



Sheringham Woodfields School

Full Governing Body Minutes

4th December 2019

Present	Carole Fields (Chair), Janet Farrow (JF), Matthew Smith (MS), Lisa Harvey (LH), Sarah Dewhurst (SD), Janet Terry (JT).
Apologies	Steve Thurlow (ST), James Stanbrook (Head), 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	Steve Thurlow (ST), James Stanbrook (Head), Sam Webster (SW)	
2. Approval of minutes from the last meeting	Minutes approved by all present and signed by the chair. Proposed by SD, Seconded by LH.	
3. Matters Arising	All Actioned prior to meeting. Janet Terry elected by all as a new governor.	
4. Declaration of Pecuniary Interest	None	
5. Finance & Personnel	<p>Approval of 2nd Budget revision/Capital Budget and Trial Budget (Blue, peach and orange handouts circulated) MS gave commentary. As set in the trial budget, we are hoping to receive all additional grants for schools which will give us a surplus of 121,000 at the end of the 3 years but are unsure if it will actually happen. The rest of the trial budget remains the same.</p> <p>In terms of revision 2, changes across the board in particular the reallocation of shop income which has moved following advice from Vicki Hatch and additional income around the increase in pupil numbers and pupil premium. Donations of £3,600 have also been received. <i>Where has this money come from?</i> This has been generated from club subs, visit contributions to Disneyland and a grant from Sheringham Shoal.</p>	

Expenditure has seen 91 contractual changes, lots to keep up with. Staffing is pretty static from a finance point of view and a lot of managerial hours have been spent keeping the status quo. MSA's have increased by £3,400 to grow the number that we have and an extra £5,600 on building maintenance and improvement which relates to additional items needed in terms of servicing once the new centre is open. A transfer has been made into the savings pot to help with costs towards the Therapy Centre and a replacement boiler which is needed in the next 4-6 months.

An increase of £39,000 on E19 which reflects pupil premium increases against that which we have received and we have also purchased a minibus which was £12,000. **When did we purchase a new minibus?** A few weeks ago it was delivered and is now in full use. **Are we looking to purchase another minibus?** In an ideal world yes, but at this moment in time we cannot afford to run it. **Do we have to buy our own insurance?** No, this comes as part of our NCC insurance premium.

Norse's contract is up for tender but given that no other catering option is available to us this has been resigned by the school for 3 years from 1st April 2020.

Further adjustments have been made to the administration line of where we have put £11,000 back into the budget. All in all we have a surplus at the end of year 1,2 & 3 which means we are only one of a handful of schools on a non-trial budget able to do this and next year looks healthy.

Capital Budget shows £35,000.

The BCR was shared with all upto Mid-Nov. It shows only a few variants but no major changes at present. All variants are picked up in the 2nd budget revision.

Budgets approved by all and signed off by Chair (CF).

Policies

All policies shared on Governor Hub. No major changes to existing policies, just updates. All have been reviewed and approved by the board.

Review of Woodland Build:

Steve Thurlow has done some monitoring and spending has been reviewed and we are on budget. We have slipped about a week because of the poor weather conditions. Money is still coming in nicely from the LA. Main contractors proving to be the right decision and all has been running smoothly and are progressing well despite the weather. Since planning we have spent 300,000 on fees and building materials etc. We hope that the roof will be on just after Christmas. Once water tight, we will push for a deadline that we won't alleviate from.

MS to send to NCC
Finance

No reported health and safety issues or breaches and no further complaints from members of staff or nearby residents. **Did we have many?** Yes unfortunately which we found very disappointing. Main complaints about noise and mess which is unavoidable. All projects are working well and are effective, a few small issues with service providers and structural engineers but nothing major. This will no doubt endeavour to be a fantastic resource to the school and will be worth all the ups and downs along the way. We are looking at the end of May, early June for completion and HRH Princess Anne will be opening it officially on 10th Sept which is 17 years to the day that the school was opened.

Monitoring reports:

A few have been completed to date and can be found on Governor Hub.

GDPR Update:

A couple of breaches in regards to a home/school book going home with the wrong pupil. We continue to monitor and advise staff and a few suggestions have been made, one being a book monitor but this raises its own issues as to if the book monitor was off, who would think to cover?

16.45 hrs. MS and JF left the meeting.

6. Head Items

Head Teachers report:

Items that we are drawing attention to within the Head report are concerns around the two flex requests we have had which need to be looked at before the next Governors meeting. *This information will be sought from JS and Governors will be informed via email.*
A decision is to be made by the Governing body concerning the two requests which needs to be done 60 days from the request date which was around 10 days ago. The implications are towards other teachers wanting the same, how it affects pupils in class with having two teachers, handovers and missing out on weekly meets.
The overall feeling/opinion from the board is that it does not work and are not in favour.

Appraisal of Teaching Assistants is another point Governors would like to raise in regards to why TA's currently do not receive one. TA's can request an appraisal but Governors feel they should automatically get one. Staff appraisal report will be looked at in our next meeting.

Actioned by JS

Parent/Carer Survey:

All feel that this was very good and useful.

Safeguarding Audit: To be re-agendered in the next meeting which will give the Leadership Team a chance to glance over.

Safeguard Training to be completed by all Governors where lapsed by the end of Feb 2020. NP to check the dates of all Governors and arrange a suitable time to undergo training with Michael Smith.

7. Governance

Governance:

Janet Terry (JT) has been welcomed on board and has been asked to take on the role of the SEND elements of the curriculum and improvement planning which JT has agreed to.

8. Chair Items

Constitution/Terms of Reference to be looked at and updated on Gov Hub by the next meeting. NP to action

Actioned 12.12.19.

9. Clerk Items

Reminder of Christmas dinner date and primary school Christingle given.

10. AOB

Next Meeting 5th February 2020 @4pm

Meeting closed 17.10 hrs.

SIGNED *Carole A. Fields* Date..... *5.2.20*