

**Sheringham Woodfields School**  
**Full Governing Body Minutes**  
**07.07.2021 (Zoom)**

<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)
<b>Apologies</b>	Janet Terry (JT), Lisa Harvey (LH)

**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	Janet Terry (JT), Lisa Harvey (LH)	
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 AD, Seconded by JM. Confidential minutes Proposed by DLL, Seconded by AD .	
4. MATTERS ARISING	None	

5. DECLARATION OF BUSINESS / PECUNIARY INTERESTS & CONFLICTS OF INTEREST	None	
6. FINANCE & PERSONNEL  (MS GAVE COMMENTARY)	<p><b>1<sup>st</sup> Budget Revision</b></p> <p>Budget revision papers were shared prior to the meeting.</p> <p>Vicki Hatch from Educator Solutions Finance has assessed the budget for the school. Income is quite static, very little change with the third column showing where any differences are. I01 reflects increases in funds delegated by the LEA for the 10 additional tribunal places and we have managed to factor in a reduction in years 2&amp;3 on I03 which is where the top-up funding sits. We have tried to be prudent across the board and put in a £40,000 loss of income to reflect when pupils leave at post-19 or leave early or due reductions in banding. So we have a cushion over the 3 years of £40,000.</p> <p>There's a small tweak to sixth form funding due to how the bursary has been paid and also to additional grants including P.E grants, UFSM etc which we track along the way. This all equates to a net income of £240,000. <b><i>When do we get this money?</i></b> This money has arrived so at the next meeting there will not be a budget to review but we will be monitoring it.</p> <p>E01-E07 shows where the majority of our costs sit across the school including changes to staffing. There is a slight reduction on the teaching line, however, the second revision will see some notable changes as we have another teacher who will progress to the upper pay range which has yet to be budgeted for at this stage. Changes to support staff has seen an increase to reflect the additional TA's for the new class, premises staff has also seen an increase to reflect the needs of two site premises staff consisting of a Site Manager and assistant which the funding is there for and also an on-site cleaner. There is additional admin and a new clerical member added to the budget to provide extra support. <b><i>Are you looking to appoint someone new to the team or will the extra support be taken up by an existing member of the team?</i></b> We will look to appoint someone new to the team adding an additional 37 hours to the week and their role will help support the growth of the school. A member of the office team has had an interim review, seeing an increase in salary to reflect the stage they are working at now. Tribunal costs have been added to the budget where we have had to add an additional class (Birch) and convert the resource room to the new conference room and making Cedar the new resource base/office. Learning and resources, along with ICT has seen an increase as well as bought in professional services and direct revenue financing. These are the broad changes which have been made and put an extra £190,000.00 of expenditure on the budget which is why it makes sense for the admin to be added now.</p>	

So we have a healthy revision 1 with a surplus at the end of year 3 of £22,101.00. We do need to make sure we spend closely to the budget this year because anything over 8% is then needing to be justified to the Government and LA as to why we are holding more. There will be a little bit of work needed around revision 3 just to ensure that we are on the right side of the percentage and not wasting anything on unnecessary purchases.

E19 on the shared handout shows an increase of £34,000 as we have seen a significant increase in the cost of care supplies and the usage and this has almost doubled this budget line. Additional sundry purchases have been made regarding the support around leavers and residential related costs. Covid catch up funding has seen an increase of £15,000 which is the balance carried forward and also pupil premium carried forward and PE primary money of £6,900 which we have received so far. Educational furniture has also gone up with the changes to classrooms and the need of another overhead tracking hoist system. Bursary payments shows the money that we are actually going to receive this year of £3,343 which will be administered later on this term. In terms of computing costs, an extra £9,000 has been added to support expansion and tribunal costs inc, new class ipads, interactive white board, class lead laptop etc.

We all agreed at the last meeting money towards the feasibility study around relocating the Annexe and consulting support there and we also agreed that we would look to move £30,000 once the budget has been approved from revenue into capital to support with any toilet related project regarding the toilets off the hall, outside MS's office and all other facilities to try an increase the facilities we have. So taking into account what we decided and agreed upon at the last meeting, those changes have now gone into this budget for approval to be acted on accordingly.

Everything else remains pretty static. It's a healthy budget overall with no real major issues or concerns.

**This is the first revision for approval – approved by ST and seconded by JM.**

### **Capital Budget**

We currently have £54,000 in capital but we have committed a significant some of this as the retention to Draper and Nichols so this is what is left in capital after the retainer has been paid by Christmas this year. So we are comfortable at £26,000 but it's inevitable this will be used up quickly once all the new children are in. Capital is looking healthy though. From the budget that has just been approved, another £30,000 will be added and on top of that squirreled away within a very legitimate council savings scheme is £50,000 so we are tracking well.

