



SHERINGHAM HIGH SCHOOL

LOCAL GOVERNING BODY

Thursday 8th July 2021 18:00

TEAMS MEETING

MINUTES

Present

John Hannyngton - Chair	JH	Gill Pegg – Link Trustee	GP
Andrew Richardson- Head	AR		
Kate Davis	KD	Attending:	
Alex Steward	AS	Sarah Rankin – Clerk	SR
Tim Chaloner	TS		
Rebecca Shepherd	RS		
Laura Sayer	LS		

ACTIONS challenges DECISIONS**1. WELCOME, APOLOGIES AND DECLARATIONS**

	ACTIONS
The Chair welcomed new community governor Tim Chaloner to the LGB. There were apologies from Kate Yarbo and Tom Burnett. There were no declarations.	

2. MINUTES OF THE MEETING OF 12th MAY – ACCURACY AND MATTERS ARISING

	ACTIONS
The minutes were checked for accuracy. KD requested an addition to the PP item: ‘the annual amount received by schools per PP child has risen by £30 to £955. This is the first increase in 5 years’. The minutes were approved.	
<p>Matters arising:</p> <p><u>Free School Meals:</u> take up is encouraged sensitively. There have been several new applications this week.</p> <p><u>Governor monitoring:</u> The challenges for monitoring next year were acknowledged. However AR and JH have now met to discuss the approach for 21/22 and it is hoped more governor monitoring can be achieved.</p> <p><u>Staff end of year event:</u> A social will be held following students’ departure on 21st July. JH to circulate a note to all staff to thank them for their tireless work over such a difficult year.</p>	JH



SHERINGHAM HIGH SCHOOL

3. HEAD TEACHER'S REPORT

	ACTIONS
<p>AR presented the Head teacher's report. The following was noted:</p> <p>Sixth Form:</p> <ul style="list-style-type: none"> • Main concerns – numbers in the Sixth Form. Current applications at 104. The school is keeping in touch with all applicants and encouraging those whose second choice is SHS. • Strong online programme of drop ins and tasters with fairly good uptake. • Covid absences have been challenging. • Careers advisor working closely with RK on the futures event taking place tomorrow. • Big hitting subjects: Criminology and psychology. • Some courses will have to run with very low numbers. 	
<p>Main school:</p> <p>Year 9 pathways:</p> <ul style="list-style-type: none"> • Child development replaced by Health and Social Care to provide transition from KS3 to KS4 and KS5 • Offer expanded on vocational courses • Excellent feedback from ABC who run the Level 1 motor and horticulture: best year ever for SHS students and will be using work from SHS students for presentation to external examiners. • Pathway 1 offer still focused on EBACC 	
<ul style="list-style-type: none"> • FSM vouchers will be issued to cover the summer holidays • Non-uniform day scheduled in the last week of term to support the foodbank • Parents' evenings will continue online after Covid. Some tweaking required but universally popular. • SMSC day – preparing Year 10s for the demands and stresses of Year 11. Soul space workshops will be available. • Duncan Baker visiting tomorrow • Counselling – new counsellor appointed to cope with demand • Transition day: 24 students from Holt Primary have attended, with transport put on by SHS. Next week – Sheringham Primary and Kelling Primary. 	
<p>Return to school</p> <p>AR advised that this will be staggered and that testing will be required as per DoFE guidance. Zoning will be removed for the next academic year. Fogging will continue as will the encouragement of use of hand sanitiser.</p>	
<p>Staffing:</p> <p>A number of new staff are joining the school. It was noted that the NQT programme is now 2 years (and called ECT – Early Careers</p>	



SHERINGHAM HIGH SCHOOL

<p>Teacher). All ECTs will need constant monitoring and coaching, putting pressure on teaching and staffing time. RS and LC confirmed as ECT mentors.</p> <p>Full time SENCO has been appointed for SHS.</p> <p>Governors asked who is taking on Jayne Melhuish's role following her retirement. AR advised that JM will still be involved with SMSC, PHSE and RHSE for one day a week. Other roles are being devolved to other members of staff.</p> <p>A number of long term staff are leaving the school. It was suggested that Governors write to leavers. JH TO ACTION</p>	JH
<p>Parent survey: 225 responses including positive feedback on staff accessibility, information availability and on recommending the school to others.</p> <p>Governors asked whether a further parent survey is planned and whether there are any actions from this survey. AR confirmed the nature of communication is being addressed to provide ease of access to documentation. Staff lists with roles are also being improved.</p> <p>A further parent survey will be conducted around October half term.</p>	
<p>Website: This will be moving to the Synergy format over the holidays. A photographer will be in attendance tomorrow. It was noted that Synergy websites tend to be more static, with social media used to disseminate updates and showcase celebrations.</p>	

4. NNAT UPDATE - GP

	ACTIONS
<p>GP and AR reported the following:</p> <ul style="list-style-type: none"> • Merger date – 1st September • NNAT accounts have been submitted. NNAT will cease to exist after the AGM in November. • Trustees at Synergy have been reviewing the recently published Ofsted sexual harrasment report. GP recommended all Governors read it and access the training via the DNEAT Trust. CLERK TO CIRCULATE. • New Synergy Trust staff handbook is being put together . Clearly set out. Some elements are left to individual schools such as marking policy and appraisal documentation • All policies will be on the Hub following the merger • GDPRis will no longer be employed. A new provider will work with Jane Storey across the Trust. (Sentry) • All cash transactions will go by Christmas with the removal of the reval machines. Parents will now have to pay in advance using Parent Pay. It was recognised that this will be difficult for some families. • Lockers: these will be changed from monetary deposits/keys to key code access. <ul style="list-style-type: none"> • Staff to use single sign in to be used for EPM. 	SR



