

Sheringham High School

LOCAL GOVERNING BODY

Wednesday 5th December 2018, 18:00 in Room 52

PRESENT

Christine Candlish – Chair	CC
Penny Bevan Jones	PBJ
John Hannington	JH
Clive Hedges	CH
Gill Pegg	GP
Andrew Richardson	AR
Ian Savory	IS
Rebecca Shepherd	RS
Alex Steward	AS
Constance Tyce	CT
John Wollocombe	JW
Kate Yarbo	KY

ATTENDING

Natasha Allen – Clerk	NA
Ben Phillips – Senior Teacher	BP

ACTIONS

Challenges

DECISIONS

1. WELCOME AND APOLOGIES FOR ABSENCE

	ACTIONS
CC welcomed the Governors. There were no apologies. Introduction to Ben Phillips, Senior Teacher.	

2. ELECTION OF OFFICERS

- Vice Chair (conducted by the Chair)

	ACTIONS
GP is standing down. GP informed the Governors about the role of the Vice Chair and the support that is available in terms of training. The role is less onerous than it previously was, because the Trust Board deals with more tasks than before. CC asked for volunteers. CH said that he did not feel confident enough at present, given the length of time he has been a Governor. JH said he would take it under consideration.	

3. DECLARATIONS OF PECUNIARY INTEREST – (and completion of outstanding forms 2018)

	ACTIONS
There were no declarations. Clerk to forward forms to those who have yet to complete them for this academic year.	NA

4. MAIN SCHOOL TO VI FORM – BEN PHILLIPS

<i>Document: Senior Teacher – Action Plan (tabled)</i>	ACTIONS
BP informed the Governors that he has worked for 14 years at SHS, he progressed from being history teacher to the head of history for last 12	

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years, before taking on the new role. BP is still teaching history in VI Form. BP said he is enjoying the challenge of the Senior Teacher role. The brief was to boost numbers transferring to VI Form. Focusing on internal students this year; targeting years 9 through to 11.

BP informed the Governors of his responsibilities and how the role is developing.

- Mentoring programme has evolved; now a weekly session rather than termly. Students complete a reflective journal every third Monday, in order to develop their revision skills.

CC asked: what is space learning? BP explained that these are 20 minute revision sessions on a topic, a burst of information that is revisited another day. BP will forward the strategy to AR to circulate to Governors.

- Learning Board and Learning Group provides BP with information on students which enables him to work with them on specific issues.
- Assemblies inform students about VI Form: guidance, support and strategies, to take place in the Common Room to aid the students to feel that this is their VI Form.
- The Scholarship Group is fostering students' aspiration to go on to further education, through academia and debate. There is also a debate club every other Thursday for VI Form students.
- Raising the perception of the importance of the role of Prefect, instilling a sense of professionalism. The role can progress to Student Ambassador for the VI Form. KY asked when interviews and appointments made; BP said that it is usually May. KY suggested bringing it forward so that the outgoing Prefects are here to handover to the new cohort. BP agreed that this is a good idea. IS asked how many Prefects there are; BP responded that there are approximately 24. GP asked about joining the role of Head Boy and Head Girl to the VI Form; BP said that the students see the institutions as two separate entities and the progression to Ambassador will still have to have proved themselves as Prefects. BP said that there are currently four Ambassadors (Y13); KY suggested having Deputy Ambassadors in Y12, coached by the Y13. IS asked if the whole purpose of The Scholarship Group is to recruit to VI Form; BP said it is to focus gifted and talented students in pursuing academia. Initially students are invited to join. Sessions are open to others and students are encouraged to attend.

BP said that his longevity at the school has worked in his favour, in terms of being well known to the students; student-teacher relationships are often cited as a reason that students decide to go to VI Form here. Links to NQTs and trainee teachers, who have recently

BP/AR

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experienced university, provide valuable advice. GP asked if Y10s still visit UEA; BP said that this is still the case.

