



Local Governing Body Meeting

Tuesday 1st October 2024 at 5pm

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

John Hannyngton – Chair JH
 Martin Langsdon – Vice Chair ML
 Dawn Hollidge - Head of School DH
 Kate Davis KD
 Gill Pegg GP
 John Perrem JP
 Rebecca Shepherd RS
 Alex Steward AS
 Rachel Welch RW

ATTENDING

Sarah Rankin – Clerk SR
 Ramin Keshavarz – Head of
 Sixth Form

ACTIONS challenges DECISIONS

1. WELCOME AND APOLOGIES

	ACTIONS
JH welcomed Governors to the first meeting of the academic year. There were no apologies.	

2. ELECTION OF CHAIR AND VICE CHAIR

	ACTIONS
Election of Chair: JH was thanked for his support last year, and put himself forward for a further year as Chair. This was supported by the LGB.	
Election of Vice-Chair: ML agreed to continue as Vice Chair for a further year.	

3. LGB CODE OF CONDUCT AND DECLARATION OF PECUNIARY INTERESTS

	ACTIONS
Governors read the Code of Conduct in advance of the meeting and agreed to abide by it. This was signed on behalf of the LGB by the Chair.	
Governors were reminded to update their pecuniary interests on their Governor Hub profile in order for these to be published on the website.	




4. MINUTES OF THE MEETING OF 9TH JULY AND MATTERS ARISING

	ACTIONS
The minutes from the meeting of 9 th July were approved for accuracy.	
Matters arising: <i>Annual Safeguarding report:</i> will be presented to governors at the next meeting <i>Finance monitoring:</i> will be a standing item on the agenda going forward.	

5. HEAD OF SCHOOL'S REPORT

	ACTIONS
<p>Sixth form update: RK was welcomed to the meeting. The following was reported:</p> <ul style="list-style-type: none"> • Numbers are up with 73 in year 12. • Majority students from SHS but an increasing number from elsewhere including late additions who moved from other settings. • Recruitment building from last year with visits already made to Wells and Cromer, and visits planned to Aylsham and Stalham after the open evening in 2 week's time. <p>Governors asked if Reepham is visited. It was felt that this would be a conflict of interest with another school in the Trust.</p> <ul style="list-style-type: none"> • Prospectus and promotional material updated. • New courses include a triple PE course • Results on par with 2019. A need to focus on the middle band to raise results was acknowledged. <p>Governors asked for clarity on the variation between predicted and actual grades. RK advised that predicted grades were inflated for psychology and criminology.</p> <ul style="list-style-type: none"> • Notable students noted. • Challenges with staff sickness last academic year were highlighted, particularly in psychology and criminology. RK and RS were thanked for stepping in to ensure provision was in place, substantially increasing their teaching load. <p>Governors asked whether this is sustainable. RK advised that it has not been possible to recruit maternity cover and the position will be clearer when the member of staff returns to work. It was confirmed that current arrangements are not sustainable long term.</p> <ul style="list-style-type: none"> • Post-Covid hangover observed where students lack academic independence. All departments have created a culture of what is required with clear expectations. RK is meeting with parents this week to clarify expectations. • RK advised that university is becoming less of a destination with increased interest in apprenticeships and employment. Plenty of information is being provided on alternative destinations. A trend to apply to university after results are received was acknowledged. The challenge of keeping track of destinations when students leave school was noted. Currently 7 or 8 former students are looking for work. • Some low numbers on courses in Year 13 were noted such as philosophy and ethics and computer science. This was due to students dropping out. • Drama and computer science have been removed from the offer due to low numbers, and the students have chosen other settings. <p>Governors asked about attendance. This was confirmed as 87% for Year 13 and 88% for Year 12. Two students are considering leaving due to mental health issues.</p>	



