

**Sheringham Woodfields School**  
**Full Governing Body Minutes**  
**8<sup>th</sup> May 2019**

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

**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		
2. Approval of minutes from the last meeting	Minutes approved by all present and signed by the chair. Proposed by JF, Seconded by LH.	
3. Matters Arising	All Actioned prior to meeting.	
4. Declaration of Pecuniary Interest	JS declared that there is a young man in the hydro pool that may need assistance getting out of the pool whilst this meeting is taking place.	
5. Finance & Personnel	We have ended the year better than expected with a surplus of £190,000 as opposed to £168,000. Our building and maintenance pot could be topped up as numbers have increased since we last topped it up so we could put in an extra £11,940.00 to take us to our maximum saveable allowance. The budget is tight but in year 3 some money was set aside so we now need to draw on that to use as a rainy day fund and therefore would recommend that we top up our building and maintenance pot back up to it's full amount as that is money we can use for roof repairs, boiler and anything site related. That will bring us to a figure of between £45-50,000. This is the proposal which will need to go to County to action. So because we have a healthy carry forward, I'd like to request that we move some of this to the building and maintenance pot. JF has proposed and JS has seconded this request.	(MS gave commentary)

The Asset register report has not been audited at company level as yet but the asset register for the school has been done over the Easter holiday which will be presented at the next meeting. MS to action.

We have 2 out of 4 Acheeva beds we would like to dispose of. 3 out of 4 are currently not being used. This equipment takes up a lot of valuable space and we have been offered £700 per bed by the Clare School. **What are they?** They are hospital beds which are softer and more mobile and are for children in wheelchairs that can come out of their chair and lay on the beds and still access the full curriculum. **How did we get up to 4?** We had two funded through grants and two that came with children. MS proposal is that we keep 2 and sell 2 as the yearly maintenance cost on these beds whether they are being used or not is high. The proceeds will then be used to purchase 2 music trolleys for the Music room. **With the selling off of these beds, is this the way we are going because we are not getting as many PMLD pupils?** Partly, although space is a premium. Approved by FGB.

#### **Policy Updates:**

Home School Agreement Policy and the 16-19 Bursary Policy have been shared, a couple of tweaks have been made and has been approved by SD and seconded by ST. Natasha Patterson to update the Website.

#### **New Build Update:**

Pictures of the carpark circulated in meeting and commented on. Still awaiting approval from the High School before we can go ahead. Hypothetically we will be providing the high school with a nice layby for 6-7 vehicles all foc totalling around 41,000 in return for 15 extra spaces at the end of our carpark where the field is. 4 extra spaces will also be created within our island. **Can we hurry them up?** We have sent reminders but Matt will chase up this Friday. CF has offered to write a letter if needed. Phase 1 will be our carpark, we feel we have made clever use of the space.

Build work for Rowan Class which is currently the Music room and will become the new room for Shells/Seals has started this week.

The underground water pipe has been found and is situated between the woodland area and playground. There have been a few changes and a permission issue in place for some inspection chambers but work will start on 12<sup>th</sup> July 2019. Viewing panels will be put up so that

pupils can see what's going on. All in all this totals £33,000 which has been paid by CHAPS which is money we don't actually have but we will have this coded to our budget and in the 1<sup>st</sup> revision in the next meeting this will look a little out of place but it's money we will get back from the LA. ***With these changes, does the path need to be modified?*** No, we can run the corridor over the pipe. ***So what catchment does this water pipe supply?*** Sheringham, Bodham, Cromer and Weybourne. Whilst the work is being carried out these places are likely to be without water for up to 3 hours. We operate using tanks so our hot water won't be affected it will just be our cold water but we will accommodate this with bottled water.

The design has been finalised with a few minor tweaks to storage rooms, we have made the welcome space slightly bigger. Finalised design will be shared at the next FGB meeting and actioned by MS. Some pre-tender packs go out next week to gauge interest with it commencing the 2<sup>nd</sup> September. Looking to kit it out mid-January 2020. It's already starting to show a lot for our reputation as our School has been recommended for it's facilities which is great to hear.

***16.30 hrs MS left the meeting.***

**Staffing Update:**

- **Resignations**

We are expecting a resignation from Charlotte Julian, she is one of our younger TA's, she has done really well with us but has been offered a year round job with Foxwoods. **Who is Foxwoods?** They are one of our respite providers.

Kim Lane has resigned, she will become the child minder/nanny for her sister Hannah's baby. No further exit interviews to share.

- **Recruitment**

There has been a big change in the Office Team. Leia Henderson started in March and Emmie Wright started in April, both have settled really well and there has obviously been a redeployment of tasks across the team.

Amy Fox started in Dolphins class on April 23<sup>rd</sup> and is part way through her induction. Interviews took place on Friday 3<sup>rd</sup> May for new TA's and 2 were appointed.

- **Maternity/Paternity Cover**

Catherine has had her baby, we have not had much contact with her but all seems to be going well.

Alex is planning to work until half term when she will then go on maternity leave.

Mez is planning to work until the end of term. We have plans in place for both their maternity cover which will not require any new teachers.

Colin started 2 weeks paternity leave on Tuesday 30th April and his wife gave birth to a baby girl on Thursday 2<sup>nd</sup> May. Her name is Sylvie. Colin is also now the Councillor for South Sheringham so double congratulations.

