



SIDESTRAND HALL SCHOOL

Minutes of Full Governing Body Meeting held on Tuesday 25 September 2018 at 3.15pm

Present: Angela Wrighton, Joanne Callender, Fiona Hall, Roger Billings, Ed Maxfield, Sarah Young (Head), Gill Leah (Clerk).

Governors' questions and comments are in bold and italics.

A meet and greet session between staff and Governors was held from 3.15 to 3.45. Governors explained their roles and responsibilities to staff.

1. Welcome

2. Consideration of apologies for absence

Received and accepted from Rachel Middleton, Dianne Davis, Marion Saunders, Liam Davies and Paddy Bennett. It was noted with regret that Bronwen Richmond had resigned at the end of the previous term due to personal reasons.

3. Election of Officers:

Angela Wrighton was nominated, seconded and elected as Chair.
Roger Billings was nominated, seconded and elected as Vice-Chair.

Governors felt that succession planning should be discussed in the Summer term.

4. Committees:

All documents had been available to Governors on Governor Hub.

- i. Review of Delegation Planner**
This was reviewed and agreed without amendment.
- ii. Review of Committee Structure and Membership**
This was reviewed and agreed without amendment.

iii. **Confirm Terms of Reference**

These were confirmed, subject to some additions to be made by the Clerk. The document would be signed at the next FGB meeting.

ACTION: Clerk

5. Review of monitoring strategy and delegated responsibilities

The link Governor roles were agreed without amendment.

6. Agree and sign Code of Conduct

This was signed. Absent Governors would be asked to sign it at the next meeting.

Action: Clerk

7. Completion of Register of Interests

These were completed. Absent Governors would be asked to complete / update at the next meeting.

Action: Clerk

8. Check Governor details

Governors were asked to check their details as they appeared on Governor Hub. The Clerk would update the records accordingly.

Action: Clerk

9. Confirm renewal of the terms of office of any Governors whose terms end in 2018/19

Roger Billings confirmed that he wished his term of office to continue.

Dianne Davis had agreed to extend her term of office for another 4 years.

Rachel Middleton would be asked whether she was willing to serve as Governor for another four years, as her term of office will run out on 3 June.

Action: Clerk

10. Consider appointment to Governor vacancy

The Chair explained that Viv Harrington was already committed to working with the School as a fundraiser. The Chair proposed that she be invited to become a Governor; it would be appropriate for her to serve on the FP&P Committee through her fundraising role. She had contacted all Governors previously for comments; *Dianne Davis asked what additional skills were needed on the Governing Body.* It was felt that a Governor with legal background would be an asset. *Joanne Callender suggested a paragraph in the parents' newsletter requesting suggestions of suitable people. The Chair would add this to her usual contribution.*

ACTION: Chair

Governors agreed the appointment unanimously.

11. Headteacher's Report (verbal)

Pupil numbers: The Head reported that four children had left the school during the Summer. However, there were still tribunals being held. There would be 180 on roll in October.

Staffing: As there were no Deputy Heads, other teachers were doing a lot of the work. Friday is the closing date for the Deputy Head application, with interviews to be held on 10/11 October. There are three Acting Assistant Heads.

Interviews for the position of Business Manager would be held on Thursday: there were three well qualified and experienced candidates. The current Bursar is on flexible retirement; she will receive a new job description and her salary will be protected for 18 months. The Business Manager would be a member of the Senior Leadership Team.

There is some pressure in the 6th form due to pupils' needs and long-term absence of a teacher. A teacher has been employed to cover the 6th form absence.

A child has to have 1:1 following the decision of a tribunal. Some of the intervention posts will be used to provide extra support. It had been decided to recruit a new Teaching Assistant for a year.

Y10 will be split into three groups instead of two to improve behaviour. The new Cover Supervisor will be used to accomplish this.

Can the budget meet the extra costs? The temporary teacher is employed through an agency so is only paid for the working days done and not through the holidays. The budget had included the salaries of two Deputies from January.

Governors expressed concern that the Head did not have enough help and support. The Head said that staff were having to be more flexible, especially when staff were absent.

Have staff been upset about Jo Rand's absence? Staff are working well with the Assistant Heads. The Head, however, is having to deal with more calls from parents and general enquiries.

Governors asked about her wellbeing. The Chair had been very mindful of this through last term; prioritising was important.

Incidents: One online bullying incident which had taken place outside school had been reported to police by the parent.

Special School Head's Group: the Head is Chairing this group this year. This entailed monthly meetings with the Assistant Director which provided a lot of information, e.g. the exclusion data for Norfolk which was high, the SEND Transformation agenda which planned 4 more Special Schools and 10 SRBs across the County, to counteract the increase in the number of children being refused places.

The Head was thanked for her report and for her hard work.

12. Make arrangements for Headteacher's Performance Management

Last year Marion Saunders, Roger Billings and Angela Wrighton had performed the role and would do so again this year. ***The Chair asked that someone additional should do the training. The Chair would organise it to take place before the end of the term.***

ACTION: Chair

13. Decide Governors for this term's Standard 20 Residential Inspection

Fiona Hall and Joanne Callendar had agreed to join the team. The Chair and Deputy Chair would do the inspection this term, with Fiona Hall shadowing, on a date to be arranged.

14. Any other business

Has the Trust been disbanded? Consultation documents are currently on Governor Hub.

The Head advised that she had given a talk to the Northrepps Women's Group and later had attended a picnic at Templewood, proceeds to go to Sidestrand Hall School.

Has there been a follow-up to the letter written by a member of staff about leave of absence and Governors' subsequent reply? No.

Date of next Full Governing Body meeting

Wednesday 5 December 2018 at 3.15pm.

The meeting closed at 5.15pm.



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Action	By whom?	By when?
4. Amended Terms of Reference to be signed at the next meeting.	Clerk / Chair	Next meeting
6. Code of Conduct to be signed at the next meeting (if not already done).	Clerk / Governors	5 December 2018
7. Register of Interests to be signed at the next meeting (if not already done).	Clerk / Governors	5 December 2018
8. Governor details to be updated on Governor Hub and website.	Clerk	ASAP
9. Term of office – to be renewed?	Rachel Middleton	
10. Newsletter item to be written to parents.	Chair	
12. Performance Management for Headteacher to be arranged.	Chair	