

Sheringham High School

FULL GOVERNING BODY

Minutes of the meeting, Tuesday 11th July, 18:00 in Room 52

PRESENT		ATTENDING	
Gill Pegg – Chair	GP	Natasha Allen – Clerk	NA
Penny Bevan Jones	PBJ	Annmarie Sizer	
Alex Steward	AS	Becky Shepherd	
John Wollocombe	JW		
Andrew Richardson	AR		
Constance Tyce	CT		

ACTIONS CHALLENGES DECISIONS

1. Apologies for absence

	ACTION
Apologies were received and accepted from Arthur Bailey, Christine Candlish, Sacha Howard and Jayne Melhuish. The meeting was quorate.	

2. Declarations of Pecuniary Interest

	ACTION
None.	

3. Wellbeing Presentation – Annmarie Sizer and Becky Shepherd

	ACTION
<p>Copies of the Wellbeing Questionnaire which had been issued by the Joint Union, were tabled. The survey came out of a meeting between Annmarie, Becky, AR and Christine Candlish; and a Wellbeing Committee was formed from teaching staff.</p> <p>Parents and Students are surveyed and staff had fed-back that they are disappointed that they don't have the same level of input. The Wellbeing Survey and Committee aims to lift staff morale which had dipped following restructure. Governors asked how low staff morale presented itself; Annmarie informed the meeting that the open invitation to the Wellbeing meeting was standing room only.</p> <p>CT arrived 18:12</p> <p>The questions in the survey were sourced from a wide number of Unions to enable a thorough and balanced survey to be issued. Becky did a lot of research in order to ensure the survey would capture the views of staff. Support staff have received surveys too. JW questioned whether the views provided from the survey could be standardised for comparison purposes. Becky said that the survey is a first-draft and the</p>	

GP Pegg

timescale was pressing. JW said that there is still a lot of value in the survey and CT added that the responses will help further questions to be asked. GP asked if a staff survey is ever undertaken by Kirkland Rowell; AR confirmed that there hasn't been one undertaken for a few years.

Both Annmarie and Becky are long-standing members of staff and their wish is to see staff morale restored and to foster a sense of community again amongst the whole workforce; with more transparency and better communication between leaders and those on the frontline.

Becky said that positive steps have already begun from the survey, which has given a good starting point to build upon. The Union have provided some feedback from initial responses (30 to date). The NUT Union representative has sent that through to AR. Becky said that staff feel passionately about their role and the survey has actually helped to remind staff how much they enjoy teaching.

GP requested that AR circulate the responses to Trustees and Governors. AS suggested that the survey results feed into the meeting of Trustees with the whole-staff on the second day of INSET in September.

GP asked how many staff work at SHS in total; AR – 60 teachers, 20 support. 50% of teaching staff returned surveys.

The Chair and Governors thanked Annmarie and Becky for their presentation and hard work on the survey.

Annmarie and Becky left the meeting at 18:30

4. Minutes of Full Governing Body meeting of 5th May and the committees as follows:

	ACTION
The minutes of 05.05.17 were signed as a true and accurate record by the Chair.	
<p>Personnel Committee – Summary by Constance Tyce Minutes (signed) 25th April 2017 Minutes (draft) 27th June 2017</p> <p>CT provided the Governors with a brief summary of the content of the meetings:</p> <p>25.04.17 - Staffing levels; safeguarding audits by GP, SHS was reviewed by the Committee which raised Single Central Record queries which have since been resolved; Data Protection training; staff grievance (nothing to update as of today).</p>	

