



SHERINGHAM HIGH SCHOOL

LOCAL GOVERNING BODY

Thursday 11th November 2021 18:00

TEAMS MEETING

MINUTES

Present

John Hannyngton - Chair JPH
 Andrew Richardson- Head AR
 Kate Yarbo KY
 Jonathan Hendry JH
 Laura Sayer LS
 Alex Steward AS
 Rebecca Shepherd RS
 Tom Burnett TB

Attending:
 Sarah Rankin – Clerk SR
 Rachael Harding RH

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed governors to the meeting; Tom Burnett to his first LGB meeting and Rachael Harding, SEND Coordinator, was thanked for her attendance to present the SEND report. There were apologies from Kate Davis. There were no declarations.	

2. MINUTES OF THE MEETING OF 16th SEPTEMBER – ACCURACY

	ACTIONS
The minutes were checked for accuracy and approved.	

3. SEND REPORT – RH

	ACTIONS
<p>SEND report- RH RH reported that she met with KY, Governor for SEND, on Monday. KY noted that the benefits of having a full time SENCo dedicated to SHS were already being seen, with systems being reviewed and action taken. The report was circulated to governors prior to the meeting. The following was highlighted:</p>	

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



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<ul style="list-style-type: none"> • a significant increase in support for SEND students over the past 6 months, with expectations that numbers will continue to increase as the year goes on. • Increase in EHCP applications, both school and parent led. • Full audit will take place in March. • KY and RH to meet on a monthly basis moving forward. • TA team is being expanded with 2 new appointments in process. This investment will help to meet classroom need. • Whole school dyslexia friendly training in planning to focus on memory and processing to address lower level SEND needs. The aim being to make every lesson as inclusive as possible. <p>Governors asked about student progress. RH advised that this is difficult to tell at present due to the recent Covid related disruption. RH noted that progress is happening but that there is a likely and expected gap in attainment.</p> <p>Governors thanked RH for her contribution</p> <p><i>RH left the meeting at 1815</i></p>	
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4. HEADTEACHER’S REPORT

	ACTIONS
<p>The Headteacher presented the report to governors. The following was noted:</p> <ul style="list-style-type: none"> • Student numbers are lower than anticipated; • Sixth form numbers major focus. RK promoting the sixth form locally. <p>Governors asked whether exit interviews are conducted on students leaving in years 11-13. Governors felt that, in the interest of retention, it would be worth knowing reasons for leaving. AR observed that some students take a one year level 2 course so leave at the end of year 12. However AR agreed to ask for a breakdown of reasons for departure.</p> <ul style="list-style-type: none"> • Attendance is good except year 10. Overall target 96%. Attendance is being pushed again with celebration assemblies and rewards. • SMSC day tomorrow. • Sixth form – Year 12s doing well. Committed and enjoying courses. • Taster day – well received. Students have until 15th Jan to decide. • Level 2 taster day – although the school is no longer offering Level 2 courses, the taster day attended by 17 students was very successful, providing a broad and appropriate awareness of what is on offer elsewhere. • No NEETS this year. 	<p>AR</p>



