

Meeting of Full Governing Body

Held at Sidestrand Hall School on 8th July 2026

Present: Angela Wrighton (Chair of Governors), Shelley Taylor (Headteacher), Jennifer Lawrence Purllant, Duncan Mackenzie, Peter Godfrey, Harvey Barrington, Jane Bourne, Gemma Crammond, Kate Muir [Clerk]

Invited: John Bull, Marie Greer, Alex Cooper, Dawn Mountain

Governors' comments are in bold and italics.

1. Welcome to all

2. Consideration of apologies for absence: John Bull, Marie Greer, Alex Cooper, Dawn Mountain. 3. Vacancies / appointments: ***Dawn Mountain's application has been accepted. AW has added her to Governor Hub. Previous training still logged. 1 Parent Governor and 1 Co-Opted Governor post open (the latter once MG finishes her role officially). An advert has gone into the school Newsletter, Crab Tales and a poster has gone into Strands charity shop. If anyone has any other recruitment ideas, please let the Chair know. Suggestion that forms could go out to new students' parents/carers joining in September.*** The Parent Coffee morning in October would be a good opportunity to showcase what we do and the parent governor role opportunity.

4. Declaration of Conflict / Business Interests: ***None***

5. Confirmation of the minutes of the meeting of 18th March 26: ***Agreed***

6. Matters arising from the minutes of the meeting of 18th March 26: ***All completed and ok*** 7. Headteacher's Report
Term 3 SAT: ***Thanks given for T3 report. Consistent format appreciated. Query over behaviour and welfare teams mentioned regarding the Reward Hub.*** Clarification was provided; Elm has previously been used for reward and behaviour, but the area will now be split into two and reward will be supported by class teams. Sometimes combined reward and behaviour are both in Elm which doesn't work, so we are addressing this with the changes. ***Definition of FLSE (conference attended) requested*** – Federation of Leaders in Special Education. We didn't attend last year, but the agenda this year meant it was worth going (SEND Reform/AI). Curriculum Reviews are happening in other schools, discussions took place on how to go about it. ***What was the overall feel regarding AI, concern?*** There was real worry; it has grown at a speed which no one can keep up with. Acknowledged that there are some good uses, but schools need to ensure training is in place. Conversations were shared with other Headteachers whilst at the conference. Discussions also took place at Sheringham Woodfields during a recent visit. Their Headteacher and IT lead are really ahead with AI; we discussed what they're using it for and how they're using it. Staff are finding information on Chat GPT. There is a danger of putting too much information into AI which puts our data into the relevant platform's data gathering. There was a mixed view; very deep concern, but can be really useful. We need to open it up in school to support, but caution is required.

We have one Curriculum Leader not taking on a Pathway lead role, they can keep their TLR, but could take on project work and use ICT skills to support; this would be a good project. AI will feature heavily on SIDP. ***The search engines now bring up AI responses automatically as the default setting. People don't realise they are using AI and this means that the answers are not being questioned to check the information which is dangerous. Case referenced at Governor's workplace where a paid subscription to CoPilot AI software could be used to translate any PDF in any language. Chat GPT subscription was used recently to scan a 51 page document; software gave a very accurate summary saving lots of time, but needed to be checked and compared. People need to be educated that not all results are accurate.***

It's good to see that the FSA Inspections in Residential went well and that the school retains its 5 star rating.

Educational trips have been reviewed – there are a good number again, supported by variety of sources. ***Query over whether trips are now across school.*** Confirmation given that as discussed previously, trips are available across all phases and that the curriculum review strengthens this.

Staff absence query re; T1 being high. T1 absence is notoriously high. We also had staff off following operations; one in September with a knee operation (Teacher) and an HLTA who had back surgery which both contributed. ***T2 had highest sickness levels from TAs.*** TAs are the largest staffing group in school, so this reflects numbers. ***Did this cause any problems with teaching?*** We do try not to close down classes, but it's always difficult. T1 and the first half of T2 are always the hardest. A cover supervisor has been appointed to help with consistency and Scales E's to help support in class. ***Sick bug also struck the children and staff in Catkins.***

Current staff vacancies – NS resignation referenced. It's understood why she is leaving, but it will be a loss.

Parents' Evening attendance for KS3 and 5 was low, perhaps KS5 is understandable, but KS3 seems low. The KS5 cohort are quite spread out logistically, so this could be the reason. Parents' Evening forms part of staff directed hours. The parent survey was reviewed and feedback suggests that parents appreciate the opportunity to come to

school for parents evening. 68 parents attended and those who did, had a good experience so worth hosting physically even if only 68 attend.

