



Local Governing Body Meeting

Tuesday 26<sup>th</sup> March 2024 at 5pm

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

ATTENDING

John Hannyngton JPH  
 Alastair Ogle - Exec Head AO  
 Dawn Hollidge – Senior Deputy Head DH  
 Ben Philips- Assistant Head BP  
 Kate Davis KD  
 Martin Langsdon ML  
 John Perrem JP  
 Rebecca Shepherd RS  
 Alex Steward AS  
 Rachel Welch RW

Sarah Rankin – Clerk SR  
 Sarah Hookway - Head of Science

ACTIONS challenges DECISIONS

1. WELCOME AND APOLOGIES

	ACTIONS
The Chair welcomed Governors to the meeting. Sarah Hookway was welcomed to the meeting, in attendance as part of her PD related to her NPQSL course. There were no apologies.	

2. DECLARATIONS RELEVANT TO THE AGENDA

	ACTIONS
There were no declarations.	

3. MINUTES OF THE MEETING OF 31<sup>ST</sup> JANUARY AND MATTERS ARISING

	ACTIONS
The minutes from the meeting of 31 <sup>st</sup> January were approved for accuracy.	
<b>Matters arising:</b> None not covered by the agenda.	

4. EXECUTIVE HEADTEACHER’S REPORT

	ACTIONS
<b>Sheringham on a page:</b> Circulated in advance of the meeting. The following was discussed: <ul style="list-style-type: none"> <li>English results: DH and the Head of English have looked at the poor performance in the mocks. It was acknowledged that 2019 grade boundaries were used for mock</li> </ul>	



results, and that when the 2023 boundaries were applied, the results were more positive.

- Extra revision sessions have been put on to close gaps in English literature. The department will revert to students taking GCSE English Language in year 10 in order to take the pressure off students.

**The Chair congratulated the school on the immediate and thorough response.**

- Attendance: AO attended a daylong conference run by Ofsted on attendance. The focus was around disadvantaged students, those unable to attend school due to illness and sixth form attendance. Expectations regarding sixth form attendance are now clear. AO acknowledged the huge amount of work being carried out on attendance at the school.

**Governors noted a high level of persistent absentees.** AO advised that this reflects the national picture, and is particularly prevalent around disadvantaged children. BP noted the link between attendance and safeguarding, and advised that the inclusion team are doing home visits to check on students wellbeing. It was noted that the number of permanent exclusions are down, and that there are 50% fewer suspensions. In addition, internal exclusions are tracking downwards, thanks to a team effort from staff and student managers. A trend of improving behaviour was observed.

**SEND review:** this review took place in February. It was noted that the document is an internal one.

Offsite provision was discussed. BP advised that an online platform with a tutor is used in these situations, called TUTE. BP advised that the school has confidence in TUTE as an effective platform, and that it is used as part of a strategy and reviewed regularly – every two weeks. Students may be working from home using TUTE two days a week for example. In addition to TUTE a further platform is used in school, particularly in the LSU (Edclass).

BP drew attention to the increase in the number of socioemotional mental health issues occurring across the school which again reflects the national picture. It was noted that Arbor is an effective way of recording these issues.

The SEND leadership structure was discussed. It was noted that RH is line managed by BP and attends regular SLT SEND strategy meetings. Relevant information is disseminated to teachers through individual student profiles. Introduction of the new provision map will put everything in one place which will be helpful.

**Governors observed the need for further training raised in the report.** BP clarified that training does take place, but that staff need and want is an ongoing process. BP advised that Ariane Hoppler from Childrens’ services will be carrying out a zoom meeting every month to share ideas, good practice and CPD. This will be a valuable opportunity for staff to share and look at the latest research.

**Governors noted that some children had said they feel they are a burden in the classroom.** BP acknowledged that it can be difficult being a teenager and being different. It was noted that the school isn’t set up for children with mobility issues. The lift in the Millenium Block was discussed, and the related fire safety element.



<p>The transition process from primary school was discussed. BP confirmed that Kerrie Smith is working on this and making a very positive impact. The SEND team have done a huge amount towards improving the transition process.</p> <p>The SEND governor (ML) advised that he attended on the day of the review and was involved with the discussions with Anna Harvey, review lead. ML felt that this was a worthwhile exercise but also felt that the SEND team didn't get enough credit for all of the work that they do. ML will be attending school next term to discuss the review with the team. BP advised that the next step will be to ensure that every department is fully aware of expectations with regard to SEND. Anna Harvey will continue to support the SENDCo.</p>	
<p><b>Preferences:</b> AO reported that the recently held Year 9 preferences evening was successful and was well attended. Preferences have now been submitted and have generally worked out well. It was noted that there are a couple of subjects which are oversubscribed, and students may be guided towards their second choice where appropriate. Overall 90% of students are getting their first choice.</p> <p><b>Governors asked is there were any subjects that were not selected.</b> AO advised that there was no demand for music, and only 3 students who wanted to take drama. Travel has 10 students interested which is good for its first year, and there is a lot of interested in business studies, with two groups of 21 and 31 students. <b>Governors expressed disappointment at the lack of interest in the performing arts, and asked whether uptake was similar across the Trust.</b> This was confirmed. DH observed a stronger MFL team is now in place and it is hoped to build this up over the next few years. There are 16 year 9 students interested in French and 8 for German.</p> <p>It was confirmed that all students take English, maths and double science.</p> <p><b>Governors asked if there were any foreseeable staffing issues.</b> AO advised that both the Heads of music and drama are going on maternity leave and acknowledged that this may have had an impact on the lack of interest.</p>	
<p><b>Year 11 within school amended curriculum:</b></p> <p>Governors were given information on the number of year 11 students who have taken on a reduced curriculum post mocks and dropped a subject in order to focus on improving their grades in other subjects. It was noted that in most cases these students still study enough subjects to qualify for a full P8 score. AO observed that going forwards year 10s have fewer options subjects so this is unlikely to happen in the future.</p>	
<p><b>Alternative Provision:</b></p> <p>Governors were given details of the students currently on roll but off site, due to medical needs. It was noted that regular reviews take place and students are monitored every fortnight. The huge amount the school is doing to meet children's individual needs was acknowledged.</p>	