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<ul style="list-style-type: none"> • FSM: Still being supplied if a student is off for Covid related absence. • Parents' evenings continue on School Cloud. • Learning walk with CEO on 8th November. Positive feedback received. • Schedule for Departmental Reviews now confirmed. • Staff CPD: Staff twilight inset taking place on Nov 25th to have departmental Ofsted focus. • School site vaccinations: 300 students were vaccinated in first round. • Synergy calendar will be adopted for 2022-23, with an INSET day in June. 	
<p>SMSC Day: 12th November.</p> <p>Thanks was given from the Head to JFM and all the staff who volunteered to help put this day together. An exciting programme of events for the students was noted, including 2 offsite trips for year 10 and the sixth form. LS will attend part of the day in a monitoring capacity.</p>	
<p>Staffing:</p> <ul style="list-style-type: none"> • Absence high due to Covid and Covid related reasons such as childcare. • Long term absence will affect budget due to supply costs. • AR in negotiation with CEO regarding band changes for some salaries. Benchmarking across the Trust on key roles will be useful. Salaries across the Trust need to be standardised. 	
<p>Staff Wellbeing: Progress has been made on the DfE Staff Wellbeing charter as follows:</p> <ol style="list-style-type: none"> 1. Prioritising mental health via the issuing of the survey. 2. Physical well-being remains one priority through staff events organised by RS. 3. Well-being survey findings shared with line managers to inform their practice. 4. We will re-issue the well-being policy and the charter targets to ensure communication and info is clear. 5. Staff voice is heard through the survey and the up-coming Menopause Policy (TBA). 6. Review of workload with ref to School Cloud protocols and adjustment of priorities in Ofsted folder prep expectations. 7. All staff know that they can discuss changes to hours/ contracts at any time. 8. New behaviour policy issued and to be ratified to support staff well-being. SMSC day focus on learning and teamwork behaviours for several key yeargroups. 9. Trust-wide career opportunities shared through email/ bulletin. 11. Well-being survey published to LGB and will be shared with staff 	



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<p>No progress has been made on commitment 10: <i>Include a sub-strategy for protecting leader wellbeing and mental health.</i></p> <p>Staff study room: currently being used to store old photocopiers, and taking up study space. These will be removed soonest.</p> <p>Staff Wellbeing survey report under Agenda item 6.</p>	
SEF: Work in progress. Good in all areas under the new framework.	
GDPR: No issues. New provider GDPR Sentry, who work for the school and with the school. Have indicated a need to sharpen practice and report minor issues. A policy tweak may be required.	
RHSE: part of SMSC Day. Further updates forthcoming.	
Governors asked about the exclusions data, and questioned the Year 7 exclusion. This was confirmed to be a particular circumstance and the same child.	
Governors asked for confirmation of how the catch up funding will be spent. AR explained that the first allocation of funding (£48,200) was spent on supporting home learning with the purchase of laptops, hardware to support staff, subscriptions to School Cloud and GCSE Pod etc. Pet-XI tutoring programme was trialled during the first lockdown but was largely and disappointingly unsuccessful. AR clarified that the second allocation of catch-up funding (£25,000) needs to be spent on tutoring via Pearson (Edexcel). Tutoring will primarily be available for LSU students and those on a part-time curriculum. Tutoring will happen in school time with 15 hours allocated to each student.	

5. REPORT FROM THE CHAIRS COMMITTEE MEETING

	ACTIONS
<p>LS reported on the Chairs' meeting attended in lieu of JPH which took place in October. The following was noted:</p> <ul style="list-style-type: none"> • A very positive and upbeat meeting; • Increased communication between colleagues such as the Maths and English leads across the Trust; • Tutoring: spend needs to be published on website; • Herts for Learning – this new provider is being trialled across the Trust for a year; • Ofsted: due at many schools in the Trust, may be delayed up to 2 years due to the pandemic. Governors must focus on effective monitoring; • LGBs should have a governor responsible for monitoring finance to report to the LGB on a termly basis; • Reepham Primary Chair led an assessment on effectiveness. Instead of an annual self-evaluation, the Chair ends each meeting with a question 'How effective has this meeting been', 	



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or 'What is the impact of this meeting'. LS felt this was a good idea.	
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6. SAFEGUARDING