SHERINGHAM HIGH SCHOOL

5. LGB TERMS OF REFERENCE AND SCHEME OF DELEGATION

	ACTIONS
The LGB considered the Synergy Scheme of Delegation and LGB overview documentation. It was agreed to add the following: Staff wellbeing and workload Pupil Premium Careers Health and Safety Attendance	

6. GOVERNOR MONITORING

	ACTIONS
<p>Attendance: AS circulated the monitoring report from the meeting held with Sharon Ransome on 11th May 2021. A multi-pronged approach to attendance was presented supported by strong backing from the SLT and student management. The following was noted:</p> <ul style="list-style-type: none"> • Attendance target set at 96% • Figures for this year are affected by 2 students with low attendance due to long term health conditions. • Challenges with persistently absent children noted due to lack of support from outside agencies and reduced services. The importance of fostering good relationships with families and welcoming and rewarding children for being at school was underlined. • Strong and well resourced student management team monitor attendance closely. During the school closure, student managers engaged with vulnerable families and encouraged attendance at school alongside keyworkers' children. • Pupil Premium is being used effectively to remove barriers to attendance such as lack of equipment or uniform. • Positive reinforcement of good attendance in place via Attendance Awards. <p>Governors acknowledged the outstanding system in place to monitor and improve attendance and the huge amount of work carried out by staff.</p>	
<p>Governor monitoring plan: Discussed under Matters Arising.</p>	



SHERINGHAM HIGH SCHOOL

7. BUDGET 21/22

	ACTIONS
<p>The budget for 21/22 was circulated prior to the meeting for information purposes. It was noted that this has now been approved by the Synergy Trust Board. The Head drew governors' attention to the following:</p> <ul style="list-style-type: none"> • Central Services costs are now 5% of GAG, an increase of 2%. Additional services include a more robust and extensive support network for middle leaders • New non-teaching roles such as the Executive Head for Primaries are included • Improvement role across secondaries under discussion. • New accounting system used (STAR) • Additional staff member in Synergy central team • CIF (capital) bids no longer need to be submitted as the student body is now over 3000. It was noted however that there will now be 14 schools wanting to access funds for capital projects. It is hoped that projects will be prioritised and that NNAT schools will not be placed at the back of the queue. • SHS CIF bid to repair crumbling lintels has been rejected but an appeal is in process. Emergency funds from Synergy may be requested if the appeal is unsuccessful. <p>Governors asked what assumptions were used with regard to the financial forecasts. AR advised that a realistic forecast has been used. Increase in student numbers is modest due to the 2 year demographic dip at primary level. Appropriate salary increase % has been included, as in previous years. Assumptions have been made that some staff may retire.</p>	

8. STAFF WELLBEING AND WORKLOAD

	ACTIONS
<p>RS reported the following:</p> <ul style="list-style-type: none"> • Staff are exhausted following a difficult term and year • A staff survey will be carried out in October. It was noted that this must be thoughtfully designed in consultation with the Unions. • A new charter on wellbeing produced by the DfE has been discussed by the Head and RS. This document details the 11 principles schools should implement as appropriate for the setting. This document will form the basis of future discussions with the SLT and will be circulated to governors for information. <p>Governors discussed the staff survey. It was felt that this should be a positive, forward-looking exercise to look at staff priorities for improvement within the school community.</p>	RS



SHERINGHAM HIGH SCHOOL

9. SAFEGUARDING

	ACTIONS
<p>The Chair reported the following:</p> <ul style="list-style-type: none"> The termly SCR audit took place with VC in May with little to report. New staff inductions will be completed shortly. Updates to the Keeping Children Safe in Education document have been received and will be disseminated to all staff and governors in September. <p>GP advised that an NCC template was used at Antingham and Stalham for the SCR audit and suggested that the Chair use this next time in order to check the correct headings are being used.</p>	JH
<p>Safer Recruitment training: This is taking place on Thursday 23rd and Friday 24th September from 1pm – 5pm. JH and KD volunteered to attend.</p>	
<p>LS asked how much communication and parental engagement is present with regard to the recent Ofsted sexual harassment in schools report. The Head advised that awareness is raised via Parentmail. AR to check whether statutory obligations are present.</p>	AR

10. GDPR KPIs

	ACTIONS
<p>AR advised that there have been 3 reportable incidents since March. Two were minor breaches that have been closed and a third involved a loss of permissions to access to the SLT folder on the school network. AR explained that advice was received from GDPRis confirming that this is non-reportable breach as the folder is internal. However the school decided to report the incident given that it could have caused distress and harm.</p>	

11. POLICIES

	ACTIONS
<p>Governors received the recently approved RSHE and Careers policies and were reminded of the importance of familiarity with both policies, given their significance on the school agenda.</p>	

12. RISK REGISTER

	ACTIONS
<p>The updated Risk Register was circulated to governors for information. LS was thanked for her work on this task alongside the Head. This item is now closed.</p>	



SHERINGHAM HIGH SCHOOL

13. MEETING DATES 21-22

	ACTIONS
These were discussed and agreed to be held on Thursdays at 6pm. Clerk to circulate dates.	SR

14. A.O.B.

	ACTIONS
Ihasco GDPR and Cyber Security training: The Clerk reminded governors to complete this online training.	
Link Trustee: It was confirmed that following the merger GP would no longer attend the SHS governing body as Link Trustee. GP was thanked for her contributions to the school over many years. GP will remain a Director on the Synergy Trust Board.	

With no other business, the Chair closed the meeting at 8pm.