

Sheringham Woodfields School
Full Governing Body Minutes
06.10.2021 – Face to Face

Present	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), Janet Terry (JT), Lisa Harvey (LH)
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

Item	Minutes	Action Points
1. APOLOGIES		
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 AW, Seconded by JM. Confidential minutes Proposed by DLL, Seconded by AD.	
4. MATTERS ARISING	None	

<p>5. DECLARATION OF BUSINESS / PECUNIARY INTERESTS & CONFLICTS OF INTEREST</p>	<p>Shared prior to meeting for all to sign and return to NP.</p>	
<p>6. FINANCE & PERSONNEL</p> <p>(MS GAVE COMMENTARY)</p>	<p>Summary BCR</p> <p>This document was shared prior to the meeting.</p> <p>This is how we monitor what we have budgeted for to date. This is a very realistic budget and we are happy with how things stand. In terms of income, I20 shows that we have had 100% more of the expected income in. The second budget revision which will be shown in the next meeting will demonstrate where it's all coming in from. The expenditure on the whole sits comfortably under at 38.6% below E40 but this is because September wages are yet to go into EO1-EO7. In regards to pay awards, these have not been pushed through yet. Our budget includes a pay award that is yet to be approved and signed off at the necessary levels to give to staff. So in terms of supply staff, they would have had their pay award in July 2021 which is still being negotiated and we believe to be in the region of 1.75% and with teachers, their pay award structure is being reviewed at the final review committee level and we follow the national teacher's pay award and leadership increases. Are these funded? The teacher's pay is funded, EO3 to EO7 are not funded.</p> <p>We have had additional grants in I18 from various catch up relief i.e. sponsors, premiums and pupil premium. In IO5 we have received £60,300 as opposed to what we thought we would get at £53,000 which sadly is a sign of many families struggling during the pandemic and being eligible for FSM. This is a simple in and out transaction which will be coded to costings and will spend it wisely. There will be a lot of changes in revision 2, all of which were known but we just didn't know what the figures would be at that time.</p> <p>In expenditure we have E12 building and maintenance, this took a bit of a hit in September of £33,000 which was down to all the tribunals and work that needed to be done to accommodate additional pupils. We are currently in a dialogue with Isobelle Horner as to what we can get back from that and there was an agreement that we would get something. Why does this make a difference to buildings and maintenance? Because we had to convert the conference room into a classroom and make new conference facilities as well new fixtures. We feel we achieved quite a lot with this figure. In terms of learning resources and ICT (E19) there is a significant sum of money to spend £78,000 but a lot of this is ring-fenced and earmarked because of covid e.g. covid catch up relief, pupil premium and pe primary. We have some ideas of how to spend some of the covid catch up this year, this was carried forward into this budget but we cannot carry forward again so revision 2 BCR monitoring around January will be key to check that we are on track. This concludes the budget in a nutshell.</p>	

Detailed BCR

This breaks everything down line by line. We were audited this financial year so we have had an external pair of eyes on this as well as Vicki Hatch monitoring it but everything seems to be tracking well.

SFVS

The SFVS runs from April to March and to allow the time it needs to be done correctly, it is completed during the summer holidays. Unfortunately, last Friday MS was told that the Government have changed the template. Therefore, our submission is not quite compliant. This is quite a substantial piece of work for MS and rather than complete the whole submission again, a few tweaks were all that was needed. Most questions remained the same and it is more the layout that had changed. We are low risk and broadly in line as to where we should be, our budget funding has proved to be working well too.

A second 3-page hand out dated Oct 2021 was shared detailing an updated submission which re-addresses some particular questions where we have put in some additional assurances that the LA had asked for. This allows us to keep the submission we have and for us to remain compliant and to meet the basic standards necessary to achieve a good level of financial health and resource management.

All Governors are in favour and approve the SFVS.

RAG Report

Shared prior to the meeting. We are currently Amber 2 and the only action required is for a Governor and JS to complete some additional training which can be accessed through GovHub. Where NAS audits are concerned, we have been advised that an audit review takes place every 3-5 years. **MS to check with Vicki Hatch whether AD's recently completed courses have been taken into consideration.**

Policies

All policies shared prior to the meeting. All gendered policies due for renewal have been updated where necessary and hold all the necessary criteria to be compliant. The LA raised a few minor discrepancies over our Safeguarding policy which have now been rectified. ***In regards to our Lettings policy, what do we let?*** Our hydro pool is let to families, Physio's and anyone seeking the need for this facility either before school or during lunch and after school. We have a separate application for hire form which is filled out prior to use which covers both parties against any accidents. This form is currently appended to the Safeguarding policy. **Form to be shared by MS post meeting with all Governors.**

MS left at 16.30 hrs

7. HEAD
TEACHER
ITEMS

New Pupils

We have welcomed 14 new pupils to school, 12 had completed their transition visits in July and 2 later admissions including one directed by Tribunal started in weeks 2 and 3 of the term. All bar one have settled in well and calls have been made to parents on day 1 and week 1 to check they are happy with positive responses from all bar one.