The upcoming parents'/carers' coffee morning might help. Culture changes take time, if a physical parents evening hasn't been happening and then it's introduced, it can take a while before parents attend regularly. If students use transport, it is one of the few times parents/carers get to come to the school. Annual Reviews will always impact on parents' evening; these are spread across the year. Some parents also have a lot of communication directly with teachers which can impact their need to come into school as it may not be required in order for them to feel up to date.

8. Finance succession planning info:

Phased retirement for SBM discussed (dropping days). We are in ongoing discussions regarding dividing up the role and how that impacts financially. We have a plan to move on.

9. Authorise Getech invoice: *Noted that the invoice is above the quoted amount, but all Governors agreed invoice.*

10. Update re SEN TRUST [Minutes of last Board meeting] for info: *Nothing going on at the moment*

11. Safeguarding Annual Report. Agree Safeguarding for Governors update for September: *Standard N County report has been filled out. Training for VH discussed on P3 of document. MKe worried that VH has not completed any training. VH was ill in March, but recently established that she is starting to get better. Discussed whether to remove VH for now and then could reinstate when she is better. It is clear with the Associate Roll that training is required to be kept up to date and associate members must attend a number of meetings per year, but VH hasn't been able to attend due to health reasons. Agreed to take VH off for now. Spelling corrections in report discussed (names). AW will now meet MKe every half term and will meet BG for SCR.*

12. AI update: *Covered in prior discussions.*

13. 360 Online Safety Review: This is ongoing. 58% certificate mark - online we sit in a level 4, but JLP has to evidence, this is part of JLPs KPI to achieve. We will deliver 100% over the next year, but need to prove it to get the certificate. The next meeting will take place in the first half of the new academic year. ***Is there a template?*** No. ***On the Online Safety Hub there is a descriptor of each level?*** Screenshots can be taken of levels (5 levels in total). The likelihood of any school reaching level 5 is extremely low. We can work towards, but have to tick every single box. Once level 4 certificate is achieved, we can work towards level 5. Some parts we can tick off now, but not all. There are 20 sections and then sub-sections (proof needed at all levels).

14. Review / discussion Monitoring Tracker / committees / Meeting calendar

All ok with dates proposed. Link Governors discussed; looking at committees – reports given in meetings.

Finance all received from WF/BG. WF will still be the person to submit information (everything we need on all areas).

We need a named person from September on Allergies. Benedicts Law; falls under Medical, so PDBW. This needs to specifically be called "Allergies". ***GC volunteered - already Wellbeing identified person.***

Curriculum Person – JBourne invited. ***If we receive a complaint to school, we have to be ready for Ofsted at any point. JBourne happy to do it.***

AW –HTPM/Resi/Safeguarding

DM – H&S

JBourne – Curriculum

Inclusion: SEND/LAC/Pupil Premium, requires research and need to be prepared to deliver information. GC did this in her previous school. JBo is inclusion in school, so it would make sense to do separate monitoring sessions with JBo; one for Inclusion and one for Allergies. Tracker referenced rather than link roles.

Query re; whether the point of governor visits was to link questions to SIDP. We don't get the chance to do that when people are presenting in committees. We will work questions around SIDP to link to it and will triangulate.

Questioning on monitoring sessions is how we unpick further. Is everyone happy with committees? JBourne – chair for PDBW? ***Agreed.*** AW has put Dawn Mountain in on a couple; very good on finance. ***We don't vote on this until September, but acknowledged that AW does a super job of being Chair of Governors. AW asked if prepared to continue. AW happy to continue. We will vote on it in September. AW proposed DM to be vice chair. MG nominated AW for Chair and DM for Vice Chair via email. All roles can prepare for September and then a vote will take place.***

15. Audit from NCC Governance People and Structure – discussion / actions

Topical Audit provides a summary of findings. A skills audit is required in October.

Code of Conduct requires reviewing / signing every September. Succession planning discussed; we have nominated for roles, but concern flagged that this isn't enough in terms of the longer term plan. We need to have objectives in planning.

New governors require the Induction Policy. GC was not sent this. It would be helpful to have a clear list of what

needs to be completed and what is optional. If no previous governing experience, it's hard to know what is required.

