

Sheringham Woodfields School
Full Governing Body Minutes
3rd July 2019

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

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	Sarah Dewhurst (SD), Sam Webster (SW)	
2. Approval of minutes from the last meeting	Minutes approved by all present and signed by the chair. Proposed by JS, Seconded by JF.	
3. Matters Arising	All Actioned prior to meeting.	
4. Declaration of Pecuniary Interest	None	
5. Finance & Personnel	<p>- First Budget Revision and Capital Budget Update (light blue and green papers circulated) Matt gave commentary. Not many changes to record since our last meeting, a few future changes of a positive note where some savings will be absorbed in extra staffing support needed. In a nutshell we are in a healthy position and we balance at the end of year 3 on a non-trial budget. 43% of schools struggle to balance at the end of year 2 and 78% of schools cannot balance in year 3. Four special schools haven't managed to balance a trial budget even with all the extra money that they probably won't even receive so we are an exception in terms of being able to balance our budget.</p>	MS to send signed budget to NCC Finance for approval/sign off

We've had some changes in respect to an increase in pupil funding per place as they have given us the new starter money upfront which we had asked for but this will subsequently change again as we have an additional pupils joining us in September. There are a few small adjustments to Pupil Premium, Grants and Payments and income from Facilities and Services which is new for this year and is S2S income which goes from £7,000 to £14,000. We put an arbitrary figure in from Catering of £5,000 and would like to note that Leia in the office is now in charge of the finances and is doing a great job of keeping it tighter with Holly doing the ordering. So in terms of income, all is looking well.

Expenditure has seen an increase in teaching since the last revision and takes in to account movements into upper pay thresholds. We've also tidied up around teachers on maternity leave and coming off maternity leave which is where the variances come from. There has been a rise in premises staff inc admin and clerical as we look to take on an assistant Business Manager from 1st Sept but there has also been a reduction in admin time that will be claimed towards the new build. Building and Maintenance Improvement has gone up by £24,000 with one of the action points from the last meeting was to transfer £11,940 to the BMP pot so that's now gone in and we have increased the revenue funding for the upgrades to Shells/Seals classes which is part of the new builds improvements and this will be paid back through capital by NCC Finance (as per emails from Isabel Horner). We hope to have in the end a healthy surplus in capital which we can use to landscape the build once it's finished.

In the first original budget we had quite a bit of therapy money and some adjustments have been made to that this year to fund all the other projects like Shells class but we have additional sundry purchases which the friends make and a £600 increase in pupil premium which we received for our LAC child and also an increase in themed days due to the work that our Assistant Head is doing. An adjustment has been made to the expansion for therapy related costs and we have added Sheringham Shoal who kindly gave us a grant of 2,600 which has been spent. We have purchased a new sensory room selector which was on the wish list of last year. **What does this select? It chooses and operates the different equipment in the room from a remote.** In terms of ICT, we've taken the figure of £4,800 out and moved it to E24 to cover the internal recharge for Broadband paid to SPS, added £10,000 in as we need a new Wifi system across the school and we are currently getting quotes for this. This will be a guest system so visitors can log on with ease. We have topped up by £930 for professional services which is for GDPR and that is a summary of the Budget revision and Capital Budget update.

-Summary BCR

This is a summarization of where the accounts are to date, there have already been movements since this was printed but on the whole they are tracking well with the revision 1 amendments which is encouraging. We've spent 0.22% more than we should have but that's due to some honorarium payments made in advance. But all in all we are in good shape.

The proposed 1st revision (green budget) balances, 2nd page of the green handout shows the capital which we have overspent in capital at present and has been raised but this is due to money spent that we don't have on the woodland build but we will be reimbursed for this.

Year 2 appears to be pretty steady and year 3 is proving volatile but we have to take into account that we have not yet had the audit of what banding the new pupils will come it at.

Approval of 1st Budget Revision (green) and 1st Revision Trial Budget (pink) signed by CF and proposed by JF and seconded by ST. All approved.

- RAG Rating review (orange handout circulated)

We have an overall RAG Grade of A2. **Whats A1?** We actually can't get A1 at the moment but we are in green! Theoretically we need someone if not all to complete an online e-learning refresher course. **Matt/Natasha to forward a link to access this through the Norfolk learning hub.**

- New Build Updates (Water Pipes, Car Parks, Internal building changes, Revenue Funding) – (White handout circulated)

The school has secured in excess of £100,000 upfront and have invested £40,000 of that pre-planning. Post-planning shows a budgeted cost and what we have spent to date. The whole project cost totals around £1.3 million for which we have spent £100,000 to date. We've asked the LA for £1.2 million which will give us all we need to pay off the rest of the costs and will hopefully leave us in a good place and then Rowan class, the carparks etc will be paid back to us via capital so the fact we have absorbed these costs sensibly gives us a very healthy capital balance at the end which we can then invest into other things and there is a contingency for any unforeseen costs plus landscaping costs.