<p>27.06.17 – Exit interviews, AR informed the meeting that a proforma has been provided by EPM which can either be completed by leavers independently or during a face to face meeting. The Governors were asked if they wish to progress with this; Governors discussed the content of the proforma and that an option for an interview should be offered (for subsequent years as timescale to short for face-to-face interviews this year).</p> <p>THE GOVERNORS AGREED TO SUPPLY LEAVERS WITH EPM'S EXIT PROFORMA FOR COMPLETION.</p> <p>There will be interviews for the post of Computing Teacher happening at the end of this week. There will be an interview for HLTA (assistant to SENCO) on 20th July; CT to attend. CT continued to inform the meeting of the content of the meeting of 27.06.17 - Safeguarding training for contractors was discussed; succession planning for SLT roles was raised.</p>	
<p>Curriculum Committee – Summary by Gill Pegg (in Sacha Howard's absence)</p> <p>Minutes (signed) 25th April 2017 Minutes (draft) 27th June 2017</p> <p>All Governors present were at the meeting of 25.04.17.</p> <p>GP summarised the content of the meeting of 27.06.17 - Options were discussed; the latest SEF includes attendance information; the construction of a policy spreadsheet was introduced; the Child Protection and Safeguarding Policy is due for review; VI Form marketing and prospectus was discussed and went to the Board for decision on budget available.</p> <p>AR and RK met to discuss an advertising campaign, after feedback from students. The prospectus itself will be a relatively small part of the overall marketing; with monies directed at Twitter (finding secure way of posting, which could eventually be extended to students). VI Form rebrand – College rather than Sheringham High VI Form, make the website more vibrant and different to the main school with lots of graphics and regular updates. AR said that art work displayed in the VI Form should be changed every half term and the common room needs attention. GP ASKED AR TO PROVIDE JO KNOWLDEN WITH A BRIEF TO APPROACH THE MARKETING COMPANIES. GP informed the Governors that new Trustee, Julia Drury, is keen to get involved with marketing the VI Form.</p> <p>AR said that there will further publicity regarding the Bursary Fund which is under-applied for. All students will be provided with information, however parents are not keen to come in and disclose details of low income, therefore an approach could be made while they are at VI Form for another event.</p>	AR

Tea party – this is taking place tomorrow and 16 members of Excel 2000 are attending.	
<p>Finance and General Purposes Committee – Summary by John Wollocombe</p> <p>Minutes (signed) 25th April 2017 Minutes (draft) 6th July 2017</p> <p>JW picked out significant items and updated the Governors on the following:</p> <p>25.04.17 – EFA complaint update; financial software improved by SAGE (new affordable package for the Trust schools); expected size of deficit for SHS and how this will be managed with reserves; CIF bids were unsuccessful for site security at SHS and building condition at A&SP; malicious hacking incident over the Easter weekend during which information was deleted but not removed, this included student records and coursework. After a lot of work, all critical information has been recovered and the financial software was not affected. A police investigation is underway.</p> <p>06.17.17 – The application for floodlighting provided by a mobile phone company was approved and should be installed by September term, this will enable the astro to be rented out and raise revenues. It is hoped that it could lead to improvement to the astro surface. Vertas commenced as Grounds contractors; new SAGE software should go live from August; Staff Absence Insurance has been considered and this was recommended to the Trust Board who approved the proposal to apply for this, after reviewing quotations from a number of providers. AR informed the Governors that the Board will need to look at recalculated quotations now that GVPS has been factored in before finalising their decision (Jo Knowlden to forward to Trustees). GP added that some companies offer staff wellbeing packages as part of the cover, which is a valuable service for employees. With regards to the budget for forthcoming years, Jo Knowlden, having spoken with the auditors Lovewell Blake, confirmed that the Trust is a going concern.</p>	

5. NNAT Update – Gill Pegg

	ACTION
GVPS have officially joined the Trust as of 01.07.17. This has resulted in two new Trustees joining the Board: Marc Goodliffe, Headteacher and Julia Drury. The Governors discussed the size of the school and its facilities. CT said that they also have a nursery provision which is proving successful.	
AR informed the meeting that once a MAT has 3000 students on roll, the DofE pays a £600K bonus.	

PBJ voiced her concerns regarding the pressure on the Trustees and school staff. AR explained that schools appreciate the economies of scale and support that a MAT can provide in terms of administration and business management. JW added that the Head of A&SP has welcomed the opportunity to be working with Marc Goodliffe, Headteacher at GVPS.	
Because of the expansion to the Trust, there has been a restructure and the Board has appointed "Members" who are Christine Candlish, Tim Roderick and Stephen Foster. The Members role is to appoint Trustees and receive the accounts, which is likely to result in a maximum of 2 meetings per year.	

