

**Sheringham Woodfields School**  
**Full Governing Body Minutes**  
**19.05.2021 @4pm (Zoom meeting)**

<b>Present</b>	James Stanbrook (Head), Matthew Smith (MS), Steve Thurlow (ST), Sarah Dewhurst (SD), Daphne Lucas-Lee (DLL), Alison Williams (AW), Anne Davies (AD), Jake Millin (JM), Lisa Harvey (LH), Janet Terry (JT)
<b>Apologies</b>	

**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	None	
2. NOTIFICATION OF ANY OTHER URGENT BUSINESS	Nothing to declare.	
3. MINUTES OF THE PREVIOUS MEETING	Minutes approved by all present and will be signed by the Chair. Proposed by DLL, Seconded by AD. Confidential minutes Proposed by DLL, Seconded by AD .	
4. MATTERS ARISING	None	

<p>5. FINANCE &amp; PERSONNEL</p> <p>(MS GAVE COMMENTARY)</p>	<p><b>Confirmation of Year End Balances (inc Capital)</b></p> <p>Handouts of the Summary and Detailed BCR were shared prior to the meeting and shows the main school account balance to be £227,940.00. The Short breaks account has a balance carried forward of £13,657.00. Capital balances brought forward for school based projects was £22,297.84 and the devolved formula capital stands at £33,118.35. This latter figure has already been allocated and spent on Draper and Nichols and other consulting. We have approximately £23,000 left to use in Capital which will be used towards classroom development etc. We are not due a Budget revision at this point but a decision will need to be made in the next 12 months in terms of feasibility studies of where we go next and what we do. We have been able to ring-fence a small proportion of the money in the budget share for that. <b><i>Is this feasibility of any potential expansion of the school? Yes.</i></b></p> <p>Governors all approve £6,100 ring-fenced for any feasibility studies for the school in the near future.</p> <p><b>NAS Audit Follow-Up</b></p> <p>This document was shared prior to the meeting.</p> <p>This new style report has proved to be slightly better by showing individual risk rate areas of the school and the evidence shows that we have done very well. Our only small issue was around goods and services which based on their findings were around PO's not always being raised for small credit card item purchases but due to the sheer volume of transactions made on a daily basis this is virtually impossible and time consuming to allocate a PO for all small everyday purchases. We are able to show an audit trail for all larger purchases made by MS and Simon Turnbull. We aspire to allocate PO's to 70% of all transactions moving forward which will be an improvement. <b><i>Were NAS happy with our 70% target? Yes.</i></b></p> <p>NAS also stated that 3 written quotations should be obtained for any orders with a value between £5,000 and £30,000 and for Governor approval to be recorded for expenditure over £5,000 as stipulated in the School Finance Policy.</p> <p>It was a little disappointing to see that Payroll, Petty cash and Capital were not included in the audit along with the budget process and nothing was checked against the SFVS either. We found this to be quite a poor audit and would not have been happy to pay for this service. <b><i>As we were one of the two schools used as a guinea pig will we be able to give feedback on the service? Yes, and we most definitely will.</i></b></p> <p>All Governors adopt the findings. Proposed by DLL, Seconded by JM.</p>	
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### **GDPR Update (following on from last meeting)**

The RoPA (Record of Processing Activities) document was shared prior to the meeting. This is done under GDPR guidance and looks at every area of information that we collect, what we collect and why we collect and what our basis is for collecting and if there is anything sensitive showing our control measures.

This has methodically and independently gone through rigorous checks and this is our lawful document that we would come to in form of a breach. This is a large detailed document which will need 1-2 Governors to view and approve its contents.

**DLL and JT have agreed to view and approve the RoPA.**

### **BCR (Summary & Detailed) Monitoring**

Both documents shared prior to meeting and show April's Income and Expenditure. This shows a £3,453.506 which has already been exceeded and will make part of a budget revision because the LA have paid in error £9,000 to us which was a double payment and will need to claim back. We also have some SEN funding due but all in all, we are tracking well and are in a healthy state. The target spend is 16%. Staffing, including teachers and support staff are tracking well, premises staff and administration is high due to the ICT Manager's annual honorarium but the rest of the budget share shows to be in good shape. Total expenditure to date shows 8.19% which is where we would expect it to be.

The Woodfields Den Charity Shop and Hub have their leases up for renewal and we are in the process of getting the leases redrafted and ready to sign. These are both in the name of the school and 'Friends of' will bear the financial costs in terms of reimbursements and will need to be witnessed. **ST to view, witness and approve.**

### **Policy Updates for Review**

All policies were shared prior to the meeting.

