



Local Governing Body Meeting

Tuesday 18th March 2025 at 5pm

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

John Hannington – 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

ATTENDING

Sarah Rankin – Clerk	SR
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ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
JH welcomed Governors to the meeting. There were no apologies and no declarations.	

2. MINUTES OF THE MEETING OF 4th FEBRUARY AND MATTERS ARISING

	ACTIONS
The minutes from the meeting of 4 th February were approved for accuracy.	
Matters arising: There were no matters arising not covered by the agenda.	

3. HEAD OF SCHOOL'S REPORT

	ACTIONS
Sheringham on a page: Circulated in advance of the meeting. The following was discussed: Restructuring: Redacted [REDACTED] Data: <ul style="list-style-type: none">Mock data now received and analysis of all students' results has taken place. It was noted that teachers will not give GCSE predictions of more than one grade above mock result to avoid over inflation.	



- Predicted Positive progress score overall of +0.28. Governors were reminded that years 10 and 11 did not take SATS due to Covid, and that therefore progress scores will not be published this year. Internal progress monitoring has taken place.
- Disadvantaged gap predicted to narrow from a grade last year to 0.57 this year.
- High prior attainers moving in the right direction.
- Maths results in mocks lower than expected. Discussions have been held with the HOD and incentives to attend revision sessions are working well. Students who attend 3 sessions receive a raffle ticket for a weekly prize draw.
- Year 13 data: RK has looked at the data for all students with underperforming students flagged with teaching staff. Areas of need have been identified and strategies are in place.

DH circulated the GCSE information booked provided for students. It was confirmed that a condensed version of this was received by parents at the information evening. It was noted that this event was not well attended, but those parents present were engaged.

Governors asked how the students are being supported in computer studies given the CS teacher is on sick leave. The Head advised that a subject specialist supply teacher has been sourced.

Attendance:

- An improved picture compared with this time last year observed at 90.98%, just below the national average.
- Clear progress being made with attendance actions. Student managers are proactive in contacting parents to encourage engagement. **Governors acknowledged that attendance is a national issue.**
- Almost half of persistent absentees are pupil premium students.
- SR attending an attendance conference soon regarding national strategies.
- Year 11 a concern with a high number of persistent absences. It was noted that medical evidence has been received for some of these students with high levels of mental health issues acknowledged. Several students will be taking only the core subjects of English, maths and science. Two students will not be taking any GCSEs having been signed off by medical professionals. **Governors raised concern at students missing this key milestone.** The Head advised that persistent absentees remain on roll and that therefore they affect the school's data. DH will provide 2 sets of data in the summer term – all students, and all students excepting persistent absentees to better reflect the school's performance.
- Alternative provision provided for some students at Holt Youth Project as an approved absence from school. The cost of this AP is considerable. Online provision also provided in school for those on a reduced timetable.
- NCC are aware of all persistent absentees.

Sixth Form:

- 114 applicants. Historically 70% of applicants confirm attendance.
- Offer has had to be trimmed due to the financial situation, with courses with under 10 applicants being unviable.
- Courses currently unviable due to low numbers include computing, drama, MFL, media studies, medical science and the extended diploma in sport. It was



<p>acknowledged that some students will be lost, but that many students have selected other subjects. Governors raised concern at the reduced offer and suggested that courses with 9 students might be able to run. DH advised that the number of applicants will direct how many courses will run. The Head acknowledged that exact numbers will not be known until enrolment day in September but that decisions on subject viability will need to be made before then. It was noted that a meeting was held last week with the interim CEO and the finance department where a real will to make the Sixth form a success was evident. Cost savings are being made and the future of the Sixth form appears more positive.</p>	
<p>Behaviour:</p> <ul style="list-style-type: none"> Rewards booklet tabled. This has been a positive intervention to encourage and build up an achievement culture, with badges now appearing on blazers. 	
<p>Surveys:</p> <p>Results from the parents, staff and student surveys were circulated in advance of the meeting. Given low returns it is not clear how representative these responses are. All schools across the Trust are using the same surveys, and all suffering from poor uptake.</p> <p>Parent survey: DH advised that the survey follows to the Ofsted format with comparison to national results. Frustration was noted regarding the responses to some of the questions, specifically concerning the dissemination of information to parents regarding the curriculum. It was acknowledged that detailed curriculum maps are published on the website, and that information is available for parents. A discussion on how to reach out to parents to improve engagement was held. It was noted that data may be skewed if parents have more than one child at the school. DH will be responding to parents regarding the results. Governors suggested that parents could be encouraged to fill in the survey at parents' evenings using ipads/laptops. DH will discuss this with AO for next year.</p> <p>Staff survey: it was acknowledged that the timing was poor regarding the circulation of this survey given the current circumstances.</p> <p>Student survey: all students were encouraged to complete this, with certain year groups having higher response rates as the questionnaire was completed in the computer suite.</p>	

