

**Sheringham Woodfields School**  
**Full Governing Body Minutes**  
**9<sup>th</sup> October 2019**

<b>Present</b>	Carole Fields (Chair), Janet Farrow (JF), James Stanbrook (Head), Matthew Smith (MS) Steve Thurlow (ST), Lisa Harvey (LH), Sarah Dewhurst (SD), Sam Webster (SW)
<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.	
3. Matters Arising	All Actioned prior to meeting.	
4. Declaration of Pecuniary Interest	All Governors have signed the register of business interests declaration.	
5. Finance & Personnel	<p><b>Policies –</b>            All policies have been updated where necessary, no major changes. The Pay Policy has a few changes to reflect the new pay scales and some wording clarified. The Attendance Policy shows some changes around new legislations and procedures for tracking children that are leaving school etc. The payment of Governors has not got an official claim form as yet and the Data Protection Policy has been significantly padded out.  <i>Appraisal form signed by CF.</i></p> <p><b>Schools Financial Value Standard (SFVS) –</b>            This is a new form where if signed today we will probably be the first school to have done so. It gives the Governors the assurance that the school is financially safe and secure.</p>	(MS gave commentary)

This insures best value, all were in favour of answering “yes” to all 29 areas of the school financial value standard as we are quite robust in all these areas. New to this year is benchmarking data where we have compared ourselves to other similar special schools in the East of England. The data collected in the information about Woodfields school shows a rating against each threshold using a traffic light system and shows mostly in green. This document was circulated for all to see and **SFVS signed by CF.**

**The Terms of Reference for the Governing Body -**

This was circulated and gives detail of the main responsibilities to be managed by the governing body. An addition will be made to reflect the wellbeing of staff within the document and Collective Worship will be removed. **NP to action.**

**The Themed audit (GDPR) report –**

This has been discussed and in June/July 2019, Norfolk Audit Services carried out a thematic audit on (GDPR) across 11 maintained schools. The specific objective of the audit was to provide assurance that schools can adequately demonstrate that they are complying with GDPR and that a DPO has been designated to take responsibility for data protection compliance. The document circulated shows the audit findings for Woodfields school and its recommendations.

**Summer Term RAG Monitoring report –**

JF to attend Value for Money training on 14.10.2019. CF to attend the Autumn Governors Conference on 09.11.2019.

A service level agreement is to draw up by Woodfields school and signed by the Primary school which they were insistent of in regards to sharing our ICT Manager. We have to be careful in stating that we are not providing the service but jointly developing the ICT Manager between us. The Primary School have also had issues with their Server and have asked us to store their Server here in a fully purposed air conditioned room which we can and we would like to because if the Server currently goes down, it affects ours. It has been made clear though that this does not form part of the service level agreement. We will also define a notice period of 12 months for if we wish to re-purpose the space. **Do we have room for it?** Yes as it's only the size of a radiator.

Bursary – We are administering the bursary, Post 16 learners where Universal Credit is given

Matt to send off.

**Actioned 10.10.2019**

means 18 year olds can obtain it in their name and they are entitled to apply for a grant of £1200 from the Local Government.

We have had a gentleman in question from this school where he has applied on behalf of his Son for this grant and we have noted his application by letter before Summer break stating that payments are likely to start from 16<sup>th</sup> September once all evidence of PIP, Universal Credit etc are obtained. Unfortunately 2 phone calls were missed by MS from the gentleman in question has raised an official concern to Norman Lamb stating his dissatisfaction and the need for clarification. Unfortunately this was escalated before giving our Governors or Business Manager a chance to respond and clear the matter up which was that we required evidence that he was receiving PIP. We are now in receipt of this and can move forward with his application. MS to respond to Norman Lamb accordingly.

#### **New build update –**

The site has been fully cleared, build compound established and hoarding erected. Footings have been dug (and due to the heavy rain at the weekend some have been re-dug!) ready for foundations to be installed in the coming week or two.

Lots of work going on behind the scenes to relocate the soakaway at the end of the woodland area. All major build items confirmed and ordered (windows, doors, lighting, blocks etc).

