

Sheringham Woodfields School
Full Governing Body Minutes
1st April 2019

Present	Carole Fields (CF), Janet Farrow (JF), James Stanbrook (Head), Matthew Smith (MS) Steve Thurlow (ST), Sam Webster (SW), Sarah Dewhurst (SD)
Apologies	Lisa Harvey (LH)

Meeting Clerk: Natasha Patterson (NP)

All governors were reminded that they should declare at the beginning of the meeting any pecuniary interests in any agenda item.

Governor question and comments in *Bold Italics*. Actions in Red

Item	Minutes	Action Points
1. Apologies	Lisa Harvey (LH)	
2. Approval of minutes from the last meeting	Minutes approved by all present and signed by the chair. Proposed by LH, Seconded by ST.	
3. Matters Arising	All Actioned prior to meeting.	
4. Declaration of Pecuniary Interest	None declared.	
5. Finance & Personnel	<p>JF arrived 4.10pm</p> <p>2019/20 Budget Supporting Information (green paper circulated)</p> <p>Two emails to share...we have confirmation from Nicki Rider that we have the additional funding for 18 places commencing Easter and up to a further 8 places for September. Part funding will come in January 2020 to allow us to recruit and train staff as well as offering outreach to the pupils who will be joining us.</p> <p>Have we filled those spaces? No not as yet, one last admissions meeting in May where we have 22 on the list so we feel comfortable that they will all be filled.</p>	(MS) gave commentary

The budget relies on an average level of top up funding to air on the side of caution to run smooth.

The second email is from Isabel Horner which confirms that 950,000 has been put aside for the new build and they will go out for the remaining money once the full pre-tender estimate has been received. We have this in writing. **Have we had an advance of this 950,000?** No, nothing in the accounts as yet. We approx. need another £100,000-£150,000 which we hope to receive by July 2019.

Approval of Detailed Revenue Budget (yellow paper)

The 2018/19 budget sees an extra 45,000 of funding. In years 2&3 we will see the addition of 18 places for Jan 2020 at £10,000 a place. **Why £10,000 per pupil?** This is the national standard flat rate for every school. The forecast for 2021 will see an extra £35,000 for the addition of 6 places for Sept 2020. This concludes the place based income for additional spaces.

There is no change to funding for the Sixth Form.

Top Up funding

£1,371,000 is what we are getting at the moment for the 111 pupils on role. No extra top up funding will be awarded for the new places until pupils arrive which has been estimated at £210,000 which equates to roughly £12,000 per child. That's every child coming in at a B/C. For every E child on roll this is the funding equivalent of 29 band A children. This figure has been rounded down in each year to be on the side of prudence.

By the end of Year 3 our income will be at its highest possible level given the size of the school. **Have we lost a band E child and has that had an impact?** Yes, that child is taken away at the average cost of £12,000, we keep the place based funding because we will replace the child but it will have no impact this coming financial year although next year we will lose that band E funding but will make adjustments in that period to compensate.

Pupil Premium grants sees a slight estimated increase supporting an upward trend in pupil rolls and Year 7 catch up money is what it's expected given numbers currently on roll. Payments to other schools is the money back for PG (ICT Manager). We will be supporting S2S again. No change re lettings. Shop income is slightly reduced due to overhead costs. Additional grants for schools is for the pay award to Teachers, Pension grant and PE Primary grant.

In terms of expansion in year 1 we will see one new teacher start in January who will lead the one of the new classes, we will need a further teacher but this could be via Bec when back from maternity leave. In years 2 & 3 we will pick up the cost of the new teacher. The budget for years 2 & 3 shows Bec as a 4.5 days a week teacher. £20,000 has been added for supply staff to enabling modelling of the proposed increase to a Group 6 school, education support staff is at what it needs to be and 8 additional TA's for expansion will be prepped and trained ready to go for April 2020. A new cleaner will join the team from the 1st Jan 2020. **Has the recruitment for this been done?** No, expansion recruitment has not yet commenced.

