

Sheringham High School

FULL GOVERNING BODY

Tuesday 6th March, 18:00 in Room 52, Sheringham VI Form

PRESENT		ATTENDING	
Christine Candlish – Chair	CC	Natasha Allen – Clerk	NA
Penny Bevan Jones	PBJ	Jo Knowlden – CFO	JK
John Hannington	JH	Jayne Melhuish - DHT	JM
Andrew Richardson	AR		
Ian Savory	IS		
Becky Shepherd	BS		
Alex Steward	AS		
Constance Tyce	CT		
John Wollocombe	JW		
Kate Yarbo	KY		

CHALLENGES ACTIONS DECISIONS

ACRONYMS: Sheringham High School (SHS), Antingham & Southrepps Primary School (A&SP); Stalham High School (STHS); Gresham Village Primary School (GVS); North Norfolk Academy Trust (NNAT), Single Central Record (SCR), SIDP (School Improvement and Development Plan); CFO (Chief Finance Officer); DHT (Deputy Head Teacher); ESFA (Education and Skills Funding Agency); MAT (Multi-Academy Trust); DSL (Designated Safeguarding Lead)

1. Welcome and apologies for absence

	ACTION
CC welcomed IS, new Community Governor, and introductions were made.	
Apologies were received and accepted from Gill Pegg and Clive Hedges.	

2. Declarations of pecuniary interest

	ACTION
None.	

3. Minutes: Full Governing Body, 12th December 2017 - approval

	ACTION
The minutes were signed as a true and accurate record by the Chair.	

4. NNAT update – Christine Candlish

	ACTION
NNAT are in a period of consultation with staff (ends 14 th March). Trustees are then meeting to finalise their decisions (23 rd March).	

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

5. Finance update – Jo Knowlden

Budget Monitoring Report – tabled	ACTION
<p>For the benefit of new members, JK explained how monies are received and how the budget is put together ahead of this (forecasting). An explanation of the format of the monitoring report was also provided.</p> <p>By the end of July, a 3 year budget for individual schools and the MAT has to be sent to the ESFA; there has been no explanation provided about why Academy Trust's have been asked for this information or what the outcome will be. Governors expressed their dismay regarding the large amount of work this will generate. JK offered her point of view on why this information has been asked for.</p> <p>JK provided the monitoring report and highlighted items of interest for the Governors:</p> <ul style="list-style-type: none"> • Some additional Pupil Premium and Y7 Catch-Up money is expected. IS asked if this is due to an increase in students with additional needs; JK explained that the money is staggered (different financial year end dates), so occasionally there is funding due which has not been received. • Minibus Contributions; budget reduced to £500, following less use. JK is asking site staff to check how often it is used; there may be an opportunity to hire it out. • Contract Supply Teaching; retained layer of Staff Absence Insurance is held here and the school is doing well so far this year (reduced to just £9K). The retained layer (unused) is returned and JK is hopeful there will be a reduction to the premium next time. AR also said that the staff team have been very cooperative in stepping up and filling in where needed. JK said the budget certainly reflects this. • Electricity; currently used 16% of budget due largely to the LED lighting. The loan for the LED lighting is being repaid and after 8 years any savings made can be retained by the school. JK is hopeful that the solar panels will also provide a payment (Schools Collective). IS asked if monies are paid to individual schools or to a Trust central pot; JK clarified how this is apportioned. • Departmental budgets; new finance system was introduced for Department Heads to raise orders; some teething problems, but departments on track with their budgets. 	

<ul style="list-style-type: none"> 16-19 Bursary; the amount expected next year will be much lower, therefore some of this year's budget will be carried over. <p>JK said that the final figure on the budget does not take into account the proposed changes, which are yet to be discussed by the Trustees.</p> <p>PBJ thanked JK for her comprehensive report.</p>	
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6. Safeguarding – Jayne Melhuish

<i>Report to Governors – taken as read</i>	ACTION
<p>DSL courses are over-subscribed and AR is due to take one. Safeguarding training is delivered to new staff before they start and to the whole staff team on the first INSET day in September. Staff are also updated on students where there may be cause for concern; this occurs on a regular basis.</p> <p>JM summarised her role as DSL and that of alternate DSL.</p> <p>JW asked about the list of policies. JM will cross reference with the Master Sheet of Policies. NA TO FORWARD POLICIES MASTER SHEET</p> <p>In terms of Administering Medicines; JM said that there are courses that are required (diabetes, epi-pen and asthma training), and these must be delivered via the school. JM said there will need to be a meeting to look at this further and get staff appropriately trained before this is signed off.</p> <p>E-Safety; JM spoke about the impact of inappropriate use of social media on school life and how the Student Managers deal with it.</p> <p>Prevent Duty; this was delivered again in September.</p> <p>SMSC; JM said that students engage well with the presentations however, what is offered via outside agencies is reducing due to cuts to their services. JM said that PC Ian Smith will deliver 4 workshops.</p> <p>Ofsted; during their visit, the HMI Inspector undertook a thorough inspection of files, confirming that effective systems are in place.</p> <p>JM provided Governors with updated figures for referrals, and to changes to services which are accessible to students. JM expressed her continued disappointment regarding the lack of support for some families from external agencies, however, the school is doing all it can. JM is meeting with Norman Lamb MP. AR and JM met with the new lead for the MASH team, and shared their frustrations.</p>	NA