Noted that GC is in Safeguarding Report as having attended the September training for governors with MKe. Established that this information is erroneous and requires correction (see actions). It was also highlighted that new people joining the governors may not be confident asking questions on visits. Chair confirmed that questions had been given to parent governors previously to assist with what to ask and guidance given via buddying up process.

One file on Governor Hub discussed for location of all important documents for new governors. Historically these have been added to the September folder for the start of the year; SEF is in Headteacher Documents folder and monitoring visit form is in the September folder. **Agreed that 'Essential Documents' folder for new governors is a good idea going forwards. Governor expenses – is there a form?** Yes, and part of Policy, this is also available. Governor's pages on website forms part of JLP's compliance so all kept up to date and will be updated for September with changes. **The Pupil Premium report on the website goes up to 2025 and is for 3 years, but is annual.** WF is in the process of doing it currently. It shows a 3 year overview, but is annual.

PE Premium is changing. It is up to date for this school year. Last year we were directed to report differently. We only found out about the PE Grant going 3-4 weeks ago, so this is new information. PE Premium 24-25 is named incorrectly, but it is the up to date document.

GIAS is looked after by KM. Chair's actions are generally used sparingly. Diversity Data discussed.

16. Annual Governor Statement 2026:

Agreed by all present

17. Ratify all Policies which have been agreed at Committees [see Committee folders /Agendas] or delegated to the Headteacher for approval.

FPP

- Recruitment and Selection Policy and Procedure
- 16-19 Bursary Policy for AY 26-27 (HT approved - for Governor information)

PDBW – none

SIS

- Malpractice and Maladministration (HT approved - for Governor Information)
- Exams Policy incl. Contingency Plan (HT approved - for Governor Information)
- Data Protection and Retention Schedule Freedom of Information

FGB

- Use of Photographs and videos **Query over governors being classed as 'visitors'. Policy needs amending to state that they are 'visitors'. 4.1 Photo restrictions – parent photos are referenced in the policy, but it's not clear what the school is doing i.e., whether parents can take photos. It needs to be clear that we don't allow. 4.3 may be restricted for child protection, needs to be changed to show that restrictions are in place for child protection. Policy should not be ratified until these changes have been dealt with.** • RSHE (SLT approved - for Governor information)
- LAC Policy (Missed PDBW sent for FGB) **DT should be added into the abbreviations list; once this correction has been completed, the policy can be approved and published. Agreed.**

17. Review business of Committees: questions and comments invited from Governors [Minutes copy in this folder]

i. Finance, Personnel and Premises Committee

ii. Personal Development, Behaviour & Welfare

Minutes are all in the folder, chair asked if any clarification required or comments. **None.**

18. Feedback from any additional Monitoring or Governor Training / Gov hub training report visits tab: Safeguarding changes look huge so all agreed to do National College course by the September Meeting. Chair downloaded the training report, you can look at it, if you have a role and there's training you wish to do, you can.

Chair thanked everyone – meeting closed: 4.40pm

Agenda Item	Action to be completed	Responsible	Date to be completed
3	Check Dawn Mountain has accepted her invitation to Governor Hub.	AW	Prior to September 2026

11	Discuss with VH removal for the time being until she is well enough and action removal.	AW	ASAP
11	Send thanks to MKe for Safeguarding report and request name spelling corrections (DM and JLP) and re submission.	AW	ASAP
13	Send screen shots of online safety hub sections.	JLP	ASAP
13	Revisit 360 Online Safety Review in December when we can see the progress – add to agenda.	AW	December 2026
14	Check proposed meeting dates for AY 2627 with SAT and confirm to AW.	KM	ASAP
14	Re-Do document Tracker to show additions for identified people.	AW	ASAP
15	Send NGA skills audit document.	AW	September
15	Induction Policy to be sent by Clerk going forwards to new Governors.	KM	Going forwards
15	GC to be removed from list of names in Safeguarding report by MKe as having attended the Safeguarding training for Governors in September. Requested that MKe amend report and re-submit.	KM	DONE
15	Update Objectives for Govs on SIDP	AM	September
16	Change PE Premium 24-25 title on website to PE Premium 25-26 and upload Pupil Premium report when ready.	JLP	ASAP
17	Amend Use of Photographs and Video policy and re submit	JLP	ASAP
17	Add DT to abbreviations list in LAC Policy & resubmit to Governors. Publish to staff.	KM	
18	Governors to all complete National College Safeguarding training for the new Academic Year	All	September 2026