team is excellent, and that the school has confidence in the financial reporting. The increased transparency and the collaborative approach has been well received. The LGB will have access to the management accounts as needed, but for now it was agreed that the budget summary on Stalham on a Page will suffice. The positive feedback on the finance department will be fed back to the Trust.</p>	
<p>Fitness suite: Progress on this project noted with a launch at Easter anticipated. The Head advised that the £10K grant received from Active Norfolk along with £500 from Tesco has been spent on resistance and cardio equipment, and that this will be available for use by all students in PE lessons. All students will receive an induction on how to the use of equipment. Governors were delighted by this new asset to the school.</p>	
<p>Risk register: No update.</p>	
<p>Website compliance: actioned by EJ.</p>	

4. SAFEGUARDING

	ACTIONS
Documented on Stalham on a page.	

5. INFORMATION FROM THE TRUST BOARD

	ACTIONS
<i>'Working together' communication:</i> The Chair thanked governors for their responses to this request from the Trust. Feedback has been submitted. It was noted that this topic will be discussed at the Chairs' meeting on 2 nd April and fed back to the LGB at the next meeting.	
<i>Trust-wide governor training:</i> additional training date noted: 23 rd June at 7pm SEND in addition to 20 th May Risk Management and 10 th June Mental Health and Wellbeing.	

6. POLICIES AND DOCUMENTS

	ACTIONS
<p>Intruder Management policy discussed. This policy has been developed by the SLT and shared in draft with staff for feedback. The importance of a robust policy for such scenarios was agreed by governors. It was noted that staff have been supportive and parents have been informed that this is in development. Policy to come to the LGB when finalised.</p> <p>The following Trust approved policies were noted for information only:</p> <ul style="list-style-type: none">• Code of Conduct for staff 2025• Flexible working policy 2025• Staff Equity, Diversity and Inclusion policy	

7. GOVERNANCE

	ACTIONS
<p>Monitoring:</p> <p><i>Pupil, parent and community engagement:</i> RB was thanked for her insightful monitoring report. Communication was discussed, which was also raised in the parent survey feedback. Teething issues with Arbor were acknowledged.</p> <p>The KS4 Preference Evening was discussed. This well-attended event was hugely informative and successful, and included post-16 providers.</p> <p>The value of a careers event at school was discussed. It was acknowledged that this is a considerable amount of work for which the capacity doesn't exist currently.</p> <p><i>Curriculum:</i> KW has met with PN to discuss curriculum. A discussion was held regarding DT, the importance of consistent starts to class, clear expectations and requirements to obtain merits. Report to follow. The Head drew Governors' attention to the new section of the website 'Principles and Aims of our Curriculum'.</p>	

Governor recruitment: The Chair advised that 20 posters are now in place on the high street and all primaries contacted.	
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8. FOSH

	ACTIONS
Update given by KW and RB: <i>Easter Egg hunt:</i> pitched as a community event on 5 th April, circulated to the primaries in addition to the school community. Noted that Tesco's have donated 50 eggs. High numbers of attendees expected. <i>Zumbathon:</i> TBC The challenge of getting parents involved was acknowledged. The value of targeting incoming year 7 parents was agreed, with leaflets being put into the new pupil induction packs. Funds were discussed, with monies raised from recent events noted. A discussion was held on how funds can be spent.	

9. INFORMATION FOR THE TRUST BOARD

	ACTIONS
None.	

10. CHAIR'S BUSINESS

	ACTIONS
IR will provide feedback from the Chairs' meeting at the next LGB	

11. ACTION LOG

	ACTIONS
Updated.	

12. A.O.B

	ACTIONS
<i>Social media:</i> EJ was thanked for her work on the school social media accounts where events and achievements are showcased. An increasing number of followers was noted, and the value of changing community views acknowledged.	

There being no further business the meeting closed at 8.45pm

Date of next meeting:

Tuesday 29th April 2025 at 1830 in the PAD, Stalham High School