

Sheringham High School

LOCAL GOVERNING BODY

Wednesday, 6th March 2019, 18:00 in Room 52

PRESENT		ATTENDING	
Christine Candlish – Chair	CC	Sally Boardman – Chief Financial Officer	SB
Penny Bevan Jones	PBJ	Natasha Allen – Clerk	NA
Clive Hedges	CH		
Gill Pegg	GP	ACTIONS	
Andrew Richardson	AR	DECISIONS	
Rebecca Shepherd	RS	Challenges	
Alex Steward	AS		
Constance Tyce	CT		
John Wollocombe	JW		

1. WELCOME AND APOLOGIES FOR ABSENCE

	ACTIONS
Apologies were received and accepted from John Hannyngton and Ian Savory. Kate Yarbo was absent.	

2. ELECTION OF OFFICERS

- Vice Chair (conducted by the Chair)

	ACTIONS
CC informed the meeting that John Hannyngton has put himself forward for the role; this was seconded by CT, with the full support of the LGB.	

3. DECLARATIONS OF PECUNIARY INTEREST

	ACTIONS
None. Clerk to update on website.	NA

4. MINUTES OF MEETING OF 5TH DECEMBER 2018

	ACTIONS
Chair signed as a true and accurate record.	

5. BUDGET MONITORING REPORT – SALLY BOARDMAN, CHIEF FINANCIAL OFFICER

	ACTIONS
Governors were provided with reports. SB highlighted the key points: Staffing; overspend, however the budget is being revised. Part-time food tech teacher left, a full time post replaced this to cover both food and other subjects internally where there is absence; this has offset external cover costs. Teachers pay grant has had an impact. Support staff sickness has resulted in overspend. TPS had been budgeted for, however in September, there will be an increase. There was a provision	

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<p>for redundancies which took place on August 31st, which was last year, but this is not a recurring item.</p> <p>Water bills had been previously estimated and an actual reading has resulted in the high figure detailed on the budget.</p> <p>Reprographics is overbudget and this is on the agenda for line managers. Staff are being encouraged to use electronic copies rather than hard copies. The RISO copier is being favoured by staff because it is much quicker than the new printers(available around the site), however, this is also more expensive.</p> <p>Governors asked about pupil premium. SB said she is working with Lee McMahon, Trust SENCo, regarding what can and can't be regarded as qualifying for "pupil premium" as opposed to SEND. AR said there are some incongruances between SHS and STHS, in terms of how things are being reported/funded, therefore this needs to be addressed.</p> <p>Governors asked for a detailed Pupil Premium report to come to the next LGB.</p> <p>Governors asked if there are any concerns regarding how the budget is currently looking. SB said that she doesn't have any immediate concerns, but is reviewing services provided to other schools to ensure parity and transparency. Having checked line by line, SB said that there is no frivolous spending.</p> <p>Governors asked if insurance can be used to mitigate the costs of current long-term absence. AR and SB said that they don't expect to reach the excess threshold. Governors suggested reviewing the absence insurance to ensure it is meeting the needs of the Trust.</p> <p>Governors asked if they could see a three year budget; SB said that she is focusing on the current year for all four schools. Once SB has dealt with outturn, then forecasts can be made.</p> <p>Governors thanked Sally for her report.</p> <p><i>Sally Boardman left the meeting at 18:33</i></p>	AR/NA
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6. NNAT UPDATE – CHRISTINE CANDLISH

	ACTIONS
<p>Cromer Junior School have decided to join the Trust and due diligence is underway. 1st July is the transfer date. Lovewell Blake, auditors, are assisting SB and Marc Goodliffe (Executive Primary Head) with the process. Three consultation meetings were held; one with staff (well attended) and two with parents (only 9 attendees). Parents questions centred around SEND, school day times, any changes the Trust might make. There was nothing negative that came out of any of the consultations.</p>	
<p>Nursery at ASP; currently 11 on the books therefore the nursery is in profit and this will have improve entry numbers for YR.</p>	
<p>ESFA received a parental complaint from STHS regarding safeguarding. ESFA were satisfied that the Trust follows their policy and procedures and have closed the case.</p>	

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7. ICO AUDIT – CHRISTINE CANDLISH

	ACTIONS
In January all the Trust schools were visited regarding compliance with new GDPR regulations (the Trust requested the visit); looking at training and awareness, and governance. ICO representatives spoke to staff at all Trust schools and to CC and GP with regards to governance. An action list has been drawn up, following amber gradings for both areas. The result of this will mean that the Trust is compliant. CC will send to Clerk for circulation.	CC/NA

GDPR

8. HEAD TEACHER'S REPORT – ANDREW RICHARDSON

	ACTIONS
130 admissions for Y7, to date. Governors discussed the appeal process, which is to be published on the website. Governors have had access to the procedures via Governor Hub.	
Exclusions; no further permanent.	
Attendance; Y10 continues to be lower than other year groups.	
Predictions; following the mocks, forecasted grades look encouraging. VA of 0.35+ overall. AR is hopeful that the gap will close between advantaged and disadvantaged.	
VI Form: AR is looking to recruit new Psychology teacher to deliver the A Level, as there are 31 applicants for this subject. Ramin Keshavarz, Head of V1th, prepared a thorough breakdown of student numbers and subject up-take. Governors thanked him for the report. Student and Parent Survey; completed at VI Form parents evening. Attendance wasn't high, but feedback was positive, with small class sizes sighted as a draw for VI Form. 73 applications for next year; Governors asked if Ben Philips' (Senior Teacher) retention initiative, has played a part in the high number of retentions; AR said that he thinks he has had a positive impact.	
Staffing; Governors noted that an IT team member is moving on, AR is getting an agency to recruit for this post. Staff Governors said they are sorry to lose him.	
Departmental Reviews; Governors asked to see these. AR to circulate completed departmental reviews. Head of Maths to be invited to the next meeting.	AR