Some valid points and questions were raised by The Governing Board in terms of areas that needed some clarification and explaining in more detail. JM was able to shed some light on how individual classes within the school assess, record and report and it was raised that consistency of language was needed to be more apparent in the Complaints Procedure Policy.

	<p><b>AW joined the meeting 16.36 hrs</b></p> <p>The H&amp;S Policy was thought to be too weighted featuring policy protocol and procedures and the idea of two separate documents was raised. After much deliberation, it was decided that one document was sufficient and was said that it covered everything to a high standard.</p> <p><b>MS left at 16.44 hrs</b></p>	
<p>6. FIELDS CENTRE &amp; THERAPIES ACROSS THE SCHOOL UPDATE</p>	<p>The Fields Therapy Centre document was shared prior to the meeting and delivered by JS on behalf of Catherine Holyland.</p> <p>The document shows how the centre is used for Rebound Therapy through the use of a trampoline to provide therapeutic exercise and opportunities for movement. It offers opportunity for the development of core strength, balance, coordination and a vast amount of sensory enrichment. This document identifies the before, now, and next steps that the centre will offer and provide.</p> <p>Our pupils will also benefit from Sensory Enrichment which shows how the brain receives and processes sensory information so that we can do the things we need to do in everyday life. It also identifies the before, now and next steps as mentioned above.</p> <p>Additional spaces within the Fields Therapy Centre allow our Physio, SaLT and other various O. T's to practise in a more suitable and safe environment rather than in a corner within class where their might have been distractions. These rooms are bookable through a booking system. A new hygiene room eases pressure by supporting the increased demand in the main school.</p>	
<p>7. DECLARATION OF BUSINESS / PECUNIARY INTERESTS &amp; CONFLICTS OF INTEREST</p>	<p>None</p>	

8. HEAD TEACHER  
ITEMS

**Staff Update**

Teachers & Class leads

No performance issues with staff.

By the time of this meeting Annette and JS will have started monitoring of class lead's plans, work files. Annette will take over this role as curriculum lead for the second half of the summer term.

Vicki Gotts, an instructor who leads in Rowan class has been keen to pursue teacher training, we have agreed to changes in her work pattern next year to give her the time to complete the relatively new Teaching Apprenticeship Programme. A UCAS application has been made.

<https://www.teachingapprenticeships.com/teaching-apprenticeships/>

She will complete portfolio work with us as well as a learning post outside of school.

In the spring she will need to complete a placement in another school for a half term, we have taken the risk that we will be able to cover this, we know of two other special school who have staff on the programme who will be looking for placements at the same time so we are confident we will be able to cover this.

Vicki has been a fantastic class lead for Rowan and we feel deserves this opportunity to gain Qualified Teacher Status.

Teaching Assistants

3 new Teaching Assistants have been appointed;

Joffe Lowe in Sycamore

Kelly Holloway in Beech

Zoe Way started Monday 10th May, initially providing supply across the school and then will be in Sycamore after half-term.

Kim Stanbury is currently on maternity leave and will not be returning, we have received her resignation.

Sally Corrigan will be retiring at the end of the summer term.

Recruitment has been really challenging, low quality applicants and then when we invite to interview large numbers do not show up.

JS has discussed with other NASSH Heads who all report similar difficulties, this will be particularly challenging as there will be three new special schools recruiting over the next 18 months.

#### MSAs

3 New MSAs will be starting on 10th May;

Tina Willis  
Elaine Eckett  
Ruth Macrow

Many of these will be also picking up supply TA work too.

#### Support Staff

We have appointed a new member of the admin team, Kate Banks who started on 17th May.

#### Leadership team

We are preparing for Nic's return on 12th July, we have agreed a new job description for her and have discussed a range of short projects to lead on for her first half term.

- Happy Smiles, led by the Community Dentist team. It includes encouraging parents to register their children at a dentist and activities to promote oral hygiene in school and at home.
- To link with parents to review our annual review "parent's views" documents, they are provided by the LA but are very difficult for some parents to complete and so we often get very little written.

Michael will be enrolling in an NPQH starting in September. There is some delay as the DfE is yet to agree the funding and detail of the qualification.

Annette continues to lead in the key aspects of her role, as mentioned above she is now beginning to work alongside myself to learn the monitoring of teaching and learning role.

The Fields Centre is really beginning to show its value with more pupils now accessing rebound therapy and more and more pupils using the Sensory enrichment room.

