**Sheringham Woodfields School  
Full Governing Body Minutes  
20th May 2020 @10am (Zoom meeting)**

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

**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

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| **Item** | **Minutes** | **Action Points** |
| 1. Apologies |  |  |
| 1. Approval of minutes from the last meeting | Minutes approved by all present virtually and will be signed by the Chair when attainable. |  |
| 1. Matters Arising | All Actioned prior to meeting. |  |
| 1. Declaration of Pecuniary Interest | None |  |
| 1. Finance & Personnel   **(MS gave commentary)**  6. Head Items  7. Governance | **GDPR**  We are all aware of the radical change we are facing at present but we are maintaining a good level of data security and protection within the school and have no breaches or concerns to report. Our new platform for communication ‘Zoom’ has been assessed and its capacity is fit for purpose.  A **COVID-19 e-booklet** has been produced for all key stakeholders within our school community. This open and transparent document will set out what the school is doing to help combat the spread of Covid-19 within our school. In particular, we believe Staff, Parents, Visitors and Pupils will benefit from the content of this book. This booklet will continue to evolve as and when new/revised government and scientific advice is released.  **BCR Summary**  No real issues or concerns to report apart from COVID-19 spending being the only small concern but we can apply to recoup costs of up to 50,000 from the Government to see us right and maintain in a healthy position.  **Outrun Main**  The reconciliation of 2019/20 Balances (Revenue and Capital) show that both sets of records reconcile and the revenue balance to carry forward to 2020/21 is an underspend of £180,157.07. The analysis of revenue balance in hand as at 31 March 2020.  **Outrun Shortbreaks**  The summary BCR shows to date a brought forward figure of 10,532.54 which is ready for spending however we have a lost income figure over the period of Apr/May/June of 10,869.53. We hope to see after school clubs and holiday clubs resume very shortly.  **New Build Update**  The Interim cost report for our new Sensory Integration Unit shows very little movement in terms of cost increases. It is slightly over due to some additional variations instructed and anticipated into account up to 08 May 2020, the current estimated construction cost  is £1,177,766.78, which is £18,918.78 above the original Contract Sum. ST is happy with the way it has gone so far.  The build itself was delayed for a short period of roughly two weeks due to COVID-19 but although this has slowed the project down, progress has been made in terms of the new spaces in the carpark, road markings have been finished and the Island outside the main school entrance has been re-modelled giving parking access for buses. A new tarmac layby has been laid specifically for the high school to help make it safer for pupils to access the 3 school buses and to ease the flow of traffic passing and to minimise the amount of near misses. So far there has been no word of thanks/gratitude from the High School which is disappointing to say the least especially in this present time.  At this stage we hope to see the new build project finished late September/early October.  **FSM support package during Covid19 crisis**  A big thank you to staff members who have offered to come in to support the delivery of food parcels and resources since this pandemic began. It has been a major effort on all parts which has paid off in terms of making sure our pupils and families receive these beneficial food packages to help take unnecessary pressure off them. This scheme will continue after half term along with the voucher scheme.  Whilst this has all been in operation, the Site Team led by Simon Turnball have made improvements to the grounds, staff room etc and have supplied ample PPE to insure the safety of our staff.  **Policies**  All policies listed below have been approved by the FGB.   * Health & Safety Policy – ***Is the evacuation point still the same?*** Yes it is still the Island outside the main school entrance. * Teacher Capability Policy - Approved * Recruitment Policy - Approved * Ed Visits Policy – The L.A have made a few minor changes to the levels which have been noted and approved.   **Test Kits**  ***Are test kits being supplied to schools yet?*** No not yet, we would prefer to wait until September when testing is more readily available and the quality of testing is at a higher standard. At present, no staff, pupils or parents of pupils have any symptoms.  **Leadership for September**  Bec’s contract as Assistant Head has been extended to the end of December 2020 to help support the new classes and to support the Leadership Team. From January 2021, Bec will take on a teacher role and will move to S2S (school 2 school) support.  Deputy Head recruitment will see interviews take place mid-September and will involve a 1 to 2 day process. A document will be drafted and available for Governors beforehand to give their views/opinions on what process they would like to see and questions asked.  **New Class Teacher**  Jen Armstrong has accepted our new class teacher post. Jen missed out earlier this year when we recruited Amada Waters but was such a strong candidate that we kept her in mind for future openings and are happy that she has accepted and look forward to welcoming her on board. An induction pack has been sent.  **Support Staff**  Over the last term we have had 2 resignations and have promoted to highly expertised MSA’s to TA’s. Further TA recruitment is needed to fill some gaps and will take place when feasible.  **Admissions and Pupil Numbers**  As from the last admissions meeting, we will be increasing pupil numbers by a further 10 as from September. So far 2 have been accepted with 1 new child starting 1st June. This will give us a total of 135 children from September. Talks have taken place with Social Workers to ascertain which children are most suitable for Sheringham Woodfields in terms of highest need and distance from school. This will be our main priority.  We have been in constant communication with families giving reassurance and talking through the small steps we will be making to ensure the safety of our pupils over the next coming weeks. A plan has been made moving forward with Government advice and all Governors are in agreement with this plan. A brief outline of the plan is for 1:1 sessions with social distancing measures to happen over a 4 day week with access to the hydro pool and other beneficial facilities and resources.  **Annual Reviews**  All Annual Reviews were halted since lockdown began. Nic and Natasha have worked hard to revise the schedule to fit in the 28 missed and the ones still yet to take place. All parents shall be notified of a new date and time and offered the choice of a zoom meeting or conference call. |  |
| 8. Chair Items |  |  |
| 9. Clerk Items | Next FGB Zoom meeting is on Weds 8th July. Time to be confirmed. |  |
| 10. AOB |  |  |

**Meeting closed 11.18 hrs.**

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