

SIDESTRAND HALL SCHOOL

Minutes of Full Governing Body Meeting held on Tuesday 27th September 2022 at 3.45pm



Present: Angela Wrighton, Roger Billings, Marie Greer, Harvey Barrington, Duncan Mackenzie, Lloyd Johnson, Sarah Young (Co-Head). Also present: Shelley Taylor (Co-Head), Gill Leah (Minutes Secretary)

Governors' questions and comments are in bold and italics.

A meet and greet presentation session between staff and Governors was held from 3.15 to 3.45.

1. Welcome

Governors were welcomed by the Chair after her election which was done at the beginning of the meeting (see agenda item 4). She thanked them for attending the Safeguarding training and meet and greet session with staff. She particularly wanted to welcome Emma Neave as a new Governor, who unfortunately could not be present today.

2. Consideration of apologies for absence

Received and accepted from Viv Harrington, Emma Neave, Peter Godfrey.

3. Declaration of Business interests / conflict of interest

None.

4. Election of Officers

Nominations for Chair had been invited prior to the meeting. As none had been received, Angela Wrighton was elected unanimously. Viv Harrington had been willing to continue as Vice-Chair for another year. Governors were asked to note that next year they might need to find a replacement Vice Chair.

5. Agree minutes of meeting of 6 July 2022

The minutes had been signed as agreed by 8 Governors; an incorrect date was amended and they were agreed to be an accurate record and were signed by the Chair.

6. Matters arising from minutes of 6 July 2022

Was the Summer School a success? Yes. There had been 20/22 children at each session and a high level of staffing paid for by two funds. Both residential staff and main school staff had worked together, which did not usually happen, and that had been an advantage. There had been literacy and numeracy sessions to start with, followed by a variety of activities, e.g. arts and crafts, PE.

7. Committees:

All documents had been available to Governors on Governor Hub.

i. Review of Delegation Planner

This had been signed as agreed by 7 Governors on Governor Hub. An amendment would be made suggested by Marie Greer re the link to Committee of inclusion and equality.

ii. Review of Committee Structure and Membership

This had been signed as agreed by 8 Governors on Governor Hub. Roger Billings would return to the Finance Committee. Duncan Mackenzie would be a member of all the Committees initially. Lloyd Johnson would serve as Chair of PDBW, Marie Greer as Chair of SI&S and Viv Harrington as Chair of FP&P.

iii. Confirm Terms of Reference

This had been signed as agreed by 8 Governors on Governor Hub.

8. Review of monitoring strategy and delegated link role responsibilities

This had been signed as agreed by 7 Governors on Governor Hub. The Chair explained that link roles are determined by Committee membership. All Governors were asked to make an appointment to meet their link member of staff.

Who is the school link for GDPR? It is being outsourced and has not yet been finalised so there would be some delay. There would be many policies to be written.

Governors requested that they have a Sidestrand email address as personal accounts may not be secure. It was agreed that dedicated email accounts for Governors would be set up and advice given on their use if necessary. **The Chair would contact Debbie.** **ACTION: Chair**

9. Agree and sign Code of Conduct

This had been updated. It had been signed as agreed by 8 Governors on Governor Hub. It was agreed that all Governors would sign it online rather than a paper copy as previously. **ACTION: Governors**

10. Completion of Register of Interests- Declaration and KCSIE Part 1 and check personal details are correct

This needed to be done at the beginning of every academic year by all Governors on Governor Hub [members page / your name / view full profile / declarations tab at the top of the page].

ACTION: Governors

Governors should all check that their personal details are correct on Governor Hub.

ACTION: Governors

Governors were asked to read KSIE A Brief Outline.

ACTION: Governors

11. Confirm renewal of the terms of office of any Governors whose terms end in 2022/23

Viv Harrington was willing to renew her term of office. This was agreed.

12. Draft School Fund Audit Report

This had been marked as signed by 7 Governors. It was formally agreed.

13. Ratification of Policies

- Menopause

This had been signed online. It was formally ratified.

14. Headteacher's Report on new term start

There were several new members of staff who had all settled into school well, as had students new to the school. 6 TAs and 1 trainee post were being considered. Two posts were being advertised: Assistant Head and Deputy Designate for Family Partnership. There was still a vacancy for a staff member to deal with transition of leavers which is an important role as transition arrangements need to be made before Christmas. The workshop appointment had also to be filled. All students are attending bar one. Eight staff are currently off with Covid.

Is testing necessary? A test result is not asked for. If they do not have a fever they can return to school. There is complicated and contradictory advice provided to schools. Staff are encouraged to wear masks. Assemblies are still being held. Two children are away with Covid and 25 away with colds.

The DfE visited the school site and have agreed to replace tired buildings: the main block, lower school, Maple Class and others. Buildings could either be demolished or refurbished. The DfE will select from a few options. There is concern about the new entrance. Work could start in January 2024 and take 2-3 years to complete. Classes would be moved during rebuilding to spare spaces within school.

225 is the new maximum school size.

Sarah Young is working for three days a week (Tuesday, Wednesday, Thursday) and sharing the role with Shelley Taylor. Shelley Taylor's email address is now co-head@

How is the role split? Does there need to be a formal arrangement? Shelley is running the school. Sarah is dealing with transport, safeguarding, residential admissions, tribunals and policies. There is also a lot of collaboration between them. There is still a shortage of a senior leader. By January, when an Assistant Head and Family Support are appointed, there will be an improvement in the workload.

15. Consideration of new format for Headteacher's Report to Governors, SEF template and monitoring visit proforma

The above documents from The Key were agreed to be used with amendments as necessary to fit Sidestrand.

16. Request for residential monitoring visit date

The residential leaders had asked Governors to make a monitoring visit this term. There was still a query about Standard 3 re the safeguarding training involved in undertaking the role. **Governors agreed to continue using the current format. The team currently comprises:** Angela Wrighton, Marie Greer, Viv Harrington, Roger Billings, Harvey Barrington.

A date was agreed for Marie Greer and Harvey Barrington to make the visit before half term on 10 October. Angela Wrighton agreed to be available also if needed. Staff names would not be included in the report.

The amended Complaints Policy was in the folder on Governor Hub in accordance with the recommendation from Ofsted. Policies signed online would be signed off by the relevant Committee. It was noted that a quorum of the FGB was half the Governing Body and 3 members of a Committee membership. **The policy would be discussed with Sarah Young.** **ACTION: Marie Greer**

17. Any other business

Are services, such as Easter and Christmas, again being held in church? It was hoped that a church service would be held in church for part of the school. There would be a benefit to using Cromer church as the whole school and parents plus Governors could attend. **Roger Billings would be happy to take the service.**

The meeting closed at 4.33pm.

LIST OF ACTIONS

Action	By whom?	By when?
8. Sidestrand email accounts to be set up for Governors.	Chair / ICTC	ASAP
9. Code of conduct to be signed online.	Governors	ASAP
10. Declaration of interest to be added to Governor Hub.	Governors	ASAP
10. Governor details to be updated on Governor Hub.	Governors	ASAP
10. Governors to read KS1E: A Brief Outline	Governors	ASAP
17. Complaints Policy to be discussed w HT	Marie Greer	ASAP