

Sheringham Woodfields School
Full Governing Body Minutes
09.02.2022 – Zoom

Present	James Stanbrook (Head), Matthew Smith (MS), Steve Thurlow (ST), Alison Williams (AW), Anne Davies (AD), Jake Millin (JM), Janet Terry (JT), Lisa Harvey (LH)
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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	Sarah Dewhurst (SD), Daphne Lucas-Lee (DLL)	
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.	
4. MATTERS ARISING	None	
5. DECLARATION OF BUSINESS / PECUNIARY		

INTERESTS & CONFLICTS OF INTEREST		
<p>6. FINANCE & PERSONNEL</p> <p>(MS GAVE COMMENTARY)</p>	<p>Due to the FGB meeting being rescheduled, proposed budget papers were shared and all members of the governing board were asked to approve so that the budget could be signed off and meet its deadline. All approved via GovHub and signed by ST.</p> <p><u>3rd Budget Revision</u></p> <p>No questions were raised from the budget revision. The budget reflects an extra £34,700 of income, predominately from additional grants inc, S2S support which was not expected and some covid catch up. We are up an extra £48,000 from our last revision with the majority of the additional costs reflecting on the teaching line which is down to the restructuring of the leadership team and education support staff with several of our staff opting to go back into the pension scheme. Admin has also seen a rise following the approval of MS's salary increase. Staff development and training has also seen a steady increase to support additional work around the school along with learning resources. We are able to provide a three-year balance and are sat quite healthy.</p> <p><u>Outrun Projections</u></p> <p>We are expecting a large overrun figure and have budgeted £264,000 to carry forward but we are expecting something a lot more significant at probably £350,000 which we cannot carry forward. Around £50,000 of this is for un-awarded support staff pay award who are in limbo at the moment as they should have received a pay award in April 2021. This is now nearly a year overdue and negotiations for the second pay award is imminent. <i>Is this just our school or a national phenomenon? This is national (The Green Book Conditions). The unions have asked for 10% and have got 1.75%.</i> The budget has factored in the 1.75% pay award. So £50,000 we need to carry forward for the updated pay award. Another situation that is taking place is that our support staff for e.g. cleaners, msa's are currently on a pay scale that is not in line with the national minimum wage which is going up to £9.50. From the 1st April, they will have to receive a statutory pay award with immediate effect. This is a national issue which we need to be mindful of. Another issue which has gone to the supreme court is those on scales A-D are entitled to 5.6 weeks of holiday pay per year. But if you work term time plus 1 or term time only as many of our staff do then that 5.6 is pro-rata down by about 1 week's holiday entitlement, this is mostly exacerbated at scale A but still being felt at scale D. If this supreme court ruling goes in favour of all the judges that they have all been underpaid, then nationally all these support staff on scale D</p>	

and below will be due a reimbursement of holiday pay. So at this stage we just need to remain slightly prudent and carry a certain amount of money forward. No exact figures at the moment but this is just for awareness of what's to come.

MS has looked at the outrun figures for the next few months and has added extra money in for utilities for e.g. water, equipment expenditure and there could possibly be around £30,000-£40,000 that we should look to transfer to a capital pot within the next 10 days before we meet the national cut off.

MS proposes a capital transfer of £40,000 towards the planned capital projects and the ones we are planning and to get some accurate figures for the wages in terms of carry forward and the rest can be fully justified within the 8% balance mechanism that is in place. ***Would this take the capital pot to around £100,000? £90,000 as we have just had to replace a faulty boiler.***

Proposed by MS and approved by the FGB.

Update on Site Developments

A small conversion project is underway in half term. The quiet room will turn into a store room to support with tribunal admissions and then we have a large toilet project which some of the capital is already earmarked for. This will see the two toilets taken off the hall and converted into 9 toilets, a mixture of staff and visitor toilets and unisex pupil toilets. They will feature an element of changing with two cubicles having nappy changing stations and will relocate the laundry to this allocated area. The current laundry space will be converted back to a hygiene room which will be added relief for the primary corridor. Prices are in and electrics are confirmed, ventilation will be on the agenda too. We are looking at roughly £85,000 worth of work and will use our approved and trusted contractors but will also look to buy certain items ourselves to cut out the middle man and make some savings where possible.

