



Local Governing Body Meeting

Tuesday 4<sup>th</sup> February 2025 at 5pm

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

ATTENDING

John Hannyngton – Chair JH  
 Dawn Hollidge- Head of School DH  
 Kate Davis KD  
 John Perrem JP  
 Alex Steward AS  
 Rachel Welch RW  
 Charlotte Lucas CL  
 Martin Langsdon ML

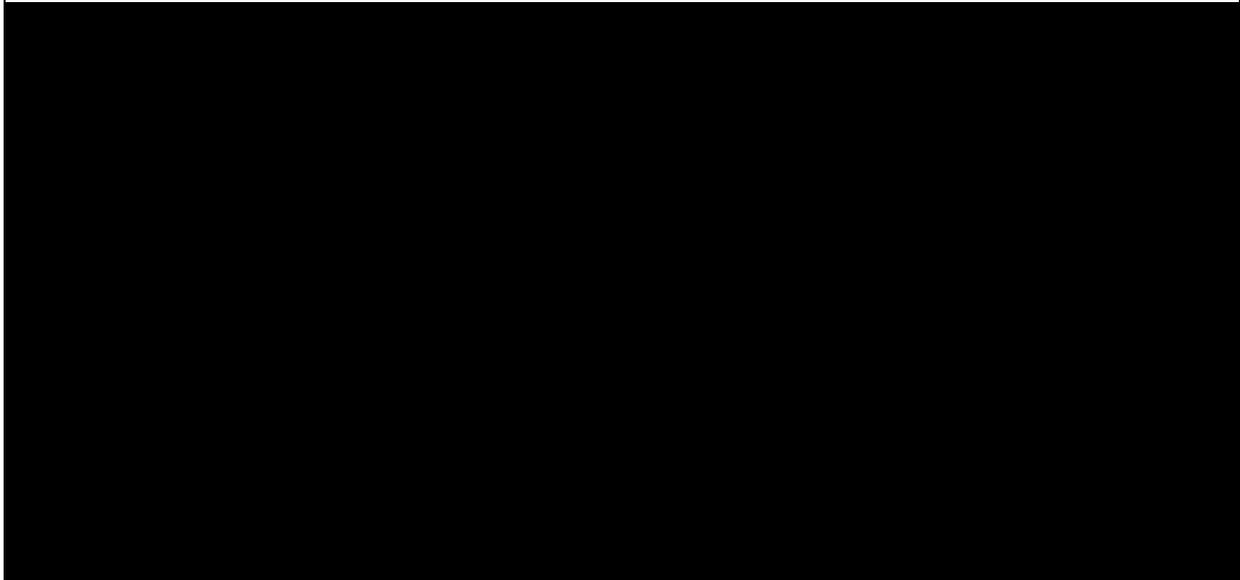
Sarah Rankin – Clerk SR  
 Alastair Ogle - Deputy CEO AO

