

Sheringham High School

LOCAL GOVERNING BODY

Tuesday 22nd May, 18:00 in Room 52, Sheringham VI Form

| PRESENT | | ATTENDING | |
|-------------------|-----|-----------------------------------|----|
| Gill Pegg – Chair | CC | Ramin Keshavarz – Head of VI Form | RK |
| Penny Bevan Jones | PBJ | Natasha Allen – Clerk | NA |
| Clive Hedges | CH | | |
| Andrew Richardson | AR | | |
| Ian Savory | IS | | |
| Rebecca Shepherd | RS | | |
| Constance Tyce | CT | | |
| John Wollocombe | JW | | |
| Kate Yarbo | KY | | |

1. APOLOGIES FOR ABSENCE

| | ACTIONS |
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| Apologies were received and accepted from Christine Candlish, John Hannington, Jo Knowlden and Alex Steward. GP chaired the meeting in Christine's absence. | |

2. Declarations of pecuniary interest

| | ACTIONS |
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| None. | |

3. Minutes of Full Governing Body, 6th March 2018 - approval

| | ACTIONS |
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| Some wording was reviewed around the Uniform Policy. The minutes will be reprinted for signing. | |

4. VI Form – Ramin Keshavarz

| <i>May 2018 – update for Governors (tabled)</i> | ACTIONS |
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| Currently 85 live applications. Follow-up letters confirming subject choices have been sent. | |
| 30 students have not replied and staff, including RK, are following up on these to ascertain commitment. | |
| 35 students in Y13 next September. | |
| Y10 students are being targeted and have been issued with a flyer focusing on their transition to VI Form and what subject they would like to know more about. | |
| Governors asked why only higher achieving students have been targeted; RK explained that the focus is on taking up A-levels at this point. Governors asked about those students who might be borderline; RK assured Governors that all students with the aptitude to take A-levels have been contacted. Retaining Level 2 students is not as problematic, but there are more A-level providers vying for admissions. | |

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| RK assured Governors that the VI Form is inclusive for all students and all will be supported with their choices and transitions. | |
| Predicted results look to be the best the VI Form have produced. | |
| Strategic School Improvement Fund – the VI Form accessed this for Psychology this year. | |
| GP invited questions. Governors asked if students are allowed to take holidays; RK said that the same rules apply to VI Form as the main High School and parents are aware of this. RK will double check that this information is clear on the website. RK raised “relaxed registration” and how this has worked; decision made to revert to compulsory registration to help foster sense of cohesion and community. RK added that the VI Form continues to be very pro-active in following up potential admissions. | |
| GP thanked RK for his report. | |
| <i>Ramin Keshavarz left the meeting at 18:35.</i> | |

5. NNAT update

| | ACTIONS |
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| GP informed the LGB that Antingham and Southrepps Primary School have applied to have a nursery class; with a view to increasing numbers on roll in the school. AR added that if it is staffed well, it could prove very successful. CT added that the introduction of a nursery at Gresham Primary School has worked well. Marc Goodliffe, Executive Primary Head, is overseeing the proposal. | |

6. Finance update – Andrew Richardson

| <i>Budget Monitoring Report (tabled)</i> | ACTIONS |
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| AR handed out the report and informed the LGB why the projected deficit has increased; due mainly to high supply costs. | |
| Governors asked about the nominal for school trips; checking figure anomaly. | |
| Locker cost is going to increase in-line with Stalham High School. | |
| Additional expenditure will freeze for the remainder of the year. AR explained how the EFSA assesses risk (less than 5% of income). Staff are getting behind changes (i.e. reducing utility costs). | |
| GP asked about the Pupil Premium and Y7 Catch-up Funding which was mentioned during the March meeting; AR confirmed that this is taken into account. GP said that cover was also mentioned in the March meeting and that it was being managed well; AR said, that unfortunately this term, there has been higher levels of absence. | |