Much of the week the other rooms are also fully booked.

Matthew will be supporting the admin team to induct Kate, planning our moving of rooms and equipment will also be a large task in helping us to prepare for September.

With a larger and more effective leadership team, JS has been able to focus on the tribunal work and other future ideas for the school.

Implementing a lot of new legislation and guidance has been delayed due to Covid-19 and the suspension of inspections so JS has been preparing much of these.

**SD left at 17.26 hrs**

#### New Pupils and Admissions

Home visits are now taking place and will all be completed by the time of our meeting.

Of the initial 11 tribunals, 2 sets of parents have accepted places at their nearest special school rather than us.

1 is likely to accept additional support in their current mainstream school with a place in their local special school in September as part of a new classroom being built.

1 is visiting other schools but may still elect to come to us.

There are a further 5 outstanding with tribunal dates from 19<sup>th</sup> May to 23<sup>rd</sup> June

There are a further two with no dates set.

JS is aware of three parents who are also considering beginning the tribunal process.

This is a similar position for all the other special schools, we are all planning to make use of spaces, having mobiles delivered etc.

#### Safeguarding from Michael

**Looked After Children** – 4 students. All four students up to date with their LAC & PEP meetings, no outstanding issues.

We currently support contact visits in school to maintain familial contact with birth father for one of these Looked After children and have just made an arrangement to offer the same facility (supervised contact) for the birth mother of another pupil. We are committed to supporting family cohesion and are therefore prepared to extend this facility as necessary although it is not specifically a school responsibility it does fit well with a broad interpretation of our school ethos and values.

**Child in Need** – 31 students. We have added two further students to our CIN group since last Governors meeting. These were children who had previously been CIN but had their cases closed within the last 9 months but whose need for social work intervention became urgently apparent in the last month. One as a consequence of significant family difficulties due to the additional needs of siblings with the result that parenting capacity was reduced. The other as a consequence of deteriorating paternal mental health leading to suicidal ideation. It is solely as a result of the working relationship established with the school of our students sibling over the past three years that we were able to discover the extent of the father's decline as he was not accessing any services and due to his isolation and paranoia the only two people that he had any contact with was the school safeguarding leads. We had established this relationship as on a previous occasion the father had attempted to take his own life and we wanted to be in a position to respond quickly to future emerging mental health problems. We have successfully persuaded the father to allow us to access support for him and this is now happening. Although much of the work we do is proactively ensuring we do not get into crisis situations we are also regularly called upon to provide effective responses when faced with immediate risk as in this case.

**Family Support Plans** – Three Family Support Plans (increase of two from last governors meeting). JS is the lead professional for two of these and they account for a lot of time. One

case is quite protracted and requires sensitivity due to a family member who has a conviction and served prison time for sexual offences against children and so presents a very real threat to the children of the family. As lead professional JS has to ensure that the family commit rigidly to the Safety Plan put in place by Children's Services. Two weeks ago we had to challenge the mother of our student as we had reason to believe that she had left her children unsupervised with this family member who is the identified risk. She was upset by the challenge and denied that it had happened but JS found her denial to be unconvincing so reported the family to CADS. A social worker and police visited as a consequence and the family are now subject to a full social work assessment. On the plus side the mother has now made a Sarah's Law request as previously she has been unwilling to believe the allegations against her family member. We will be continuing to support her through FSP. We took the correct and responsible action in reporting this family although this presented a risk that the family would attempt to withdraw from the process but our priority must be the welfare and safety of the two young children in the home.

**Social Work Assessment** – Two ongoing assessments (one as just described above). We are confident that both will result in the appointment of social workers for these families and a likelihood that the children will become CIN.

**Operation Encompass** – One call since last governors meeting. A domestic abuse case of Coercive Controlling Behaviour (isolation of parent from family/support, monitoring of phone calls, texts, and emails and covert surveillance through video cameras). The parents have separated as a result of this incident and we are supporting the mother to access Domestic Abuse Services and working with her to find the best way to explain what is happening to her child (our student). The class lead is working closely with mum to establish a narrative that she thinks her child will be able to understand (she can't tell him the truth as it is too distressing) and we will then develop a social story to reinforce that version of events and support the student in school to work through his difficult feelings.

**DSL Network** – As chair of the North Norfolk DSL Network, JS was invited to participate in a consultation with Children's Services on a proposal to link schools more closely with Local Safeguarding Children's Boards (LSCB). As a result we will now attend these meetings with the LSCB as a representative for all the schools in North Norfolk. Another confirmation of the regard with which Sheringham Woodfields is held in relation to Safeguarding.

