

Sheringham High School

LOCAL GOVERNING BODY

Wednesday 3rd March 2021 at 18:00

TEAMS MEETING

MINUTES

Present

John Hannington - Chair	JH	Gill Pegg – Link Trustee	GP
Andrew Richardson	AR		
Kate Davis	KD	Attending:	
Alex Steward	AS	Sarah Rankin – Clerk	SR
Clive Hedges	CH	Lee McMahon – SENDco	LMcM
Rebecca Shepherd	RS	David Hicks – CFO	
Kate Yarbo	KY		
Laura Sayer	LS		

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed governors to the meeting. There were no apologies and no declarations.	

2. MINUTES OF THE MEETING OF 14th JANUARY – ACCURACY AND MATTERS ARISING

	ACTIONS
The minutes were checked for accuracy and approved.	
Matters arising: Risk Register: meeting with AR, DH, LS and RS tbc	

3. HEAD TEACHER'S REPORT

	ACTIONS
AR presented the Headteacher's report. The following was noted: Sixth form update: <ul style="list-style-type: none"> • RK working hard with DK to accommodate requests • Not able to run 2 psychology groups next year • Not running French in Yr 12 • Assessments – YR11 and Y13 – in the hands of Ofqual. More detail expected on Friday. 	

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<ul style="list-style-type: none"> • No successful Oxbridge candidates this year • New careers advisor in place and working very well between both High Schools. • 23 more laptops received from the DfE, 11 graphic pads purchased through a donation and a number of tablets on loan from the NCC. <p>Governors asked whether the laptops were now property of the school or would need to be returned. AR confirmed that the laptops would be retained by the school with some being kept in circulation with students as required.</p> <ul style="list-style-type: none"> • FSM – system with Edenred working satisfactorily • Numbers of students in school increasing 	
<p>Mock assessments: AR reported that these went well with a high percentage of returns. Not all schools conducted online mocks but it was felt that these would provide valuable data and that ‘cheating’ would be obvious. Parental support was high and students took the assessments seriously and it was a valuable exercise. Results will form part of the overall assessment and will be a discussion point at parents’ evening.</p>	
<p>Remote offer: Staff all trained to use Teams strategically and are providing an increasing number of quality live lessons. Students are now receiving up to 3 live lessons a day depending upon their yeargroup and option group. A video on the school website instructs students and parents on how to access Teams lessons. A celebration video of lockdown work has been posted on the website and has been well received.</p> <p>The Ofsted response to the letter of complaint was agreed to be measured and the issue now closed.</p> <p>Governors asked the Head to quantify how many complaints had been received regarding online learning. AR advised that, in addition to the complaint received directly by Ofsted (from 4-5 families), 2 further complaints had been received regarding, broadly, the frequency of live lessons.</p>	
<p>Counselling and support update: Provided by Jayne Melhuish. Counselling is provided by a mix of paid counsellors, qualified volunteers, The Matthew Project and a volunteer youth worker. Very positive links with outside agencies. During lockdown, clients have received counselling virtually or in school.</p>	
<p>Return to school: Return to school protocols in place. Risk assessment updated following staff consultation. Mask wearing will be encouraged at all times excluding lunch. Testing is taking place with volunteers and agency staff. Staff are now testing at home which will reduce the burden of testing in school. Students will be tested 3 times over the next 2-3 weeks.</p>	

<p>Staffing: Head of Science re-advertised. Admin assistant advertised. Maths post filled by a candidate who will be able to offer computer science. Governors asked whether this would be for A Level only. AR advised that the offer would be developed lower down the school to encourage GCSE and A level take up. Staff are receiving regular updates on the merger and a TUPE staff presentation is planned for 8th March.</p>	
<p>Merger: The Head reported that the JCC was held with the unions yesterday and reminded governors that the school has enjoyed excellent relationships with the unions for many years. AR observed that Synergy does not have union reps at secondary level, but suggested that this may change, as NNAT are keen to maintain these positive relationships. GP noted that NNAT Trustee influence would be important here.</p> <p>The Head advised that a Trust-wide virtual presentation will be taking place on 8th March and an SHS specific virtual Q and A meeting would take place on 10th March. Governors will be invited to this meeting. This meeting will also be recorded for those unable to attend. AR TO INVITE GOVERNORS TO THE MEETING.</p>	AR
<p>Wellbeing survey: The Head reported that 50 replies were received from the recently circulated survey with largely positive responses from questions relating to issues around Covid 19. Negative responses are being listened to. Some reflected the difficulty of meeting line managers in person. Governors asked how many staff at SHS in total. The Head confirmed that there are 81 including site and support staff. Governors felt that the return of 63% was good.</p>	

4. NNAT UPDATE

	ACTIONS
<p>GP reported the following: Antingham and Southrepps: an extremely encouraging Ofsted monitoring visit (Section 8) took place last week, described as a 'complete turnaround'. A new curriculum, designed and rolled out over the last months, will be implemented after Easter.</p>	
<p>Gresham Village School and Nursery: New curriculum being implemented to fit in with new Ofsted criteria.</p>	
<p>Policies recently approved by Trustees: NNAT Attendance and NNAT Admissions policies approved and circulated for information only.</p>	

