

**Sheringham High School**

**LOCAL GOVERNING BODY**

**Thursday 16<sup>th</sup> January 2019, 18:00 in Room 52**

**MINUTES**

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**Present**

John Hannyngton - Chair	JH	Alex Steward	AS
Clive Hedges	CH	Ian Savory	IS
Kate Davis	KD	Kate Yarbo	KY
Rebecca Shepherd	RS	Gill Pegg – Link Trustee	GP
Andrew Richardson	AR		

Attending

Sarah Rankin – Clerk	SR
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**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	<b>ACTIONS</b>
There were no apologies or declarations	

**2. MINUTES OF THE MEETING OF 16<sup>TH</sup> OCTOBER**

	<b>ACTIONS</b>
The minutes were approved and signed by the Chair.	

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR..... DATE.....

### 3. GOVERNOR RESPONSIBILITIES

	<b>ACTIONS</b>
IS will take on Equalities.	
KY reported that she met with Lee McMahon to discuss SEND and had a very valuable meeting. LM will send a report on a termly basis to be presented via the Headmaster's report. AR will invite LM to the LGB once a year	<b>LM</b>
AS will be meeting with Sharon Ransome and Steph Ward. AS will send her notes to the clerk to circulate.	<b>AS</b>
KD is attending training on PP. Updates circulated via the Headmaster's report	
JH is taking on PSHRE in addition to Safeguarding. JH is attending a course on Safeguarding and Chair of Governors in Feb.	
CH will meet with Carly Cooper and report back	<b>CH</b>
Safer Recruitment training was discussed. The clerk was asked to research cost effective training options	<b>SR</b>
Governor responsibilities will be a standing agenda item	

### 4. NNAT UPDATE - GP

	<b>ACTIONS</b>
<p>GP reported the following:</p> <ul style="list-style-type: none"> <li>• The Performance Review had now been completed by AR.</li> <li>• The accounts have been signed off, submitted to Companies House and published on the NNAT website.</li> <li>• Lovewell Blake have been reappointed as auditors for one more year. The CFO will carry out a procurement exercise this summer.</li> <li>• An internal audit/peer review was carried out by Educator solutions early in the year. The report will be circulated.</li> <li>• CT and GP have been reappointed as Trustees by the Members. The LGB were reminded of the Members' role: to meet once a year at the AGM, to receive the accounts and to appoint Trustees. GP and JW have also been appointed Members, which is admissible as long as they (as Trustees) are in the minority.</li> <li>• Following the ICO audit in March 19 to look at the implementation of GDPR requirements, an action plan was drawn up. The ICO are returning in 3 weeks to assess progress.</li> <li>• The Trust is looking at standardising websites across the Trust, to be able to control and monitor content and keep up to date.</li> <li>• Each school needs its own risk register</li> <li>• Trust wide Ofsted training was discussed.</li> </ul> <p><b>Governors asked whether there was a Governing Body at Stalham yet.</b></p> <p>GP reported that a recruitment exercise was carried out but there was no interest. The Trust will keep trying.</p> <p><b>Governors asked who Ofsted will want to see when they visit.</b></p>	

GP advised a mix of Trustees and Governors, in particular the Safeguarding Governor.	
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## 5. HEADMASTER'S REPORT - AR

	ACTIONS
AR reported the following: <u>Student numbers</u> <ul style="list-style-type: none"> <li>• 739 on role</li> <li>• PAN is 134</li> <li>• Yr 7 target is 118</li> </ul>	
<u>Exclusion data</u> was reviewed. <b>GP requested that Managed Move data be included</b> It was noted that the school currently has accepted a Managed Move. The Board were advised that the School does not off roll.	
<u>Attendance</u> was noted as good at 94.67%. Year 11 attendance is a perennial problem (92.36%), but attendance at mocks this week has been good.	
<u>6<sup>th</sup> Form</u> <ul style="list-style-type: none"> <li>• 93 applications to date, target to recruit 84 internal.</li> <li>• Applications from Cromer, North Walsham, Aylsham, Wells and Reepham</li> <li>• Psychology (37) and Criminology (27) doing particularly well.</li> <li>• PE currently low (5), but will run as year 12 and 13 can be grouped together.</li> <li>• Low number of applications for French. Unlikely to run.</li> <li>• Applicants are being communicated with regularly and nurtured to improve retention rates. Parents will be kept in the loop too.</li> <li>• Attendance is a big challenge. A lack of commitment from some parents has been observed. Non attendance is chased up every day.</li> <li>• No Oxbridge applications this year.</li> </ul>	
<u>GCSE</u> <ul style="list-style-type: none"> <li>• Pre mock data reviewed</li> <li>• P8 disadvantaged figure (-0.49) flagged as a concern</li> </ul> <b>GP asked for examples of actions that will be taken try to close the gap.</b> AR advised revision materials are being reviewed, more may be provided. A proportion of PP funding could be made available. Direct interventions will happen post mock. <ul style="list-style-type: none"> <li>• AV A8 good – 5.02</li> <li>• EBacc – no data yet. Less able year group</li> </ul>	
<u>Staffing</u> <ul style="list-style-type: none"> <li>• One long term sickness</li> <li>• Third student manager appointed. Starts after half term</li> <li>• Appraisals were completed in October.</li> </ul>	