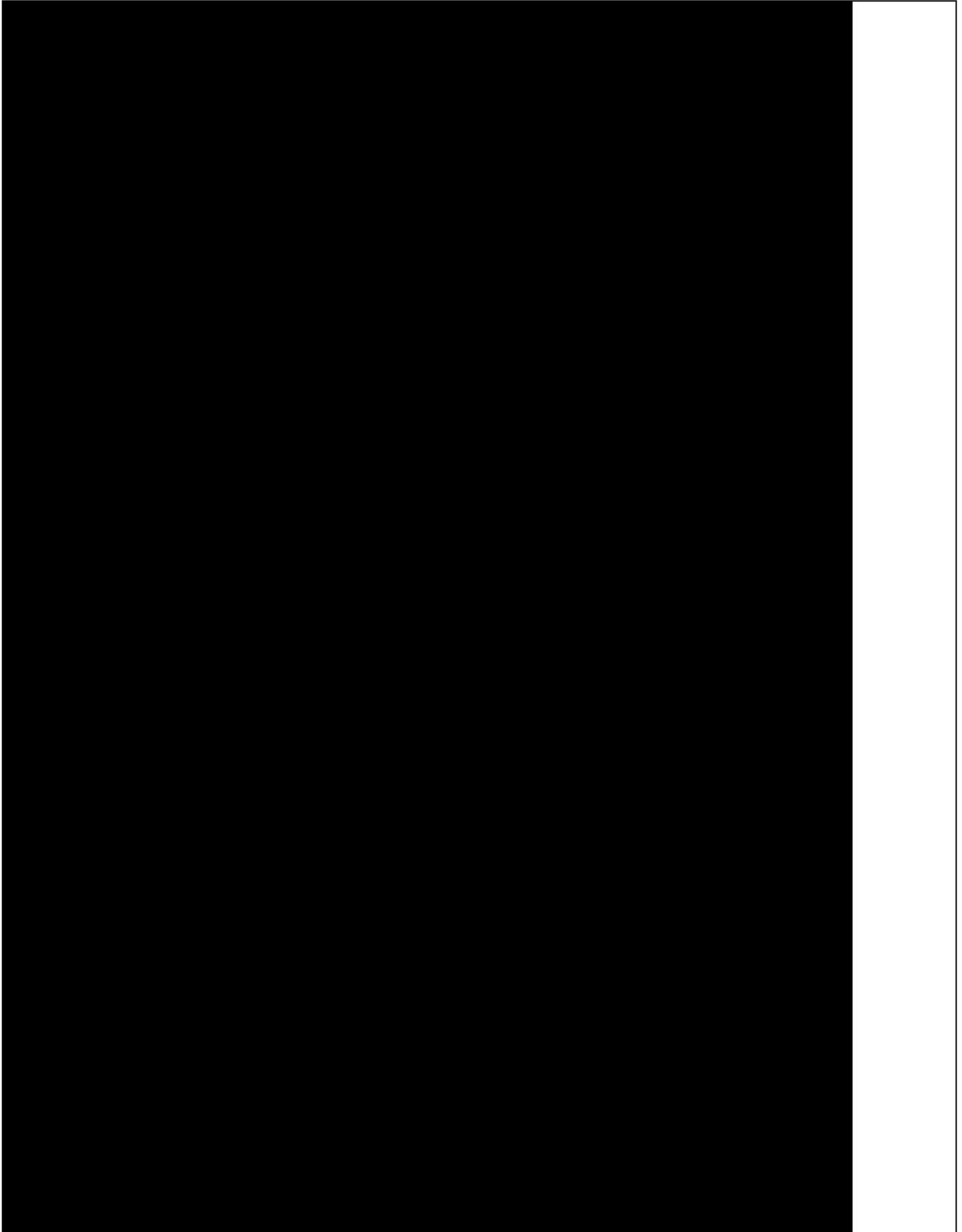
ACTIONS challenges DECISIONS

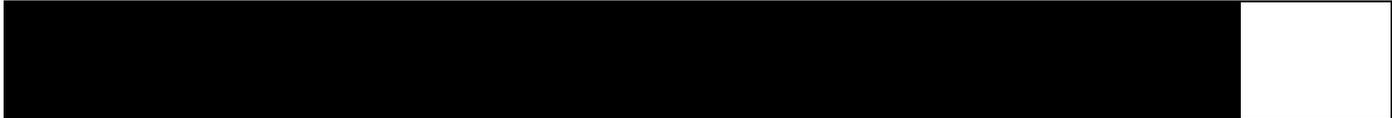
1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
JH welcomed Governors and AO to the meeting. It was noted that GP has resigned from the LGB. There were no declarations.	

2. ORGANISATIONAL CHANGE DISCUSSION - redacted

	ACTIONS
	





3. MINUTES OF THE MEETING OF 26<sup>TH</sup> NOVEMBER AND MATTERS ARISING

	ACTIONS
The minutes from the meeting of 26 <sup>th</sup> November 2024 were approved for accuracy.	
<b>Matters arising:</b> There were no matters arising not covered by the agenda.	

4. HEAD OF SCHOOL'S REPORT

	ACTIONS
<p><b>Sheringham on a page:</b> Circulated in advance of the meeting. The following was discussed:</p> <p><b>Data:</b></p> <ul style="list-style-type: none"> <li>• Data drop in November – teacher predicted grades. Year 11 data drop next week post mocks. Figures will be more accurate.</li> <li>• Small number of students experiencing wobbles in mocks with some absenteeism.</li> <li>• Area to work on: reduce disadvantaged gap</li> <li>• Most measures an improvement on attainment last year.</li> <li>• Year 13 data due on Thursday</li> <li>• Departments have produced an analysis document on data to flag areas to work on</li> <li>• Revision sessions planned. English and maths sessions set up already with lunchtime sessions proving very popular.</li> </ul>	
<p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>• Year 7 and year 10 attendance below national average</li> <li>• Attendance actions taking place</li> <li>• SR has met with NCC who are happy with the measures to support attendance put in place.</li> <li>• Some persistent absentees in year 11 presenting concerns. 5 students on medical needs taking core GCSEs. 6 further students have home visits taking place tomorrow. 18 students in total with low attendance. Persistent absentees are factored into data. <b>DH WILL PRESENT 2 SETS OF DATA TO THE LGB AT THE NEXT MEETING, ONE WITHOUT THE PA STUDENTS.</b></li> </ul> <p><b>Governors asked whether the persistent absence in year 11 has been a feature of the students' careers at SHS.</b> This was confirmed. DH advised that support has been given to the families throughout their education including home visits, early help, letters and meetings and that the school will continue to support these families. It was noted that a lot of the students have access arrangements in place to support them during exams. DH explained that students are encouraged with rewards, badges, prizes and house points.</p> <p><b>Governors asked how poor attendance is managed in the Sixth Form.</b> DH advised that home visits do not take place, rather letters and phone calls home. A tutor meeting tomorrow is focussing on attendance. Tough decisions are taken at times, with some students leaving the Sixth Form.</p>	DH
<b>Personal development:</b>	