BP spoke about some of the students who have visited Reepham. Although the VI Form is unable to compete with the facilities, BP is proactive in liaising with those who are keen to attend elsewhere. CC said that the locality of the VI Form, avoiding long journey times, is a draw. KY said that, selling the VI Form as inclusive of all, is key for its perception in the community.

There are a number of Y11 students who have expressed an interest in politics. BP has reviewed the EdExcel course and it is interesting. BP said he wants to ensure that the Trust remains aware of what is being offered elsewhere and which subjects students express an interest in, to enable the VI Form to be adaptable in its offer in order to compete. BP summarised, that the clear message given to students is to stay with VI Form for the excellent resources, teaching, learning and support. AR added that the VI Form needs to be cautious about offering "fashionable" subjects; but ensure that social sciences are delivered to the highest standard.

GP asked about predicted numbers for VI Form; currently 46. Comparitively the figures are only 2 less than last year. BP is being proactive in encouraging students to complete their applications. KY asked if the forms can be sent via Parentmail; BP agreed that this can be done. IS asked about in-year transfers; BP reported that 5 students have returned to VI Form from Notre Dame and Paston. BP is positively utilising their feedback on why they decided not to continue with their courses elsewhere.

The Governors thanked BP for his presentation.

5. MINUTES OF MEETING OF 19TH SEPTEMBER AND 17TH OCTOBER 2018

	ACTIONS
Both sets of minutes were signed as a true and accurate record of the meetings.	

6. NNAT UPDATE – CHRISTINE CANDLISH

	ACTIONS
Annual audit of accounts have been completed by Lovewell Blake. Members meeting occurred last week and accounts were signed off. The auditors were happy with how the Trust is managing its finances. NA to ask SB for audit report and trustees report to circulate to all trust school governors.	NA

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<p>Schemes of Delegation have been reviewed for Trust schools and these were approved this evening at an earlier meeting. NA to circulate to all Trust school governors.</p>	NA
<p>New nursery at ASP has been successful in achieving its target of 11 children; and there is another joining in January. The Trust hope that the nursery children will be retained by the main school. PBJ asked about transition for Y6 ASP students to High School. CC explained that their natural feeder is North Walsham.</p>	
<p>Broadband provision for the Trust Schools; the Trustees approved the tender this evening, within budget, and the contract should go live in April.</p>	
<p>GDPR Policy was approved this evening. NA to circulate to Governors once its updated.</p>	NA
<p>ICO will be coming in January 2019 to do a review and provide advice on improving how information is stored. The Governors discussed how the ICO will view information that is displayed in staff rooms, and CC informed the Governors how this has been debated at length by the Trustees.</p>	

7. HEAD TEACHER'S REPORT INCLUDING UPDATED VA FIGURES – ANDREW RICHARDSON

	ACTIONS
<p>Student numbers: PAN 134 Y8 is a small year group (only four teaching groups as opposed to five in all other year groups). From February, consideration will be given on what options can be offered and AR will keep Governors updated. Add curriculum model next agenda. Possibility of starting 4 A-level subjects on reduced contact time (from 10 to 8 sessions). There are certainly students who are capable of undertaking 4. GP asked whether there are many students who would want to take 4; CC added that it is considered, by further education settings, that doing 3 A-Levels to a high standard is better than doing 4. The Trust will have to take future, larger year groups into consideration in terms of what can be offered. Exclusions; no permanent exclusions in the first half term. This term, two have been ratified and one is pending. AR said that they met the threshold for exclusion; CC concurred that the cases have been clear and the safety of the other students is paramount. Fair Access Protocol was shared with the Governors, aimed at supporting students who are subject to permanent exclusions. Appendix A shows the schools which are part of the initiative.</p>	NA

