

## Sheringham High School

### LOCAL GOVERNING BODY

**Wednesday 11th March 2020 18:00 in Room 52**

### MINUTES

#### Present

John Hannyngton - Chair	JH	Gill Pegg – Link Trustee	GP
Clive Hedges	CH		
Kate Davis	KD	Attending:	
Alex Steward	AS	Sarah Rankin – Clerk	SR
Andrew Richardson	AR	Dawn Hollidge	DH

Apologies: Kate Yarbo, Ian Savory and Rebecca Shepherd

### ACTIONS challenges DECISIONS

#### 1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
Apologies were received from KY, IS and RS. There were no declarations	

#### 2. MINUTES OF THE MEETING OF 16<sup>TH</sup> JANUARY 2020 – accuracy and matters arising

	ACTIONS
The minutes were checked for accuracy. Several typos and corrections were noted. Clerk to action and reprint for signature by the Chair.	SR
<b>Matters Arising:</b> CH met with Jayne and Tash (not with Carly Cooper) regarding Careers – report under Governor Responsibilities.	
Safer Recruitment: Attendance on the online Safer Recruitment course run by the NSPCC has been approved. Clerk to circulate details to non-staff governors with details on how to claim.	SR
Educator Solutions Audit Review: GP reported that this was a Trust-wide document so GP has extracted the sections relevant to SHS. Key omissions included the lack of a fraud log and cash flow forecast. These omissions have now been rectified.	
GDPR audit: GP reported that the ICO (Information Commissions Office) came in January to carry out a desktop audit to assess progress on the action points from the audit in March '19. The Trust now	

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employs Tony Sheppard from GDPRis to manage compliance. The following was noted: <ul style="list-style-type: none"> <li>• Each school needs a risk register. This is in progress.</li> <li>• A GDPR training update has been sent to all staff and governors to be completed online.</li> <li>• Job descriptions have been updated to include GDPR responsibilities.</li> </ul>	
CH and KY are working towards arranging an appropriate time to carry out the 6 <sup>th</sup> Form Review.	
The Parental Engagement Tool is being considered at Trust level.	
AR has now circulated the Destinations info produced by NCC	

### 3. GOVERNOR RESPONSIBILITIES

	ACTIONS
AR suggested that any reports should be shared first with the member of staff who took part in the review to sign it off. They could then be asked to attend the LGB to report back should they wish to. Clerk was asked to source a proforma report form for Governors to use	SR
<p><b>Careers:</b></p> <p>CH tabled his report on a very positive meeting with Jayne Melhuish, Tash Drury and Kate Yarbo on 10<sup>th</sup> February. The following was noted:</p> <ul style="list-style-type: none"> <li>• The current Careers Policy is being followed and being delivered effectively</li> <li>• Evidence of compliance via COMPASS – an independent, outsourced study (Sept 19).</li> <li>• 94% score against GATSBY benchmarks and well above the national average</li> <li>• Action plans in evidence linking careers to the curriculum</li> </ul> <p>It was observed that the Careers Policy states that the policy has been ‘approved by the Board of Governors’. CH and KY were not aware that this had taken place. Clerk to take note.</p>	
<p><b>Attendance:</b></p> <p>AS tabled her report following her meeting with Steph Ward (SW), Attendance Assistant and Sharon Ransome (LS Unit Manager) on 6<sup>th</sup> December 2019. The following was noted:</p> <ul style="list-style-type: none"> <li>• All student absence without parental notification is chased up by SW by parentmail or telephone call</li> <li>• Great emphasis on teachers registering students at the start of the lesson</li> <li>• Regular meetings to examine reports. Attendance under 90% is monitored closely. Further decline may lead to a minuted Panel Meeting to exchange information and ascertain any issues</li> <li>• Attendance target is set. Further decline will lead to a formal Attendance panel and could lead to referral to county.</li> <li>• Early intervention is largely successful</li> </ul>	

