



STALHAM HIGH SCHOOL

MEETING OF TRUSTEES AND SENIOR LEADER(S)

WEDNESDAY 17TH JULY 2019 AT 17:00, ROOM 44, SHERINGHAM VI FORM

PRESENT

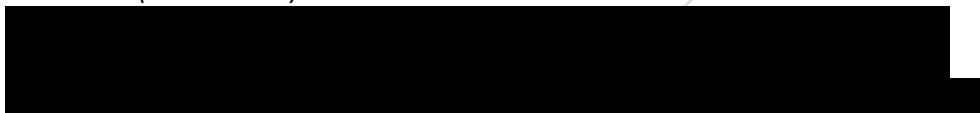
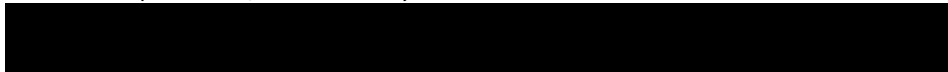
Christine Candlish – Chair CC
Julia Drury JD
Gill Pegg GP
Andrew Richardson AR
Constance Tyce CT
John Wollocombe JW

ATTENDING

Natasha Allen – Clerk NA
David Hicks – CFO DH

- 1. Welcome, apologies and declarations
- 2. Minutes of 5th June 2019 – accuracy

3. FINANCE – DAVID HICKS

Budget – taken as read – approval required	ACTIONS
<p><i>REDACTED (Commercial)</i></p>  <p>THE TRUSTEES APPROVED BUDGET</p> <p>Interviews will be taking place for Assistant Business Manager (Tuesday 23rd, in Stalham at 09:00). GP will attend. Interview for Student Manager vacancy at Sheringham High School (19th).</p> <p>Contracts were presented for signing in respect of taking place during summer holiday. CC and AR signed.</p> <p>DH is in touch with NNDC to get dual usage contract in place and is waiting to hear about the MUGA.</p> <p>Trustees asked about the catering contract and the latest quotations include CJS. Monthly profit/loss reports will be required going forward. KPIs will be in place in order to review service in a year’s time. Trustees asked if the “street food” model had been discussed as opposed to sit-down meals. DH confirmed that they are considering a “grab and go” menu.</p> <p><i>REDACTED (Personal/Commercial)</i></p> 	<p>“PRIMARY REVIEW” AGENDA ITEM FOR NNAT</p>

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

4. ANY OTHER BUSINESS

<i>Staff Appraisal and Capability Policy</i>	ACTIONS
<p>AR has produced a policy encompassing both phases (from Early Years/Primary to Secondary). This has been reviewed by the JCC and their changes have been applied. Trustees reviewed the policy, page by page, and suggested amendments were applied.</p> <p>TRUSTEES APPROVED THE POLICY</p>	
<i>Primary Websites</i>	
<p>CT raised the issue that ASP have with their website and that they are keen to get this updated prior to any visit from Ofsted. NA to email EH,</p>	
<i>Safeguarding</i>	
<p>SCRs across Trust need updating in line with GDPR. DSLs training to be recorded on each schools SCRs. Where do Central Team sit in terms of SCR? GP sought advice and was informed that MATs should keep a record that checks are carried out, and that each individual academy should have their own record. Central Team, Trustees and Members should have their own SCR. Trustees felt that this should be held at Sheringham.</p>	
<i>Clerking</i>	
<p>The Chair thanked NA for her work. NA will locate the job description and AR will contact CJS with regards to their Clerk.</p>	
<i>Goodbye to Julia and Christine</i>	
<p>GP thanked JD and CC on behalf of the Trust for all their work and wished them all the best for the future.</p>	

5. DATE OF THE NEXT MEETING: TBA

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