



Local Governing Body Meeting

Tuesday 26th September 2023 at 5pm

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

John Hannyngton	JPH
Alastair Ogle - Exec Head	AO
Kate Davis	KD
Martin Langsdon	ML
John Perrem	JP
Alex Steward	AS
Rachel Welch	RW

ATTENDING

Sarah Rankin – Clerk SR

ACTIONS challenges DECISIONS

1. WELCOME AND APOLOGIES

	ACTIONS
Governors were welcomed to the first meeting of the academic year. New Parent Governors JP and RW were welcomed to the meeting. There were apologies from RS.	

2. ELECTION OF CHAIR AND VICE CHAIR

	ACTIONS
Election of Chair: JH agreed to stand as Chair for a further year. This was unanimously supported by the LGB.	
Election of Vice-Chair: ML agreed to stand as Vice-Chair for a further year. This was unanimously supported by the LGB. Both Chair and Vice-Chair were thanked for their work last year.	

3. DECLARATIONS RELEVANT TO THE AGENDA AND CODE OF CONDUCT

	ACTIONS
There were no declarations. Governors received the code of conduct in advance of the meeting. The LGB agreed to abide by it and the paperwork was signed on behalf of the LGB by the Chair.	

4. MINUTES OF THE MEETING OF 17th JULY AND MATTERS ARISING

	ACTIONS
The minutes from the meeting of 17 th July were approved for accuracy.	
Matters arising: None	



5. EXECUTIVE HEADTEACHER’S REPORT

	ACTIONS
<p>Results:</p> <p>KS4: The Executive Headteacher reflected on a strong set of results evidencing what has been achieved over the past 12 months. Governors were reminded that exam boards have reverted to 2019 standards. It was noted that data may change subject to national data changes, paper remarks etc. DdE published data is expected in October. Progress 8 scores were noted as +0.01 which is similar to 2022.</p> <p>Strengths were noted in English, Maths and some areas of science. The Executive Headteacher advise that English P8 is estimated at +0.3% (ie a third of a grade above expectations).</p> <p>KS5: A pleasing set of results, with improvement on 2019 data, particularly in the A*-B range. Results in top 40% nationally.</p> <p>Governors were pleased with results and asked for more detail on results when available.</p> <p>AO will supply when available along with detail of new grading system.</p>	<p>AO</p>
<p>Sheringham High on a Page: The following was noted:</p> <ul style="list-style-type: none"> • There are 10 less students on roll this year. The challenge of local demographics was acknowledged. • Sixth form offer being widened with new subjects – law, politics and leisure and tourism • Sixth form competition from Paston, City College was raised. The need for the Sixth Form to grow and marketing to be improved was acknowledged. AO reported that he and RK visited Paston last week to discuss T levels. Governors asked if Cromer Academy might expand to include a Sixth form. AO advised that there is no indication of this. Governors asked how many students attend the Sixth form from Cromer. AO advised that there are 4 students from Cromer, observing that many are drawn to City College in Norwich. AO added that there are now 10 students from Alderman Peel, thanks to Sanders bus company who have extended the bus route to Wells. • No data yet at this point in the school year. Governors asked if data is forensic per subject in order to find out what is working or not. The Executive Headteacher explained that this level of detail is with the subject teacher, but that regular meetings take place with Heads of Departments, and moderation across the school allows drilling down into more detail. • Attendance: good with an overall figure of 94.03% • Duke of Edinburgh award up and running (bronze and silver) being lead by BS. 20 students in year 10 are now working towards their bronze award. 	
<p>Staff wellbeing: AS reported on her attendance at the Wellbeing meeting last week. A positive picture was noted, with staff workload concerns being dealt with contact time being rationalised for teachers last year. The sea change in student behaviour has been well received by staff. The purchase of MIRS (Muscular Injury Rehabilitation Service) has been warmly received. This service provides telephone advice, access to physiotherapy and workplace assessments.</p>	
<p>Uniform: the new school uniform was discussed with Governors noting how smart the year 7 students look in it. The Executive Headteacher commented that a number of year 8s and</p>	