In terms of the new build, this will be project managed in-house and an honorarium will be agreed for Simon Turnbull (Site Manager) and Matthew Smith (Business Manager). For Admin, we have one pupil premium funded admin post which is Lesley Kemp (Transition Coordinator). MSA's will see an increase by 1 to help accommodate the rise in pupils and we hope this will be a sensible move. Indirect Employee expenses remain unchanged across the 3 years and staff medical costs have increased due to outsourcing all our Occupational Health but this does pay dividends in terms of speed of service. We will see an increase to training costs in year 2 once the Therapy Centre is up and running. In terms of the site, we have seen a small reduction on internal building improvements. Moving forward in Year 1 we will see an internal project undertaken to get the Music room ready for the new Rowan PMLD based class and this will be due to start after Easter. We have 5,000 in the first year leading up to the Therapy Centre running costs, i.e. water, gas, electricity etc. An additional 10,000 to upgrade shells/seals classes ready to be the new classes. Grounds, upkeep and cleaning remains static. Electric and Gas is also static along with rent. Refuse costs have gone up slightly, we are now able to recycle more than cardboard and paper so can include glass, tin, aluminium etc. So we need to push this out to staff. **Will we have to invest in some recycling bins for**

classes? Yes and also for the staff room and office. We will also be a bit more careful with food scraps. We then have all the other occupation costs i.e. careplus, pupil premium, sensory, EYFS etc. These are all the budgets that people have requested. Pupil Premium being the monies after the salaries have gone out, PE primary is the money we have from the income which we can see £5836.00 carried forward for this year and is available on our website for all including Ofsted to see. Pupil premium also has a small amount of £63 to be carried forward. Everyone who asked for a budget has got the budget they asked for and we have set a Wellbeing budget for £1,000 a year for the next 3 years. Furniture, visits, cost of licenses/subscriptions see no real change and the only other expansion cost in this sector is £35,000 which is what it's going to cost to run the Therapy Centre totalling £105,000 over the next 3 years but be assured this has been quite well costed. New computer equipment is required for Rowan class and we have set aside £5,000 as part of the expansion. Resources, exam fees, admin supplies, catering supplies all remain pretty static. Purchases of professional services is increasing as we grow in numbers and in terms of FTE which we are currently working on and consider ourselves quite a significant player to the LA. This is the first year that we are properly paying for FSM which has been offset though by how much pupil premium we have left. **Are the school meals better than before?** I'd say no. **Where do they come from now?** The High School, whose contract with Norse is up for tender although they say they are happy with Norse but if Norse lose the tender, we still have 2 years left with them so ours would then go back to the Belfry in Overstrand. **How many meals do we have a day?** 60 with around 5 for staff. We are too small for anyone else to consider taking us on. Our own kitchen would be the answer and we may look at this when the time is right. Plans are there and this would be the way forward.

This proposed budget gives us a surplus of £36,000 at the end of year 3. Haven't heard of one school in the county which has a surplus budget at the end of year 3 but I am sure a few exist. Hence they all need to set trial budgets this year. With permission, a trial budget will be set which is exactly the same except it will have the grant in for the 3 years for the teacher-pension increases. This does make us look like a healthy school in terms of finance but were only doing all this because we are expanding. It has been agreed by the FGB that we will move £36,540 into expansion which leaves us a deficit in the budget by the end of year 3 of

£1. At the moment we are only committing to spending in year 1. **Does the increase in the national wage affect us?** Yes. Staff on band A/B for example has gone up by between 6-8%.

Approval of 2019/20 Summary Revenue Budget (orange paper)

This is a summary of everything mentioned above, this will be signed by CF once MS has finalised it in the next few days but it has been approved in today's meeting. **Matt to action.**

Approval of 2019/20 Summary Capital Budget (pink paper)

This shows that when we closed the account we had £24,494.24 which will be fed into the woodland build. Our income where the build is coming from shows a breakdown where £1.150,000 is coming from the LA, £25,000 from Garfield Western which has been pledged and we have £24,000 from donations. **Who are Garfield Western?** They are a grant making body who have supported us 3 times now.

School revenue budget shows money within supply lines which will cover MS and STs honorariums from the build project and Friends of Woodfields have got £20,000 for the new SI room and the Den has got £5,000 towards the build so across the board that's £1.266,000 income.