4. SAFEGUARDING

	ACTIONS
JH advised that no meeting has been held with BP this term. However JH is confident that safeguarding is in hand and well-managed.	

5. WEBSITE COMPLIANCE

	ACTIONS
Clerk to review and get back to the Trust.	SR

6. FINANCE MONITORING REPORT

SIGNED AS A TRUE AND ACCURATE RECORD BY THE CHAIR ...John Hannyngton..... 20th May 2025....



	ACTIONS
<p>The Head presented the January management accounts on screen to Governors. Governors were pleased that these reports are now being received each month and that the Head is able to scrutinise the detail, highlight errors and expediate revisions. Valuable training sessions on the new system are taking place for Heads every 3-4 weeks. Internal records of departmental spend is taking place for comparison. It was noted that the budgeted deficit is now less than predicted due to careful spending. Budgets for 25-26 will be looked at in May. Governors asked for detail on what the payment to the Trust includes. This was confirmed as HR, finance, IT and estates. Governors asked whether this cost will be adjusted given the recent changes at the Trust management structure. DH will find out. Governors were reassured by the increased financial transparency from the Trust and felt that the LGB should have sight of the accounts on a termly basis.</p>	DH

7. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
<p><i>Communication from the Trust regarding improved collaboration between the Trust, Directors and LGBs:</i> the following feedback was received and will be passed on to the Trust.</p> <ul style="list-style-type: none"> Chairs' meetings – split between primary and secondary valuable opportunity to meet counterparts and share experience/ideas minutes from Chairs' meetings could be circulated to LGBs Attendance by a Trustee at an LGB meeting suggested Information for the Trust board – what information would the Board like to see? 	SR

8. POLICIES AND DOCUMENTS

	ACTIONS
<p>The following Trust policies were noted for information only:</p> <ul style="list-style-type: none"> Code of Conduct for staff 2025 Flexible working policy 2025 Staff Equity, diversity and inclusion policy 	

9. GOVERNANCE

	ACTIONS
<p>The following monitoring reports were circulated in advance of the meeting:</p> <ul style="list-style-type: none"> 6th form monitoring - JP Year 11 parent meeting- JP Reading challenge visit - KD Literacy co-ordinator meeting - KD Year 9 Preference evening - AS Sixth form culture Link Gov report- AS <p>Governors asked whether funding for the literacy co-ordinator role will be extended to the next academic year. DH explained that it would not be as it is a TLR role. However a new format for the role is being explored (for English and maths) as part of the UPS teaching staff appraisal.</p>	



Governors asked that their thanks be passed on to all staff for all their continued hard work and enthusiasm, particularly at the year 9 preferences evening and parents' evenings. CL will do this at the staff briefing in the morning.

CL

10. INFORMATION FOR THE TRUST BOARD

	ACTIONS
Feedback regarding the working together correspondence.	

11. CHAIR'S BUSINESS/CORRESPONDENCE

	ACTIONS
None. Next Chairs' meeting scheduled for 2 nd April.	

12. ACTION LOG

	ACTIONS
Updated. Update given on Poors and Ploughlets funding: £1000 was applied for by the Patch and granted.	

13. DATE AND TIMES OF NEXT MEETING

	ACTIONS
Tuesday 20 th May at 5pm	

14. A.O.B.

	ACTIONS
High Tide magazine: JP to submit an entry to the summer publication. Incident at school last week: Discussed and school's response given. It was confirmed that the police and the LA are satisfied with the actions taken by the school and that the police have spoken to students and parents. It was confirmed that bullying at the school is addressed as demonstrated in the Ofsted and B11 reports. The Head advised that bag checks only take place where there is suspicion, and always carried out in a professional way and with 2 members of staff present.	

With no other business, the Chair closed the meeting at 7.05pm

Date of next LGB meeting: Tuesday 20th May 2025 at 5pm