Lots of positive feedback so far, particularly for some of the older children who were struggling in their mainstream primary classes and who are now keen and eager to come to school for the first time.

One pupil who had been out of school for 5 years and educated at home had a really positive transition visit and we felt a successful first day, however, their anxiety around coming into school and leaving their Mother means they have only been able to attend a limited number of sessions.

We are supporting the family with:

- An open door approach, she can come in any time of the day for any length of time
- Working with Child and Adolescent Mental Health Services (CAMHS) who will be supporting in the home
- Supporting an application to the family's housing trust to a move closer to school. (The family live an hour away)
- Offering a member of staff to visit the home to begin to engage on learning and develop a trusting relationship in order to support their return to school.

Staff Update

Teachers & Class leads

All class leads have started the year well, there are no problems to report and we will start monitoring the quality of pupils' work and planning in the coming weeks.

Some staff have had big changes in the nature of children they teach and are being supported by SLT as well as Hannah Whiting (has responsibility of boosting achievement).

This promises to be a busy year with many changes on the horizon in the way they work. With all these changes we will need to be conscious of staff workload and well-being.

Vicki Gotts has started her apprenticeship which will lead to her achieving qualified teacher Status.

Teaching Assistants

Five new TAs started on September 2nd.

Many were able to join us in the summer term and complete some of their essential training, this means they started the term being more effective and providing safer support to pupils.

Eloise Simmons in Dolphins.

Christine Robinson in Dolphins.

Joanna Parratt in Seahorses.

Rachel Aylett in Turtles.

Amelia Doy in Ash.

Annette is now leading on their induction programme and Yvonne Afford through the probation process.

Week ending 24th September we will have interviewed for a new supply TA and an additional TA part time TA, she is a former employee and her doing two days will allow us to agree a flex request for a member of staff who had a significant health issue last year as five days per week is proving hard for her.

Further TA interviews are on 4th October, JS will have shown a strong candidate around who he knows. (She was a swimming instructor with our pupils at Splash and he taught her Maths!)

We have invited 7 for interview with some good candidates.

Verbal report given in the meeting on the outstanding interviews.

We have now appointed in addition to those in the head teacher report the following staff:

Claire Myers is joining Elm on Tuesdays and Wednesdays, this allows a member of staff who has requested a flexible working request to drop to three days per week to support their health and well-being.

Joanne Parker is joining Chestnut on Thursday and Friday.

Chelsea Pegg is joining Oak class full time.

Kelley Spanton will be starting as an MSA and supply TA.

Bethany Holmes-Redgrave will be starting as an MSA.

Sue Saunders and Roxanne Demmen will be starting as a supply TAs.

We are pleased to announce that we have appointed a new Site Manager who will shadow Simon for around 8 weeks in the lead up to Simon's retirement. Unfortunately, we have been unable to secure someone for the Assistant Site Manager role yet.

Leadership team

It has made a real difference to have a full leadership team for the first time in 7 years, though the school now has 145 pupils rather than 110!

JS priorities for this year include:

Continuing to guide the team in completing self-evaluation reports in some of the key areas of our work, this term we will begin with the 3 Quality of Education strands from OFSTED. The areas for development from these will be the main driver for school improvement for the following 18 months.

Further strands will include Behaviour and Attitudes, Leadership and Management, Personal Development, Quality of the sixth form and lastly Spiritual, Moral, Social and Cultural (SMSC) aspects of learning including Cultural Capital.

By July 2022, JS plans to involve all the SLT in the updating of our Self-Evaluation (SEF) summary, this is expected to be on 2 sides of A4 and is the key start document for any OFSTED inspector's enquiry.

Creating opportunities for the leadership team to work more collaboratively to improve outcomes and support their understanding of each other and build relationships.

Continue to work on succession planning with the priorities of self-evaluation mentioned above, the team being more involved in admissions and preparing for September 2022 classes and staffing.

Discuss and agree with Governors in Autumn 2 whether to advertise internally for a Deputy Head Teacher and if so develop this role.