<u>Departmental reviews</u> <ul style="list-style-type: none"> <li>completed for Music/art/drama/photog and Tech</li> </ul>	
<u>Events</u> AR showed the LGB the Celebrations Assembly powerpoint, showcasing all the events that had taken place in the Autumn term. Governors were thrilled to see the number and diversity of activities that had taken place, from fundraising events to sports activities. Examples include the Christmas shoebox appeal, Patch, maths café, anti bullying drama, shelter building, charities week, Macmillan cake sale and snooker maths <b>Governors thanked AR for a really uplifting and positive presentation, and expressed a desire for this to be a termly presentation to the LGB</b>	

## 6. SIXTH FORM REVIEW 2020

	ACTIONS
GP discussed the last sixth form review which took place in 2017, and asked whether any of the Governors were interested in carrying out a similar exercise this year. It was noted that this is a monitoring exercise and not a review of teaching. <b>CH AND KY AGREED TO CARRY OUT THE REVIEW AND MEET WITH RK</b>	<b>CH and KY</b>

## 7. SAFEGUARDING - JH

	ACTIONS
JH reported that he has met with GP and the audit of the Single Central Record (SCR) took place on 9 <sup>th</sup> Jan 2020. JH will bring the action points to the next LGB.	<b>JH</b>
On 12/12/19 GP met with JM to complete the County Safeguarding Audit. <b>GP WILL CIRCULATE THE DOCUMENT TO GOVERNORS FOR INFORMATION</b>	<b>GP</b>

## 8. GDPR KPIs

	ACTIONS
GP discussed GDPR KPIs which come to the Trust Board. There have been numerous FOI requests which are very time consuming.	

## 9. FEEDBACK ON GOOD PRACTICE

	ACTIONS
<ul style="list-style-type: none"> <li>KY reported back on the Leadership and Development Programme.</li> <li>The importance of the Terms of Reference and the Schemes of Delegation and the Mission Statement were flagged and it was decided this should be an agenda item at the next meeting.</li> </ul>	

<p><b>CLERK TO CIRCULATE TERMS OF REFERENCE AND MISSION STATEMENT TO THE LGB</b></p> <p>The Ofsted visit was discussed. The importance of Governors' understanding of their delegated powers, the mission statement and the aims of the curriculum were underlined.</p>	SR
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## 10. PARENTAL ENGAGEMENT

	ACTIONS
<p>It was agreed that the Parental Engagement Audit tool is far too lengthy, and needs considerable thinning out. CT and GP will look at this at Trust level.</p>	GP

## 11. SKILLS AUDIT AND TRAINING NEEDS

	ACTIONS
<p>Governors submitted their skills audit forms to the Clerk.</p>	SR

## 12. POLICIES

	ACTIONS
<p>The following policies were considered by the LGB. These have all been approved at Trust level and are for information purposes:</p> <p>NNAT Gifts and Hospitality            NNAT Whistleblowing            NNAT Fraud Response            IT Change Management            IT Disaster Recovery            IT Hardware Disposal</p> <p>GP advised that IT are working on a platform to hold all policies which will become accessible to Governors and schools Trust wide</p>	
<p>NNAT Behaviour and Inclusion Policy</p> <p>The draft changes and additions to the policy were highlighted by AR and these were discussed by the Governors. The following points were stressed:</p> <ul style="list-style-type: none"> <li>The requirement that Governors on an Exclusion Panel must not have any connection with the student or the student's parents.</li> </ul> <p><b>Governors asked for clarification on 'connection', given that this is a small LGB, in a small town and people know each other.</b></p> <p><b>IT WAS AGREED THE CHAIR WILL HAVE THE FINAL WORD ON THE MEMBERSHIP OF THE EXCLUSION PANEL.</b></p> <ul style="list-style-type: none"> <li>Should an appeal be requested, there will be external representation</li> <li>If a student is at risk of a permanent exclusion (following a fixed term exclusion), a meeting will be arranged with the</li> </ul>	

<p>student, parents and a member of the Governing Body to establish a PSP with clear expectations for all parties.</p> <p><b>CH requested that this meeting be minuted and signed off by all those present.</b></p> <ul style="list-style-type: none"> <li>• Appendix B details off-site provision and Managed Moves (MM)</li> <li>• Should a MM be required, a Governor must be present at the MM meeting with the parent and the student.</li> <li>• The school's calendered commitment to anti bullying has been added to Section 6</li> </ul> <p>AR explained the county Fairer Access Panel (Fap). This panel deals with behavioural issue county wide and its aim is to address the high rates of exclusion. The FAP meets every term to share behavioural issues amongst schools through Managed Moves. AR will inform the school when a MM student is taken by SHS</p>	
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***Clive Hedges left the meeting at 20:21***

### 13. MATTERS ARISING

	ACTIONS
The new skirt has been approved.	

### 14. AOB

	ACTIONS
<b>Governors requested data on Destinations from last year.</b> AR will bring to the next meeting.	AR
Ofsted will be discussed at the next meeting. GP encouraged all Governors to watch the briefing video.	

**Date of next meeting: 11<sup>th</sup> March 2020 at 1800  
SHERINGHAM HIGH SCHOOL**

**There being no further business, the meeting was closed at 20:21 by the Chair.**