### **GDPR Update (SAR)**

Looking at the H&S policy last time, we have gone through a process of pending all the forms and statements in regards to GDPR we now use as we had a prime example last week of a new member of staff asking why consent/privacy forms are not within this document. This is now fully updated to a 37-page document featuring everything needed to run GDPR correctly within the school.

### **PAYE Number Update/Changes**

We have changed our PAYE number and are now registered in our own right. This allows us to draw down on the levy from NCC. We are not the Levy payer ourselves as we do not meet the threshold but this allows us to draw down the levy which has been a benefit to one member of staff in particular who starts her teaching training, where we have managed to do this rather than this her having to fund it. So there are multiple benefits for us being on our own going forward. MS & JS done all the necessary diligence to our payroll provider (Educator Solutions). All in all, this has gone well.

**SD & AW joined the meeting 16.45 hrs.**

### **BMPP Savings Pot Update**

We have £50,000 that will make interest and this sits comfortably away from the budget. It's a mix of both capital and revenue which has taken many years to reach this target. This is the limit we can hold and this is to cover any maintenance needed on the building. This money will help us move forward with any future build projects and to act upon the next wave of tribunals. We maintain the school to a very high standard and it's good bookkeeping to have a pot of money for as and when we require it. **What does the BMPP stand for?** The Building Maintenance Partnership Pot. **Do we have any flexibility/say of how that £50,000 is invested?** It's invested each night and returned back every morning, we don't have any say as to where it goes but they guarantee it will not make a loss. We make roughly £900 a year on it.

We are now in the midst of sorting out how much each post-19 child is going to receive from the 16-19 Bursary and this can often result in at least one complaint. We have just over £3000 which we need to administer to 29 children. We do not retain any of the money for the school, we are entitled to 5% but do not claim. We try to focus the need on children with FSM eligibility as appose to those who do not meet that criteria. All other children that meet the criteria, they get their grant paid straight from the Government which is the full £1,200. It is up to the school's discretion how the money is divided but we do it in the fairest way. **Who decides how much money we get?** The Government through the Census. This figure never seems to change although the Census does but this will remain a mystery.

<p>7. HEAD TEACHER ITEMS</p>	<p><b>Staff Update</b></p> <p><b><u>Teachers &amp; Class leads</u></b></p> <p>No performance issues with staff.</p> <p>In regards to Vicki Gotts' teaching training course, she was interviewed on Wednesday afternoon and was successful and she has since had her first two induction days at City College. So she will be doing a level 6 teaching qualification which is an apprenticeship qualification which by next June will give her qualified teaching status. The changes made to Payroll means that we are able to access it from the apprenticeship levy for which has saved Vicki £9,000. She will be doing a day a week out of school at City College and 4 days a week teaching here at Woodfields. She will also have a placement within another school for the shortest term (Spring 1) which we will then hopefully gain another person doing the same apprenticeship from another school to cover.</p> <p>All staff informed of their classes for September, the majority of staff had no concerns, 5 staff were less happy. We have managed to re-locate 4 of those who were unhappy and for one member of staff who was worried about the perception of moving classes, JS and Annette have done a considerable amount of work around reassuring them. This person has been pleased with the level of support she has received.</p> <p><b>Teaching Assistants</b></p> <p>5 new Teaching Assistants have been appointed for September, we were fortunate to have a strong field and were pleased with the experience and skills of those we appointed.</p> <p>Christine Robinson Jo Parratt Rachel Aylett Amela Doy Elaine Eckett</p> <p><b>Support Staff</b></p> <p>Kate Banks has settled well into the team and she is already providing excellent support to leadership team and classes. She gets on well with the other two members of the Office.</p>	
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	<p><b>Leadership team</b></p> <p>We are ready for Nic's return on 12th July, she will be flexible on her return to support us with the transition afternoons. Lots has been discussed on the phone to help Nic achieve a smooth welcoming back and ongoing support as and when needed. There will be quite a few unknown faces, both staff and children so we will help Nic adapt and most importantly help her feel comfortable in her environment which is further to the conversation had around making familiar/unfamiliar staff know how to go about welcoming Nic back in the most appropriate way and being aware of her situation so that they can communicate effectively. After DLL raised the question of "do we have any external advice team for support" we have since contacted The Critical Incident Team, who are the team that come into schools when there has been a significant event like a sudden bereavement who gave us some very useful tips and advice and what kind of questions we should be asking and how to present the information and asking them to set out a statement in their own words. This has now been done with both Nic and Hannah. An email has also been sent out to all staff members explaining their circumstances. <b>These emails will also be shared with Governors as many have not met Nic or Hannah. JS to action</b></p> <p><b>Leadership Update</b></p> <p>Annette has done a huge amount of work around timetabling and where staff go day to day and has restructured this to make it more legible and efficient. She has also picked up the attendance monitoring so all members of staff who have been off work come back and have a conversation with her and most people see this as a positive and supportive role. She has been doing the planning and work file checks which has been passed on by JS. There are changes to the EYFS come September, Annette will be keeping track of these changes and implementing them as and when to make sure we are compliant. Cate will be a new teacher in EY's so Annette is also supporting Cate in her new role. TA appraisals have taken a back seat whilst Annette gets to grips with all her current targets but by September we hope to have a draft TA appraisal template. Annette has also taken over the staff induction which she leads confidently on all the activities.</p> <p>Catherine continues to offer her knowledge and expertise in and around the Fields Study Centre. There are quite a number of children with need for hydro and rebound and it's proving difficult to award them all with slots during the school week. Catherine has worked with Gina Steggall (Physiotherapist), deciphering out the children who are at the top of the list for hydro and rebound therapy. This will all be shared with parents in September and our SEN page on the website will also contain information about pupil entitlement and what kind of provision and therapies they can look to receive and benefit from.</p>	<p>12.7.21</p>
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Catherine has been in discussions with the Mental Health Support Team who we have looked to get on board with for a long time. They were at first reluctant to team up with a SEN school but our first meeting with them proved very successful as one of their members is an ex TA of the school. They gave a presentation of what they will be able to support us with and we now have access to a range of Clinical Psychologists who can come in to support children with Mental Health difficulties, for e.g. anxiety and low mood. We are really pleased to offer this as an additional service.