<p>Attendance team work hard to follow up on absences. JM praised the work of the Student Managers and Counsellors, the support they provide to students in need is invaluable.</p> <p>Governors expressed their sadness that there doesn't seem to be any improvement to external services. JM said that the location of the school puts some students at a disadvantage compared to those who live in Norwich (access to walk-in services); CAMHS waiting list is incredibly long. IS said that there is a program delivered by Catton Grove which is being rolled out to other schools and might be worth tapping into. JM praised the work done by The Lighthouse locally. KY said that CAMHS is out to tender, therefore there may be changes in the next year. IS said that groups of churches appoint Parish Nurses, and there may well be one in this area that could be accessed. JM said that the cessation of 1:1 appointments between the Nurses and students is a great loss. IS said that the Salvation Army may also have resources. JM said that the school often fails to meet "criteria" to access services due to low FSM figures.</p> <p>Governors thanked JM for her report.</p>	
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7. Policies for Review:

Review charge for Lettings – discussion	ACTION
<p>Following conversations between the Board and staff, the LGB were asked to review the charges for lettings. These were last looked at in 2016. From September 2016, charges were increased. There is consensus that the charges for caravans should be higher; comparisons with other local sites and their amenities was discussed. Current charge is £8.50 per caravan per night. Governors asked what facilities the users can access here; JK clarified: toilets and showers in changing rooms. JW was of the view that the school should look to increase revenues where they can. JK will do further research; CC suggested that Trustee, Marc Goodliffe, liaises with JK on this. Governors asked how the school insures any damage done by caravan users; JK explained how this works. JK will report back in May and to enable a decision to be taken by the LGB.</p> <p>JK TO REVIEW CHARGES FOR CARAVAN LETS IN CONJUNCTION WITH MARC GOODLIFFE.</p> <p>NA AGENDA ITEM FOR MAY.</p>	<p>JK/MG</p> <p>NA</p>
<p>Uniform Policy</p>	
<p>Amend – only burgundy hoodies.</p> <p>Tailored shorts – JM said that Stephenson's could not source any. If they can't be standardised then they should not be allowed. Governors agreed that shorts should be standardised and alternative sources will be investigated.</p>	

Educational Visits	
<p>RS said that aside from terror threats (which have been discussed with staff undertaking trips) the policy remains largely unchanged and is reviewed in line with County guidelines.</p> <p>The policy needs to be tweaked to include information on Evolve (used by STHS), and to add the GVS logo.</p> <p>EMAIL LEAD AT STHS FOR ADDITIONAL INFORMATION.</p> <p>POLICY TO GO TO BOARD FOR APPROVAL (FUTURE AGENDA ITEM)</p> <p>NA TO EMAIL HOS AT AS&P AND GVS RE PRIMARY POLICY</p>	NA

8. Head Teacher's Report – Andrew Richardson

Report and supporting documents – taken as read	ACTION
Numbers on roll; several new students are joining, so there will be an increase to the figures in the report.	
Exclusions; managing students well using new exclusion room.	
Attendance; good at the moment, just shy of the 96% aim. Assemblies and conversations with students continue to promote the importance of attendance.	
Staffing; 2 teachers leaving, 1 support staff contract ending, 1 teacher leaving in Sept, 2 teachers leaving for maternity.	
Community and parent connections; AR encouraged Governors to review forthcoming dates of events and asked for volunteers to attend Y9 Parents Evening 22 nd March (CT said she will attend), Y8 Information Evening 3 rd May to talk to parents about Options (different presentation times offered throughout the evening). Parents can book via Parentmail (piloting for Y9).	
CPD; cap put on spending, however, some courses were already committed to and necessary for particular GCSE specifications.	
VI Form; applications continue to come in and look promising. Projected numbers will take roll above 103. A breakdown of subjects was provided, with social sciences attracting the most applicants. KY asked about the future of the VI Form; AR said that several tools have been used to promote the school both internally and externally. There has been more proactivity and marketing will become even more aggressive. JW asked about the drop in applications from NWHS compared to last year; AR was of the opinion that the uncertainty at Paston last year had an impact on choice. JW asked if the projected student figures correlate with what is being budgeted for. AR said that the conversion rate last year was 45%, however should be much higher this year as a larger proportion of Y11 students have not applied elsewhere. CC thought that the figures should be more cautious given budget constraints. AR said that savings made allow for some room for manoeuvre in the budget. KY said that engaging those students who have applied is key to retention, especially those in Y11. AR said that Y10s will be targeted heavily in June and July this year. KY asked how the students are supported to follow their chosen path, particularly	