9. CURRICULUM MODEL 2019/20 – ANDREW RICHARDSON

	ACTIONS
ICT in Y7 is not going to be available. STEM club offers coding, etc. Computing will not be available until GCSE level. Photography is going to be in Pathway 2 under MFL. AR informed the Governors that photographers from the school have recently won national awards. Governors asked if students are expected to provide their own cameras; AR said that the department has purchased ten cameras.	

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AR said that the school's previous supplier of wood for tech, has ceased trading. Governors suggested asking parents for timber, via a letter.	AR
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10. SAFEGUARDING - GILL PEGG

	ACTIONS
<ul style="list-style-type: none"> Counselling Report <p>Taken as read. Governors recognised that the same issues have come up. Governors expressed concerns about the attendance of external counsellors (once per week); Staff Governors reassured those present that there are many other internal support staff who are on hand for students in need. Governors acknowledged that there is limited help for students and their families outside the school setting. AR said that both Trust High Schools have been directed by County Council to accept "managed move" students in the coming weeks, with high needs (TA requirement, reduced timetable, pastoral support). Governors asked if there will be recruitment to deal with GATSBY protocols; AR said yes, on an ad-hoc basis.</p>	
<p><i>Constance Tyce left the meeting at 19:17</i></p>	
<p>* Recruitment and Selection Policy; this will be referred to the Trust.</p>	
<p>Staff requiring training have been flagged up.</p>	
<p>E-Safety Policy to be renamed as Online Policy. Clerk to amend.</p>	NA
<p>Engaging outside agencies for SMSC week has been challenging.</p>	
<p>County Lines; AR informed the meeting that the County Lines team visited. He briefed the Governors on what is meant by County Lines. One of the polices' strategies to combat this is to visit schools and educate staff on what to be mindful of in terms of the presentation, behaviour and attendance of students. There are currently no County Lines issues at SHS, however child exploitation is on the radar.</p>	
<p>CEAIG Policy (Careers); Jayne Melhuish is working on this for the next meeting, at which she will also present her annual Safeguarding Report. Clerk, agenda items.</p>	NA
<p>SCR; GP met with Victoria Cornell, Head's PA; volunteers no longer at the school to be updated and former Trustees to be archived. One member of staff outstanding their annual safeguarding update. Since this meeting, all the above has been actioned.</p> <p>Advanced DBS checks need to be done for Members of the NNAT.</p>	

11. SIDP – ANDREW RICHARDSON

IT improvements are in the offing, and Trustees will review a report from the IT manager on Friday, including hardware, rolling programme of development, and improved anti-virus.	
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AS/SL19

12. POLICIES

	ACTIONS
<ul style="list-style-type: none"> • Admissions – GOVERNORS APPROVED THE APPEALS PROCESS 	
<ul style="list-style-type: none"> • Health and Safety Policy – Sheringham High School John Wollocombe is the designated H&S Governor. Governors suggested he access some training via Educator Solutions. 	
CLERK TO UPDATE POLICY WITH DESIGNATED GOVERNOR, UPLOAD TO WEBSITE	NA

13. Matters Arising from the Minutes of 5th December 2018

	ACTIONS
Clerk to send Audit Report, Scheme of Delegation.	
GDPR; this is being finalised on Friday and Clerk will circulate.	
SMSC 26 th April; CH will attend as part of monitoring role. RS also suggested that Governors are welcome to come along to sports fixtures.	
Scott Lyons social media safety; JM and LM are keen to get him in.	AR

14. AOB

	ACTIONS
<ul style="list-style-type: none"> • Training – update for the Clerk GP – Strategic leadership of a Trust. Very good so far and has drawn up several action points. 	
<ul style="list-style-type: none"> • Pen Portraits – outstanding RS, JH, PBJ The Chair asked Governors to send these directly to the Clerk. 	RS, PBJ
PBJ informed the meeting that North Norfolk County Council are organising a bike race (Tour of Britain), and would like to invite SHS students to spectate. AR to contact Wynn Nurse for further details.	AR
Pay Review Committee Meeting; Clerk to convene a meeting at SHS with the panel (w/c 18 th). Clerk will liaise with panel.	NA
JW has been approached by a charity offering sailing. JW will send details through to AR.	AR
PBJ asked if Walking Football could be done at SHS; AR said that she should contact Roy Stone.	PBJ
FOI requests regarding what the school pays for its utilities from other companies. FOI request from former STHS parent regarding fines for absent students across the Trust; in response to this AR has contacted County Attendance Team, who may be better able to deal with some of the questions.	

15. Date of next meeting 15th May 2019

There being no further business, the meeting was closed by the Chair at 19:59

