

Sheringham High School

LOCAL GOVERNING BODY

Tuesday 3rd July, 18:00 in Room 52, Sheringham VI Form

PRESENT

Christine Candlish – Chair
Clive Hedges
Gill Pegg
Andrew Richardson
Alex Steward
Constance Tyce
John Wollocombe

ATTENDING

Natasha Allen – Clerk
Lee McMahon – Trust SENCo

1. Apologies for absence

	ACTION
Penny Bevan Jones and Kate Yarbo – apologies received and accepted.	
John Hannyngton, Ian Savory, Rebecca Shepherd – absent; there has been an issue with Governor Hub and the Clerk is investigating whether this has impacted attendance.	NA
Meeting was quorate.	

2. Declarations of pecuniary interest

	ACTION
None.	

3. Minutes of Full Governing Body, 22nd May 2018 - approval

	ACTION
Typos amended and signed as a true and accurate record by Chair.	

4. Trust SENCo – Lee McMahon

	ACTION
LM was introduced to the Governors, and tabled a short report providing an overview of his role at SHS and for the Trust. LM read through the report for those present.	
<ul style="list-style-type: none"> • Parental meetings tend to extend to more than one per family and the backlog has been tackled. • SEND Register is up to date and more streamlined in its content; this mirrors how the register is set up at StHS. Staff have responded to this well. • TAs have had clear roles assigned according to their skills and how they will work going forward. A meeting takes place every Monday morning around barriers to learning and student progress. • In class provision was addressed to ensure that teachers are aware of the importance of using the correct interventions and provide differentiated work where applicable. 	

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR..... DATE.....

LM informed the Governors of the areas for development and the proposed remedies which should see a positive impact on attendance, appropriate interventions, exams access arrangements. LM provided more information about how exams access arrangements are processed. The process is something that needs to be started at least two years ahead. CPD was provided so that staff have a better understanding of what qualifies for access arrangements and what doesn't.	
LM plans to do more lesson observations; Governors asked if SLT observations could be used but LM explained the difference in their purpose.	
LM outlined the future priorities including SENCo presence at parents' evenings; ensuring TAs are actually working with the students to which they are assigned (i.e. staff named on EHCPs. LM said that there are income streams which could potentially be accessed through County); links with Woodfields in terms of their facilities and personal development; updating ICT to ensure that use of hardware is maximised; meeting the needs of current EHCP and incoming Y7s. Governors asked if there are other EHCP applications underway; LM confirmed that there are applications in but there is little success for those who do not have physical disabilities.	
LM shared his views on what the limitations are of being Trust SENCo: <ul style="list-style-type: none"> • SIMS doesn't allow access with two emails. Governors suggested that LM liaise with the IT team regarding setting up a SHS email which forwards emails to the StHS address. • Hotdesking is not ideal and a designated office space is needed. • LM's workload is heavier at SHS without an assistant SENCo. The team is more effective at StHS. Trustees will consider. • Getting to know students at SHS; will take time. 	
Governors asked if reporting on the websites is up-to-date; LM will address this in the new academic year.	

5. NNAT update – Christine Candlish

	ACTION
Jo Knowlden, Trust CFO has resigned and recruitment process is underway with the support of Trust Auditors, Lovewell Blake. Closing date for applications is 11 th July, shortlisting 13 th July, interviewing on 20 th July. Being a qualified accountant is requisite.	
Head of School at StHS has resigned and there will be a joint SLT across the two Trust High Schools from September; the impact of which is not only financial but will also provide consistency of working practices across the two schools.	
A&SP have had DofE approval to open a Nursery. Interviews for lead are taking place tomorrow. The Trust is hopeful that this will boost numbers in the long term.	