<p>recognising their aspirations; JM explained how the Y10 and Y11 students have 1:1 meetings with Tash Drury, regarding their future plans; in addition to this there are mock job interviews, careers interviews and Futures Days. CT said that the school needs to be aware of the ambitions of its students.</p> <p>AR informed the Governors about the success of the VI Form students' applications to Russell Group Universities and Oxbridge.</p> <p>Attendance continues to be a focus.</p> <p>Results; predicting 100% A-E for all students.</p> <p>AR read through the innovations in VI Form since Dec 2017.</p>	
<p>GCSE predictions; AR explained the figures (Value Added) for each grouping of students. The cohort has lower attainment than last year which affects some figures positively in terms of entry numbers and grading changes. JW asked about those students who have reduced from 8 GCSEs to 7; AR said that they have supervised study periods and additional Maths and English are diverted to their sessions. AR explained that the school continues to be committed to entering as many students to EBacc as possible. AR spoke about the high use of GCSE Pod by Y11s and also shared the Revision booklet. CC asked if the school can tell what the students are doing on GCSE Pod; JM confirmed.</p>	

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

	ACTION
<p>Adjustments; reduction to number of sets which has the potential to reduce the ability to support students as well as increasing the number in classes. The school has reviewed this decision carefully.</p> <p>AR explained the forthcoming cycle of choosing Options KS5; some subjects being delivered to both Y12 and Y13. IS asked if the lack of commitment from Y12 to continue to Y13 is unusual in certain subjects; AR said that French, German and Drama will not be available.</p>	

10. SIDP – Andrew Richardson

	ACTION
<p>Tougher stance on fining is being supported by the local Primary School.</p>	
<p>Attendance is key foci. Rewarding students with the best attendance appears to be having an impact. Half termly review undertaken. There is a helpline for schools for attendance issues. KY asked if the breakfast club was successful; AR said that only 2 students attended and it ran for about 8 weeks. JM said that after "exam breakfasts" the school will try the scheme again, having hopefully built up some momentum.</p>	
<p>VI Form – new signage outside school and on side of building is being installed in May. VI Form performance tracking, cross curricular data, assemblies, taster days continue. The VI Form students will be</p>	

undertaking a questionnaire on The Canopy. Lots of students have taken advantage of the 16-19 Bursary Award for visits to universities.	
Lesson observation (challenge in lessons) will resume following the snow days, in VI Form and main school. CC asked if the grading of lessons needs to be reviewed. AR said that this can be done after the round of observations is finished, alongside a review of how the non-graded lesson observations at STHS were received.	
SEND; Trust SENCO, Lee McMahon, has observed students in lessons, and met with parents. Lexia (literacy intervention) and Numicon (maths intervention) are being used. There has been training and support for working with children with autism.	
Department data tracking; Deputy Head, Dawn Hollidge, is closely monitoring this.	
Performance management; happening regularly through the SLT.	
CIF bids have been made and the school will update Governors on successes.	

11. Matters Arising from the Minutes of 12th December 2017

	ACTION
Doors: AR said this is being done next week.	
The Patch: Pat Duggan has finished the application for charity status. Woodfields and Sheringham Primary have made their payments. The bid is a strong one and AR is confident charity status will be awarded. AR said that in the Spring, work on The Patch will get underway.	
Teaching School Status: applications open in March. AR met with Director who supports the application. AR has also consulted with DFE. He has been advised to focus on a regional theme. CT asked if it is possible to team up with another local teaching school; AR explained how the process works and ideally the school becomes a hub for training. AR said the school has a strong reputation for initial teacher training and this could be considered.	
All other matters dealt with.	
Redactions were considered. No redactions were made.	

12. AOB

	ACTION
None.	

13. Date of next meeting to be agreed (move to later in May) at 18:00

	ACTION
The Governors agreed to meet on 22 nd May.	

There being no further business the meeting was closed at 20:10