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<p>NNAT Equality information and objectives policy and NNAT Governor and Trustee Virtual Meeting Attendance policy will be circulated by the Clerk for information shortly.</p>	<p>SR</p>
<p>Merger: Primaries have attended several meetings with the Synergy CEO/ Primary Exec Head and the subject leads and positive relationships are being developed.</p> <p>Governors asked what plans are in place for the High Schools. The Head advised that heads of subjects have started to converse informally.</p> <p>Governors asked when the SHS LGB would be meeting with the CEO. AR advised that the CEO will attend the next LGB meeting. DH reported that meetings are being held with the Central Team to work on streamlining systems. Bi-weekly meetings are being held with the RSC who are monitoring the process and target dates.</p>	

5. BUDGET MONITORING – DH

	ACTIONS
<p>The CFO ran through the Period 4 accounts with governors and drew attention to the following:</p> <ul style="list-style-type: none"> • Trips income and expenditure not happening at the moment; • Covid top up grant has been received; • Education costs at 55% . This will pick up at students return to school; • Occupation costs at 85%. Advantage has been taken of the closure to get on with maintenance jobs; • Accounts very much in line with the budget; • Tech expenditure will be in Jan accounts – laptops, headsets; • GAG just been received and budgeting for 21-22 will commence shortly. <p>Governors asked if the additional student manager has been budgeted for. DH confirmed this.</p> <p>The Chair thanked DH for attending the meeting and for clarifying the accounts.</p>	

DH left the meeting at 1909

6. STAFF WELLBEING AND WORKLOAD

	ACTIONS
<p>The staff wellbeing survey was discussed under item 3 Headteacher’s report.</p> <p>AR advised that the SLT are working hard to ensure that staff are safe and supported when they return to school. The Head will be asking staff what can be done to improve things, and they will be listened to.</p>	

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<p>RS was asked to contribute her view as a member of staff. RS reported that there is some anxiety amongst staff about returning to the school environment, but equally an understanding of the need to get back into the classroom. RS noted that the SLT have been very supportive and are always available to listen.</p> <p>Governors asked whether a further survey will be carried out to include a space for comments. AR advised that a more consultative survey may be carried out at the end of term.</p> <p>Governors asked for clarification on whether teachers are given guidance on giving feedback. The Head explained that feedback should be prompt, proportionate and appropriate, and that it would be expected to be received within the fortnightly rotation of lessons.</p>	
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7. SEND REPORT - LMCM

	ACTIONS
<p>Lee McMahon joined the meeting at 7pm to present the SEND report. The following was reported:</p> <ul style="list-style-type: none"> • There are 72 students at SHS in receipt of SEN support and 2 students on an EHC plan. This compares with 14 students on an EHC plan at Stalham High. <p>Governors questioned the reason for the difference in EHC numbers. LMCM advised that it may be that North Norfolk feeder schools are less likely to apply for EHC provision.</p> <ul style="list-style-type: none"> • There are 15 students currently being monitored for SEN needs. • Weekly meetings take place between TAs and the SENCo and needs are constantly under review. Minutes of these meetings are circulated to all teaching staff to share best practice. <p>Governors were pleased with this whole school approach and suggested the holistic overview be highlighted in the report.</p> <ul style="list-style-type: none"> • Current interventions on pause due to school closure. • The availability of laptops has allowed students to access reading technology to help with processing longer texts, and using speech to text technology. Students will be encouraged to continue using this technology in school. • Progress data difficult to assess at present. Year 8 and 9 SEN online engagement considerably lower than non SEN engagement but above national averages. • Funding. Governors asked if expenditure is detailed in the accounts. LMCM advised that there is no requirement to publish expenditure, and that overspend is common. • The level of need at both high schools for the incoming year 7 was flagged as a concern. <p>Governors asked if there will be more resources available following the merger. AR advised that it was not known, although there may be expertise available.</p>	

The Chair thanked LMCM for attending the meeting and for his detailed report.	
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8. SAFEGUARDING

	ACTIONS
The safeguarding update from Jayne Melhuish was circulated prior to the meeting.	
JH reported that the SCR review was carried out with Victoria Cornell, who had no issues to report, as was the case at the last meeting.	

9. GDPR KPIs

	ACTIONS
No breaches to report.	
One FOI request from the BBC.	
Governors were reminded that the Trust use GDPRis as an offsite DPO, but that this may be re-evaluated upon the merger. The need for all staff and governors to have completed the online training was discussed. New training will be released soon for all to attend.	

10. FEEDBACK ON GOOD PRACTICE

	ACTIONS
Governors were reminded that this agenda item was an action from the governor self evaluation.	
AR reported that good practice is being shared: <ul style="list-style-type: none"> at subject level with Synergy; between the high schools regarding lessons from online learning. 	

11. POLICIES

	ACTIONS
The SHS Health and Safety policy was considered by governors and approved.	

12. A.O.B.

	ACTIONS
The clerk asked to minute the reappointment of Alex Steward as Staff governor for a further four years.	

With no other business, the Chair closed the meeting at 20:26

Date of next meeting: Wednesday May 12th 2021 at 18:00

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