7. NJC 2 Year Pay Awards – Andrew Richardson

| | ACTIONS |
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| <p>AR provided information regarding the national picture: Teaching staff, 1% inflation rise. NNAT propose capping it at 1%. Unions are pushing 3% increase. Support staff, there is a sliding scale regarding their increase. There will be a rise in real terms.</p> <p>The Board has been provided with guidance; the Trust will not adopt the full pay rise for Support Staff as of April 2018, but stagger the increase. This will come to the NNAT meeting in June for further discussion. Governors asked if Support Staff are aware of the payrise; AR confirmed. Governors asked how many Support Staff are employed at SHS; AR said approximately 25 staff (TAs, administrators).</p> <p>Governors asked about the current vacancies for teaching staff and support staff. AR spoke about the current picture following the departure of the school receptionist. Governors asked about recruitment to VI Form, given that the numbers are looking to increase; AR and JW spoke about how funding works and how many students need to be on roll to break even.</p> <p>Governors asked about the low cost of electricity; AR said that the solar panels are having an impact.</p> | |
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**8. Head Teacher's Report – Andrew Richardson
Including Safeguarding, Pupil Premium and SEND**

| <i>Headteacher's Report (taken as read)</i> | ACTIONS |
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| AR said that the school is being proactive in achieving good attendance, including financial rewards, top dog awards, house points, focus during celebration assemblies, and parental information highlights the importance of attendance. As is usual this time of year, Y11 have dipped. | |
| AR highlighted up and coming events, to which Governors are welcome to attend. CT and KY are now unable to attend the rescheduled Parents Evening on Thursday (Options for Y8). GP volunteered to attend. | |
| KY provided feedback on Y9 Parents' Evening, and the online booking system which worked well. The interaction with teachers was also positive in terms of how well they know their students. CT added that she spoke to parents who booked online and liked the system; some parents were unhappy with waiting times, AR said that this is managed as well as it can be by staff in keeping to appointment times. | |
| 6 th July: induction for new staff. Governors asked about coming along to introduce themselves to new staff. NA will check with Jayne Melhuish regarding the schedule and will then inform other Governors. | |
| 20 th July: Sports day. Governors are welcome from 12:30 for the afternoon session. | |

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| Assembly topics: Dementia Friendly is coming up. AR invited Governors to put forward any ideas for assemblies, based on any contacts they may have. | |
| Data comparison May 2018: AR explained the analysis, drawing the Governors attention to Progress 8 and 4-9 English & Maths. Positive and negative predictions per subject are shown; Governors asked about the impact on MFL (German improved, French showing small negative). AR said there is every possibility that this negative will not come to pass. Lower numbers of students in Y11 are taking EBACC. English Language was taken a year early (-0.19), English Literature is taken this year. Governors queried the figure; AR informed the meeting that Literature VA is used and taking Language a year early, enables a focus on Literature in Y11. | |
| Teachers from the top 20% schools attended Downing Street. Representative went from SHS and this will be widely publicised in the press. | |
| <p>Safeguarding: 2 CP cases Clusters are being collapsed. SHS decided to withdraw from the Cluster and took out monies owed. This will be pooled with STHS's monies to enable a commitment to CPP (accessing Educational Psychologist, exams' special consideration assessments, etc). Governors asked about posts that have been funded by Cluster funding; AR said that the school is committed to retaining the PSA. Governors asked how many hours CPP will provide; AR informed the meeting that he has liaised with Trust SENCo around the Service Level Agreement. The package is extensive. Governors asked if there is a potential for the Trust Primary Schools to form a "Trust Cluster"; AR said that this is something for further discussion. 8th June: GP will meet with Jayne Melhuish.</p> | |

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

| | ACTIONS |
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| Pathway 2 offer is positive. | |

10. SIDP – Andrew Richardson

| | ACTIONS |
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| Focus on attendance continues. | |
| Trustees approved a roll in the main school; targeting students early to promote VI Form. The teacher who has taken on this responsibility has a great relationship with the students and is able to encourage their aspirations. | |
| Just Sheringham: AR spoke with the local publication regarding aspirations and educating students through a broad curriculum. | |

