



Local Governing Body Meeting

Thursday 7th July 2022 18:00

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

John Hannyngton - Chair JPH
 Andrew Richardson - Head AR
 Laura Sayer LS
 Jonathan Hendry JH
 Alex Steward AS
 Kate Yarbo KY

ATTENDING

Sarah Rankin – Clerk SR

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors to the meeting. There were apologies from KD and RS. JH joined the meeting at 7pm. There were no declarations.	

2. MINUTES OF THE MEETING OF 12th MAY 2022 – ACCURACY

	ACTIONS
The minutes were checked for accuracy and approved.	

3. HEADTEACHER’S REPORT

	AC TI O NS
<p>The Headteacher reported the following:</p> <ul style="list-style-type: none"> • Numbers on roll have dropped due to year 11 and year 13 leavers. • First external exams for 3 years went well. • Year 11 Prom was a great success. • 135 year 6s came to the school for transition day. A healthy number, although not all may come. • Exclusions data: no further PEXs this year. 	



Redacted: Confidential	
<ul style="list-style-type: none"> Attendance is good Staff absence generally slowing. However, a local spike in Covid rates has led to 8 staff (and 12 students) absent last week. 	
<p>Sixth Form: Current applications at 80, of which 48 are first choice. RK is hoping for 58 students.</p> <p>AR indicated that a different approach to the SIDP is needed next year, and that RK will be discussing this with the new Senior Deputy. It was suggested that there should be a change from a primary focus on numbers to a return to a focus on provision and enrichment. AR noted that one of the three middle leadership secondments advertised will be to support RK in the Sixth form centre.</p>	
<p>Curriculum: £4K has been received for the computing hub. New staff were in school today for their induction.</p> <p>Year 8 pathway selection complete and successful.</p>	
<p>Staffing: science vacancy remains unfilled and a contingency in place until Christmas. A Trust vacancy for a senior ICT technician has arisen and is being advertised.</p>	
<p>SMSC week programme: a wide and varied programme was noted.</p>	
<p>SEF: This was tabled at the meeting. Governors were reminded that this is a working document based on a proforma from The Key, which is updated on a weekly basis. The document's format was explained, with Ofsted criteria on the left column with the evidence on the right. The SEF follows the new Ofsted framework with new judgement criteria. The SEF is 'Good' in all areas.</p>	

4. DEPARTMENTAL REVIEWS

	ACTIONS
<p>The completed departmental reviews for Art, DT and Geography were circulated in advance of the meeting. The review of Business Studies was tabled at the meeting. There were no questions from Governors.</p> <p>The Headteacher noted that the departmental reviews are extremely rigorous and time consuming, and suggested that they perhaps be carried out every two years. In intervening years, a 'deep dive' could be carried out on one aspect, such as SEND or PD. This will be a matter for the new leadership.</p>	

5. SAFEGUARDING

	ACTIONS
<p>SCR audit: Notes circulated in advance of the meeting. Nothing further to report.</p>	
<p>Updated numbers of students receiving support from Childrens' Services were circulated by the outgoing DSL, along with a summary of concerns which have been passed on to the incoming Headteacher. It was confirmed that Ben Philips will take over as DSL from September following completion of training.</p>	



6. GOVERNANCE

	ACTIONS
<p>Monitoring: <u>Attendance:</u> AS's detailed report was circulated prior to the meeting and taken as read. AS observed a 'belt and braces' approach to attendance carried out by the school with all procedures followed to the letter by an efficient team. Rewarding students for good attendance has proven to be a successful approach. It was noted that attendance will be now be an Ofsted top priority. The Headteacher felt that fastrack could be quicker but hoped this will be improved with the forthcoming expansion of the Student Management team.</p>	
<p>Implementation of the RHSE policy: A comprehensive report was received from the DSL.</p>	
<p>Staff wellbeing: The Headteacher reported that the Fit Club is in operation, the staff study room has been improved and that a programme of refurbishment will be carried out over the summer. Governors were advised that RS had attended the new Synergy Wellbeing Forum where the 11-point charter has been formally adopted.</p>	
<p>Annual Governance Statement: The draft statement was considered by Governors. It was noted that this is a Trust generated document which will be published on the school website. JH asked that a change be made to the template under key strategic functions, specifically that 'Overseeing the financial performance of the school and making sure its money is well spent' be changed to 'Awareness of the financial performance of the school'. JH expressed frustration at how little control the LGB has regarding finance. JH reported back on a meeting held with the CEO regarding the merger, finance and LGB roles and responsibilities. The positives and negatives of the merger of the Trusts was discussed, including the lack of bespoke SHS policies. It was noted, however, that there have been some benefits to the merger, including opportunities for staff progression, and structures such as the learning and CPD hubs and the primary lead.</p>	

7. POLICIES

	ACTIONS
<p>SHS Attendance policy: this has been updated and the Covid appendix removed and is now on the school website. A Trust-wide policy is pending.</p>	
<p>Trust policies: the following policies were approved by the Trust and are for information only:</p> <ul style="list-style-type: none"> • Health and Safety • Ordinary Paternity Leave and pay – adoption • Ordinary paternity leave and pay – birth 	



<ul style="list-style-type: none"> • Parental leave guidance and application form • Shared parental leave – adoption • Shared parental leave – birth • Summary of maternity leave and pay for all employees 	
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8. UPDATE ON SPORTING FACILITIES

	ACTIONS
AR reported that the viability survey is now being actioned by NNDC. The Headteacher flagged the comments made by students in the PE departmental review where the dated and substandard changing facilities were repeatedly raised. LS agreed to be the contact with the NNDC from September.	

9. CORRESPONDENCE WITH THE TRUST

	ACTIONS
JPH reported on the Chair’s meeting. JPH felt that the meeting would be more valuable if it were split between primary and secondaries. The meeting minutes will be circulated to Governors in due course.	

10. MATTERS ARISING FROM THE MINUTES OF 12TH MAY

	ACTIONS
<u>Lost learning</u> : AR to circulate	AR
<u>SLT</u> : DH was confirmed as Senior Deputy Head and BP as Deputy Head.	

11. EFFECTIVE GOVERNANCE SELF ASSESSMENT

	ACTIONS
It was agreed that there had been effective challenge at the meeting within the limits of the role.	

12. A.O.B.

	ACTIONS
With this being the final SHS LGB meeting for the Headteacher, the Chair thanked AR for all his dedication to the school during his tenure and wished him well for the future.	

With no other business, the Chair closed the meeting at 20:02
Date of next LGB meeting: tbc