**Sheringham Woodfields School  
Full Governing Body Minutes  
8th July 2020 @9am (Zoom meeting)**

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| **Present** | 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 and will be signed by the acting chair. Proposed by ST, Seconded by SW. |  |
| 1. Matters Arising | All Actioned prior to meeting. |  |
| 1. Declaration of Pecuniary Interest | None |  |
| 1. Election of Chair, Vice Chair & roles | It has been discussed and agreed that Janet Farrow will take on the role Chair of Governors until we can find a suitable replacement as at this moment in time Janet’s existing work commitments are too great to fully take on the role indefinitely. We thank her for stepping up to this position at short notice.  Steve Thurlow will act as Vice Chair and we also thank him for taking on this position within the Governing Board at short notice.  Janet Terry has agreed to take on the role of Safeguarding. |  |
| 1. Finance & Personnel   **(MS gave commentary)**  6. Head Items | **Detailed Budget Rev 1**  All tracking well considering COVID-19 has had a long lasting effect so far. The main issue lies with Norse who are continuing to charge 100% for FSM and are effectively paying for meals we have never had and subsequently through the Government scheme we are paying for food vouchers, meaning we are paying for FSM twice. As a school, we have remained open and feel let down by Norse for also not meeting quality standards where food is concerned. We have also had issues with Espo regarding our account where our monthly spend has fallen by about £2000 but this has been due to the lack of stock. It is our prerogative to source goods from elsewhere otherwise our school cannot run efficiently and feel it is out of the question that Espo are asking that we sympathetically pay for lost income.  **Summary Budget Rev 1**  This is a 3 year budget and we balance across the 3 years. Work has been done within the last month to reduce the in year spends. We’ve gained a bit by not replacing every TA that has handed in their notice and will be looking to receive some more income for pupils starting but this is yet to be factored in. So far we are in a good position. We have increased our cleaning capacity in terms of laundry support where we need a domestic assistant in the afternoons to keep control of the increasing amount of laundry due to more pupils. An internal advert will be placed in school for a cleaner for 1-2 hours a day. This increase is shown in EO4 of the budget.  All other changes are very much routine changes. No revisions in admin as yet but from September when we are in receipt of some extra income then we can look to obtain additional help.  Grounds maintenance E13 has increased by £42,000. Money has been used towards the landscaping of the new build. Learning Resources E19 has an input of £16,000 to cover COVID-19 costs as we are unlikely to be able to claim it all back which will be £20,000 less the cost of the vouchers. ICT has also shown an increase due to the Wifi being installed across the whole school including the Annex and the new build. This will mean that guests and health visitors etc will be able to have their own unique login. Professional bought in services E27 shows a prediction of about £12,000 due to additional build related professional fees which will see us through to what now looks like October. Currently we are in talks with Isobelle Horner to see if she will release funds from the savings we made early on in the build which will help our position. There has been an increase in expenditure to try and bring our healthy surplus down a little bit so that if there is a claim towards COVID-19.  The Capital Project is tracking well. We will spend literally 100% of the grant received. ST and JF are welcome to take a look at it over the Summer if they wish.  There is nothing available in terms of access to a Grant fund as these are all COVID-19 response funds and we won’t be able to obtain much more at the moment.  Staffing continues to be our biggest issue but looking at the timetables this year we have made some efficient savings but these have been offset against COVID-19.  The Short Breaks Scheme have paid us in advance and we are the only short breaks provider offering 100% in the summer of its agreed offer to 100% of the children booked in. This roughly equates to 800 hours of provision. All short breaks providers have been paid upfront and for some who choose to do nothing with it we feel is disappointing and a disservice to SEND children who would benefit greatly from some much needed respite. We as a school are doing everything we can to provide our children and families with short breaks and presently are the only provider in the area. ***Is the Hamlet Centre open?*** Yes but they can only take 4-5 children at a time. ***Has the staffing around Short Breaks been solved?*** Yes, we have Max who leads with two TA’s a day with Matt picking up 4 days and Michael picking up 2 to provide SLT support. Max has provided a different approach which we are seeing the benefits from and thank him for the great job he has been doing.  Budget has been approved. Proposed by JF and seconded by JT.  **New Build Update**  The end date has been pushed back to December 2020 and there have been a few issues with COVID-19 being used as an excuse to hide behind in terms of not working with the best endeavour of the contract. Extra contractors are now able to be on site at any point as there are additional exit and entry points. Multiple conversations have taken place between ST and MS about the efficiency of the running of the new build and where costs have been incurred and have resulted in fines and delays. As we approach October, our original deadline, we will act upon this accordingly if necessary.  We are making some changes to the timetabling of rebound for it to run a bit more extensively over the coming weeks as indoor PE is not safe to do so at this time and we are tweaking the hydro timetable to offer a slot from 8.15am so we will see how this works.  **Policies**  No major significant changes. Yvonne has done a thorough job of looking at any grey areas and modifying any wording that needs to be altered as well as making sure they are up to date in legal terms.  It has been noted that where policies are to be approved by staff that there is just a reminder in briefing with a general description and meaning of the policy and to say that they are on the board in the staff room.  