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| Challenge in lessons: marking trawls have happened. New Schemes of Work have been adjusted and are being worked through. | |
| SEND: Students with special needs are being better served through the Trust SENCo. Governors asked if the Trust SENCo could report to the LGB here; AR will invite him to the next meeting. | AR |
| Online testing for reading and comprehension has ceased; costs were high and have been replaced with paper based tests now. AR feels these are better diagnostically too. | |
| Options: Drama and Music applications are high (Y8 into Y9). Governors asked about offering these in VI Form. AR said that this can be reviewed down the line. Business is a subject that will benefit from having 3 year study. | |
| LSU: working well. | |
| Performance Management: these start next month. | |
| ICT and Site improvement: CIF bid for refurbishing science labs is being appealed because it was very close to threshold. Other bid also close, therefore appeal submitted. | |

11. Careers – Andrew Richardson

| <i>The Gatsby Benchmarks, from Understanding the Role of the Careers Leader (tabled)</i> | ACTIONS |
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| AR informed the meeting that there is a lot of focus on Careers going forward, with a programme beginning at Y7. AR said the response to this should be cautious, and a job description incorporating changes should be considered. An additional SMSC day may be added next year to partly satisfy this area. Governors asked if there is still only one statutory requirement; AR said that this is guidance but the strategy should be followed. Governors felt that a lot of items on the list are already happening; AR agreed that they will need formalising. | |

12. Matters Arising from the Minutes of 6th March 2018

Caravan Letting charge review

Policy tasks

| | ACTIONS |
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| Police delivered workshops. | |
| Clerk forwarded the master sheet for policies to Jayne Melhuish. | |
| Policies coming to NNAT in June: Exclusion, e-Safety. | |
| Educational Visits Policy: this has been reviewed by staff at STHS and come back to SHS. Inserting prescriptive student/staff ratios was raised and wording has been negotiated. This will now go to Board for approval in June. | |
| Doors to VI Form: ongoing issue. The handles are still in situ. AR said that this in hand. | |
| Teaching School: currently on hold due to restructure. Further research into the offer, raised training issues for the phases. | |
| The Patch: Business Manager is chasing up Charitable Status. | |

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| <p>Caravan Letting charge review: The Governors discussed the charge against what the site offers, compared to other providers. A charge of £12.00 was put forward for next year, with a £2.00 reduction if toilet facilities are not included.</p> <p>£12.00 per van, per night with full facilities + VAT</p> <p>GOVERNORS AGREED</p> <p>AR will check with the Business Manager, if a reduction can be offered.</p> | AR |
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13. AOB

| | ACTIONS |
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| <p>Smoking Policy: Parent approached CH regarding the absence of a Smoking Policy (students smoking on site). AR said the site is a no-smoking site; some students will push boundaries. CH asked about staff enforcing the rules; AR explained the measures that are taken. He assured the Governors that if staff see smoking they challenge it. The use of vapes is also banned. Staff do regularly check toilets. Next academic year will see a review of how break times are monitored due to staff changes; this may see "out of bounds" areas increase.</p> | |
| <p>Student Support: IS spoke about whether the local churches can work with the school on a mentoring programme to supplement what is offered in school. Churches working together can access funding, which could train a team of volunteer mentors. IS hopes to meet with Jayne Melhuish to discuss this further.</p> | |
| <p>Soul Space: w/c 3rd July, CT invited Governors to come along during the day. Induction evening is 4th July.</p> | |
| <p>Counselling: The school has sent their best wishes to the school counsellor.</p> | |
| <p>Parentmail: KY and CH both praised the improvements to communications via Parentmail, in terms of quality and content. GP asked this to be passed on to Linda Melton.</p> | AR |

14. Date of next meeting 3rd July at 18:00

There being no further business, the Chair closed the meeting at 20:13.