Everything before pre-planning shows a total just shy of £40,000 which is what was agreed to write off against our costs and everything post planning shows to date that we have spent £47,000 which we are due back from the LA and will therefore take our Capital account back up to £71,000. Hopefully we will have enough left in the Capital to fund a kitchen.

FGB approves the Capital Budget.

We estimate that £1,150,000 is what the LA are likely to commit for the build. We will then put an application together for another £140,000 which will fund the costs for Rowan class and the car parks. Work on Rowan class is due to start next month. **Where will Rowan Class be?** It will be located in what is now the Music room. Then we have the cost of upgrading Shells and Seals which has been put into revenue and at the same time we will get Ash class done too.

We have 3 carpark projects which have now been approved by email. The Island will be slithered off both sides to create a layby which will take 3 cars or 2 buses either side and the middle part of the island will remain. This will all be landscaped with a path and a zebra crossing. 4 bays will be freed up outside the Site Managers window which will become wheelchair accessible collection points. At the end of the carpark is a blue container which will be re-located and 11 extra spaces made on top of the 4 overflow spaces created. **What is the**

	<p>blue container? It has high school equipment in. So all in all we will create 15 extra car spaces and 4 bus spaces. A further layby will be created on the pencil island when you first enter the campus which will create 6-7 spaces. The total cost for the 3 carpark projects lays around £104,000 and this has all gone through for approval. Do we have a picture of this project? Yes we do, MS to forward copies to the FGB.</p> <p>Anglian Water have lost the 30cm main pipe that feeds Sheringham, we've had extensive meetings with Project Manager Ian Quantrill from Anglia Water and have agreed to dig 4 inspection pits in the first week of the holiday with the attendance of someone from Anglia Water so that we are covered if something was to break/go wrong. When was this pipe put in? 2002. Wherever the pipe is situated, we cannot build within 3 metres either side of it. Once it is exposed, we need to de-commission it, put a new sleeved pipe in and then we can build over it. We have to foot the bill for this which will be anywhere between £25,000 and £40,000 which is not in these costs but there is £50,000 in the build cost for drainage.</p> <p>Next FGB meeting we will need approval to spend up to £40,000 to get this underway. Hopefully actioned for early April.</p>	
6. Norfolk Audit Services - Outcome of Themed Audit	<p>No asbestos has been found in the Annex, but possibly in the Hub. Hazard stickers are located in there to make staff aware and to think before drilling etc. Have staff had any training in this? Yes we do have this documented and there is an annual update. This audit report does affect the RAG rating.</p>	

7. Head Items	<p>School Group Size:</p> <p>JS has reviewed the school's group size. The calculation is based on staff and pupil numbers and the ages of pupils which give us a score of 7,800, comfortably exceeding the threshold for Group 6. We are currently group 5. This will directly affect leadership pay but I feel they need to be rewarded for the additional work and responsibility and this will also help the school to recruit a new head teacher when that time comes. Does this mean a bigger pay scale for the Leadership team? Yes, the majority of the leadership team are currently at the top of their scale from years of service and experience. This will open them to further increments following successful appraisal (1 point only) Only the Assistant Head MS will see a rise as he's not reached the top of his pay scale as yet. Is there a level 7? There are lots more levels and is determined on pupil numbers. So if we had falling pupil numbers would we go down? Yes we would but salaries would be protected for 3 years and new roles and recruitment would need to be looked at. All this is based on now and not on the new numbers. Schools on the whole have been compared and we feel we should become a level 6. Are we in agreement? Agreed and proposed by CF and ST.</p> <p>Talks were had about the consultation for the extra places, the DFE are being consulted to see if we need to do this twice as it takes us passed the first step of a maximum 20 places and the next step will follow suit but hopefully this can be done in one step.</p> <p>Deputy Head Flex Update:</p> <p>Dep. head Flex is still ongoing but we hope to have a solution/result within the next few weeks.</p>	
8. Chair items	None declared.	
9. Clerks Items	None declared.	
10. AOB	Next Meeting 8th May 2019 @4pm	

Meeting closed 5pm

SIGNED..... Date.....