An overview of events this term was given. Charities week is raising money for Whizz Kids, a motorised wheelchair charity.	
<b>SIDP:</b> updated and annotated plan circulated. Finance meeting took place yesterday. Compliance meeting took place with the CEO in attendance to review curriculum, data, IT compliance and financial compliance. Positive verbal feedback was received on the day. <b>REPORT TO BE BROUGHT TO THE NEXT LGB MEETING.</b>	DH
<b>Parent survey:</b> Feedback discussed. DH advised there were several parents who remain unaware of their child’s curriculum, despite communications via bulletins, parents’ meetings, High Tide magazine and the SLT parent café. DH acknowledged that lack of parental engagement can be disheartening. <b>Governors asked whether the problems with Arbor have been sorted out.</b> DH advised that progress has been made. <b>Governors agreed that there is a considerable amount of information on the website. A student led video parent guide was suggested as a way of engaging parents.</b> <b>DH TO CIRCULATE PARENT SURVEY RESULTS.</b>	DH
<b>Finance:</b> Management accounts are now being received and communication with the finance team is improved with a specific contact in the department and queries being answered. DH reported that the December accounts are looking good and have been tightened up. DH is confident in the financial reporting going forward and observed that the training put on by the CFO for Heads is very helpful. <b>Governors felt it would be helpful to have a detailed explanation of the finance reports at the next meeting. DH WILL RUN THROUGH THESE ON SCREEN AT THE NEXT MEETING.</b>	DH

**5. SAFEGUARDING**

	ACTIONS
The updated consequences grid was circulated to governors. JH explained that this now has an additional column to detail the support available to students where needed. JH reflected on a strong and confident safeguarding team.	

**6. SEND**

	ACTIONS
ML reported on his recent meeting with the SENDCo. The following was noted: <ul style="list-style-type: none"> <li>• ML encouraged by the SEND picture and the positive reputation the school has in the county</li> <li>• ML recommends the SENDCo attend the SLT meetings, as holder of a significant role at the school. DH confirmed this is planned where RH will be invited to certain meetings.</li> <li>• SEND to be embedded as a ‘golden thread’ across the curriculum.</li> <li>• DH raised the issue of the slashed NCC funding. Staff shortage in SEND but the funds are not there to recruit.</li> <li>• Focus on adaptive teaching training took place in September and January INSET days.</li> <li>• SEND a focus of learning walk and good examples are shared with staff.</li> <li>• Need is easier to manage in setted subjects.</li> </ul>	



7. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
Trust-wide training dates confirmed as follows: <ul style="list-style-type: none"> <li>Tuesday 20<sup>th</sup> May Risk Management</li> <li>Tuesday 10<sup>th</sup> June Mental health and wellbeing.</li> </ul>	
New website: it was confirmed that this is now on hold until September.	

8. POLICIES AND DOCUMENTS

	ACTIONS
<p><b>Library policy:</b> discussed and approved.</p> <p>Governors acknowledged the value of a staffed, well-stocked library both as a resource and a safe space for students. <b>Governors asked if there are books for staff.</b> AS confirmed that these are in the sixth form section, along with a bring and swap section in the staff room.</p> <p>The following Trust policies were noted for information only:</p> <ul style="list-style-type: none"> <li>Synergy Strategic plan 24-27</li> <li>Scheme of Delegation (updated)</li> </ul>	

9. GOVERNANCE MATTERS AND MONITORING

	ACTIONS
<p><b>Monitoring:</b></p> <p>The following monitoring reports were received:</p> <ul style="list-style-type: none"> <li>Mental health and wellbeing</li> <li>Soul Space</li> <li>Attendance at the Christmas concert</li> </ul> <p><b>RW raised late communication with parents regarding the Christmas concert.</b> DH acknowledged that usually there is more advertising, and now that key staff have returned from maternity leave this will be improved. Low numbers involved in drama and musical events were discussed. RW suggested a joint event in future to include dance.</p> <p><i>Redacted: curriculum</i></p> <div style="background-color: black; width: 100%; height: 20px;"></div>	

10. INFORMATION FOR THE TRUST BOARD

	ACTIONS
None.	

11. CHAIR’S BUSINESS/CORRESPONDENCE

	ACTIONS
None.	

12. ACTION LOG



	<b>ACTIONS</b>
Up to date.	

**13. DATE AND TIMES OF NEXT MEETING**

	<b>ACTIONS</b>
Tuesday 18 <sup>th</sup> March 2025 at 5pm	

**14. A.O.B.**

	<b>ACTIONS</b>
DH flagged the fundraising at Tesco's earmarked for food tech and the breakfast club. The cost of food tech was discussed. Governors considered whether parents could pay up front for the year. Donations were also discussed. DH will discuss with the Food and Tech department.	

With no other business, the Chair closed the meeting at 7.20pm

**Date of next LGB meeting: Tuesday 18<sup>th</sup> March 2025 at 5pm**