MS has completed the final paperwork and due diligence around the Therapy Centre and we have managed to make some savings which we are really happy about. This will hopefully be seen as a positive when it comes to presenting to the LA new future projects for e.g. a school extension. The revamp of Cedar has gone really well and the relocated conference room is taking shape as is the new Birch classroom. Matt oversees the vast task of recruitment and changes to staff contracts on a weekly basis although JS has expressed to MS that this will need to be delegated to the office team at some point in the near future to offload some of MS's ever increasing workload and enable him to re-focus on more strategic priorities for the school including expansion, upgrades to data systems and future fundraising goals/projects.

Michael's role has consisted largely of sitting behind his computer screen hosting CiN meets via Teams/Zoom and dealing with Social Workers and also dealing with Safeguarding concerns. ***Is Michael getting support for his own mental health?*** Yes, however, Michael feels he is coping well and that there is no need for any intervention/support at present but is fully aware he can tap into such support when he feels the need.

### **New Pupils and Admissions**

Classrooms are ready and the second round of home visits have been completed and two afternoon sessions for parents to come to school with their children are planned for July 9th and 16<sup>th</sup> and this will be as Covid safe as we can.

We have accepted pupils for 8 of the 10 additional places and there are two outstanding tribunals, the first of which is July 12th and the second will take place in November although we feel the child is too able for us.

There is also a child currently in year 9 who attends a special school in Hertfordshire who moves to Cromer and will have no school place for September, we have planned our classes so that if given enough resources (money!) we could fit him into a suitable class.

My admissions meeting on 7th July has 38 families seeking places here with obviously no available places until September 2022.

Of these, 15 are appropriate and local and a further 13 live up to an hour away. 2 are not appropriate. Next admissions meeting will take place sometime around October.

Completing the necessary work for this has been the major focus of my time this term.

### **Safeguarding from Michael**

**Looked After Children** – 4 students. All four students up to date with their Looked After Child (LAC) & Personal Education Plans (PEP) meetings, no outstanding issues.

**Child in Need** – 22 students. We have seen a significant decrease since the last governors meeting with nine cases closed. This is good news for school and families as together we have worked hard at bridging and closing the gap where the concerns lay to the extent that everyone feels that the family can return to managing on their own auspices without social work involvement. Experience tells us that some of these families will return to being CIN at some future point as their capacity for parenting that we have built up together will diminish over time as the support mechanisms are withdrawn. We have had one case closed as the young person turned 18 and is therefore transferred to adult services so the CIN plan ends as they are no longer a 'child'. Numbers will increase again with our new intake. I attended a CIN meeting recently for a student who will join us in September so that we are up to speed with the concerns before they arrive.

**Family Support Plans** – 4 families. An increase of one since last governors meeting. These require us in most cases to be the lead professional therefore there is a lot of time spent co-ordinating all the other professionals as well as chairing the meeting and doing the follow up work.

**Social Work Assessments** – Two new assessments have been initiated in the last week. One child will certainly be assessed as being in need and therefore will become CIN, unsure about the outcome for the other child as the assessments often reveal 'hidden' need but we are not aware of any concerning issues.