The 11-year-old variety club minibus is on its last legs and has sadly not had much use and sits in the carpark with only 35,000 miles on the clock. It's our only wheelchair tail lift minibus so it's something we have to replace and we cannot operate successfully as a school without it. The figures for a new bus are eye watering but the other two buses we have were bought second hand and have been fine so we will look to go down the same route. ***Does the bus have significant wear and tear? No, it has developed two engine faults that can't be rectified.*** The friends are sat on quite a significant sum of money and we can call on them for support along with any fundraising efforts but the school may need to dip in to some of its reserves.

In regards to Mark and Nic, they are both settling in well and seem to be overcoming all the operational issues that have been thrown at them. The staff seem to be happy with them too.

LAMP Testing

We continue to be a pilot school for LAMP. During the Omicron surge, the LAMP testing wasn't overly effective because too many people were testing positive for Omicron and becoming symptomatic far too quickly for twice weekly LAMP testing to pick it up but it has worked relatively well in recent weeks where cases have settled down a bit. **Are we getting LAMP test results back in an adequate time scale? Yes, they are generally back within the day.** We are a case study school and have 84% of the workforce enrolled.

Policies

Moving and Handling – **How many key trainers do we have and who appoints them? We have two key trainers (Nic Stewart and Iwona Litwiniec). Where is the log of Moving & Handling kept? The pupil accident template forms part of our pro forms which is stored virtually online. One oversight on the header area to rectify, Leia to action.**

Mobile Phone – bullet point 3 needs only one “permission” in the sentence. Bullet point 8 should state to report it too.

Educational Visits – Couple of points raised around volunteers and qualifications and clarified.

Safeguarding – this is an update due to moving to the digital way of recoding safeguarding. All remains the same with the addition of the “My Concern” section. **A couple of oversights within the document are to be edited too. Michael Smith to action.**

All policies reviewed and approved by JT and seconded by JM.