This has been
actioned 04.07.19.

We have four builders that have come through to quote so far meaning four tenders in place. ***Do you go for the cheapest? No, not necessarily, we'd like a company that employs everybody rather than subs everything out as we have had problems in the past with this arrangement.*** We will review the tenders on Friday 12th July @ 2pm. ***Governors were asked if they would like to come along.*** We will short list to 2 at this point and run some further checks to determine the best firm.

Work has begun on diverting the water pipes and the playground is out of bounds at the moment but the fire exits are not affected. There will be a solid wooden fence panel up with concrete posts and a toughened glass panel which will alternate around the boundary. This will create a nice viewing platform. The first carpark has started at the end of our existing carpark which will create the additional 15 spaces and the container that is currently there is being moved tomorrow. The rest of the work between us and the high school is ongoing and we are liaising with the high school's site team. Some negativity by the caretakers is being dealt with internally by MS and ST at this point in time. The store room for Rowan is completed and forms part of the new PMLD base and the work on the main Rowan classroom starts in the summer holidays. The additional 3 classrooms that need updating will be started in the first few weeks of September and will be completed by the October half term. These classes will not be in use until Christmas. This is all revenue funded and we will claim the money back in capital.

- Increase in pupil numbers – Consultation

We have had the consultation and have had no responses face to face and all the feedback we have received has been positive and we were grateful for Norman Lamb putting a very positive response in. We now move forward to the more formal proposal, ready to be activated and put in place.

-Changes to staffing

Have spoken with Paul Guymner our ICT Manager about the growth of the school and how this will increase ICT support. Suggestions have been made to whether we look at getting an apprentice to support Paul or have it acknowledged to him and his reply was to have it acknowledged to him. So in the budget is a more sensible modelled approach where he will be on a contract of 37 hours a week, 52 weeks a year. ***Does this mean the other schools won't receive any support? No, what that means is that we will personally be buying in more***

of his time in the holidays and we won't charge the primary school any more than they currently pay. The budget will pick this up. Is there enough work for him in these additional weeks? Yes plenty and it will help smooth out the flow of work and will effectively be able to prioritise jobs more efficiently. Is everyone happy for me to carry on dealing with this change? Yes, all approve.

In addition to this, Matt has requested a part-time assistant Business Manager on a 26 hour a week term time plus 3 contract which is in the budget. We have had interest from Yvonne Afford who is retiring soon and has shown interest in providing 1 day a week in admin/hr. All agree that we will pursue Yvonne and hope to secure her one day a week. So perhaps instead of having a Business Manager we can look at the Admin team as they are not all on a full-time contract and perhaps discuss scope to enhance their role within the school. Basically we need to lighten the load for Matt as his role has grown vastly and we need to offer our full support and remain mindful of what he does for us.

-Grey Fleet Insurance

In the new guidance around management and staff we now need to do Grey Fleet Insurance. We have 26 members of staff on the books who we need to check their licenses for points every 3 months and anyone who drives their own vehicle for the school which includes tax, MOT and insurance. We have out-sourced this and the cost is £1 a car to carry out these checks.

Lastly before Matt left the meeting, the Governors gave their congratulations to Matt for deservedly obtaining the title... Mr Matthew Smith MBE for all his extensive community work he does, fund raising, getting projects off the ground and for always going that extra mile to help where ever he can. Matt has an invitation to Buckingham Palace which will happen later this year. We are all very proud of him and are chuffed to bits to have him as our Business Manager here at Woodfields school.

Matt left 5.05pm.

-Staff Update

No resignations, we've had a very stable year this year and really it's all about expansion for us. New class lists have been distributed and all staff seem to be very happy.

-Recruitment

TA recruitment took place on Monday 24th June and 3 successful candidates were offered a position.

Maternity/Paternity Cover

Alex Allen gave birth to a baby girl (Molly), Jake Millin's wife has had a baby boy (Barnaby) and we have just heard that Mez Whitty gave birth to a baby girl (Evangeline Eden). Congratulations go out to them all and fingers crossed for not so many sleepless nights!!

-Performance Issues

Nothing to report, staff are working really well.

-Staff Well-being

The retirement collection raised an amazing £207 which is the most we have ever raised! Only one parent complained about the nature of the fund but you can't please everyone!

-Class Lead's Workload Survey

All actions have been completed and new academic calendars will be in place for staff to record all important dates in one place which will help them manage their work schedule for the year.

-Leadership team

James and Bec met to discuss here returning role and she is happy to come back 3 days a week as the Assistant Head for two terms taking us to Easter. No further plans have been made.