What's next...Foundations will be installed and block work to start being installed followed by the soakaway relocation (which includes the re-routing of current drains to the new soakaway).

**What's a soakaway?** It's a big underground chamber where all the rain water is collected and dissipated slowly into the ground. It is not connected to the sewers.

Once this is all completed, the project will be classified as 'out of the ground' which reduces the level of risk going forward!

Other developments include the overflow carpark at the end of the existing carpark completed and opened.

Ash class was fully refurbished during the latter part of the summer holiday and first week of the new term.

Shells and Seals are currently being refurbished ready to start accepting new pupils after Christmas.

Work has been undertaken on classes during term time due to the sheer volume of maintenance/improvements already planned for the holidays. Although the term time working has gone very well this is not something we intend to do too much of in the future.

An official photo by NCC is to be taken tomorrow for the paper.

At this point in time we are looking at early June for completion and we look to have an official

<p>6. Head items</p>	<p>ribbon cutting by HRH Princess Anne in September 2020.          We hope to bring it in as close to our original budget as it's a saving for the County.          We are in talks with a tile manufacturer in regards to the pupils designing a tile each to go into the hygiene rooms. It's a bit of an expense but we want to be able to showcase the new build and date it and brighten up which is quite a bland space.          All the pre-conditions have been signed off but they are yet to sign off the landscaping plan as they are not entirely happy with the number of trees going back in so we have till next June to get this plan sorted. <b>Can these trees be planted anywhere within the grounds?</b> Yes as long as we plant the same number or exceed the number of trees that were up-routed.          In regards to honorariums, MS has received and our Maintenance Manager has asked for his to be differed to February 2020.</p> <p><b>MS left 4.55pm</b></p> <p><b>Staff Update -</b></p> <p>Leadership Team</p> <p>Nic's role is now much more of SENCo with a larger emphasis on ensuring pupils are receiving the provision stated in their EHCP and that it is effective. She is also leading on the Communication aspects of school improvement with Iwona.          She will also be key in planning what the extra provision for the therapy centre should include and then our plans to staff and resource this.          Though she is still a DSL, Michael is now leading all aspects of this with a few legacy cases with Nic due to her relationships with parents.</p> <p>Bec has picked up much of what she did previously, monitoring teaching and learning through work files, planning and progress meetings. She is also developing more subjects to go on our online assessment system.          She will also initially be leading on ensuring the school is ready for introduction of the new Sex and Relationship Education guidance ready for September 2020.</p> <p>Michael continues to lead on safeguarding and this year is now picking up some of the work around families with children with challenging behaviour. In the school day he is very much the</p>	<p>(JS gave commentary)</p>
----------------------	---	-----------------------------

person who supports class when there are challenges around behaviour and additional support is needed. He is now the designated teacher for Looked after children (LAC) and leads on most child in need (CiN) meetings.

All three are involved in staff appraisal and chairing annual reviews.

Matthew is obviously busy with the new build which he will share details with you.

I am still doing Catherine's role but my work has been heavily impacted on by the sheer amount of work admissions and tribunals is creating. I am still showing 1 or 2 families around per week, and admission papers are arriving every couple of days and need to be read to ascertain if the pupil is suitable for our school.

Tribunals are unpredictable, in one week alone I lost one day to attend court in Cambridge and a further 8 hours preparing statements, reading notes in preparation for writing statements and acting as a witness. These notes can be several hundred pages long and often come at short notice. I still have one more witness statement to write and likely attendance at two further tribunals.

### **Teachers -**

No new teaching staff in September.

We will be interviewing for a new teacher on October 14th, we have 4 strong candidates including an internal one.

## Teaching Assistants -

We have had 2 resignations this term.

Cassie Pott has left as she was struggling with family commitments and the hours, she will continue as a supply TA.

Isobelle Scoular had moved house and changed to a job nearer home to reduce travel time and expenses.

Both have had exit interviews with positive responses in all areas.

TA recruitment has been frustrating, of 22 applicants 10 were so poor they were not considered. (spelling, grammar, no school details, supporting statements of 2 lines).