## 4. HEADTEACHER'S REPORT - AR

	ACTIONS
<b>Student numbers:</b> as before	
<b>Attendance:</b> Yr 11 always a concern (93.24%)	
<b>Sixth form</b>	
<b>Recruitment:</b> <ul style="list-style-type: none"> <li>• Target – 80 applications from SHS. Total projected numbers: 143.</li> <li>• 32 applicants to the new Criminology option</li> <li>• French and German expected to be offered.</li> </ul>	
<b>Current Data:</b> <ul style="list-style-type: none"> <li>• A Level data in line with targets.</li> <li>• Mock data being processed. Underperforming students will be targeted.</li> </ul>	
<b>Parental Feedback</b> Poor response from survey carried out at the sixth form Parent's evening. Responses received were largely positive. Ways of engaging with parents were discussed.	
<b>UCAS:</b> <ul style="list-style-type: none"> <li>• Fewer applications compared to previous years due to an expanding range of opportunities available and a Yr 13 of lower targets</li> <li>• All applicants have received at least 1 offer</li> <li>• Non-UCAS being mentored by tutors regarding their destinations</li> </ul>	
<b>Sixth Form forthcoming events:</b> Trips to Auschwitz and Belsen cancelled due to coronavirus	
<b>Future plans:</b> <ul style="list-style-type: none"> <li>• Improvements to KS3/KS4 transition</li> <li>• Sixth Form stand now at all parents evenings</li> <li>• Yr 11 assemblies reference 6<sup>th</sup> Form</li> <li>• Scholarship group focus on 6<sup>th</sup> Form</li> </ul>	
Dawn Hollidge ran through the data for the school for Governors: <b>GCSE Predictions</b> <ul style="list-style-type: none"> <li>• Headlines look positive</li> <li>• P8 good at 0.33</li> <li>• P8 disadvantaged – 26 (includes 2 persistent absentees)</li> </ul> <b>Governors asked what can be done about absentees.</b> DH explained that there is a combination of issues: health, mental health concerns. Longstanding issues. DH tabled the Yr 11 revision timetable. Governors were impressed with the comprehensive programme of support. These are well attended lecture style revision sessions. DH advised that	

underperforming students are being targeted and encouraged to attend sessions. Some sessions are planned for the Easter holidays.	
<b>Mock results:</b> suggests students are taking more subjects than they need, and have been able to drop subjects where appropriate. <b>Governors asked how Ofsted would view this when the school is expected to offer a broad and varied curriculum.</b> DH confirmed that subject curricula had been completed so it is just the exam element that has been removed. The school believes it is in the students' interest to focus on the core subjects. Students struggling with English and Maths have interventions in place. Governors were reminded that this is not a strong cohort.	
Students are being given support and advice regarding stress management, relaxation techniques, nutrition, the importance of sleep and mindfulness.	
Governors thanked DH for her input and for all her support.	
<b>Staffing:</b> MFL teacher is still absent on long term sick leave. Current vacancies – 1 yr MFL Part time MFL Art vacancy Science	
<b>Departmental reviews:</b> Ongoing. When these are completed they will be brought to the LGB.	
<b>Events:</b> Staff wellbeing week was held 3-7 <sup>th</sup> Feb. This was considered to be a success and was greatly appreciated by staff. <b>Parents' evenings:</b> attendance is basically good at around 72%. Governors discussed how to attract those parents who are not engaged. AR reminded Governors that they are welcome to attend any parents' evening.	

## 5. BUDGET MONITORING REPORT - AT

	ACTIONS
<p>The Governors considered the latest budget monitoring report which indicated a healthy and well-managed set of accounts. AR flagged the following:</p> <ul style="list-style-type: none"> <li>• Income is ahead. SHS is currently £78K better off due to overbudgeting on pensions</li> <li>• Staffing – close to target at 99.71%</li> <li>• Occupation costs: 84.31%. Shortfall will be spent on decoration</li> <li>• Educational costs: £87.56%. Summer exams not included yet.</li> <li>• Non-educational costs: 71.25%. Tight control in practice over costs.</li> </ul>	

**6. NNAT TERMS OF REFERENCE AND SHS MISSION STATEMENT**

	ACTIONS
It was agreed to consider these at the next meeting when more Governors were present.	