6. Head Teacher's Report – Andrew Richardson

Document: Sheringham High School July 2017 – taken as read	ACTION
The attendance looks reduced due to the departure of Y11 and Y13 who have officially left.	
AR thanked Governors for their support with permanent exclusions. Behavioural expectations will be set out early on in September for Y10 cohort.	
Progress 8 gap closed for Disadvantaged and Non-Disadvantaged.	
4+ results in English and Maths are to be reported on in the local press.	
PBJ asked about the EPQ students; AS responded that results for this year's round of EPQ students are due in the Summer.	
AR summarised all the events and developments that have happened in the VI Form.	
AR informed the Governors that the Central Finance Team is moving to Stalham High School; teachers asked how much ordering they will have to undertake themselves. AR said that Pat Duggen (Business Manager) will support staff with the changes.	
AR said that a book trawl raised evidence of inconsistencies of the RAS policy, so relevant department heads have been contacted to feed this down to teachers. This was highlighted as an area for improvement during the last OFSTED inspection; Governors are keen to see this applied. AR said that other bullet points indicate good practice in marking. GP asked when this will be monitored again; AR said that next year's calendar has a whole school marking trawl. Departments will be paired up to check each other's in the meantime. AR appreciated the feedback on the RAS policy from staff in terms of how it is applied in different subjects.	
AR explained how homework will be set. The planners have been revamped and staff have provided feedback. English and Science information has been updated and overall the planners contain much more information.	
AR informed the Governors of the activities and events still to come, highlighting two performances of The Jungle Book.	
The Science Bus has been a big success this year.	

There was a short list of 8 boys and girls for the positions of Head Boy and Head Girl. Appointments have been made to the roles. Prefect interviews also took place.	
AR informed the Governors of the site works that will be undertaken at the school during the summer.	
AR explained the data within the Disadvantaged/Pupil Premium Impact Report, highlighting subjects where interventions are required. A programme of interventions by Design Technology and Maths were provided as examples of how the data is analysed to determine how students are targeted. AR explained this to the Governors in more depth showing a trail from all>gender>attainment>category (i.e.disadvantaged)>individual.	

7. Safeguarding Annual Report – Jayne Melhuish/Gill Pegg

	ACTION
All Governors present had been party to this report at an earlier date as part of the Curriculum Committee. The report has been circulated to the absent members of the LGB.	

8. VI Form Report – Constance Tyce/Gill Pegg

	ACTION
<p>CT informed the governors of the areas they focused on, some of which can feed into the VI Form Action Plan. CT said it will be interesting to revisit in a year to review progress. JW asked about the students who are “not applying to university”; AR said that cost of university tuition may play a part in students’ decision. CT agreed that future debt is a factor. GP said that students who are opting not to progress to further education still feel supported. The feedback on the marketing is that the VI Form is aimed more for students as a stepping stone to university.</p> <p>The students find the wi-fi (availability and restrictions) frustrating. Once 4G is available the students will be able to access what they want via their data allowance.</p> <p>PBJ asked about security at the rear of the VI Form. GP said that Trustees approved a decision to remove the door handles from the exterior of the doors, rendering them exit-only.</p>	

9. Governor Recruitment

	ACTION
CT, CC and JW will be departing as Governors, due to the new structure of MAT’s Trustees and Members. GP will continue on the LGB in the capacity of link-Trustee at Sheringham. There will need to be further Community Governors recruited. There may be an election for Staff Governor.	

10. Matters Arising from the Minutes of 5th May 2017

	ACTION
<ul style="list-style-type: none"> AR wrote to Children's Services and Jayne Melhuish is meeting with a representative of CS next week. The Governors welcomed this. AS informed the meeting that work from EPQ students went to Gresham's School with a view for future presentations. All other matters dealt with. <p>One redaction considered and applied to item 4. Clerk to reprint with redaction.</p>	

11. AOB

	ACTION
<ul style="list-style-type: none"> Policies spreadsheet – Gill Pegg GP explained the objective of the spreadsheet to facilitate a rolling review of policies, reminders to be managed by the Clerk. PBJ asked about GVPS policies. GP explained that she will be meeting with the Headteacher with a view to reviewing them and adding them to the master spreadsheet. Policy approval <ul style="list-style-type: none"> i) Numeracy Add "Sheringham High School" to front. AR has referred the policy to StHS to tweek accordingly. NA to add Numeracy Policy line on spreadsheet for each school. A&SP require a policy. Remove mention of "Link Governor". "Kelling Primary School" to be added to schools who wrote the Appendices. ii) Literacy and Communication Remove mention of Annual Report and Link Governor. Update front cover of policy with review dates, owner, etc. iii) Homework Check consistent terminology in this and other policies for SENDCO or SENCO – AR. AR to make other suggested changes and resend to Clerk. <p>GOVERNORS APPROVED ALL POLICIES SUBJECT TO CHANGES ABOVE.</p>	<p>NA</p> <p>NA</p> <p>AR</p>

12. Date of next meeting 19th September 2017 at 18:00

There being no further business, the meeting was closed by the Chair at 20:15