10 were invited for interview but 6 dropped out, we are concerned that this was due to the adverse review on Indeed. **We will look at other options for recruitment advertising as Indeed are not fulfilling our expectations.**

We have however appointed 3 new TAs:

Abbie Carpenter who will start next March.

Drew Playford who will be starting as soon as her safeguarding checks are complete.

Lois Povey who should start by the start of December.

We have appointed 2 new MSAs:

Lin Craske

Haley Griggs

We hopefully will have successfully recruited more TAs in time for January 2020.

### **Admissions -**

All new pupils have settled really well in their classes.

I called parents at the end of their first day and first week there have been some really positive comments from parents.

A survey will go to all new parents at the end of half term.

The LA has agreed to fund a new class of 10 for January and a second class of 9 or 10 in April.

Offer letters have gone to the first 10 and one for April, I will share in the meeting further details as there may be some changes between now and Wednesday!

### **Pupil Premium –**

This is in exactly the same format as it has been in previous years and the spending is pretty much in the same areas. The circulated document shows a summary of spending of where we are now and a proposed spending for 2019-20. New and larger areas of spending include Time for You, Yoga Therapy and Music Therapy. This document can be located on our website.

### **Primary PE –**

The majority of funding this year has been spent on our Bikeability training with the aim of getting as many pupils as possible riding either balance bikes or pedal bikes. This has proven to be a very successful project and will continue indefinitely.

Any unspent money will be allocated to the Therapy Centre to develop the area outside with play and exercise equipment for more physically able pupils and will possibly include a zip slide, obstacle course, traversing wall and bike track.

### **Summary of Pupil Progress –**

This circulated report shows in a nutshell whether pupils are making and exceeding expected progress in English and Maths compared with national figures and areas that contribute to the evidence found in relation to strengths and weaknesses and what needs to improve. The report overall shows that pupils did slightly worse than last time but this is only a tiny percentage.

**Appraisals –**

Head teacher appraisal to be agreed by the governing board for JS to approve their pay rises.  
**All in agreement.**

**Priorities for School Improvement –**

Governor Monitoring: A number of areas for Governors to review and discuss with a member of the Leadership Team and then complete a Governor Monitoring report.

These areas include:

Safeguarding – Carole/Michael.

New build – Steve/Matt

Attendance – Carole/James

Health and Safety – Steve

Careers Information and Advice Guidance – Steve

Communication Improvements – Sarah/Sam with Nic

Therapy Centre (new therapies and provision) – Lisa/Sarah with James/Nic

Statutory requirement to update Sex Education – Janet/Bec

Quality of Teaching – Carole/Bec

**This will all be typed into a nice plan with dates to follow. JS to action and NP to share on Gov Hub.**



	<p><b>Safeguarding –</b></p> <p>1 child is in Child Protection  22 children are in Child in Need through the Children with Disabilities team.  3 are transitioning to the adult team</p> <p>There are three Looked After children.</p> <p>Michael will be completing the LA Safeguarding Audit and will then share with Carole.</p>	
8. Chair items	<ul style="list-style-type: none"> <li>• Natasha to look into sharing a venue with any local schools that wish to take part in Governor training to make it more cost effective and perhaps for easier travel arrangements. <b>NP to action.</b></li> <li>• An up-to-date Governor address/telephone list. <b>NP to action.</b></li> </ul>	<b>Actioned 10.10.2019 via Gov Hub.</b>
9. Clerks Items	<ul style="list-style-type: none"> <li>• The new Governance toolkit has been handed out today to each Governing Board member.</li> <li>• Anyone who wishes to take part in any training can ask me to book them a place or find them a course they wish to attend.</li> <li>• Christmas dinner and Christingle dates to follow. <b>NP to action and share on Gov Hub.</b></li> </ul>	<b>Actioned 12.11.2019 via Gov Hub.</b>
10. AOB	<b>Next Meeting 4<sup>th</sup> December 2019 @4pm.</b>	

**Meeting closed @ 5.25pm**

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