The team have outline their priorities below:

Nic

*To ensure that parents feel fully involved with their child's EHCP by making a new questionnaire for parent's views for the EHCP to enable all parents to be able to complete the form. This will be done with a group of parents from a range of ages and abilities of pupil across the school to make sure that the questions are appropriate and focused on their child's learning and needs.

*To develop pupils' views for EHCP outcomes to ensure that there is some consistency across the school, making sure that they are appropriate for the individual needs of the pupils and help us to support our pupils through their EHCP's.

*To ensure all pupils have high quality, challenging and measurable EHCP outcomes and that if there are any barriers the school will find solutions to them by working collaboratively with all Assistant Head's within the school and also liaise with other visiting professionals.

*To ensure that EHCP outcomes are monitored half termly by class leads to ensure that pupils are making progress, or if not discussions with Assistant Heads dependent on the area of expertise to discuss and find solutions. All EHCP targets will be broken down into measurable steps by class leads and monitored by Assistant Heads, dependent on which area the outcome falls in.

*To work closely with Annette around Curriculum Intent and the rest of the leadership to implement an assessment scheme that will enable the school to measure progress of EHCP outcomes and curriculum to ensure that every child has their own individual curriculum with a clear pathway.

*To lead the school in Healthy Smiles award to improve oral health for our pupils, initially Early Years to Year 3 and then to roll it out across the school.

*To continue to develop communication across the school by working closely with SALT and Iwona. Reviewing the Communication action plan and identify the next areas to develop.

Catherine

*To continue to develop and improve systems and processes around the usage of the new facilities and ensure that provision of all therapeutic intervention is of a high standard. To achieve this there needs to be an understanding and assessment of what the needs of the pupils are, how information is communicated effectively to a larger range of staff than we have before experienced and ensuring that input from professionals is timely and relayed to all staff supporting to in turn improve provision and the quality of therapeutic provision.

*To enhance the use of and the quality of intervention in the Sensory Enrichment Room. To achieve this there needs to be monitoring of sessions, continued development of staff understanding of how to meet pupil need and some initial modelling of effective sessions.

*Continued monitoring of pupils mental health needs in the school and understanding of any gaps in any provisions/offering is to cohorts of pupils.

Annette

*Roll out the new TA appraisal process. Trial with scale E TAs before rolling out to all TAs.

*Revise the school curriculum policy in order to redefine our curriculum intent. This will include a revised whole school curriculum framework map, combining national curriculum, accredited qualifications, therapies and individual EHCP links.

*Move to an online app-based assessment, recording and reporting system. The main aims are to centralise all assessment, recording and reporting, to reduce teacher workload, and to enhance communication between school and parents.

*Alongside this, to continue with all ongoing responsibilities to include all aspects of curriculum and assessment monitoring, staff cover arrangements, annual review meetings.

Matthew

*On top of the day job, continue to work on the appointment of both a new Site Manager and Assistant Site Manager to help take the school forward and to enhance our offer to/within the Community.

*Look to strengthen the office team as the school continues to grow and explore new systems of working.

*Support the SLT in implementing new app-based assessment, recording and reporting software. Time will be put aside for staff training.

*Lead on early stage processes linked to the possibility of extending the school whilst at the same time supporting the SLT with external stakeholder meetings and lobbying as required.

Michael

Michael's Safeguarding work dominates his diary and a summary is below.

- He will continue to develop the Norfolk Steps team in school to use data more effectively.
- To aim for a zero restraint approach for the majority of our pupils.
- Continue to develop the DLS networks.

New Pupils and Admissions

There will be only 9 leavers in July 2022 and we already have two tribunal hearings, 8th and 26th November, we are very unlikely to be successful in either case.

JS has had 40 sets of papers for his admissions meeting on Friday 5th November already and this will go up nearer the deadline for all papers to be presented two weeks before the meeting.

Being involved in all elements of the admissions process is so important to begin to build up a picture of a child and their family, information that helps inform our decision-making and approaches with different pupils and families long after they have joined us.

As JS has had to lead on admissions over the past few years alone, this year a priority will be to share this knowledge of pupils and families with the rest of the SLT so that they can benefit into the future.

Safeguarding

Looked After Children – Still 4 students. No LAC children in this September's intake. All four students up to date with their Looked After Child (LAC) & Personal Education Plans (PEP) meetings. One LAC student due to move home (Nov/Dec) as they transfer from Children's to Adult Services, fortunately we have secured accommodation close enough to Sheringham that they can continue to attend our school.