**Operation Encompass** – No calls since last report. Update on previous case in the last report re a domestic abuse case of Coercive Controlling Behaviour – this has now escalated to police issuing a warrant for the arrest of the male partner. He is currently on the run and the family are very anxious regarding his whereabouts in case he tries to return to the family home. We have supported mum with advice about keeping the family safe including signposting to relevant support groups.



**North Norfolk DSL Network** – MS is continuing as chair of this group, since the last report we have added 5 more schools so we now have participation from 27 schools across North Norfolk where we discuss issues of local need, identify common safeguarding concerns, identify training/practice gaps, organise training and guest speakers, act as a critical friend to each other to progress difficult cases and offer a coordinated mechanism for sharing concerns with the Local Authority. As described in the last report it has been recognised that schools need to become more closely aligned with Local Safeguarding Children’s Boards and we are now represented on our local board.

**Training** – Since the last report MS has completed training on Attachment and Trauma (with an emphasis on Looked After Children).

**Pilot** - Neglect is overwhelmingly the most common category for children on Child Protection Plans in Norfolk. In 2020, neglect was the initial category of abuse in 63% of cases. Despite this, cases of chronic neglect, where there has not been appropriate or timely intervention, are still being identified. The need to improve the safeguarding system to better identify, prevent and tackle neglect is one of the Norfolk Safeguarding Children Partnership’s top priorities.

We have agreed to represent Complex Needs Schools by participating in a pilot scheme whereby we will trial the use of a new adapted ‘neglect tool’ over a three-month period to support the identification of neglect within families, to identify areas of need and strength, to develop a plan with the family to meet the identified needs and track the impact for the child.

**Other** – Supporting two families where the lack of available and suitable residential accommodation is having a serious effect on their safety, wellbeing and mental health. These are two students that we might lose as a result but more importantly for the families involved a move to residential accommodation may result in family break-up if the provision is many miles (and counties) away from the family home as is quite likely.

### **Review of Covid Arrangements**

We have been notified of new Covid-19 guidance and this was shared just prior to our meeting with Governors. The link can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999741/SEND\\_update\\_guidance\\_Step\\_4.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND_update_guidance_Step_4.pdf)

We will need to proceed carefully to reassure staff, pupils and their families that any changes are safe and manageable.

These changes come into effect on 19<sup>th</sup> July. This particularly odd as it is likely to impact us for just three school days. A pragmatic approach will be adopted from September which was discussed with FGB and all are in favour of this approach.

### **Academisation**

No further update

### **Future School Expansion**

The LA were keen to adopt the land next door as a compulsory purchase but their approach had been a bit too blunt. Judy Oliver (a local Conservative Politician) has experience in this field and knows a lot of influential people and following a successful meeting with her Monday talking about the pressures on our school and other schools to offer/provide residential places she was very much coherent. It turns out she knows John Ashton who has access to the Trust and one of her colleagues who looks after the land for them so she will hopefully be able to influence them in the right direction. She has proven to be an asset to us in getting the ball rolling. She will also be using another couple of Conservative contacts including Duncan Baker who has supported us in the past. So that meeting went really well.

In a further meeting with the LA we discussed the option of a piece of land on Nelson Rd Sheringham, owned by NCC and leased to NDC. Currently used as playing fields just off a residential street but since looking at this area we've noted quite a few concerns, one being around access as cars park either side on this narrow road and with the sheer volume of users back and forth it would simply not be viable and could prove hazardous. The site is quite sloped as well making a further obstacle in its path.

The benefits of the field adjacent to the school far out way any other idea on the table in terms of cost to run, ease of access for staff and pupils etc. Trying to explain the benefits to the Academy Trust, stating that they would get there building back for what's currently used as our sixth form have proven difficult especially when the field is not even in use.

The question was raised at the end of the meeting asking if the LA would be on board and support us if the land purchase was successful and the £120,000.000 they have in place has been set aside for the 2 new SEN school buildings but there is money left and they would look at achieving something quite quickly.

SD left at 17.40 hrs

	<b>Safeguarding June 2021</b> An 8 page document completed by JS, MS, MS, ST and JT detailing the schools overall effectiveness in regards to Safeguarding has been shared with the FGB. It outlines 3 vital questions and shows our strengths and things we need to improve along with strategic protocols for various decision making and paper trails.	
8. CONFIDENTIAL MATTERS	Minuted in a separate document.	
9. CHAIR ITEMS		
10. CLERK ITEMS	None	
11. AOB	The Queen's Platinum Jubilee has granted an additional Bank Holiday and we have been told we can have an extra day off school. This has been agreed for July 22 <sup>nd</sup> 2022.  Our Annual Parent Carer Survey has been sent out and we have had about 50 responses with the vast majority being really happy. The responses are anonymous.	

**Meeting closed 18.03 hrs.**

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