GDPR training was issued to all staff and Governors. There has to be a designated GDPR Officer and this is Pat Duggan (SHS Business Manager).	
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6. Head Teacher's Report (including VI Form update) – Andrew Richardson

	ACTION
Still hopeful for 103 applicants to VI Form. Over 70 have put down SHS VI as first choice, but attendance at induction was 46; possible mitigating circumstances were holidays and good weather. Enrolments take place from results day. Careers team will be on site to provide advice regarding continuation into Y13.	
Prospective number for Y7 is 134 (PAN).	
Exclusions – good year until this term; 3 departures.	
Attendance is variable across the year groups; Y9 lower than others. The Governors reviewed VI Form attendance. Governors asked what the students do if they're on site but don't have lessons timetabled; AR said that they do study on site and make use of the library.	
Fully staffed.	
Soul Space is running this week and Governors are cordially invited to attend. Governors asked if there is enough diversity and whether the school should invite attendees from further afield, e.g. invite Rabii, or Imam. AR will liaise with relevant staff to see if this can be expanded.	
Y6 parents are attending induction evening tomorrow.	
Y8 options have been sent out; Y9 options are done.	
Next year there will be three SMSC days, but they will be scheduled during the year rather than in three days during summer term. This provides the opportunity to link days out with events that happen externally at other times of the year and more flexibility for staff. The resulting cost should also reduce.	
No change to predictions for GCSE results (0.53+); A Level is still 100% (A*-C), there has been an increase in the higher brackets.	

7. Curriculum design 2017-18 – Andrew Richardson 3 year KS4

	ACTION
AR thanked Governors for their support in the transition to 3-year KS4. Photography GCSE has proved popular; Child Development has been surprisingly less so for Y8 but remains a draw in Y9; students have been guided accordingly where they had chosen three tech subjects. Next year the process should be smoother as only one year group will be choosing options. Governors asked how it might impact on students who are admitted in later years; AR clarified.	

8. SIDP – Andrew Richardson

	ACTION
This will be written based on the results. IT refresh figures have been reviewed and would have a huge impact on learning. Standards will remain the focus of both High Schools.	

9. DBS Portability

	ACTION
Governors were asked to decide if they want to accept DBS certificates from elsewhere. CT explained how the update service works. To date the school has accepted DBS certificates from local schools. THE GOVERNORS AGREED THAT THEY WILL ACCEPT DBS CERTIFICATES FROM ELSEWHERE PROVIDED APPLICANTS UNDERTAKE AN UPDATE (AT THEIR OWN EXPENSE) AND THIS WOULD BE PART OF CONDITIONAL JOB OFFERS. AR TO UPDATE WORDING ON PAPERWORK	AR

Alex Steward left the meeting at 19:05

Constance Tyce arrived at the meeting at 19:05

10. Safeguarding – Gill Pegg

	ACTION
GP met with Jayne Melhuish. New “Keeping Children Safe in Education” will be released in September, at which point the Safeguarding policy will be reviewed.	
CLERK TO ORGANISE GROUP SAFEGUARDING TRAINING FOR ALL GOVERNORS AND TRUSTEES, LIAISING WITH EDUCATOR SOLUTIONS AND THE CLERK AT GVS.	NA
GP has arranged a joint meeting with all the Safeguarding Governors and DSLs and ASLs, at GVS next week.	
Jayne and Tash Drury have raised their concerns regarding the reduction to Student Managers and have asked for an appointment to be considered should the Trust find itself in a financial position to accommodate this.	

11. Matters Arising from the Minutes of 22nd May 2018

	ACTION
Support staff pay increase: CC updated the meeting on how this will be applied. AR is liaising with EPM on how this will be communicated to staff.	
Y8 Parents Evening; GP spoke to 10 parents and has reported back to AR; positive about new booking system and KS4; access arrangements for wheelchair users should be considered if the gym is unavailable.	
Governors asked whether SHS’s attendance at Downing Street was publicised enough; CT spoke with about thirty students today, and although it was in the local press, students seemed unaware. AR to add to a celebrations assembly; it is also in High Tide.	

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR..... DATE.....

6 th July new staff induction has been moved back to the 12 th . AR said that Governors are welcome at any time during the day. They will break at 10:55 so this is the ideal time to attend.	
20 th July is sports day at SHS (CH will attend), CFO interview day, music event at GVS.	

12. AOB

	ACTION
GP informed the meeting who was appointed as Head Girl and Head Boy. VI Form taster sessions received positive feedback.	
Governors made a note of times for the induction evening and other events taking place tomorrow evening at SHS.	

13. Date of next meeting to be announced by Clerk

There being no further business, the meeting was closed by the Chair at 19:15.