Child In Need – 19 students. We have lost five from previous report. Unfortunately, this is not an indicator that family's needs have reduced or gone away entirely, in four of these case's the young person has turned 18 and thereby no longer eligible to receive support from Children's Services therefore they can no longer be considered a Child in Need. However, because their needs have not gone away the reality is just as much involvement for us and in fact more work as we now have to fight for them to receive the correct support from Adult Services which are a lot less responsive than Children's services, are not as well funded and are more complex to navigate.

In the one other instance we are not happy about the closing of this case which was engineered by children's services and family without our involvement. I believe this was deliberate as both parties knew the strength of our feelings that this child's needs are not being effectively met by family and so left us out of the decision making. JS expressed his views and continues to liaise with the social worker and share his concerns but is not confident that this decision will be reversed.

Two of our new students are already in the CIN process, we have attended their CIN meetings prior to their arrival so that we were up to speed with the concerns allowing us to plan ahead to meet their needs.

Family Support Plans - (Now rebranded as Early Help Assessment & Planning meetings, EHAP's) – 4 families. Same number as previous report. Despite assurances to the contrary at the referral stage I have ended up being the lead practitioner for each of these families which creates a considerable workload organising, chairing meetings, accessing support and chasing up other professionals/agencies.

Social Work Assessments – Two outstanding assessments, unsure of timescale as this is outside of our control.

Child Protection – The one case that we have been managing for the last year has now been stepped down to CIN. This is in line with JS's recommendation that CP was no longer an appropriate mechanism for supporting and addressing the family's needs. Still a complex case that needs a lot of input but the sexual abuse risk to the child is no longer considered to be a risk (more specifically the safeguards now employed reduce the risk to everyone's satisfaction that the child is no longer at risk).

Operation Encompass – Three calls (two during the summer holidays and one since we returned) since the last report. Two of the calls relate to one family and we are already aware and involved in supporting this family. The other one required a meeting between myself and social worker to discuss the risk to the family following police involvement. Subsequently, one of the parents considered taking their own life and was admitted to

hospital. This is a family that we have supported for many years and are an example of the type of case where parental capacity is really not where it needs to be and therefore whenever there is lots of support the family does well but as soon as the support reduces (as it must do) the family once again struggles. JS does not envisage a time when we will be able to stop supporting this student's family.

North Norfolk DSL Network – JS is continuing as chair of this group, membership from 27 schools across North Norfolk. As previously described 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.

Training – Since the last report JS has completed training on Every Relationship Matters which is Norfolk's response to how they envisage schools supporting families where there is parental conflict. The approach is based on Signs of Safety and intersects with the previous training JS did as Domestic Abuse Champion for the school.

Strategy Meeting – One strategy meeting since last report, this is a multi-agency response to emerging concerns about a child's immediate welfare. In this instance we received worrying images from a parent detailing multiple injuries and bruises to one of our students with the allegation that these were caused by the other parent. These parents have recently separated. The call involved JS, children's services, police and health. Outcome was inconclusive, not enough evidence to say for certain how the injuries had occurred and some mitigating evidence presented that supported the view that many of the injuries were either accidental, self-inflicted or caused while trying to act in the child's best interest (moving them whilst having a seizure on a fairground ride to prevent a more serious injury). JS has since met with both parents and social worker and we have made a number of recommendations for how these parents care for their child and the importance of them contacting school or social worker as soon as an injury is noticed, in this case it took weeks for the parent to alert us in the first instance complicating an assessment of the injuries and their cause.

Other – Two LADO referrals re staff, both resolved with identified training needs in both cases. This training has been put in place, we will monitor their progress against agreed targets and will consider any further action that might be necessary in due course.

Review of Covid Arrangements

Though much of the restrictions for schools were lifted we have kept wearing face coverings in communal areas, staff have accepted this and I feel have been supportive and reassured by this decision.

We continue with cleaning regimes and preventing unnecessary mixing of staff and pupils.

Staff continue to test twice per week and some pupils continue to also.

As the number of cases rise in schools and the wider community we will not be easing these restrictions.

We have updated advice to parents to include headaches, fatigue, sore throats and upset stomachs to be symptoms and therefore for parents to isolate their children and book a PCR test for any with those and the original three symptoms.

So far all parents have been supportive of this cautious approach.

School Expansion Update

Verbal report of recent successful meetings and subsequent actions was shared along with a letter from Duncan Baker. Proceedings into acquiring a piece of land very near to the school are looking favourable at the right price! We do have options though.

