



Local Governing Body Meeting

Tuesday 20th May 2025 at 5pm

MINUTES

MEETING HELD IN THE LIBRARY

PRESENT

John Hannington – Chair	JH
Dawn Hollidge- Head of School	DH
Kate Davis	KD
John Perrem	JP
Alex Steward	AS
Rachel Welch	RW
Charlotte Lucas	CL
Martin Langsdon	ML

ATTENDING

Sarah Rankin – Clerk	SR
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Prior to the meeting, governors had the opportunity to visit The Patch and meet with Michelle and David, who are in charge. Governors were all highly impressed by the facility, its size and variety of choices for students - it was felt that all students could benefit from a visit. Michelle and David are to be congratulated for all their efforts in making it such a worthwhile part of the school.

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
JH welcomed Governors to the meeting. There were no apologies and no declarations.	

2. MINUTES OF THE MEETING OF 18th MARCH AND MATTERS ARISING

	ACTIONS
The minutes from the meeting of 18 th March were approved for accuracy.	
Matters arising: There were no matters arising not covered by the agenda.	

3. HEAD OF SCHOOL'S REPORT

	ACTIONS
Sheringham on a Page: Tabled at the meeting. The following was discussed: Data: DH reported that there has been little change regarding the data since the last meeting. Teacher predicted grades are either in line with P8 data or slightly higher. DH has	

SIGNED AS A TRUE AND ACCURATE RECORD BY THE CHAIRJohn Hannington.....1.7.25



observed a really good attitude from the Y11 students with revision sessions being well attended and groups of students revising regularly in the library. Some concern regarding maths after the mock results. Governors were reassured to hear that all students who were below target have been receiving interventions.	
Attendance: data reviewed. DH reported slow improvements in attendance. Regular meetings take place to monitor attendance and SR is carrying out home visits. Persistent absence discussed and Governors were informed that this equates to 90% attendance (the equivalent of one day off school a fortnight). It was noted that when students get into the habit of PA it is difficult to change. DH will be examining the attendance of incoming year 7 students to identify any attendance issues in order to offer support early on during their secondary school career. JP observed that in former times the Year 6 teacher would meet with the transition lead to discuss each child individually. Regrettably this useful exercise no longer takes place. Governors recognised the need to engage parents at an early stage at the high school. DH noted that various events take place but attendance can be low. Examinations: DH advised that there are three students on roll who will not be taking any GCSEs, six students who will only be taking English, maths and science and one student who is taking English and maths. Governors asked about exam attendance so far. This was confirmed as good, with just 2 students missing exams to date. DH advised that with exams in progress, the focus is now the year 10 students who will form the new scholarship group. Sixth form: Applications healthy at 118. DH reminded Governors that historically 70% of applicants confirm their places. DH confirmed that the final sixth form offer has the same number of subjects as last year (20), but with some new subjects. Governors were pleased that the school are now able to run courses for 7-8 students. Budget: DH reported on an improving picture for 24/25 with the deficit reducing due to cost savings. The budget for 25-26 is being worked on with department budgets being tightened. DH observed that an accurate projection for the deficit going forward is not yet clear due to funding and pay rises not yet finalised.	
Staffing: Noted that two science teachers have been appointed and one English teacher. Vacancies for psychology and criminology teacher and a kitchen manager are being advertised.	

4. SAFEGUARDING

	ACTIONS
The Chair reported on the recent meeting with BP as documented on the monitoring visit form. Attendance remains the key focus of the safeguarding team. DH reported on site security, with a new front door being installed with entry button. Governors asked whether the top gate on site gets locked during the day. This was confirmed, assuring Governors that there is no through thoroughfare during the day. Electric gates were looked at in the past for the front entrance but these were too costly.	

