

Sheringham High School

LOCAL GOVERNING BODY

Monday 14th September 2020 18:00

VIRTUAL MEETING

MINUTES

Present

John Hannington - Chair	JH	Gill Pegg – link Trustee	GP
Andrew Richardson	AR	Ramin Keshavarz	RK
Kate Davis	KD	Attending:	
Alex Steward	AS	Sarah Rankin – Clerk	SR
Clive Hedges	CH		

ACTIONS challenges DECISIONS

1. WELCOME AND APOLOGIES

	ACTIONS
The Chair welcomed Governors back to the first face to face meeting since lockdown. Kate Yarbo and Rebecca Shepherd were absent. The meeting was declared quorate.	

2. ELECTION OF OFFICERS

	ACTIONS
JH was re-elected as Chair following nomination by AR and approval by all governors.	
CH was elected as Vice Chair following approval by all governors.	
Governor for Wellbeing – RS was nominated in her absence.	
Governor for Equalities – AS agreed to take on this role.	
Vacancy: Community Governor. Governors were encouraged to think about any potential applicants in the community. Clerk can provide information on the role.	

3. DECLARATION OF PECUNIARY INTERESTS – COMPLETION OF FORMS

	ACTIONS
Completed by those present.	

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

4. MINUTES OF THE MEETING OF 7TH July 2020 – accuracy and matters arising

	ACTIONS
The minutes were checked for accuracy and various typos noted and corrected by the Clerk. Approved.	
Matters arising: The revised Risk Assessment and Returning to school Operating Procedures documents were circulated in early September.	

5. NNAT UPDATE – GILL PEGG

	ACTIONS
<p>The following was reported:</p> <ul style="list-style-type: none"> • The new primary head started at Antingham today • Job descriptions for the Primary Executive Head Teacher and the Trust Executive Head are being drafted • All budgets are now approved. • A new Trust Wellbeing policy is being drafted • AR's performance management was cancelled due to Covid. Will be discussed in December. • The ongoing injury insurance claim (relating to a former member of staff) is now expected to be heard at court between Jan and May 2021. • Catering: Norse contract is unsustainable. Trustees are meeting to discuss options. • The FSA delayed budget submissions to late September. <p>AR TO CIRCULATE BUDGET TO LGB FOR COMMENTS</p>	AR

6. HEAD OF VI FORM'S REPORT

	ACTIONS
<p>Recruitment: RK discussed disappointing 6th Form recruitment with Governors. Take up of places in Year 12 was disappointing with 51 enrolled from a projected 82. Possible reasons for this were discussed, and included the effect of lockdown on an efficient promotion campaign and on providing students and parents the opportunity to re-evaluate study choices. It was noted that other Sixth Forms in the region have also suffered disappointing enrollment.</p> <p>The following strategies will be employed:</p> <ul style="list-style-type: none"> • Contacting all ex Year 11 students to advise the door is still open if they are unhappy with their choice • Early promotion of the Sixth form to year 11 in their tutor groups • Surveying Year 11 – can different subjects/facilities be offered? • Assessment of the current Sixth form offer. 	


<ul style="list-style-type: none"> • Focus on retaining the students enrolled. • A taster day will be compulsory for all year 11s <p>Governors asked which schools students had gone to. RK advised Paston, Isacc Newton, Fakenham (for the BTec in Sports) and City. The significant hit to the budget was acknowledged. Governors agreed that this is a tough market in difficult times. Governors asked whether poor recruitment affects staffing. AR advised that no it doesn't, the loss needs to be absorbed.</p> <p>Successes were noted in the recruitment of students to social sciences, including the new Criminology A Level.</p>	
<p>Results:</p> <p>Results were pleasing with improvement on last year:</p> <p>A* - E – 100%</p> <p>A* - C – 75%</p> <p>A* - B – 41%</p> <p>A* - A – 22%</p> <p>RK advised 5 students have gone to Russell Group universities, and another 4 to the top 1/3rd universities.</p>	
<p>Also noted:</p> <ul style="list-style-type: none"> • Current Year 13 – 68% have expressed an interest in applying to university, with 5 potential Oxbridge candidates. • A virtual open day will be taking place next week including Talking Heads videos focusing on the staff and the Sixth Form experience. • The website is being redeveloped to provide a simplified, snappy and modern overview of the Sixth Form. <p>The Chair thanked RK for his input and hard work.</p>	

Ramin Keshavarz left the meeting.