Shared the details of the meeting with Duncan Baker MP, Andrew Jamieson NCC and cabinet member for finance, Judy Oliver, local councillor and Henry Cockerton of Brown and Co who is the land agent for Upcher Estates.

We shared the difficulties of the lack school places locally and across North Norfolk and how the tribunal system is placing enormous pressure on the system. In addition, shared the situation on out of county places and the additional strain on the public purse.

We looked at the site and showed what we are looking for.

Hebry agreed to take our proposal to the Trustees who he was meeting on 5th October.

Whole school priorities for the year

Further integration of the new Fields Centre build into the school and the new provision this will offer as well as extending to use by other groups including out of hours.

Develop the school's curriculum intent that places equal emphasis on all aspects of a child's curriculum including national Curriculum, EHCP outcomes, Therapies, Work related learning and preparation for Adult Life. Improve the school's ability to record, monitor and report on the achievement and progress of pupils in all areas of their school life by investing in an App based system.

	<p>Continue to widen the leadership team’s skills, knowledge and experiences as part of succession planning and to create more opportunities for collaborative working. Explore ways of responding to the demand on school places by increasing capacity through either an extension or satellite site.</p> <p>Parent/Carer Survey</p> <p>Document shared prior to meeting and rolled out to all parent/carers to obtain valuable feedback about our School. 60 surveys were completed and returned with overwhelmingly positive responses which is a credit to the hard work and dedication of our staff. We always listen carefully to the views of our families and try to act upon or give more information around any concerns raised. The overall summary of the survey for all questions has been captured and documented for all parents/carers to view.</p> <p>Next year Governors would like year on year comparisons.</p> <p>Covid Response Feedback from Parents</p> <p>Document shared prior to meeting. Feedback from parents was captured during the period of March 2020 to July 2021 and showed that overall, they rated the 9 questions asked very highly. During this time, staff and LT worked extremely hard to maintain communication with not just pupils, but family members too.</p> <p>All governors impressed by the responses from both surveys.</p>	
8. CONFIDENTIAL MATTERS	None	
9. CHAIR ITEMS	<p>Governor Skills Audit</p> <p>All governors have been handed a newly revised skills audit document to complete. This gives us a snapshot of what each individual is knowledgeable in and highlights what areas they perhaps require further training or advice. This audit will help us to develop our FGB to provide sound methods and strategic working in all areas of our school. Results will be forwarded to ST and shared in our next meeting for potential steps to be taken.</p>	

	<p>Governance Statement Update</p> <p>Document shared prior to meeting. ST, AD and JS have reviewed this document and made changes where necessary. The document stores both historic and present information relative to our school and refers to the 3 core strategic functions of the school.</p>	
10. CLERK ITEMS	None	
11. AOB	<p>Academisation</p> <p>Back on the agenda again where the Academy Trust have been asked to take on new schools. The regional schools Commissioner for maintained schools has failed to convert schools with all the processes they have to go through. The Education Minister is set to reintroduce certain protocols but this is not looking favourable and yet again is on the back burner.</p> <p>Government Initiative</p> <p>A plan to create a fund for “money to support tutoring – covid recovery” has been created. This is a pot of money to employ tutors to directly support children either online or school visits from retired teachers. This raises concerns of the quality of teaching from inactive/retired teachers and also the effect it will have on current teachers work life balance as these would be extra curriculum hours. The Government have proposed to foot 75% (£15,000) of the cost but schools are required to find the 25% (£5,000) which in our case, we just don't feel is necessary due to all the online work we created for our pupils. Although we have still been awarded this money, we will park it and not spend it. When the DoE ask what we have spent, we will simply reply that the pot of money remains, due to no gaps in learning being recognised and routines and expectations are virtually back to normal. Could we ask if we can spend it differently? For e.g. on other services such as Physio/O.T support? Unfortunately not, as they are very clear on its use.</p> <p>All agreed asking staff to do additional hours risked burn out, particularly as we already have high staff absence and are struggling to staff clubs after school.</p>	

	<p>New Funding Model</p> <p>The LA, JS, MS and other local Business Managers and Heads have been working on a new funding model for schools. The LA look to re-establish the top up amount and needs of each child and assess the averages and ratio's which will be recorded on a database. If they look to apply this model, then we could receive up to an 0.8% increase which doesn't even cover the cost of inflation. We will give our funding response and detailed review.</p> <p>Volunteering</p> <p>It was raised that a few high school sixth formers would like to gain some work experience and volunteer at Woodfields. For anyone interested, please make an appointment to see JS for an informal chat. For 16 and over.</p>	
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Meeting closed 17.55 hrs.

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