



Local Governing Body Meeting

Thursday 29<sup>th</sup> September 2022 18:00

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

ATTENDING

John Hannyngton - Chair	JPH	Sarah Rankin – Clerk	SR
Alastair Ogle - Exec Head	AO		
Laura Sayer	LS		
Jonathan Hendry	JH		
Alex Steward	AS		
Kate Yarbo	KY		
Kate Davis	KD		
Becky Shepherd	BS		

ACTIONS challenges DECISIONS

1. WELCOME AND APOLOGIES

	<b>ACTIONS</b>
The Clerk welcomed the new Executive Head Alastair Ogle to his first LGB meeting, and all Governors to the first meeting of the academic year.	

2. DECLARATIONS AND LGB CODE OF CONDUCT

	<b>ACTIONS</b>
There were no declarations. The governing body agreed to abide by the LGB Code of Conduct and were asked to confirm this on their GovHub profile under declarations. The Chair signed the paperwork on behalf of the Board.	

3. ELECTION OF CHAIR AND VICE CHAIR

	<b>ACTIONS</b>
The Clerk thanked JPH for his work as Chair during the previous academic year. JPH was happy to chair for one more year, and was voted in unanimously. LS was happy to continue as Vice- Chair.	

4. INTRODUCTION FROM NEW EXECUTIVE HEAD

	<b>ACTIONS</b>
The new Executive Head thanked staff, governors and students for the warm welcome received.	
<b>Vision for Sheringham High school:</b>	

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR...John Hannyngton  
DATE.....24.11.22.....



<p>The ExHT highlighted the following:</p> <ul style="list-style-type: none"> <li>• A clear and strong ethos present around a holistic education for students</li> <li>• The school should be a central part of the community</li> <li>• Plans to grow the school, raise standards and produce rapid rates of progress</li> <li>• Staff are positive and resilient. Strong leadership team.</li> </ul> <p>Students don't see the school as 'theirs' showing a lack of ownership and emotional attachment. The ExHT stressed the need for students to take pride in their school, and that a more relational approach from staff is needed. Students need to feel listened to.</p> <p><b>Governors noted that this approach had been successful at the ExHT's previous school, but felt although this change would be effective for the younger pupils it would be challenging to change the mindset of the older ones.</b> The ExHT reported that staff have largely been receptive to the change of approach. It was acknowledged however that some staff would struggle, but that there will be plenty of training and support available.</p> <p><b>Governors felt the tone of the language of the school policies might also need tweaking to reflect a more relational approach. For example, rather than notices around the School being framed as commands (such as, "Do not leave litter in the library") they could be worded on a more inclusive basis (such as, "At SHS we remove our litter from the library").</b></p>																
<p><b>Expectations of governance:</b></p> <p>The Head suggested that a governor be linked to the SIDP priorities and that a half termly visit take place with the SLT lead. This was agreed as follows:</p> <table border="0"> <tr> <td>Chair</td> <td>AOG</td> <td>Develop and embed highly effective school leadership and staff structure</td> </tr> <tr> <td></td> <td></td> <td>Lead a whole school curriculum review</td> </tr> <tr> <td>Chair</td> <td>DH</td> <td>Ensure highly effective and inclusive quality first teaching for every student</td> </tr> <tr> <td>Chair</td> <td>BP</td> <td>Develop highly effective systems and processes that improve behaviour and attitudes</td> </tr> <tr> <td>Chair</td> <td>RK</td> <td>Develop a highly effective and rapidly growing VI form</td> </tr> </table> <p>It was confirmed that governor roles for these priorities would be kept under review as it was acknowledged by AOG that there was a significant amount of work involved from a governor perspective and the priority was for governors to hit the ground running with their new link governor roles.</p>	Chair	AOG	Develop and embed highly effective school leadership and staff structure			Lead a whole school curriculum review	Chair	DH	Ensure highly effective and inclusive quality first teaching for every student	Chair	BP	Develop highly effective systems and processes that improve behaviour and attitudes	Chair	RK	Develop a highly effective and rapidly growing VI form	
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<p>Link governors were confirmed as follows:</p> <p><b>Safeguarding:</b> JPH  <b>Recovery premium (Covid) and pupil premium:</b> JH  <b>Curriculum Development:</b> JPH and LS  <b>Reading</b> (strategy, love of reading, SEND aspect): KD  <b>Mental Health and Wellbeing:</b> KY  <b>SEND:</b> TBC</p> <p><b>Governors discussed the impact of change in roles and the loss of a governor for PD, careers, attendance and personal development.</b> The Head suggested that these can be covered in the report to governors and during visits. For example, attendance can be addressed during the termly PP meeting. [Note: Trust has now confirmed that a careers link governor is required. Careers will be covered by LS as part of the curriculum review).</p> <p><b>Governors asked if the reading challenge is coming back.</b> This was confirmed.</p>																

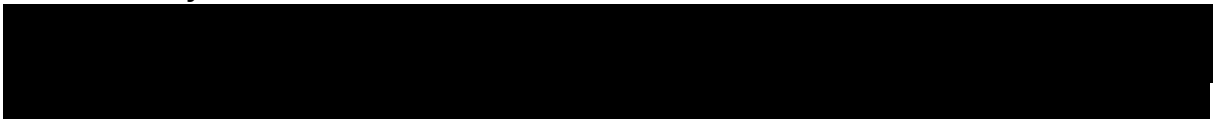


The need to recruit a governor responsible for SEND was flagged. AOG confirmed that he has some initial ideas on this that he would bring back to the governors in due course.	
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5. LINK GOVERNORS

	<b>ACTIONS</b>
See above	

6. MINUTES OF THE MEETING OF 7<sup>TH</sup> JULY 2022 – ACCURACY AND MATTERS ARISING

	<b>ACTIONS</b>
The minutes were checked for accuracy and approved.	
Matters arising: <b>Redacted: confidential:</b> 	