5. SAFEGUARDING

	ACTIONS
<p>The safeguarding report was circulated in advance of the meeting. The following was noted:</p> <ul style="list-style-type: none"> <li>Number of Operation Encompass calls significantly fewer than last year</li> </ul>	



<ul style="list-style-type: none"> <li>• Mindfulness coach running sessions every Monday in the LSU. These are proving valuable with the coach being very experienced with working with dysregulated students.</li> <li>• Termly DSL meetings taking place across the Trust.</li> </ul>	
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## 6. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
<b>School websites:</b> these are being revamped and developed across all schools over the summer.	
<b>Training:</b> The Trust-wide governor training was noted and Governors were encouraged to attend: 17 <sup>th</sup> April at 7pm Handling Academy Complaints 9 <sup>th</sup> May at 7pm Exclusions	
<b>Trust visionary morning:</b> this was held at Pensthorpe in March with Heads, Directors, Members and Chair of Governors present to discuss the vision for the Trust going forward. Those in attendance agreed this was a valuable exercise and an opportunity to meet peers across the Trust and share ideas.	

## 7. POLICIES AND DOCUMENTS

	ACTIONS
It was recorded that the Careers and Provider Access policy was ratified by email.	
Trust policies for information only: on GovHub <ul style="list-style-type: none"> <li>• Code of Conduct for staff</li> <li>• Whistleblowing policy and procedure</li> <li>• Procedures for dealing with allegations of abuse against teachers and other staff</li> <li>• Public sector equality scheme</li> <li>• Governor expenses and claim form</li> </ul>	

## 8. GOVERNANCE MATTERS AND MONITORING

	ACTIONS
<b>Monitoring:</b> Governors were thanked for their monitoring reports, all of which are accessible on GovHub. The following was discussed: <ul style="list-style-type: none"> <li>• Sixth form: challenges around staff absence have been difficult. AO has been in discussions with other schools in the Trust over how this is managed.</li> <li>• SLT safeguarding meeting attendance by JPH. A very valuable experience and great to see the team working together and learn how information is disseminated across the school. JPH hopes to attend this meeting once a term.</li> <li>• SEND visit will take place next term (ML)</li> <li>• Literacy and SIDP visit (KD) will now take place next term due to illness</li> <li>• Limited student interest in the performing arts was discussed following RW's attendance at the Mary Poppins performance.</li> </ul>	



<b>Sixth Form:</b> <b>Governors asked the Executive Head about the impact of the proposed changes to post 16 curriculum from September 25.</b> AO advised that there has not been enough clarity from the government at this stage, but this will be discussed with other Trust heads. The need for the Sixth Form to grow was stressed and new ideas need to be sought. AO has been to chat with the Head of Cromer Academy to discuss the SHS Sixth form offer. Extracurricular activities were discussed. It was noted that there has not been a great take up for rugby. Football will start in September 25. The challenge of a declining demographic in North Norfolk was acknowledged.	
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**9. INFORMATION FOR THE TRUST BOARD**

	<b>ACTIONS</b>
None.	

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

	<b>ACTIONS</b>
None.	

**11. ACTION LOG**

	<b>ACTIONS</b>
Reviewed and updated.	

**12. DATES AND TIMES OF NEXT MEETING**

	<b>ACTIONS</b>
Tuesday 21 <sup>st</sup> May at 5.00pm	

**13. A.O.B.**

	<b>ACTIONS</b>
<b>Parent engagement: Governors asked whether parent uptake on Arbor has improved.</b> DH advised that this is work in progress, and holding an ‘Arbor café’ for parents is being discussed. Low attendance at parents’ evenings was noted, and low take up currently for the fundraising Bingo and Chips evening. <b>Governors asked what opportunities there are for parents to come in to school.</b> This was confirmed as parents’ evenings, Year 9 Preferences evening and year 7 Heads of core subjects information evenings. All were clear that parent engagement needs to be improved.	
<b>The Executive Head’s new post: Governors asked what the impact to the school will be.</b> AO advised that there is now capacity to increase the SLT at SHS. AO’s post at the Trust will ensure all four high schools work together to share ideas and best practice.	

With no other business, the Chair closed the meeting at 7pm

**Date of next LGB: Tuesday 21<sup>st</sup> May 2024 at 5pm**