

**Sheringham Woodfields School**  
**Full Governing Body Minutes**  
**16.09.2020 @4pm (Zoom meeting)**

<b>Present</b>	James Stanbrook (Head), Matthew Smith (MS), Sam Webster (SW), Steve Thurlow (ST), Lisa Harvey (LH)
<b>Apologies</b>	Janet Farrow (JF), Janet Terry (JT), Sarah Dewhurst (SD),

**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**

<b>Item</b>	<b>Minutes</b>	<b>Action Points</b>
1. Apologies	Janet Farrow (JF), Janet Terry (JT), Sarah Dewhurst (SD)	
2. Approval of minutes from the last meeting	Minutes approved by all present and will be signed by the acting chair. Proposed by LH, Seconded by ST.	
3. Matters Arising	All Actioned prior to meeting.	
4. Declaration of Pecuniary Interest	None	
5. Election of Chair, Vice Chair	ST was nominated for the role as Chair and has been successfully elected and appointed as from today's meeting. JF will revert back to her role as Vice Chair. We thank them both for their dedication and ensuring the effective functioning of the board to date.	
6. Governor Recruitment	After placing an advert in various locations we had a total of 5 candidates eager to find out more about becoming a Governor. 3 were invited in to school and given a tour followed by an informal chat to recognise their skills, experience, qualities and capacity to offer and help provide efficient and compliant operation of the board. All three candidates were successful in their applications and were all appointed subject to a DBS check. NP will be sending out a welcome pack including a welcome letter from ST, background information on the school and an overview on the role of a school governor. The two applicants that were unfortunately unable to make it on the day will be kept on file for future openings.	

<p>7. Finance &amp; Personnel</p> <p><b>(MS gave commentary)</b></p>	<p><b>Woodland Build Update:</b></p> <p>We have been working hard with the builders and are getting to close to a final finishing date of 31<sup>st</sup> October 2020. MS shared pictures in the meeting to reflect its status to date. There are still a few certain issues around the delay/supply of equipment and building materials which is a contractor issue and one that they must solve. From our point of view it sadly hasn't been the easiest of builds and feel we have been let down by professionals across the board which is disappointing. A condition in the planning application, condition 5 still needed to be dispensed of and approved before we can occupy the building which still hadn't been dealt with by professionals so MS took matters into his own hands and spoke to the Head of planning and the leader of the District Council in charge to seek approval which has now been granted. Yet again, we give thanks to MS for going above and beyond.</p> <p>We have had a further set back with the windows which were ordered months ago, these arrived damaged but we endeavour to rectify this quickly to maintain our finish date. We still envisage this build to be an outstanding asset to the school and look forward to being able to use it to its full potential for many to enjoy.</p> <p>In two weeks time we will start on the external landscaping and the finishing touches to the playground outside Shells and Seals classes to bring it all together.</p> <p>To date, we are on schedule to remain in budget and in scope for the capital grants received. There is a considerable amount of capital left due to the 90,000 retention figure which will be used to pay the builders at the end of the project.</p> <p><b>COVID-19 Impact Assessment:</b></p> <p>Free School Meals has been running smoothly, we have surveyed the level of support and families have not queried or had any issues with our level of commitment to provide. We have had our £5565 grant from the government for COVID-19 approved.</p> <p>No transport issues to report. It's proving to be quite labour intensive but our efforts are paying off in terms of the smooth running of the fleet.</p> <p>We have just invested in 3 foggers for the school which will enable us to protect and sanitise further every room in the school and in addition, the staff room, minibuses and The Den.</p> <p>A new laundry assistant has been employed to help with the cleaning and sanitisation in our hot spot areas. A recent risk assessment highlighted that tea towels, robes, dish cloths etc need to be washed more frequently to reduce any risks.</p> <p>COVID-19 catch up funding will be awarded to us to help us identify areas where it is best needed for instance, insuring any children that have been disadvantaged from COVID-19 are looked after and for any further cleaning assistance.</p>	
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<p>6. Head Items</p>	<p><b>Driving for the school:</b>          NNDC have suspended all driving assessments for minibuses and car drivers until further notice as they cannot operate a safe mechanism for cleaning down vehicles. The agreement that has been reached locally across the board is that the driver who's contract has expired can remain driving provided they have not received any additional points on their license and insurance/tax etc are up to date. We do operate grey Fleet Insurance checks regularly.</p> <p>Matt left at 16.33 hrs.</p> <p><b>Deputy Head Interviews:</b>          2 day Interviews are to take place next week. We have 3 applicants; 1 mainstream Head, 1 mainstream Deputy Head and 1 Assistant Head from a Special School. A schedule of what the two days shall entail has been sent to the 3 applicants and the SLT are also aware of the proceedings. We will be looking for the successful candidate to have key leadership skills and for them to be a good cultural fit for our school. Also to see how they interact with the SLT and staff within the school. An extensive Warner Interview will establish where their strengths lie and also bring to light any weaknesses. Questions to seek out their individual style and self-awareness will be asked and how they are at working under pressure will be paramount. Also involved will be the school council consisting of selected pupils asking their own individual questions and seeing how they respond to the question and most importantly the child. Communication and body language with our pupils will be observed. A written task consisting of a range of scenarios around staffing, organisation and safeguarding will be conducted too. The candidates will also experience time in class where the SLT will observe how they react around staff and children. Further to this, a parent governor Interview will take place and SD has kindly offered to front this with a fellow governor/parent. A learning walk will offer a real snapshot of how they are at looking in one of our classes and recognising what strengths lie in the teaching and commenting on the structure and development of the lessons they see.</p> <p><b>Delegation of Staff Disciplinary and Dismissal Procedures:</b>          This is a reviewed yearly giving consent for JS to carry out any staff disciplinarians or to order a dismissal initially but giving the person in question time to raise/flag any issues which would then result in them having a second opportunity to go back to Governors. If Governors dismiss the first round, then there is no comeback. <b>Proposed and approved by all present.</b></p>	
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**Review of School re-opening:**

