**Sheringham Woodfields School  
Full Governing Body Minutes  
5th February 2020**

|  |  |
| --- | --- |
| **Present** | Carole Fields (Chair), Janet Farrow (JF), James Stanbrook (Head), Matthew Smith (MS), Sarah Dewhurst (SD), Janet Terry (JT), Sam Webster (SW), Steve Thurlow (ST) |
| **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) |  |
| 1. Approval of minutes from the last meeting | Minutes approved by all present and signed by the chair. Proposed by JS, Seconded by ST. |  |
| 1. Matters Arising | All Actioned prior to meeting. |  |
| 1. Declaration of Pecuniary Interest | None |  |
| 1. Finance & Personnel   6. Head Items  7. Governance | **Budget Revision 3 (MS gave commentary)**  Our level of income has increased by £20,407.00 and we have changed the way we record shop income and shop expenditure following an audit recommendation for all county schools. We continue to receive amounts of pupil premium funding and we have now received our full entitlement for the 16-19 bursary which has now all been paid out. Our I01 figure has gone up which reflects the pupils that started in January. Their funding comes in at an average level pre-audit. Everything else is as it needs to be. A deduction on I18 of £17,469.00 is where we had put the pension grant but this now sits in I01. In terms of expenditure we have added an additional £16,300.00 across the board so there are some efficiency savings and also some items of expenditure. We have made savings of just under £7000 on teaching staff due to sick leave/maternity etc. We increased the support staff cost line due to the fluctuation of TA’s as we are increasing as we go along. Premises staff has seen a saving as we are unable to recruit a cleaner at present. Admin/clerical staff is at a point in time that the small amount of overtime put aside will not be used. The only other significant change is on E19 where we have increased spending on furniture, PE primary grant, 16-19 bursary and educational furniture. Predominately the furniture will be used in Seals and Shells class. Seals class in now in full operation and Shells is ready bar four tables. This is all funded through revenue.  The capital account shows £102,000 left in at the moment with a further £900,000 approximately to be drawn down from the L.A for the build.  **Budget approved and signed.**  **BCR Summary**  This is a snap shot of how the account is actually looking. Once the changes from the revision go in then we are in a healthy state. E40 shows a prediction of £178,000 to carry forward to next year but we think we will be closer to £200,000 carry forward. We are in a very healthy position as it stands and are on the right side of the percentage with a saving which is earmarked for further playground development/landscaping and the therapy centre.  **Governors approved for the savings to be used in the above.**  This year shows an overspend on pupil premium which is a good thing and also an overspend of £8,000 on PE primary. This is for equipment that has been paid for now. An adjustment has been made to pupil premium from April onwards around music therapy as this will not be continuing. ***Why have we decided to discontinue music therapy? It’s not a relevant therapy for us. We consider a more play based therapy more appropriate for our pupils. What is our percentage of pupil premium children? 36% currently.***  **Woodland Build update**  MS circulated a handout of photos showing the new build.  The internal white block work is now complete across the whole build and the external breeze block is around 95% complete. Next week we take delivery of all the equipment we need to go into the build which is not electrical so for instance, doors, tiles etc. Work will start on the corridor and roof in half term. Footings have been poured for the corridor which gives us a better idea of how the playground will look and work. The link way will feature some big green round windows to really set it off.  SD joined the meeting at 16.23hrs.  The bricks have proved to be a time consuming task to lay but the benefit of these bricks means that there is no maintenance in terms of painting and they will weather well. So far we are on budget. The bespoke furniture that it going in some of the rooms has come in significantly under budget which is positive and allows us to do a bit more with the money in the build. Tail end of June we look to be completed. The legal agreement has been signed by CF and JS to drawer the funding down. Still looking at the 10th September for the official opening by HR Princess Anne. Some additional work is being done to secure about an extra 1m of land from Cooper road just to give us a bit more space. ***Are they likely to let you have it? We have written to them and asked and they have acknowledged receipt. We are hopeful.***  **GDPR update**  Not a lot to report, the common breach still remaining as the wrong home/school book going home with the wrong child. No adequate ideas of how to eradicate this problem but we do ask teachers/ta’s to be vigilant in what they write and anything confidential to be emailed or for the parent/carer to be called. Home/school books are a consent on our permissions form.  **Norfolk Audit services**  MI sheet 15/20 has been shared and read. This was a thematic audit check conducted by Norfolk Audit Services across 10 maintained schools on the Pre-Employment Safer Recruitment. The specific objective is to provide assurance over the adequacy and effectiveness of the controls in place to ensure all school staff, agency staff, contractors and volunteers who work with children undergo statutory recruitment checks to prevent people who pose risk or harm from working with children.  We are due a full audit this year and will hopefully be in the Autumn Term.  MS left at 16.36hrs.  **Leadership**  Catherine returns Thursday 19th March. Her changed role in March which will be more focussed on Mental Health, Rebound Therapy and Sensory Integration approaches and will fit closely with the roles of Michael and Nic.  **Teachers**  Amanda Waters, our new teacher has settled well into the new Seals class and is being supported through her induction process. At the moment, this is a mixed class but will be smoothed out in September and similar ability pupil classes will be formed.  No teachers have performance issues.  I met with Alex and Mez to share my response to their flex requests. Governors made it clear that they were unhappy with them returning part time so the options to both would be to return full-time or resign.  