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<p>Attendance: Y10 is poor in comparison with the rest of the school. There has been a lot of illness. The last few pages of the SIDP show the interventions that are being applied for those with low attendance. Summer results: FFT information came through in November, and AR talked through the subjects, and groups of subjects (EBacc, Progress 8) which are significantly above National Average. CC checked Governors understanding of the acronyms. The negative column is a lot shorter and these areas are being addressed as part of the SIDP. RS spoke about the PE results and feels that they reflect a shift in the course, with a higher proportion of academic requirement as opposed to practical. RS reassured Governors, that although the staff were disappointed, they are committed and striving for excellence. Staffing update was provided; leavers and new recruits. Maths, Computing, ICT, Business and PE departmental reviews have taken place so far. Child Development and Sociology will be done after Christmas. The Governors want to meet with the Heads of Department; Maths to be invited in first. AR invited Governors along to forthcoming events. KY said that Governors need to be more visible at parents evenings; ensure lanyards are collected from reception. Governors informed AR of their availability. CT added that there is a concert at the church this weekend, a collaboration between the High School and the Primary School. KY feedback about the English GCSE being put off until next year; parents wondering if the predictions had not been right and asked about the rationale behind the decision; AR said that the staff had made a decision based on progress (between September and November) that they should not sit the English in May 2019. KY questioned whether this was a late decision. AR and AS clarified that the texts and bulk of work for the exam don't start until this September. Over the past five years, Y10s have done their GCSE English a year early, either literature or language depending on the cohorts' maturation. The staff have considered that this particular cohort of Y10 would not have a positive experience given their ability and the increasing grade mark boundaries. It is not a decision that has been taken lightly.</p>	
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8. SAFEGUARDING - GILL PEGG

	ACTIONS
Meeting with Jayne Melhuish was postponed due to illness. GP will reschedule and circulate any action points to Governors.	GP/NA

9. SIDP – ANDREW RICHARDSON

	ACTIONS
Taken as read and AR highlighted the focii.	

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10. GOVERNANCE STRUCTURE AT TRUST HIGH SCHOOLS

	ACTIONS
<p>CC informed the Governors of the current situation at Stalham High School and that Trustees have been governing since the LGB was dissolved over two years ago. The Trustees have been considering how to progress this since the school received a Good Ofsted report:</p> <ul style="list-style-type: none"> • Establish a new LGB or • Establish a joint LGB for the High Schools, with new parent members from Stalham. <p>CC asked for governors views on the proposal for the second option. AS: Disadvantages travel cost CH: Feels that Stalham should have their own LGB PJB: Can the Trust not support a new LGB; this previously hadn't worked but may have reflected the situation at the school at the time. RS: would there be things that weren't relevant, e.g. VI Form; GP there are a lot of things that do overlap. KY: suggested a year of working together to help establish their own LGB. CC asked Governors to email any further ideas they have.</p>	

11. MATTERS ARISING FROM THE MINUTES OF 19TH SEPTEMBER AND 17TH OCTOBER 2018

19 th September	ACTIONS
RS spoke with AR about Governors coming in and staff are still keen for this to happen after departmental reviews are completed. CH attended Governance Now and would like to see a monitoring programme set up. AR will look at some dates.	AR
<i>Constance Tyce left the meeting at 19:55</i>	
<i>Penny Bevan Jones left the meeting at 19:57</i>	
Scott Lyons – social media training for staff. GP to raise with JM.	GP
AR – no supplier found for shorts yet. Hoodie issues are resolved.	
Letting costings are clearer and this needs to be properly reviewed and on a future agenda (covering both High Schools).	
All other matters dealt with.	
17 th October	
Pay Review Committee and Pay Appeal Committee membership. GP and JW explained the role of the committees; IS will join the Appeal Committee and KY will join the Pay Review Committee JH, JW and CH on a rotating basis.	

12. AOB

- TRAINING – UPDATE FOR THE CLERK

	ACTIONS
CH attended Governance Now 20 th November.	

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CH, JH and IS attended Trust-wide Safeguarding training on 18 th September. KY Effective Governance (3 modules, 2 modules completed).	
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13. DATE OF NEXT MEETING 6TH MARCH 2019

There being no further business, the meeting was closed by the Chair at 20:05.

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