

**Sheringham High School**

**LOCAL GOVERNING BODY**

**Wednesday 13<sup>th</sup> May 2020 14:30**

**VIRTUAL MEETING**

**MINUTES**

**Present**

John Hannington - Chair	JH	John Wollocombe –	JW
Clive Hedges	CH		
Kate Davis	KD	Attending:	
Alex Steward	AS	Sarah Rankin – Clerk	SR
Andrew Richardson	AR		
Kate Yarbo	KY		

Apologies: Ian Savory, Gill Pegg and Rebecca Shepherd

**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	ACTIONS
Apologies were received from IS and GP. RS had access issues and was unable to join the meeting. There were no declarations.	

**2. MINUTES OF THE MEETING OF 11<sup>th</sup> March 2020 – accuracy and matters arising**

	ACTIONS
The minutes were checked for accuracy and two typos noted. Clerk to print for signature for next meeting.	SR

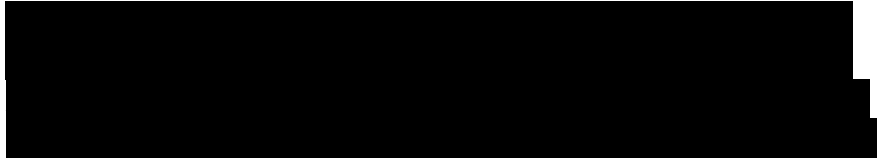
**3. BUDGET 20-21**

	ACTIONS
DH presented the budget for 20-21. The following points were noted: <ul style="list-style-type: none"> <li>• Total student numbers for 20-21 are 737.</li> <li>• Numbers drop off in yrs 4 and 5.</li> <li>• A 5 yr budget, but first 3 yrs are most significant.</li> <li>• Uncertainty going forward into September due to the pandemic.</li> <li>• Current year – SHS has been within budget.</li> <li>• Pension deficit reduction: this is now the same % rate as maintained schools.</li> </ul>	

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

<ul style="list-style-type: none"> <li>• No decision received on CIF bids as yet. There is £10K budgeted to contribute to the science lab improvement if this goes ahead.</li> <li>• Departmental budgets will remain the same.</li> <li>• Budget is very much in line with previous years.</li> <li>• Savings made in previous years are now paying off.</li> <li>• Staff increases – 3% for teaching staff, 2% for support staff.</li> <li>• AR and DH to finalise staffing picture before the budget goes to the Trustees.</li> </ul>	
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#### 4. HEADTEACHER'S REPORT - AR

	ACTIONS
AR presented the Headteacher's report.	
<b>Attendance:</b> The school has been closed since 23rd March. AR advised that there were few children in school up to 4 <sup>th</sup> May. Currently 2 – 5 students are at school each day. There is a 2 week staff rota in place. County have reintroduced clusters during this period. AR is standby cluster lead should Rachael (Sheringham Primary) fall ill.	
<b>Recruitment post 16:</b> Closure may have a slight impact on numbers but we don't know. Overall profile of post 16 intake is largely Level 3 courses rather than vocational. However, a lot of interest in newly introduced criminology, and sociology.	
<b>Current Data:</b> Window opens next week for internal staff ranking. Submission of ranking marks is second week of June. Borderline students will be discussed with heads of subject. GCSE predictions are an honest reflection of the cohort. There is nothing anomalous in the data. The disadvantaged gap has grown, which reflects the current cohort.	
<b>Safeguarding:</b> All vulnerable families have been contacted regularly by the support and guidance team. Detailed records are being kept of all contact.	
<b>Parental Feedback</b> Parents are kept in regular contact via parentmail and through contact with the Student Managers. There has been plenty of positive feedback from parents regarding the closure and home working which has been encouraging.	
<i>Redacted: Staffing</i> 	
<b>Events:</b>	

<p>Many events have been postponed or cancelled including the YR 13 Leaver's BBQ and Year 11 Prom.</p> <p>Year 8 guided pathways/option choices now being carried out remotely and should be released in early June. School will release the option material and student managers and careers staff will be in touch with families as necessary.</p>	
<p><b>Future Issues:</b></p> <p>AR flagged concern over how social distancing could be successfully carried out as we come out of lockdown. National guidance will be followed when it is released. There may be staffing and student attendance issues. Additional costs will be incurred to secure masks, PPE, sanitizers and thermometers etc. Governors recognized that there are uncertain times ahead.</p>	
<p><b>GDPR breach:</b></p> <p>AR reported a breach that took place when a tabbed Excel spreadsheet was shared with Holt and Kelling primaries with student data on it. GDPRis has investigated. As these schools are in the SHS cluster, the file just needs to be deleted. Advice sought.</p>	
<p><b>Successes:</b></p> <p>AR advised that, despite the current challenges, there have been celebrations too such as the VE Day Project, the NHS bracelets, Yr 11 and 13 coursework returns and the publication of Spring edition of High Tide.</p> <p><b>Governors thanked the Head and all staff for all their hard work and commitment during this challenging time.</b></p>	

## 5. SAFEGUARDING – JOHN HANNYNGTON

	ACTIONS
<p>Governors considered the safeguarding report (May 19-May20) circulated in advance by JFM. Governors were pleased to see all the measures that had been put in place by the DSL as a result of the arrival of the pandemic.</p> <p><b>Governors asked whether the counselling service was operational during closure.</b> AR clarified that one counsellor was working and communicating with vulnerable students remotely.</p> <p>It was clear to Governors that children and families are being well supported and that there is lots of support in the community.</p>	

## 6. NNAT UPDATE – JOHN WOLLOCOMBE

	ACTIONS
<p>JW updated Governors on the following:</p> <ul style="list-style-type: none"> <li>The Ofsted inspection at Antingham resulted in the school being downgraded to inadequate with immediate action</li> </ul>	

<p>required. An action plan has been put together and accepted by the School's Commissioner (RSC).</p> <ul style="list-style-type: none"> <li>• Risk register. This is a requirement for academies. The Trust has now agreed a pro forma which Governors need to check, to which they make any additions and agree. Clerk to circulate the RR to give Governors the opportunity to ask DH questions. <b>CLERK TO ADD RISK REGISTER TO THE NEXT AGENDA</b></li> <li>• The parent questionnaire was discussed. <b>Governors requested a comment box for each question.</b> It was agreed that this is a good suggestion and would be implemented.</li> </ul>	<p>SR</p> <p>AR</p>
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**7. A.O.B.**

	ACTIONS
<p>Governors asked AR to pass on their sincere thanks to all staff with regard to how well they have been handling the current situation. AR will also pass on thanks to Sheringham Primary and Woodfields who have been facing the challenge of supporting many children in school during the closure.</p> <p>AR suggested that Governors may wish to write to all members of the cluster to thank them for their support during this time. Governors thought this was a good idea and would be actioned by the Chair.</p>	<p>JH</p>

**Date of next meeting: 9<sup>TH</sup> JULY 2020 at 1800 TBC  
SHERINGHAM HIGH SCHOOL**

**There being no further business, the meeting was closed at 15:45 by the Chair.**