With regards to the Probation policy, probations have been put on hold for new staff at the start of April as this would have proved to be a pointless exercise at this given time of COVID-19 and have therefore been postponed until September with attendance targets also being unachievable.  Policies approved. Proposed by LH and seconded by JT.  **Staff Update**  Nic Stewart has continued to work from home as she remains in the shielding category as per Government advice. This has been quite effective as we have adopted new ways including Zoom to keep in contact. She has supported us with the plans around the Therapy Centre, rebound and hydrotherapy timetabling along with chairing annual reviews and EHCP outcomes.  Bec Tate will continue her role for another term until we appoint a Deputy for January. Bec will support the 2 new teachers starting and will prioritise time with them to put together plans and assessments. As a consequence of this, JS will pick up some of the monitoring duties in the Autumn term and then in Spring term he will be guiding the new Deputy Head through that.  Rachel (Elm class) has been given more time and opportunity around MSI whilst Nic is on maternity leave and the advantage is that the majority of children with MSI are now in Rachel’s class so this will prove to be a beneficial and easier approach to monitoring the children. JS will also take on some more aspects around EHCP’s whilst Nic is on leave.  Jen will be joining us in September. She has been in school to complete her Norfolk Steps and Safeguarding training. She will liaise with Bec around what sort of curriculum she is going to provide and will familiarise herself with her new class (Shells). We feel Jen will be a really good fit for the school and welcome her on board.  Nikki Thornton who leads Ash class will be going on maternity leave. We have completed a risk assessment and have come to the conclusion that it’s not safe for her to work in that class from September onwards. So from September, Nikki will work as a TA working alongside primary trained teachers which is where she had expressed a desire to gain experience in this environment. Grace Burton who is a cover supervisor, Norfolk Steps trainer and a very experienced TA who has been with us a number of years. She is currently working towards her QTLS qualification has been chosen to take on the role and lead the class. Initially she will have the support of Nikki until October in terms of planning/assessing and annual reviews. She is likely to finish her QTLS whilst covering Nikki’s maternity and we will take a view of the current situation in terms to when we no more of Nikki’s plans to return.  The decision has been taken that staff working as Instructors who have completed their QTLS can move to a teacher contract only if there is a long term post available and they have worked in this role for a full year and met all standards. At the moment there are 3 members of staff that have become teachers and have been allowed to work in the school providing they have had full class responsibilities for at least a year.  TA’s – One further member of staff has announced that she is pregnant and will remain working until November.  At the moment we have an advert for recruitment of TA’s where we have received 27 applications for one post due to start in September to cover maternity leave but if there are a number of positive applications then we may look to appoint another for January.  Another TA had been offered a position in another school a week before lockdown happened and is still interested in that job. If she does choose to go for it then we could be looking at taking on another TA from the interviews held. These interviews will take place in the first full week back and they will spend time with the SLT team and in class.  Two former high needs children have left this year so slightly less staff are needed as a result and we currently have a group of children spread across a few classes that have developed a high level of independence skills and so have created a unique class for this group of children which also means less support on a pupil/TA ratio.  Class lists go out on Friday this week.  **Admissions**  Lots of work around this. Out of the 10, 8 have been attending a 4 day week and parents have been very appreciative of this. One is now not joining us as he and his family are moving back to Scotland. And lastly, 1 has been shielding at home due to him and his brother being medically compromised. Staff have done a brilliant job of getting them in and settled and supporting them with transition activities.  11 new pupils are due to start in September. 2 older pupils (Year 8 & 11). One is a LAC and one has been out of school for quite a long time. The remainder are primary age school children. ***How many pupils are we expecting to have back in September?*** 100%.  JS is completing all the transition visits. ***How are the transitions being carried out?*** The plan is (after approval from FGB) that we have two PD days (Thurs and Friday) and then the first full week back we will welcome back our current children. On Thursday of that week we will see our new starters transition into their classes. All being well, all children will be in from the following Monday.  No parent consultations will take place face to face this year. Instead, we are asking class leads to video/phone to introduce themselves and to see if they need anything or ask any questions.  The following year we are looking to take only 6 children as appose to the 30 this year which has been a massive task.  **Appraisals**  Normally this time of year we would be carrying out appraisals but there simply has been no time to do this adequately. All our teachers have met standards but they haven’t had the opportunity to meet all of their appraisal targets due to the current situation but have worked extremely hard through it so we intend to honour the expected pay rises for our teachers and SLT***. Is everyone on the Governing Board happy with this?*** All agreed.  **Annual Reviews**  These were put on hold once lockdown started and we waited to see what the legislation was regarding the future process and the interpretation of the legislation by the LA was to carry on conducting them which meant that Natasha and Nic had the job of rescheduling the backlog of reviews along with the reviews still to come. All parents were called to arrange a new review meeting date and were offered either a phone or zoom meeting where details were then shared with all attending.  Moving forward, we will adopt the same method of either a zoom or conference call to limit the number of people in school.  **Guidance for full opening in September**  There is really very little change in advice apart from an emphasis on infections rates are very low and therefore previous restrictions can be relaxed/interpreted more flexibly using phrases like “wherever possible”  Essential measures which we have already been following include:   * a requirement that people who are ill stay at home * robust hand and respiratory hygiene * enhanced cleaning arrangements * active engagement with NHS Test and Trace   There is now more flexibility around how to reduce contacts and maximise distancing between those in school, e.g. whole year groups in Secondary/key stages in special schools, classes of 30 in primary schools.  How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:   * grouping children together * avoiding contact between groups * arranging classrooms with forward facing desks * staff maintaining distance from pupils and other staff as much as possible   Systems of control to prevent infection have not changed and are something we already doing.  Prevention:  1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school  2. Clean hands thoroughly more often than usual  3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach  4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach  5. Minimise contact between individuals and maintain social distancing wherever possible  6. Where necessary, wear appropriate personal protective equipment (PPE)  Numbers 1 to 4 must be in place in all schools, all the time.  Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.  Number 6 applies in specific circumstances.  Response to any infection:  7. Engage with the NHS Test and Trace process  8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community  9. Contain any outbreak by following local health protection team advice  Numbers 7 to 9 must be followed in every case where they are relevant.  We are expected to have a contingency in the event of a full or partial school closure. This will be dependent on whether groups of staff/pupils are directly affected by needing to self-isolate or if it is a broader reduction in numbers back to vulnerable children, those with a social worker and essential worker’s children.  We could revert to either of the June or July timetables if needed but suspect our response would need to be more flexible.  I do not intend to write a plan now but just respond at the time.  In light of advice I think now is a good time to increase the size of our “bubbles” to start to bring the school back to normal and to make things more straightforward for staff and pupils. A timetable was shared in an email along with a staggered transport timetable to all Governors explaining what this would look like.  Other things to consider are that there will be no assemblies or large school gatherings and no visits that involve school buses.  More plans are to be shared by Friday.  SD left at 10.18am  **Deputy Head Interview Process**  Mid-September we have 4 candidates to interview over two days. 2 from Mainstream and 2 from Special Needs. This really needs to be carried out face to face and is a very crucial and important role for the school that we need to get right. All safeguarding measures will be in place for this to happen safely. The interview will entail the following:   * attitudes and motivations to work with children * a Warner Interview * a learning walk with JS * pupil interview to see how they react and relate with the children * time in class to see how they communicate * cultural fit for our school in terms of our Ethos – willingness to go the extra mile, creative thinker, ability to think outside the box, flexibility and a modern day attitude * formal interview with Governors and possibly a parent governors interview or a group of parents to come in.   The planned role of the Deputy is to help monitor the EHCP Outcomes of children as this is too bigger job for the SENCo to do by themselves. It will be shared between the leadership team as follows:   * Deputy Head – monitoring academic outcomes * Assistant Head’s (Michael and Catherine) – monitoring outcomes linked to therapies * SENCo (Nic) – monitoring outcomes around medical needs * Catherine – monitoring outcomes around mental health issues * Michael – monitoring around direct behaviours of children.   Ofsted will be looking very much next time around the curriculum for Special Schools and how the EHCP outcomes for children work directly in classes.  ***What if all 4 candidates don’t fit the role?*** We won’t employ the wrong person as this causes far more difficulties.  **In remembrance of Carole**  To mark Carole’s contribution to the school we have decided to name the Therapy Centre after her – Fields Therapy Centre. She has been a great advocate for us and we feel this will be a very fitting tribute. When we do hold the official opening, family of Carole will be invited and involved and a dedication board inside the school will be made with lots of photos we have of her from over the years. ***Can we also have a special assembly once we are able to again in honour of Carole?*** Yes, we will have a lovely presentation of her with family members invited.  **Monitoring report**  ST visited the new build and walked around school to see that all was in place around COVID-19 procedures. He was happy with his findings and had no concerns. |  |
| 7. Governance | **Terms of Office** – Natasha will check to see if anyone is close to their terms of office expiring.  **Appointing a new Governor** – someone with a specific background around business/HR and education with experience in schools would be preferable. ST will compile a mailshot to hopefully source any potential new members. |  |
| 8. Chair Items |  |  |
| 9. Clerk Items | All Governor meeting dates have been shared for the new academic year with one extra date in September. All meetings to revert back to the usual time of 4pm. |  |
| 10. AOB |  |  |

**Meeting closed 10.36 hrs.**

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