7. HEADTEACHER'S REPORT

	ACTIONS
<p>AR gave Governors a brief tour of the building to highlight many of the measures that have been implemented to safeguard staff and students during the Covid crisis. Details of the fogging system were provided. Governors were impressed with all the changes made and procedures in place to protect the school community.</p> <p>Governors asked about the cost element of the protective measures and whether there was funding from the government to help with this. AR advised that additional funding from the government was to be used solely to tackle the impact of lost teaching time over last term.</p> <p>Governors asked about student attendance. AR advised that many students are off school with flu like symptoms, or because a sibling at the primary school has been sent home. The school has been allocated 10 testing kits, most of which have already been used. It was recognized that there are huge problems obtaining a test locally.</p>	
<p>GCSE Results: AR reported that the results are a fair and accurate reflection of student abilities, showing improvement across all</p>	

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measures compared to 2019. P8 score was good at 0.65. The disadvantaged students performed well with over half receiving a positive P8 score. Of those students who received a negative P8 score, 3 had very low attendance and reduced timetables.	
There have been several challenges to results from students across the range of results. Processes were followed, and two appeals were sent by the the school, both of which were rejected.	
<p>Staffing: Redacted</p>  <p>Head of Science post to be advertised for post Xmas start Careers post interviews 17th Sept. AR praised staff for their positive attitude and their willingness to pull together regarding significantly increased duties during Covid. AR advised Governors that many meetings have been cancelled during the Autumn term to take the pressure off staff.</p>	

8. SIDP

	ACTIONS
<p>AR reported that many of the priorities remain the same. Key priorities are:</p> <ul style="list-style-type: none"> • The development and design of revised ks3/4 curriculum intent • Ensure challenge and relentless rigour in all lessons in implementation. • Site and rolling programme of ICT/facilities improvement. • Robust blended learning systems developed in preparation for local/national Covid lockdowns. 	

9. SAFEGUARDING

	ACTIONS
<p>JH reported that he had been in touch with Jayne Melhuish and Victoria, regarding the SCR. There has been little SCR activity, although supply teachers need to be DBS checked again as they haven't been in school for some months. JM circulated the revised Safeguarding Policy before the meeting.</p> <p>It was acknowledged that lockdown has been very difficult for a number of SHS families, and that the SLT and Student Managers have been in regular contact with families throughout.</p>	
<p>GP flagged the need for the school to have a Designated Teacher for LAC and previously looked after children.</p> <p>AR WILL LOOK INTO THIS.</p>	AR

10. DEPARTMENTAL MONITORING REVIEWS

	ACTIONS
<p>AR circulated the History and Maths Department Reviews which were completed in January.</p> <p>AR clarified the format of the review, as follows:</p> <ul style="list-style-type: none"> • Review the previous review • Observe • Meet the students • Discussion topics • Meet the head of subject • Action points • Head of subject assessment. <p>Governors asked if this format follows Ofsted criteria. AR confirmed that it does. Key questions are 'What is the intent', 'What is the quality of implementation' and 'What is the impact'.</p> <p>The level of detail and the time taken to carry out the review was acknowledged by Governors. Governors asked whether things change post review. AR confirmed that with motivation, improvements were in evidence.</p>	

11. POLICIES

	ACTIONS
<p>The NNAT Wellbeing policy is currently with Constance Tyce and will be approved and circulated in due course.</p> <p>The revised Attendance Policy and Pay Policy from EPM are on their way.</p>	

12. RISK REGISTER

	ACTIONS
<p>Two volunteers were requested to join AR to adapt the Risk Register model for SHS, with training provided by DH. Governors were reminded that this is a statutory requirement, which needs to be completed this term. JH volunteered, and RS was nominated in her absence. AR TO ARRANGE A SUITABLE MEETING TIME.</p>	AR

13. A.O.B.

	ACTIONS
<p>The Clerk asked Governors to look out for a reminder email from Jane Storey regarding outstanding GDPR training.</p>	

Date of next meeting: Wednesday 14th October at 18:00
Self Evaluation