<p>9s have also chosen to wear the new uniform despite it not being a requirement. Parent governors noted that the results of the parent feedback requested by the school were not circulated to parents. Parent governors added that a summarised response to parents would have been appreciated by the parent community, to include details of how many parents responded to the request. The cost-of-living crisis and expense of a new uniform was raised, along with the inability to hand down old uniform. The Executive Headteacher reminded Governors that all students will receive their first blazer for free, and that shirts etc can be bought very reasonably at various outlets. In time second hand uniform will be available.</p>	
<p>Staffing structure: Circulated. Current vacancies were discussed and appointments made. The Executive Headteacher advised that science remains a struggle to recruit and that long term supply is not the solution. It was noted that the new CEO has links with Dunbar Education, who recruit teachers from overseas. It was suggested that this might be a potentially useful way of recruiting staff.</p>	
<p>School improvement process: circulated to Governors for information</p>	
<p>SIDP: This will be rag rated every half term. It was noted that improvements in behaviour are already visible with the number of suspensions down. RH is doing an excellent job and the development of the SEN base has been successful. Still a small cohort of students displaying challenging behaviour.</p>	
<p>Strategic Overview: The three-year plan was circulated. The following was noted:</p> <ul style="list-style-type: none"> • The joint governors meeting with Stalham governors will take place in the spring term to share best practice • Drive to increase lettings so the local community can make use of the facilities, with 50% of income to be reinvested. Governors asked who manages lettings. AO confirmed that Roy the site manager currently manages lettings and will continue to do so until it gets too much and a further member of staff is required. • Sports facilities – feasibility study. AO updated the Board on progress noting that the feasibility study has now taken place by NNDC confirming that a business case for a sports hall is valid. Funding is now required at an estimated £4million. Sports England will soon be releasing their strategy for their facilities development programme. AO highlighted the need to resurface the 3G pitch in three years’ time, which will come at a cost of £250K. Conversations have been held with Cromer Tennis Club regarding use of the school’s tennis courts. AO is putting together a business plan to present to them. <p>Governors noted the lack of a running track in North Norfolk and suggested that might be another opportunity for lettings. Governors felt that the development of lettings opportunities was an exciting and positive move forward.</p>	
<p>Ofsted report: now received and circulated to parents. AO explained that Inspectors are limited to 400 words in the report, with an additional 100 words for the 6th Form and 100 words for EYFS where appropriate. Governors noted the frustration at the word limit and the inability to showcase all the positive elements discussed at the feedback meeting with Inspectors at the end of the inspection. It was confirmed that no further written feedback is received.</p>	



6. SAFEGUARDING

	ACTIONS
Safeguarding action plan: all actions have now been completed. Additional risk assessments needed for drama, science, PE and art.	
Training: all staff training up to date. All staff undertook safeguarding training on September INSET. DSL training up to date. BP is doing an excellent job. Governor training: Governors were reminded of the need to read KCSIE and confirm on GovHub profile. Any Governor wishing to refresh safeguarding training can do so via HfL. KD and JPH have undertaken Safer Recruitment training in 2020 (KD) and 2021 (JPH). JPH has met with BP with nothing to report.	

7. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
The Clerk advised that access to email from overseas is no longer available due to security measures. Governors who need access to email when abroad should contact the Synergy Service Desk to request access with two weeks' notice.	

8. POLICIES AND DOCUMENTS

	ACTIONS
<p>The following policies were ratified over the summer:</p> <ul style="list-style-type: none"> • Accessibility policy • LAC/PLAC • Admissions • SEND report • CCTV • Safeguarding and Child Protection • Extremism and Radicalisation <p>PAN was approved at 115 with the proposal to increase to 130 if required.</p> <p>Governor business interests were registered for 23-24. These will be published on the school website.</p> <p>The following policy was approved</p> <ul style="list-style-type: none"> • Supporting Children with medical conditions <p>The Executive Headteacher advised that Medical Lead DB is now the school's first aid lead and running emergency first aid courses which have been offered across the Trust. DB will also be teaching first aid to Year 10s on the Personal Development day. Governors felt this was an addition to the PD programme. Governors also suggested that first aid training might be useful for local groups such as the Scouts.</p> <p>The following Trust approved policies were noted for information only:</p> <ul style="list-style-type: none"> • Synergy Finance Policy 	



• Trust Strategic Improvement Plan	
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9. GOVERNANCE MATTERS AND MONITORING

	ACTIONS
Governor recruitment update: parent governors now recruited. Two vacancies for community governors remain unfilled.	
Governor Link Roles and Monitoring: the link roles were discussed. The draft monitoring plan will be brought to the next meeting. The following roles were agreed: Termly meeting with LT lead: Leadership /Community liaison : JH Sixth form growth and outcomes: JP Sixth form culture and personal development: tbc Development of School Culture and Behaviour: tbc Adaptive Quality First teaching: tbc Governor link roles: Safeguarding: JH Curriculum/recovery premium/national tutoring programme/pupil premium: KD SEND: ML Careers: BS Mental Health and wellbeing (student and staff): RW Literacy: KD A list of key dates in the school year will be circulated to Governors shortly.	
Annual Governance Statement: Will be approved at the next meeting after the self-evaluation.	AO

10. INFORMATION FOR THE TRUST BOARD

	ACTIONS
None.	

11. CHAIR’S BUSINESS/CORRESPONDENCE

	ACTIONS
None.	

12. ACTION LOG

	ACTIONS
To be updated.	

13. DATES AND TIMES OF NEXT MEETING

	ACTIONS
Tuesday 28th November 2023 at 5pm : LGB following by self-evaluation	



The format of the shared meeting to be held in the spring term with Stalham was discussed. AO to circulate possible dates.	AO
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14. A.O.B.

	ACTIONS
<i>High Tide magazine:</i> AS asked ML to submit a short piece on SEND for the next edition of High Tide magazine.	ML

With no other business, the Chair closed the meeting at 18:46

Date of next LGB: Tuesday 28th November 2023 at 5pm
LGB meeting followed by self-evaluation