7. SAFEGUARDING	<p><u>Safeguarding Update</u></p> <p>Michael Smith (Deputy Head) was invited to give a verbal update on all safeguarding aspects and was happy to answer any questions from the governing board. The key areas were as follows:</p> <p>Looked After Children – No change, still 4 students. All four students up to date with their Looked After Child (LAC) & Personal Education Plans (PEP) meetings. One LAC student moving from children’s home to adult care home on 27th February but luckily care home is close enough so that he can continue to attend our school.</p> <p>Child in Need – 18 students. Two families undergoing social work assessment likely to result in the children becoming CIN. No significant worries regarding these 18 students all concerns are being addressed and any risks being mitigated through our team work with other agencies.</p> <p>EHAP’s (Early Help Assessments & Plans) – 4 families. Michael Smith met with the Local Community Partner Focus Officer recently to express concerns about the workload that these plans generate and his views that we are providing what would traditionally have been seen as ‘social work’. It is another example of an increasing expectation that somehow schools are expected to plug the gaps to paper over the deficiencies in a creaking social care system.</p> <p>Social Work Assessments – One ongoing assessment and one just completed this week (see below). The other assessment will almost certainly result in us having an additional Child in Need or perhaps another EHAP.</p> <p>Child Protection – Following the social work assessment completed this week one of our students has moved into the Child Protection System. Michael Smith attended the Initial Child Protection Conference with colleagues from another school, police, health, social worker, Leeway (Domestic Abuse service) and Local Authority Housing Department where we agreed the Child Protection was the appropriate response on the grounds of Emotional Abuse. Family have had to flee home so technically homeless as a result although staying temporarily with a relative. Although two younger siblings will need to move schools as a result our student can continue to attend here. Mum cried when it was explained that he doesn’t need to move schools, she was so grateful and said he loves coming here and it is the best school he has ever been to.</p> <p>Operation Encompass – Two reports received recently, one in relation to the family just discussed and another for a family where parents have separated (although we have not been informed by them yet) and</p>	
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	<p>there was a verbal only dispute. The child of this family has been CIN previously and this might result in that referral being reopened.</p> <p>North Norfolk DSL Network – Michael Smith is continuing as co-chair of this group, membership from 27 schools across North Norfolk. Have met once since last report. The issues we face in school are equally experienced by all the other schools revealing a fundamental systemic issue with Children’s Services. We are raising our concerns through the Local Children’s Safeguarding Board where my co-chair is a member. We have also highlighted our concerns to the Children’s Safeguarding Team at the Local Authority.</p> <p>Training – Michael Smith to check that all DSL’s training is up to date and to see if any Governor’s would like an update.</p> <p>Safeguarding reporting system – We have been using our new Safeguarding Recording System – ‘My Concern’ since we returned after Xmas break. All staff have had training and are using the system successfully. So far everything seems to be working very well, Michael Smith feels that we are able to evidence our safeguarding work much easier and much more effectively than having to trawl through files with paper documentation. It is far easier to keep an eye on trends and to be aware of intermittent concerns about a child that might be less easy to notice using paper based systems.</p> <p>Governor audit meeting - Michael Smith met with JT recently to have a discussion about safeguarding and to demonstrate some of our processes. Now that we are getting back to something closer to normality we will have regular termly meetings in order to provide scrutiny for all aspects of safeguarding.</p>	
<p>8. OFSTED, QUALITY OF EDUCATION JUDGEMENT</p>	<p>Annette Maconochie (Deputy Head) was invited to give a talk on her piece of work around Ofsted, Quality of Education Judgement and the Intent, Implementation and Impact. Annette prepared a powerpoint slideshow and shared it with governors prior to the meeting and this is what we as a school are doing to prepare:</p> <p>We are in the process of redefining our curriculum intent. This will be updated within our school curriculum policy later this year.</p> <p>Subject leaders are being put in place for English, Maths and PSHE. Hannah Whiting has been appointed as English lead. Adverts are currently out for Maths and PSHE leaders.</p> <p>Subject leaders will have ownership of the curriculum intent within their subject areas and monitor the implementation and impact.</p> <p>Evidence for learning is being launched later this year. It will be used to monitor the impact of the curriculum for our pupils.</p>	

<p>9. HEAD TEACHER ITEMS</p>	<p><u>Head Teacher's Report to Governors - February 2022</u></p> <p>Pupils We have begun the process with the LA to take the two pupils who have been unable to attend since September off roll, we will obviously have no difficulty filling their places!</p> <p>Staff Update Staff absence continues to be a real challenge and staff have done a fantastic job in covering for each other and being flexible with their plans.</p> <p>We have been fortunate in having at least 30 pupils (a peak of 46) off each day which has reduced some of the pressure.</p> <p>Teachers & Class leads Vicki Gotts has been enjoying her mainstream placement in a local primary school but is looking forward to getting back to Woodfields.</p> <p>Lesson Observations and Learning Walks begin this term; this will help us build our evidence base on the Quality of Education.</p> <p>Teaching Assistants No new staff have joined or left us this term.</p> <p>MSAs No changes</p> <p>Site team Mark and Nic are settling well and having a clear presence in the school with both staff and pupils.</p> <p>Office/Admin team No changes</p>	
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Leadership team

Covid-19 is still taking up considerable amounts of our time, to manage this extra workload out of school hours we have a rota for evenings and weekends to lead on responding to new cases and informing contacts.

We have continued with our Self-Evaluations and by the end of the summer term will have completed the majority of them.

JS will be working from home on occasion to continue to work on these, our SEF summary and other OFSTED linked areas. This also gives Michael and Annette opportunities to step up and lead and make decisions on a day to day basis.

Michael, Annette and JS are meeting regularly to work on the future of the leadership team and they have begun shadowing me for some activities.

New Pupils and Admissions

We have given a second place to a pupil to avoid a Tribunal (which we were not going to win!)