**7. SKILLS AUDIT AND TRAINING NEEDS.**

	ACTIONS
The Governor skills audit data was reviewed. It was felt that this was a very useful exercise, and gave an excellent overview of the Board's skills. Governors noted that in all categories there is always a Governor who has valuable experience. Governors felt that they needed a greater understanding of the principles of risk management and finance. <b>THE CLERK WAS ASKED TO COMMUNICATE THIS WITH DAVID HICKS WITH A VIEW TO ATTENDING THE NEXT LGB.</b>	SR
The Clerk asked the Board for their views on possible topics for the proposed Trustwide training day. Governors felt that Workload and WellBeing and Monitoring and Holding School Leaders to Account would be valuable topics.	

**8. SAFEGUARDING - JH**

	ACTIONS
JH confirmed he has attending the Governor Safeguarding training. He has met with VC with regard to the Single Central Record (SCR) and with Jayne Melhuish (JM). No issues to report. <b>JH will invite JM to attend the May LGB to present the annual report</b>	JH
Jh asked the Clerk to ascertain how often Governors need to refresh their safeguarding training.	SR

**9. FEEDBACK ON GOOD PRACTICE**

	ACTIONS
Nothing to report.	

**10. NNAT UPDATE - GP**

	ACTIONS
GP reported that the Balanced Score Card had been presented to the Trust Board at the meeting in February. <b>IT WAS AGREED THAT THIS SHOULD BE SENT TO THE LGB. CLERK TO CIRCULATE FOR NEXT MEETING</b>	SR
GP advised that the cleaning and premises are up for renewal.	

**11. POLICIES**

	<b>ACTIONS</b>
<p><b>Sheringham High School Uniform Policy</b> The updated uniform policy was considered by the Board and the following <b>changes approved</b>:</p> <ul style="list-style-type: none"> <li>• Skirts should be one of the following: <b>Trutex pleated Harrow grey from Stevensons'</b> OR Girls' Permanent Pleated Grey Skirt from Marks and Spencer OR Girls Grey Pleated School Skirt 2 Pack from George at Asda. Skirts should be knee length. They should not be shorter. They should not be made of jersey or lycra.</li> <li>• Trousers, should <b>be plain black school trousers</b> and should not have any adornments (e.g. studs, <b>rivets</b>, fancy stitching or belts).</li> <li>• Students have the option of wearing a burgundy school hoody. The hoody is available from Stevensons and has the School logo on the front and "Sheringham High School" across the back.</li> <li>• <b>SHORTS.</b> Students will be allowed to wear tailored knee length black shorts in the second half of the summer term, after the May half – term holiday, from 2020. These shorts are unisex and are only available from Stevensons'.</li> </ul> <p><b>CLERK TO REFORMAT AND POST ON WEBSITE. AR TO CIRCULATE TO PARENTS</b></p>	<p><b>SR AR</b></p>

**12. AOB**

	<b>ACTIONS</b>
<p>AS circulated her report on parental feedback from the Year 7 Parents' Evening on 23.1.20 Governors noted the highly positive comments from parents and thanked AS for the report.</p>	
<p>CH updated the Board on details of the Mammoth Marathon which will take place on Sunday 17<sup>th</sup> May. The finish line will be at the school and a virtual marathon will take place on the top field. Patch will be open to visitors. The event was agreed to be an excellent opportunity to promote the school.</p>	

**Date of next meeting: 13<sup>TH</sup> MAY 2020 at 1800  
SHERINGHAM HIGH SCHOOL**

**There being no further business, the meeting was closed at 20:00 by the Chair.**

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