5. ALTERNATIVE PROVISION ASSESSMENT CENTRE UPDATE

	ACTIONS
The consultation document regarding the proposed SEMH SRB was discussed at length. DH advised that funding for the project in principle has been approved and that the Trust is	



examining the proposal and negotiating the final funding. It was noted that there are several details where the school has requested clarity. **Governors asked when work was scheduled to start if approved.** This was confirmed as the summer holidays with stage one being getting the new music centre and SEND base ready for the start of the academic year. **Governors asked how the SRB base would impact the staff at the school.** DH advised that this permanent centre would operate independently to the school and be self-contained and that therefore it should not have any impact on staff or the school. It was noted that the responsibility for these students sits with SHS but they remain on roll of their own school and do not join SHS roll. Students will be on site for a term for SEMH assessment with specialist staff. DH confirmed that the centre staff will be putting the curriculum together. **The curriculum was discussed and governors raised concerns over the practicalities of this given that students would not have access to the usual school facilities such as a DT workshop or science labs. Governors asked if the students would have access to the school's PE facilities.** DH advised that students could potentially have access to the tennis courts when not in use by the school. **Governors were concerned at the size of the building which they felt was very small for 10 students. Governors asked whether DH has been able to speak to schools with centres already up and running.** DH advised that this is a new strategy from NCC and that the only centre up and running is in Kings Lynn. It was noted that Stalham High has also been earmarked for an AP centre, and that DH was there today for discussions. DH will arrange a visit with AO. **Governors asked for clarity on the benefits to the school of the centre.** DH advised that the cost of the upgrades to the buildings would be covered by NCC which will lead to a much improved provision for the growing number of SEND students as well as providing a smaller but adapted for purpose space for music. In addition SHS will get access to the Centre although it was clarified that the school does not have an allocation of places but would need to apply via the usual channels. SHS will also receive an annual management fee which is currently being negotiated by the CFO. **Governors acknowledged the financial benefit to the school of getting the cost of a new SEND base funded by NCC, but were concerned that despite good intentions there may be an unanticipated impact on the school.**

Governors asked what the staffing picture is at the Centre. This was confirmed as one teacher and two TAs. **Governors raised concern over what happens if/when a member of staff is off sick. Governors asked for confirmation from NCC that staffing would be the responsibility of NCC and that school staff would not be asked to step in, given that there is no capacity for this.**

In summary, Governors had concerns over the size of the building particularly given the SEMH needs of the students concerned. Concerns were also raised regarding the curriculum that would be available to students and the possible impact to the school if there is staff sickness. Governors were encouraged to respond to the consultation document by the deadline of 6th June.



6. POSH

	ACTIONS
POSH (Parents of Sheringham High) was discussed. It was noted that this has not been in operation for several years now. The recently established PTA at Stalham High was discussed and the challenges in recruiting volunteers to help was acknowledged. It was agreed that a short article will be published on the Governor's page of the next edition of High Tide to try to drum up interest in reestablishing POSH.	

7. GOVERNANCE

	ACTIONS
Monitoring: Monitoring reports were received on careers, literacy and EPQ, mental health and wellbeing, safeguarding and Chair's meeting with the Head. KD reported on the excellent level of the EPQ noting how much the students' confidence has grown. The Sixth Form careers fair was flagged as a notable success which has grown significantly from last year thanks to BS advertising for potential employers via LinkedIn. Governors asked whether this is an opportunity to make contacts for work experience. This was confirmed. The removal of the role of literacy co-ordinator was discussed. Governors were disappointed that this role was no longer able to be supported. DH advised that ways of incorporating literacy into tutor time has been discussed with the HOD. Governors asked whether students are encouraged to submit entries to High Tide. This was confirmed and DH will encourage this. A student magazine was discussed. It was agreed that an annual publication would be a good idea.	

8. POLICIES AND DOCUMENTS

	ACTIONS
Uniform Policy: changes to the uniform policy from September 2025 were ratified by email.	

9. INFORMATION DISSEMINATED FROM THE TRUST BOARD

	ACTIONS
Board of Trustees: It was noted that Natasha Hutcheson is no longer Chair of the Board but will remain a Trustee. James Macadam has been appointed new Chair.	
Training reminder: Trust wide training – 10 th June Mental Health and Wellbeing. 23 rd June SEND.	

10. INFORMATION FOR THE TRUST BOARD

	ACTIONS
None.	

11. CHAIR'S BUSINESS/CORRESPONDENCE

	ACTIONS
None.	



12. ACTION LOG

	ACTIONS
Up to date.	

13. DATE AND TIMES OF NEXT MEETING

	ACTIONS
Tuesday 1 st July at 5pm	

14. A.O.B.

	ACTIONS
None.	

With no other business, the Chair closed the meeting at 7.00pm

Date of next LGB meeting: Tuesday 1st July 2025 at 5pm