The pupil will start in the summer term and I have managed to get additional funding for staff and some work on creating space for their equipment and that of their new classmates.

This leaves 7 places with the possibility of two extra with the two pupils going off roll.

There are 53 sets of paper for admissions and 4 outstanding Tribunals

Our next admissions have largely been completed online, where I intend to give a number of places.

Michael and Annette will be helping me to prepare for the meet and attending too.

Review of Covid Arrangements

Despite no requirement to do so, we had tried to keep classes as bubbles if there was a case, however, there are now so many cases this is impossible to sustain so staff are moving around classes if needed.

We are still expecting staff and pupils to remain at home if there are cases in the household, again we will continue with this for as long as we can.

We have had to close 2 classes for a full five days, partly through lack of staff, but also due to high numbers of cases in pupils and this gives us an opportunity to stop infections.

It is difficult to work out where people are getting infected, there have certainly been some within classes, however, there have been three clusters linked to bus groups.

We continue to have lot of goodwill in this area from parents who are supportive of our approach. Annette is careful when considering which children to remain at home and for some classes have a rolling list of pupils so no individual is affected too greatly.

All staff and parents have been informed we will be continuing with masks in communal areas for the remainder of this half term and staff have been advised to take lateral flow tests every day before coming to school.

With all this in mind, we took the decision to close the school to pupils on the last day before half term to give staff the chance to catch up on missed ppa time and to sanitise where needed. Staff, parents & carers were all happy and supportive of the decision.

Decisions will need to be made for next half term and we will need to remain cautious around mask wearing. The announcement of all restrictions ending on 22nd February is concerning but I expect things will remain the same for at least the first two weeks back for us where we will monitor the covid cases. If things improve and covid cases drop, then we will review our arrangements.

School Expansion Update

This has been a source of frustration, after our meet with NPS it appears that no progress has been made and certainly no approach to the Upcher Trust. We feel we are losing momentum.

Judy Oliver has been in touch to ask how she and others can speed things up.

Matthew, Steve and JS are meeting with Nicki Rider, Assistant Commissioner for SEND Friday 28th to share our frustrations and that the politicians that supported us are questioning what is happening. All information has been handed over for which they will go away and punch some numbers as to how big a school expansion they

can provide. The Architect who is in charge of this spreadsheet will hopefully have some outlined sized plans and will approach the person who will be the person who presents to the Upcher Trust to start discussions. We are looking at around 7 weeks from a decision and are frustratingly 5 months in with no action.

Covid Catch Up

JS shared a document with governors prior to the meeting outlaying the aims of spending and our intent for this current academic year and next. A forecast gives projection on how funds will be delivered and spent in 3 key areas; Additional Therapy, Evidence for Learning (EFL) and Remote Learning Resources.

The aim of this funding is to support children and young people to catch up on missed learning caused by coronavirus (COVID19).

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.

OFSTED Preparation: School developments since our last inspection

JS shared a document prior to the meeting detailing the schools' organisation and preparation towards another Ofsted Inspection. The report details a significant rise in demand on complex needs special school places in Norfolk and an increasing number of families using tribunals to secure places for their children.

The school has had to respond to this in a flexible and often rapid way and since January 2019 we have taken an additional 35 pupils, taking us to 145 on roll. Given the school was initially built for only 90 pupils this has inevitably been a complex and challenging operation that has used up considerable leadership capacity.

10. CONFIDENTIAL MATTERS	1 item shared and captured in a separate document.	
11. CHAIR ITEMS	Just to confirm that DLL has agreed to take on the lead role of New Software Assessment and will be a point of contact for SLT to share and discuss progress.	
12. CLERK ITEMS	None	
13. AOB	<ul style="list-style-type: none"> • First Tuesday back, we will be having one of our sharing and good practice meets and will be looking at Cultural Capital which is part of Quality of Education. Governors are welcome to come and listen at 3.30pm. Results are then written up as a case study for Ofsted. ST attending. • Any new news around Covid restrictions will be shared via GovernorHub. 	

Meeting closed 17.52 hrs.

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