RK was thanked for his hard work and contribution to the meeting and left at 5.25pm	
<p>Head of School's report: KS4 results: DH reported mixed results. The following was noted:</p> <ul style="list-style-type: none"> • Very pleasing results with 4+ passes • 74.6% 4+ in English and Maths, above the national average of 67%. Third highest in Norfolk' • Work to do to push up grades 5+ and 7+ • Focus now on higher prior attaining students • P8 negative and slightly lower than last year. Final figure confirmed (26/11) as -0.19 • Maths results positive • English received a negative progress figure this year due to changes brought in by the DfE where English Language is no longer admissible if taken in Year 10. This affected the cohort halfway through the course. Restructuring has now taken place and both exams are now taken in Year 11. • Governors were reminded that due to lack of data during Covid there will be no P8 data for the next 2 years. The school is however able to measure progress internally. <p>Governors noted that the disadvantaged gap is growing. DH advised that this reflects the national picture, and will be a focus for this year. It was acknowledged that since Covid the number of disadvantaged students has increased significantly with approximately 23% of students disadvantaged. DH advised that equipment is being provided for students with 180 pencil cases being distributed this week. Assistance is also given with uniform and school trips. A decrease in funds was flagged for this year, now that the Covid Recovery Premium and the National Tutoring Programme have been withdrawn. This is affecting available support, such as music lessons no longer being fully supported.</p> <p>The Fisher Family Trust (FFT) comparison data was reviewed. It was noted that Art and Design and Biology are in the top 1% of results in the country. DH advised that MFL is now restaffed, and subject specialists are now in post for Music and Drama to cover maternity leave.</p> <p>The Head advised that the current Year 11 are looking positive. Exams were sat at the end of Year 10 to provide a benchmark so progress can be monitored. English and maths 4+ projected at 76.4% and a slight increase in the projected grades at 5-9. The average grade is looking to increase to 4.9.</p> <p><i>Redacted: data</i> </p>	
<p>Sheringham on a page: Not provided as there is a lack of current data as so early in the term, but will be provided henceforth.</p>	
<p>Staffing Structure: The staffing structure was reviewed. The small leadership team is working well at the moment despite RK and RS taking on an increased teaching load. SH, seconded to the SLT, is already making an impact with a programme of learning walks in place. The Deputy CEO visits once a week and is very accessible for any support required.</p>	



<p>SIDP: the following was discussed:</p> <ul style="list-style-type: none"> • The value of learning walks was acknowledged which have been presented to staff as a supportive measure. These have been well received and have improved behaviour in the classroom demonstrated by a decrease in the number of students being removed to isolation. The Head noted a calm and positive start to the year. DH explained that a focus is in place each week such as the learning environment, teaching and learning strategies and behaviour and culture. Outcomes are discussed at SLT meetings to highlight any gaps where CPD is needed or areas that need tightening up. • Changes have been made to improve the KS4 options process. • Attendance – too early in the year to analyse attendance in the main school. The attendance process has been tightened up in the Sixth form and expectations have been made clear to both students and parents. • School culture – a lot of work was carried out last year, and this will be built upon going forward. The rewards and awards procedures and systems are still being developed. Bronze, silver, gold and platinum badges for years 7-11 have been purchased. <p>Governors asked for clarity on alternative provision. It was explained that in certain cases this is put in place in order to avoid permanent exclusion. Offsite provision is sought at The Holt Youth Project where academic instruction and therapy take place. Cost was discussed. Two online platforms are also used. The Tute platform provides 1:1 access to teachers and can be accessed from home. Ed Class is used at school in the LSU where online recorded lessons are linked to assessment tasks. The LSU team monitor and reward engagement.</p> <p>Governors asked who sets the curriculum for Ed Class. It was confirmed that the school sets the curriculum which is tailored to the exam board and schemes of work. Focus is largely on the core courses.</p> <p>Governors asked how many students access alternative provision. DH advised that BP will be able to provide further information on this at the next meeting.</p> <ul style="list-style-type: none"> • The school budget was discussed. The challenge of finance across the Trust was acknowledged and it was noted that this is a national picture. Monthly reports are now being received and finance is a standing item on all department and SLT agendas. A recruitment freeze is in place with like for like recruitment taking place. Departmental budgets are fixed. 	
---	--