Roles within the Leadership Team have been reassigned and agreed that Nic will take on a SENCo/EHCP role and will look at current and alternative therapies and will provide MSI advice. Michael will take on a Safeguarding/CiN role and his current role of Monitoring will be Bec's responsibility which is always what she used to do.

Lastly but by no means least we discussed Michael our Assistant Head's performance and are very pleased with how he has slotted very nicely into his role here. His professional yet approachable attitude is a breath of fresh air and his work ethic is of a very high standard. Michael is currently on a temporary contract and we have just extended it to next year as we feel he deservedly has a rightful place on the Leadership Team so it was proposed that Michael has a permanent position. **Proposed and all were in favour.**

-Admissions

Technically full for September with 110 pupils. We have 29 sets of potential pupil papers to sift through and currently 3 of those are tribunal cases.

5 started their transition earlier in the week which went very well with staff welcoming and pupil welcoming being incredibly positive.

-Meeting with Carole

Carole and I have not met very much but have been keeping up to date by email.

-Pupil Premium

There will be a full report in September with an analysis of the academic progress of these pupils.

The majority of the money has been spent on:

- Transition coordinator
- Time for you: Talking therapy with counsellor
- Yoga therapy
- Music therapy

- Sixth form residential to promote independence skills.
- Supporting pupils health and well being
- Supporting pupils to access school visits

-Primary PE Money

This year the funds have been spent encouraging as many pupils as possible to ride a bike. This has included employing a bikeability instructor every Wednesday morning and purchasing bikes and helmets.

This has been really successful with many pupils advancing from balance bikes to pedal bikes. A small group are now also taking their level 2 qualification and are riding on the roads. Several parents have also commented that they are now able to include their children in biking together as a family.

We are looking at using PE primary to extend this as well as investing in Yoga training for staff with specialisms in ASD/ADHD and Cerebral palsy/PMLD

-Consultation on changing the school day

We are looking at moving to the 3pm finish.

-Plans for School Expansion

Consultation documents have been sent out a number received back, all of which are positive towards the expansion. 2 meetings took place on 17th and 26th June, there were no attendees. Returns for the consultation have all been positive including one from Norman Lamb.

-Trust Norfolk SEN

On the anticipation that a further three schools would be leaving to form their own Multi Academy trust we had been working towards dissolving the Trust. These three schools have now decided to not form a MAT, however it was decided at the last Trust board meeting to continue with the dissolving of the Trust.

-Governor Responsibilities

During the summer I will be changing considerably how we complete our self-evaluation of the school to fit the new OFSTED framework. An agenda will be used to ascertain what key area needs to be looked at and when and by which relevant Governor.
Once this agenda has been completed I will ask Governors to be responsible for their nominated key areas and report to the next Governors meeting.

-School Improvement Plan

We have done extensive work around E-Safety and have shared this with parents and is available to view on our website. This will also feature in our newsletter at the end of term. We are developing the Careers Information advice guidance to match the Gatsby benchmarks and our target for completion on this is December 2020. The careers map is nearly done which will show career related skills across the curriculum and this will be finished off with staff teams. A Careers week event will be created and will hopefully take place in March.
One of the key parts to the SIDP will be around speech, language and communication and there are a few more bits to finalise before this is set in motion.
New changes will be made to Relationship and Sex Education which will see new guidance from the DFE and will be built into the Ofsted schedule. Some of our more experienced teachers may lead on this as an upper pay scale activity. In regards to developing the Therapeutic Curriculum we need to look at what we will be doing in the new building and Nic will be heavily involved with this. We will also look at pupil performance data to see if this identifies any curriculum area where pupils are not making the same progress as others.

7. Governance

The Governance Statement –

For publication on school website and updated at every Governor meeting and will include a brief update, policy review etc.

8. Chair items	<p>-Governing Board Key Questions on compliance</p> <p>All questions on compliance are met.</p> <p>Prevent training to be undertaken by all members of the Governing Board if not already done so. An e-learning course is available online.</p> <p>Governor Monitoring sheet & Monitoring Programme examples</p> <p>This is so that Ofsted knows that Governors have a designated role and are recording visits in that key area in school and reporting their findings and sharing this information in Governors meetings. Natasha to email James the Master copy to adapt to this school.</p>
9. Clerks Items	None
10. AOB	<p>Next Meeting 9th October 2019 @4pm</p> <p>*Leavers assembly will take place on Weds 24th July @11am. There will be a presentation followed by tea and cakes.</p> <p>*Tues 16th July, Neve Julian in Sycamore is leaving so please come and wish her all the best on her last day! There will be certificates and photos in sixth form. Children leave @1.30pm and staff @2.30pm.</p>

Meeting closed 5.38pm.

SIGNED..... *Carole A. Fields* Date *9.10.19*