**Sheringham Woodfields School  
Full Governing Body Minutes  
31st March 2020 @12 noon (Conference Call)**

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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) |
| **Apologies** | Lisa Harvey (LH) Janet Terry (JT) |

**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 | Lisa Harvey (LH) Janet Terry (JT) |  |
| 1. Approval of minutes from the last meeting | Minutes approved by all present and signed by the chair. Proposed by SD, 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 | **Summary BCR** (MS gave commentary)  We currently remain in a very stable position with a £19000 surplus at the end of year 3. This was a difficult budget to compile and evaluate but there are no uncertainties to record and periodically this continues to be a very honest forecast over 3 years.  Written into the budget are funds to help support MS. So far, Yvonne Afford has been appointed as HR for 8 hours a week and she has proved to be a good asset. There is more money in the pot set aside, equivalent to about 20 hours to provide Matt with extra support which is a priority.  In regards to the new build, there are no major issues to record although we have had a few complaints about the builders on Cooper Rd, noise level, equipment and in/out access but this is all in hand.  Since it was said that all non-essential shops and businesses were to cease trading during this time of uncertainty, The Den has made a loss of roughly £4500 a week and even though we have made savings in regards to heating costs and non use of the pool, we won’t offset it.  COVID-19 so far to date has cost in the region of £6000 for provisions, resources and responses. We should be reimbursed for what we spend.  We have supported our pupils with equipment and resources over this lockdown period and hope that equipment such as SI apparatus is used appropriately and with care and is returned to school after this period of quarantine.  The school will be fully closed for the Easter holiday from Wednesday 1st April .It will re-open on Monday 20th April for the small number of pupils who have parents/carers who are classified as key/critical workers (as defined by the Government) and are not able to find alternative childcare.  Class leads will continue to contact families during the holiday to give advice and support around learning, activities, behaviour and communication.  A second round of meal boxes and vouchers have been distributed this week to families eligible for Free School Meals. Families that have received vouchers should have received top ups too.  **Detailed BCR** (MS gave commentary)  E19 shows money factored in for a new Wifi system and money has been set aside for therapy running costs, rebound and professional support which can be pro rata. A new boiler has been installed at the cost of £13000 and money left from the build will fund landscaping. The purchase of the extra metre of land acquired from Cooper Rd playpark will increase the boundary of the new build, ST secured the deal and we are awaiting legal documentation and while this is in motion, we are open to objectives from the public but we hope it will be received in good spirit.  At this moment in time we have our biggest number of MSA’s and TA’s and have the right level of staff across the board. As we grow as a school and have a great deal to offer present and new pupils, we hope that going forward the L.A will recognise this and increase our funds accordingly.  We as a special school stand out amongst most special schools in Norfolk as most cannot balance their Year 2 forecast and they have a deficit in Year 3. We owe thanks to MS for his hard work and success on delivering a good honest budget.  Budget agreed by all during the conference call. Documents to be signed by CF.  MS circulated by email to all governors a new RSE policy to read through and approve. NP to follow up approval by all.  **COVID-19 update** (JS gave commentary)  There are no plans for the school to be open over the Easter holidays unless we have an unexpected need from a family. If this happens we will request volunteers to come in by email with as much notice as possible.  Calls to families by class leads are continuing to take place on a weekly basis. Calls are recorded and a summary is emailed to Michael/James or communication logs are filled in.  These visits have been very reassuring to families and this has also flagged up some areas where we have needed to provide some additional support and this is an essential part of our safeguarding responsibility. Whilst on the subject of safeguarding, our school policy has been updated to give extra safeguarding arrangements in response to Coronavirus (COVID-19). This can be found as an additional policy document on the website.  **New TA’s**  After half term we will welcome our new TA’s and although we are not open to pupils, we will let them familiarise themselves around the school environment and take part in various training e.g. Safeguarding, Norfolk Steps, Moving & Handling etc. This way they can start feeling a part of the school community.  Alex has returned from Maternity and will become the new class lead of Shells. She has already been in to make a start on pupil files and lesson planning.  ***Are we allowed to close during the Easter break?*** Yes, all our keyworkers have already made alternative childcare arrangements for this period however, if we were to be called upon, we would do our upmost to provide provision.  The L.A have been updated daily and we have shared what we are doing within school to protect ourselves and others whilst carrying out our duties and maintaining a low risk environment.  We still endeavour to obtain a teacher for September to lead Pine class but no one is recruiting at the moment although we do have someone in mind who we interviewed a while back and was a very close 2nd to Amanda which would be a great solution. This also means that this is also the case for us trying to secure a Deputy Head. So far we have had 9 applicants with 5/6 being strong potentials. We look to push the interview date to Autumn with a start date of January 2021.  **Governance Monitoring**  ST implemented a buildings condition survey roughly 3 weeks ago and stated that he was satisfied with the overall state of the building and that no structural repair was needed. | Actioned 02.04.2020 |
| 8. Chair Items | Minutes from the last meeting to be signed by CF. NP to obtain when possible. |  |
| 9. Clerk Items | Next meeting is Weds 20th May 2020 |  |
| 10. AOB |  |  |

**Meeting closed 12.46 hrs.**

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