6. SAFEGUARDING

	ACTIONS
<p>The safeguarding link governor reported that a meeting was held with BP on 17th September. The monitoring report was circulated in advance of the meeting. The Annual Safeguarding report will be presented at the next meeting. Site security was discussed. An update on the new pedestrian entrance was given with work completed school side over the summer. The work anticipated from the Highways department has been delayed and is being chased, with this potentially taking place over October half term.</p>	



Governors raised safeguarding monitoring at alternative provision. The Head advised that BP and SR conduct safeguarding visits at the Holt Youth Project and a safeguarding audit is carried out with Tute. EdClass is accessed via the LSU and safeguarding is assured.	
---	--

7. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
<p>Scheme of Delegation: The new scheme of delegation was discussed and GP gave an update on the changes. It was noted the Risk Register will now be presented to the LGB regularly. The Chair has attended a training session on this. In addition, the SCR will now be checked by the Trust and this will be brought to the LGB on a termly basis.</p> <p>Compliance weeks: DH advised that a B11 inspection is taking place at the school on 8th and 9th October. The report will be brought to the LGB.</p>	

8. POLICIES AND DOCUMENTS

	ACTIONS
<p>The following policies were approved by Governors:</p> <ul style="list-style-type: none"> • SHS Safeguarding policy • SHS Attendance policy • SHS Behaviour support policy • SHS Admissions policy <p>The Marking and Feedback policy was ratified by email.</p> <p>There were no Trust policies.</p>	

9. GOVERNANCE MATTERS AND MONITORING

	ACTIONS
<p>Governor monitoring plan: the draft monitoring plan and link roles were discussed. Link roles as follows: Safeguarding – JH Literacy and PP – KD Sixth form development – JP Sixth form culture - AS Mental health and wellbeing – RW Careers and curriculum – GP SEND – ML Budget – All governors</p> <p>Governors were reminded that they are welcome to attend school events such as open evenings, information days, PD days etc.</p>	
<p>Annual Governance Statement: the draft was reviewed. It was agreed to add the section from the Trust vision and values. CLERK TO ACTION.</p>	SR
<p>Wellbeing monitoring: RW reported on her recent meeting with TD for an update on staff and student wellbeing. See monitoring report. TD is working to formalise strategies on how</p>	



to promote mental health and wellbeing across the school and the parent community. The aim of promoting resilience in students was highlighted and assemblies have already been held with all year groups in regard to this. TD is currently working on a mental health and wellbeing policy. Governors suggested this was shared with the Trust. <i>Redacted - staffing</i> [REDACTED]	
High Tide magazine: ML to submit an article on SEND this term. JP to submit article on the Sixth Form in the Spring term following consultation with RK.	
Staff governor: RS stepped down from the board and was thanked for all her contributions over the past 7 years. DH advised that an election is being held to recruit a new staff governor.	
Self-evaluation: it was agreed that this will take place after the next LGB meeting.	

10. INFORMATION FOR THE TRUST BOARD

	ACTIONS
None.	

11. CHAIR’S BUSINESS/CORRESPONDENCE

	ACTIONS
None. Chair’s meeting taking place on 16 th October.	

12. ACTION LOG

	ACTIONS
Nothing carried over from last year.	

13. DATE AND TIMES OF NEXT MEETING

	ACTIONS
Dates of meetings for the 24-25 academic year confirmed as follows: Tuesday 1 st October Tuesday 26 th November Tuesday 4 th February Tuesday 18 th March Tuesday 20 th May Tuesday 1 st July	

14. A.O.B.

	ACTIONS
DH advised that the school has been experiencing IT issues since the beginning of term and that these are being addressed.	

With no other business, the Chair closed the meeting at 7.00pm

SIGNED AS A TRUE AND ACCURATE RECORD BY THE CHAIRJohn Hannyngton...26.11.24.....



Date of next LGB: Tuesday 26th November at 5pm