Alex has said she is likely to return to her previous 5 days per week. We are uncertain of Mez’s decision and await confirmation from both in writing by 28th February.  **Teaching Assistants -**  We have had 1 resignation this half term. (Exit interview was shared in meeting and all Governors were happy with the outcome although it did make for some sad reading).  TA interviews took place on Friday 24th March, only one was appointed, Kim Stanbury, who is the sister of a former pupil.  Three new TAs started in January; most are doing well and again working through their induction process. One is needing more support than the others and this may need to be picked up as part of their induction.  1 member of staff (TA) was referred to the Local Area Designated Officer, LADO, their response was for the incident to be investigated in school through our usual HR process.  This has been completed with a first written warning issued and a support package put in place. This remains on file for two years. The case will now go back to the LADO for them to complete their processes.  **Future Leadership Team -**  Green handout was shared and circulated in the meeting showing the proposed future leadership team structure and the role of each Assistant Head, Deputy Head and Head Teacher.  Michael’s role will remain as Assistant Head and will change during this term as he takes over leading monitoring behaviour incidents and how we support staff with behaviour from me (Previously Catherine’s role).  Bec is continuing her role monitoring teaching and learning, chairing reviews and leading on providing support to other schools through School to School support.  JS will be doing the roles of monitoring teaching and learning, Progress Meetings and supporting staff with assessment and curriculum after she leaves at Easter.  Nic continues on leading all aspects of EHCPs and the communication plan, in addition she has been leading on the transition for new pupils.  A full-time Deputy Head vacancy has been requsted as part of the proposed plan for the future of the leadership team and although there are numerous head teacher/deputy vacancies at other schools we remain hopeful as we promote a good ethos, competitive pay and high standards. This successor will also be mentored for the role of Head teacher and put through their national qualification. Governors have been asked to read the advert in the next few days and give their response to James. Once approved, the vacancy will be advertised straight after half-term.  **Additional staff -**  We have appointed 2 new MSAs: Rebecca Sheridan and Elise Gardner.  **Role of Yvonne Afford and attendance management -**  Yvonne our former HR consultant has begun working with us supporting staff absence.  All staff absent now have a conversation about the reason they are off with Michael, if their absence reaches 3 episodes in a term it triggers a meeting with Yvonne to discuss ways of supporting them to improve and if appropriate set targets.  Information about this support will be in the new TA induction packs so all staff see the process as support rather than threat.  She will also be doing exit interviews with staff leaving.  **Admissions -**  All 10 new pupils have settled really well in their classes.  10 new pupils will be starting in April in Dolphins and Shells class and an additional pupil who currently has no school place starts after half term.  **Safeguarding -**  3 in transition to adult Social Workers.  2 undergoing official assessment following requests from school – Process has started for 1, awaiting extra info before 2nd will begin.  2 awaiting social work response following request from school and likely to be assigned to Early Help Team.  1 child was moved from Child Protection but is now a CIN.  23 children are in Child in Need through the Children with Disabilities team.  There are three Looked After Children (LAC)  One family have withdrawn from Early Help support.  **Safeguarding Audit –**  All key changes have been made to thePolicy and has beenUpdated and approved.  JF left the meeting at 17.39hrs.  **Governor Monitoring -**  All monitoring sheets were shared and circulated in the meeting and all Governors happy with the their findings and what was recorded.  **Ofsted Inspection -**  This was based around subject leadership and wanting to know what is being taught, when and why it is sequenced in a particular way. We have a revolving cycle which staff decide what learning and knowledge is going to be improved upon for each individual which is used as an assessment tool. It is bespoke to each individual pupil.  We are due another Ofsted inspection in January 2022.  We have a category 2 visit where we are currently an elevated status or risk according to the L.A as we don’t have published exam data. Two people from the L.A are due to visit James to discuss.  A leadership meeting around Mental Health for staff was discussed and was concluded that we are not well enough equipped to deal with matters arising. A managing stress for Managers training course has been identified on how to manage our workforce. MIND training is another option.  The staff wellbeing team are regularly getting together to discuss new ideas and improve our staff working environment. The staff room will be on the agenda for a makeover, the wellbeing board is being used for sharing information, inspirational quotes and activities. We have had two yoga sessions in school which have proved popular and we looking into various other activities. Our 3 Mental Health First Aiders have been on further training to develop their knowledge and understanding and are available to all members of staff to offer any help and guidance. |  |
| 8. Chair Items | **Head Teacher Appraisal -**  JS left the room so that governors could discuss the request made by JS. CF and JF conducted James’ appraisal and governors all agree after much discussion to agree to James’ request. |  |
| 9. Clerk Items | Safeguard training update for Governors has been agreed to take place on Thursday 27th February at 12.00. Michael Smith will deliver the update. This is not compulsory but it is good practice.  NGA – E-learning is available for Governors to complete training at their own leisure. Lots of relevant modules are presented on their website and this will boost your current training records. Costs are to be confirmed.  Group Governor training is also an option for Governors to get together socially and learn/update their skills. |  |
| 10. AOB | **Next Meeting 1st April 2020 @4pm**  **World Book Day – 6th March**  **Duncan Baker visit – 13th March** |  |

**Meeting closed 17.55 hrs.**

SIGNED………………………………………………………………………… Date……………………….