School Self Evaluation

Safeguarding will be our first port of call. Within the Summer Term we will invite JT in to do a self-evaluation with the safeguarding leads in school.

### Review of Covid Arrangements

Updated guidance has been published as part of the move to Step 3.

There is no change for us, the much publicised removal of masks in secondary schools is only for in classroom situations, when moving around the school and in communal areas mask wearing is still recommended.

The big positive though is that we can go ahead with the two residential trips planned. Maple are off to a holiday park near Great Yarmouth and Rowan are off for an overnight stay at the Nancy Oldfield Trust on the Broads.

### We are still affected by Covid cases locally.

One member of staff is self-isolating due to a notification from the NHS app.

One pupil is self-isolating as his sister tested positive.

### Academisation

Gavin Williamson spoke recently about academisation:

*"I want to see us break away from our current 'pick and mix' structure of a school system and move towards a single model, one that is built on a foundation of strong multi-academy trusts, and I'm actively looking at how we can make that happen."*

We will wait to see what this means, the previous intention for all schools to become academies by a certain date was quietly dropped.

If it appears that this will be compulsory, JS suspects a deadline will be the end of this parliament to ensure the process cannot be stopped or reversed.

If this is the case, JS intends to start work quickly on how we can make the changes while maintaining as much independence and character as possible.

	<p>JS believes it is better to go early and have some control over the process rather than leave it late and then be forced to join another MAT.</p> <p><u>Future Plans</u></p> <p>In the last meeting JS shared ideas about a possible second site for the school and the possibility of adding residential provision.  We have not been able to progress these ideas further.  Our energies have been aimed at preparing for the possibility of 16 classes.</p>	
<p>9. COVID-19 CATCH UP PREMIUM</p>	<p><u>Overview</u></p> <p>The aim of this funding is to support children and young people to catch up on missed learning caused by coronavirus (COVID-19).  This is especially important for the most vulnerable pupils and pupils from disadvantaged backgrounds who have been most affected.  Schools are able use this funding for specific activities to support their pupils' education recovery in line with the curriculum expectations.  While schools can use their funding in a way that suits their cohort and circumstances, they are expected to use this funding for specific activities which will help pupils catch up on missed learning.  Schools should particularly focus on disadvantaged and vulnerable pupils as we know they have been most affected.  Governors and trustees should scrutinise schools' approaches to catch-up, including their plans for and use of catch-up funding. This should include consideration of whether schools are spending this funding in line with their catch-up priorities, and ensuring appropriate transparency for parents.</p>	

### How we plan to spend the premium

The school will receive £32,160 in additional funding before the end of the summer term. Despite the many disruptions to learning caused by school closures, many of our pupils maintained good attendance at school or were well supported by school staff and parents/carers at home to continue their learning and to make progress.

We have used £1050 on resources for pupils remaining at home during the partial closure this spring so they can continue to learn with their peers still attending.

Though there will inevitably be some loss of academic learning, the area where we have noticed that pupils have the largest need to catch up is in their physical development.

Many pupils need regular access to physical therapies and specialist equipment such as Rebound Therapy, Hydrotherapy and Sensory Enrichment.

These therapies cannot be replicated at home and for many the situation was made worse as many were also shielding and were unable to access the individual sessions offered in school.

On their return to school it was evident that many pupils had physically deteriorated since March 2020 and so our priority for this funding is to maximise and where possible increase the range of therapies they receive.

In order to achieve this, we will use the funds to support the funding of an HLTA to support the planning and delivery of these therapies over the next year including additional supply staff to ensure therapies are still provided when classes are affected by absence.

This member of staff is a rebound Therapy instructor and has considerable training and experience in delivering Sensory Enrichment programmes and Hydrotherapy.

This approach will also enable less experienced staff to gain knowledge and understanding by working alongside. We will endeavour to meet the needs of our pupils by offering extra sessions before and after school.

A small amount of the funding has purchased extra equipment for these therapies.

A statement for the website will be made to outline these plans and to detail where the money is to be spent. **All governors are in favour and approve of this approach.**

10. CONFIDENTIAL MATTERS	Minuted in a separate document.	
11. CHAIR ITEMS	The schools self-evaluation form requires some updating to make it more relevant to the needs and roles of the school. This will be looked at by JS at a later date. Governor Hub have updated there training area offering modules covering a broader range within the school structure.	
12. CLERK ITEMS	None	
13. AOB		

**Meeting closed 18.02 hrs.**

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