All children have successfully transitioned back to school apart from one child who was a new admission due to start in April. There are some vulnerability issues amongst the family and he has also not been in school for the past two years, Colin is working hard to include him in some class sing along activities through zoom sessions to reduce his anxiety and to try and coax him into thinking that school is a fun place to be and hopefully resulting in him asking to attend.

We have had a number of pupil absences since our return, none of them COVID-19 related, there seems to be a high case of bugs going around. Lots of questions have been raised by staff and parents, one being; ***if a child has a cough, what do I do?*** A letter has been sent out explaining the current procedures and what to do.

All rotas are working well with recording where children are in school and lunch rotas are providing a well managed dinner hall.

Our bubbles remain quite small and if we were to get a positive test in school they will ask JS questions about the positive case and who they have been in contact with. It is incredibly difficult to possibly say who they have been in contact with and where they have been and we would await a decision of either a classroom closure or a whole school closure.

All new admissions bar the one above mentioned have successfully transitioned into their new classes. It's early days where they are just finding their feet but we anticipate that their full personalities will develop and show over the coming weeks.

**COVID-19 Tests:**

The school has an allocation of 10 tests enabling us to use them in a capacity we see fit. Our first intension was to make them accessible to staff and families that we consider to have a significant barrier to them accessing a test. A test would be sent home for them to use and then posted once completed. Now that home test kits are being delayed and appointments at test centres are hard to get hold of or too far to travel, we have decided that if any one of our staff members/families was to need a test kit then we would provide it to speed up the process and enabling the staff member if negative to return to work. We have ordered more tests in the anticipation of it getting worse.

**COVID-19 Catch Up Fund:**

Although our grant of £5565 has been awarded we feel this is a drop in the ocean to the real figure of close to £20,000 that COVID-19 has cost us. The mass of resources provided by staff which was delivered by post during lockdown and the additional cleaning that took place. We need to try and claw some of this money back. When the initial grant comes through JS will record and justify what's missing and hope that there is some flexibility in the figure granted. In terms of academic affect and children catching up, this would prove hard to measure. The important thing moving forward is that the school is kept clean and safe for children to fully attend.

**Staff Absences:**

We have a number of absences where staff are unable to get health/dentist appointments outside of work hours so it hasn't been an ideal start. Also any procedures that staff are having done means that the recovery rate is slower due to the lack of follow up appointments resulting in them being off work for a longer period.

**Staff Recruitment and Resignations:**

Two new TA's have been recruited following Interviews held earlier in the week and one candidate that we felt wasn't quite strong enough has been offered supply work to develop their experience. We have had two TA's resign.

One of our very high needs pupils is leaving at short notice. Things have broken down within the family home and so he is moving on to a very different alternative provider setting. This means that it will free up a staff member in that class to help alleviate the shortage in another class.

An advert will soon be going out for a new teacher to cover our EYFS teacher in Dolphins who has announced she is pregnant. She will be leaving slightly earlier than normal due to the COVID-19 restrictions.

Just to touch on the effects that COVID-19 has had on the build and that it's been a much larger job than anticipated for Simon and Matt so we feel it only fair that they both receive a further honorarium for work above and beyond. So for the additional work on the build it equates to £3000 for Simon and £4000 for Matt. **Proposed by JS and seconded by ST & SW.**

7. Governance	The DOE have been in contact to state that there is a legal requirement to provide a detailed COVID-19 risk assessment before school is set to open. This has been completed by ST, MS and JF in the given timescale and we are compliant.	
8. Chair Items		
9. Clerk Items		
10. AOB		

**Meeting closed 17.08 hrs.**

SIGNED..... Date.....