7. EXEC HEADTEACHER’S REPORT

KSE	<b>ACTIONS</b>
The Executive Headteacher presented his report. The following was noted: <ul style="list-style-type: none"> <li>• New SLT working well both individually and as a team</li> <li>• Positive and optimistic feeling throughout the school</li> <li>• Prospectus being written – will be ready for 6<sup>th</sup> October</li> <li>• Safeguarding audit in progress</li> <li>• SIDP is being rewritten</li> <li>• KS4 results below expectations in terms of attainment and P8</li> <li>• 6<sup>th</sup> form results in top 40% nationally</li> <li>• Targets are ambitious but achievable</li> <li>• Numbers on roll 739</li> </ul> <b>Governors asked for the attendance figures to be included in the ExHT’s report.</b> This was agreed, and confirmed as 97% currently. Year 7 have settled in well.	<b>AO</b>
<b>Staffing:</b> the staffing structure was considered by the LGB. The various staffing issues facing the school were noted. <b>Governors asked to be included in the recruitment process for the various current vacancies.</b> Governors were surprised to learn about the significant finders fee agreed for an appointment made over the summer. The ExHT advised that Anglia Ruskin are looking to place trainee social workers in school for periods of six months as part of their degree and Master’s courses. Governors thought this would be advantageous for the school. <b>Governors queried why the grievance was taking place given both members of staff have left the school.</b> AO advised that an investigation is currently underway and that the Trust has a duty to go through due process. It was noted that there is also a reputational risk.	<b>AO</b>
<b>Quality of education:</b>	



<ul style="list-style-type: none"> <li>ALPS data analysis system is being looked into by the Trust for secondary schools. Currently only an internal system is used. <b>The Governors noted that this would be an essential tool for future analysis of KS4 progress in the School.</b></li> <li>Subjects with poor progress scores have been asked to identify reasons and solutions.</li> <li>Audit of schemes of learning in progress</li> <li>School has signed up to the Brilliant Club</li> <li>Curriculum review taking place this term</li> <li>Very successful 6<sup>th</sup> form open evening held with 140 students in attendance including students from Cromer, Aylsham and Alderman Peel. <b>KD reported that there was a great buzz to the evening with lots of good feedback from parents and students. It was suggested that the talk in the hall be shortened for future events.</b> The ExHT took note.</li> <li>New vocational courses being considered for 6<sup>th</sup> form. DofE approval has been received so far for T Level in Education and Childcare.</li> <li>DofE being set up and 6K grant received. It was confirmed that initially this will just be offered to year 12 students.</li> <li>Norfolk Wildlife Trust have approached the school to hold a conservation careers event in November. This will be for all local pupils.</li> </ul>	
<p><b><u>Leadership and management:</u></b></p> <ul style="list-style-type: none"> <li>SIDP and SEF will be ready for the next LGB meeting</li> <li>5 year plan being drawn up.</li> <li>Staff handbook being rewritten and shortened</li> <li>New appraisal process to be implemented</li> <li>Electronic diary forthcoming and will be shared with Governors</li> </ul>	
<p><b><u>Ofsted preparation:</u></b> Well received Ofsted briefing delivered to staff. Additional voluntary sessions will be held to help staff prepare.</p>	
<p><b><u>Sports facilities:</u></b> The ExHT reported that he has met with Colin Brown from NNDC and confirmed that a feasibility study will take place soonest and will be completed in 6-8 weeks. Governors were delighted that progress is being made with this project.</p>	

## 8. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
Secondary Academic Review: this will be circulated twice a year to the Trust and governors.	

## 9. STAFF WELLBEING – INSET DAY REPORT

	ACTIONS

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DATE.....24.11.22.....



The first Trust-wide INSET day had a focus on staff wellbeing and was very well received. External speaker was very good. Governors noted the benefit to be able to network and potentially share ideas and resources with colleagues across the Trust.	
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**10. POLICIES AND DOCUMENTS**

	ACTIONS
The ExHT reported on the number of out of date policies on the website. This is being worked on as a matter of urgency. It was confirmed that the policy schedule will be kept with the SLT and brought to Governors. Governors ratified the following policies: <ul style="list-style-type: none"> <li>• Safeguarding policy - previously confirmed by email</li> <li>• Accessibility Policy</li> <li>• Admissions Policy</li> <li>• Attendance Policy</li> <li>• Extremism &amp; Radicalisation Information</li> <li>• LAC and PLAC Policy</li> <li>• Marking, Assessment and Feedback Policy</li> </ul>	
<b>Business Interests:</b> The clerk reminded governors to update their business interests on their GovHub profile.	

**11. GOVERNOR MONITORING PLAN**

	ACTIONS
To be confirmed.	

**12. RECRUITMENT OF GOVERNORS**

	ACTIONS
The challenge of recruiting governors was discussed. The need for one more community governor was agreed.	

**13. INFORMATION FOR THE TRUST BOARD**

	ACTIONS
None.	

**14. CHAIR’S BUSINESS/CORRESPONDENCE**

	ACTIONS
None.	

**15. ACTION LOG**

	ACTIONS
Governors were shown the new action log to record the completion of actions.	



16. DATES AND TIMES OF NEXT MEETING

	ACTIONS
It was agreed that the time of the meetings would remain at 6pm on Thursdays. The Clerk was asked to send the dates to AO for a final check before circulating to Governors.	SR

17. A.O.B.

	ACTIONS
The ExHT was thanked for providing the papers in a timely fashion before the meeting.	

With no other business, the Chair closed the meeting at 19:30  
**Date of next LGB meeting: 13<sup>TH</sup> October – self evaluation**