	ACTIONS
<p>JPH met with Victoria Cornell to carry out the SCR audit as follows:</p> <ul style="list-style-type: none"> VC confirmed she has had CPOMS training, but not specifically on the SCR yet. With the merger, there have been changes to the system, so Julie Bridges at Synergy will now hold all the central records. VC will just hold records for SHS and its Governors. VC will be liaising with JB to tidy up her files and several names will be removed from the Governor list after conferring with JB. New Governors JH and TB need to bring in their DBS certificates for VC to have sight of them asap. TB details added to the list today. Joe Meakin, Synergy's new IT employee as IT Team Lead, has been spending most of his time at SHS, so VC has added his details to the SHS database for now. VC asked him today to bring his DBS certificate in as well and then VC's files will be up to date. VC would like to have Governors' safeguarding training records on file, so is requesting sight of the appropriate certificates. This will be raised at the LGB meeting on Thursday. <p>JPH is meeting with JFM next week for a safeguarding update. The minutes will be circulated to governors.</p>	

7. GOVERNANCE

	ACTIONS
<p>Roles and responsibilities update: JH has agreed to take on the role of finance governor, and TB has agreed to take on the role of curriculum governor. TB and AR will arrange a meeting to discuss the monitoring of the curriculum.</p>	AR
<p>Annual monitoring plan: This was circulated ahead of the meeting. It was noted that heads of subject will present to governors following their departmental review. Governors were asked if a written report was sufficient or whether an in-person report was preferred. It was agreed that in person would be preferable. AR will consult with heads of department.</p>	AR
<p>Monitoring reports: <u>Finance and Covid catch-up:</u> JH reported that he will be receiving the figures on a monthly basis. The main area of concern for September is the costs of supply and</p>	



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<p>agency staff. Overall spend is still below target. Covid catch-up funds can only be spent on particular areas.</p> <p>AR noted that he continues to work closely with DH, but that an independent governor viewpoint is valuable.</p> <p>More detailed report to governors will be presented at the next meeting.</p>	
<p>Staff workload and Wellbeing survey:</p> <p>The survey was circulated to all staff on 18th October and has proved to be a useful exercise. RS reported that 8 questions taken from Anna Freud were put to staff, with a pleasing 50% response. Key themes include:</p> <ul style="list-style-type: none"> • More departmental time • Workload • Admin tasks • Support and guidance <p>There were some concerns as to whether the survey was anonymous. RS may print the next survey to avoid this worry. RS reported that various issues were raised but that there were no surprises. Some issues could be easily solved. For example, 8 responders did not know how to access occupational health information.</p> <p>Governors asked when the next survey will take place. RS advised that this has not been discussed yet, but is likely to be next calendar year.</p> <p>Governors felt that feedback to staff should be disseminated soon to show staff they are being listened to. Governors also felt that action should be taken soon to address the issues raised where appropriate.</p>	

8. STAFF APPRAISALS

	ACTIONS
<p>AR advised that appraisals have now been completed and new targets set. All staff that are due to progress will progress.</p> <p>The Head's performance review will take place in December.</p>	

9. POLICIES

	ACTIONS
<p>Behaviour and Inclusion policy: this policy was ratified by governors. AR advised that a filleted version will be circulated to parents.</p> <p>Synergy Finance policy: this policy was circulated for information only.</p>	

10. CORRESPONDENCE WITH THE TRUST

	ACTIONS
None.	



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11. MATTERS ARISING FROM THE MINUTES OF 11TH NOVEMBER

	ACTIONS
The Reef corporate rate for staff: RS will look into this.	RS

12. A.O.B

	ACTIONS
Feedback from the Sixth form open evening: KD will be asked to send this to the Clerk to circulate.	
Governor social: LS suggested a social event for governors off site. AR will look at dates.	
School sporting facilities: The current condition of the sporting facilities was discussed. AR is working with David Hicks and Jane Storey regarding refurbishment. Concerns regarding the condition of the facilities have been flagged by staff and by the Norfolk Hockey club. AR is in discussion with the Trust, but reached out to governors to consider any contacts they might have who might be able to assist with a project to extend the facilities. LS suggested forming a sub-committee of people with the appropriate skills to take this forward. It was agreed a starting point could be ascertaining the local development plan. Governors agreed to put some thought into this.	ALL

With no other business, the Chair closed the meeting at 19:45

Date of next meeting: Thursday 20th January 2022 at 18:00