Jake will be eligible for paternity leave in June.

Chloe Alfonso is also pregnant, her baby will be due in October.

- **Performance Issues**

One teacher is coming to the end of their Support and Guidance period, so far they have met all targets successfully.

• **Staff Wellbeing**

We have a keen well-being team who have already begun to implement changes and consult with staff on ideas. We have had 2 meetings so far with staff that have come forward to join the team and have given a presentation of what we are about and what we can offer. A poster will be displayed in the staff room of who to go to. We hope to get an induction pack with lots of useful information for new staff. A well-being drop in will also be available to staff and manned by two members of the team half termly.

• **Class Leads Workload Survey**

A survey was completed by 16 teachers, instructors and HLTAs to look at the time they spend on a range of activities and whether they considered this appropriate. The vast majority of responses were positive about workload. The 3 areas most commonly identified were:

**1. End of year reports (4)**

I need more time to look at what we do, we have never prescribed a length/word count but just let staff complete them.

**2. Completing SPAT records (4)**

**3. Researching and producing physical resources (3)**

In groups we looked at what the problems were and how we can support staff with these tasks (to be shared during the meeting)

For two areas of less concern:

- Reviewing Support and Intervention plans (2)
- Writing Annual reviews (2)

We will be looking at the timing of these to spread the workload across the year. In addition we looked at the timings of events, activities, meetings etc through the year and have some plans how to support staff to manage their workload. JS has put together a calendar for the year with as many dates showing for the forthcoming

(SW gave commentary on staff wellbeing)

year to help staff visually and manage their workloads to see when annual reviews are happening, deadlines and parents evenings etc. This can be put up in class for all the team to see.

All positive outcomes on the whole. Workload monitoring will become a fixture and will look to implement some staff monitoring by members of the Governing Board.

- **Leadership Team**

Plans are in place to support Michael to take on more of the Child In Need and Looked After Children responsibilities and so give Nic more time to deliver more pure SENCo work such as monitoring EHCPs, their provision and its effectiveness as well as helping to develop the new therapy centre.

In the meantime JS will lead on behaviour.

- **Admissions**

5 pupils are leaving. ***Why is that?*** Because they are year 14's. ***This prompted the question, when is Prom?*** No Prom this year as the parents involved do not wish for this so instead they will take part in a week full of organised events.

New pupils have accepted places and Nic is currently planning home visits.

We are technically full for September with 110 pupils.

We have two tribunals already, one for a reception aged pupil, it is unlikely we will be successful in contesting this and an older pupil with some challenging behaviours triggered by high anxiety and communication difficulties. We have been recommended as a suitable school by Starfish Plus.

I will be visiting his school to evaluate his suitability.

There are currently 39 sets of papers for our next admissions meeting on 10th May, of which 36 are appropriate to us. This should mean plenty of candidates for our expansion.

Before we increase pupil numbers at Easter 2020 will need to formally consult with staff, parents and the community.

	<ul style="list-style-type: none"> <li>• <b>Meeting with Carole Fields</b> I have only met informally with Carole once since the last meeting, I updated her on the likelihood that Bec would be accepting the offer.</li> <li>• <b>Consultation Document</b> In order for us to expand our numbers we have to formally consult, we didn't when we moved up from 90 to 110 because it was less than 10% but the LA has stated that we have reached a point where we really do need to this time. This information will be sent to parents, staff, transport, high school, primary school etc. This will basically outline that there is not enough SEN in Norfolk and that we are providing these extra spaces. It is a very readable and understandable document that we are pleased with.</li> </ul>	
7. Governance Policy Review	No new Governance has been found as yet. Ideally an Ofsted Inspector, HR specialist would be beneficial.	
8. Chair items	<p><b>Governance Monitoring Sheet</b> (circulated in meeting)</p> <p>Our current monitoring sheet does not reflect what we need it do. Specific names are needed against areas to monitor. Governors Tool Kit book, please read pages 55-57 before the next meeting. We will then discuss in the meeting (ready for September) what area of the SIDP you would like to be assigned to. Carole Fields and Michael Smith have monitored Safeguarding in the past and Steve Thurlow and Matt Smith have monitored Health &amp; Safety but we need to re-vamp the document and keep record of this. <b>Do we have a list of who is responsible for each role?</b> James Stanbrook to locate this and pass on to Natasha Patterson to feed this to the Governing Board. This will all be looked at in the new school year once the new Ofsted schedule has been finalised in September as there may be areas we need to include.</p>	

	<p><b>Reminder of School Production?</b> Alice in Wonderland 23<sup>rd</sup> May @2pm and 24<sup>th</sup> @10am and 2pm. <b>Do we need to purchase tickets?</b> It's free to come in. An invite will be sent to parents to try and spread the numbers across the performances. <b>Can we suggest we have a retiring collection?</b> SD proposes that the money goes to the new Staff Well-being Project.</p>	
9. Clerks Items	None	
10. AOB	Next Meeting 3 <sup>rd</sup> July 2019 @4pm	

Meeting closed 5.38pm

SIGNED ..... *Carole A. Fields* ..... Date..... 3.7.19 .....