

Sheringham Woodfields School
Full Governing Body Minutes
13.07.2022 – Face to Face

Present	Steve Thurlow (ST), James Stanbrook (JT), Anne Davies (AD), Matthew Smith (MS), Alison Williams (AW), Jake Millin (JM), Daphne Lucas-Lee (DLL) – Invitees: Michael Smith (MS), Annette Maconochie (AM)
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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	Lisa Harvey (LT) , Sarah Dewhurst (SD), Janet Terry (JT)	
2. NOTIFICATION OF ANY OTHER URGENT BUSINESS	Nothing to declare.	
3. MINUTES OF THE PREVIOUS MEETING	Minutes approved by all present and signed by the Chair. Proposed by DLL, Seconded by AW.	
4. MATTERS ARISING	None	
5. DECLARATION OF BUSINESS / PECUNIARY INTERESTS & CONFLICTS OF INTEREST	None	

6. ANNETTE
(DEPUTY HEAD)

Quality of Education Update

Assessment -

After our trial in summer 2021, the Engagement Model of assessment was rolled out in September 2021 in Rowan and Elm, our two PMLD classes, and Shells, our lower ability KS1 class. This is now best practice for pupils not engaged in subject specific study and is statutory for KS1 and KS2. This has been a huge success with teachers feeling that it is far more meaningful than the previous methods of assessment for pupils. The SPAT and PMLD assessment frameworks which we had previously been using ceased to be used in April. We had intended to continue using them until the end of the summer term, but costs for renewal dictated that we ended it early.

Appointment of Curriculum leaders -

Following our previous TLR posts being made redundant, we appointed Hannah Whiting as the schools Literacy Lead in January 2022 for three years. Hannah has introduced a new systematic synthetic phonics program across the school. This was an area of improvement from the last Ofsted inspection. We have decided to go with Twinkl phonics as this is DFE approved and we already invest a lot in Twinkl for our teachers, so we were essentially already paying for it. We have also invested in Rhino Readers – the reading scheme to accompany the phonics programme. Hannah has also raised the profile of reading for pleasure by ensuring all classes have books which are accessible as well as a dedicated reading area.

Two further appointments were made in April, each for a period of four terms initially until Aug 2023. Rebecca Roach was appointed as our Formal Curriculum Lead and Samantha Webster as our informal Curriculum Lead. They have made a really positive impact on the school over the summer term. Rebecca has ensured that classes are following the correct long-term plans from September and that the weightings of timetables are adequate for the age, stage and ability of the class. Samantha has been looking into the ‘informal learning opportunities’ that are happening across the school and has started to investigate some informal curriculum frameworks for pupils working at pre-key stage standards or below over a significant period of time.

Introduction of Evidence for Learning (EfL) -

In April 2022, we launched EfL across the school. We bought each class two iPods and 2 iPads for this purpose. For the summer term, the focus was on collecting evidence against EHCP outcomes and tagging in the subject they are doing. We kept it simple purposefully so that class leads and TAs can get used to getting evidence onto the system. It has taken some staff more time to get used to than others, but overall had been a real success. Some classes have also trialled getting rid of their work folders this term as there will be no need for it.

Next Steps for 2022/23

Assessment -

We plan to roll out the Engagement model of assessment to more classes as we feel it could be really beneficial to more than just the 'statutory' groups. Dolphins, Seals, Chestnut, Willow and Sycamore will be the next classes to use it from September.

Assessment frameworks are currently under construction for Maths and English. All pupils will be baselined against these frameworks in the autumn term. PSHE, Science and other foundation subjects will be worked on during 2022/23 and introduced in due course. These are being developed using a variety of sources, to include Development Matters (the birth to 5 framework) along with the national curriculum attainment targets. We will incorporate other assessment measures, such as Blanks levels for communication and Roots for Learning for early pre subject specific development. There are several of us working on this, including myself, Nic Stewart and Rebecca Roach.

Appointment of Curriculum leaders -

Whilst Hannah is on maternity leave, Colin Heinink will be the schools literacy lead. We have Twinkl phonics coming in to deliver a half day of professional development to our teachers and HLTAs on the September PD days. Rhino Readers reading scheme will be launched in September. Colin will ensure that this happens smoothly and that the reading scheme is being used effectively. He will also ensure that 1:1 reading and reading for pleasure continues.

Rebecca plans to introduce a calculations policy for September. Across the year, she plans to review our current curriculum in depth and potentially look into getting some schemes of work which provide a bit more for our teachers to work from. Rebecca is also working with Annette on developing our curriculum policy which we would like to become a document which is useful to class leads. Rebecca will be looking into professional development opportunities to up-skill our staff on subject specific topics. The long term aim is to develop 'subject champions' across the school, which Ofsted like, and put this in place for 2023/24.

Samantha will be looking into the Equals Informal / Semi-Formal curriculum with the aim of putting in place a specific Informal curriculum for classes where pupils are not able to access or make progress against the National curriculum.

	<p>Introduction of Evidence for Learning (EfL) - In the autumn term, the assessment frameworks will be added to EfL. In addition to pupils' EHCPs, we are considering adding other pupil specific frameworks, such as SALT & therapy programs, in due course. Collecting evidence in this way will mean that the class work folders are no longer needed. Moderation of evidence being added to EfL will take place throughout the year, to be led by the curriculum leaders with my support. Once we are satisfied with the quality, we plan to share this with parents. We anticipate that this can be trialled in summer 2023. If this is successful, we plan to use this to replace home/school communication books. We are already seeing the benefits of having EfL in place, including the reduction in teacher workload. Once it is being used to its full potential, it will reduce this even further.</p>	
<p>7. MICHAEL (DEPUTY HEAD)</p>	<p><u>Safeguarding update July 2022</u></p> <p>MS gave a thorough commentary on where we are to date.</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 not attending school currently due to safety and wellbeing concerns (agreed by school, current care home & prospective care home). His move to an adult care home has been delayed thereby extending his period away from school. Possibility that he may not return to us at all but this decision not made yet. We will be supportive and advocate for the outcome that we think is in his best interests. – We have now decided in partnership with all other professionals involved that he will not return and therefore from Sept he will not be a student here. In Sept we will have another LAC student joining us.</p> <p>Child in Need – 23 students. This is an increase of 5 since the last report. No significant worries regarding any of these students, we are on top of all the issues and working with families and partner agencies to address all areas of need. We do have a significant concern re one of these students who is not typical of our usual (despite its diversity) cohort and who we may have to consider supporting him with a move to another more appropriate school. I have discussed this with his social workers.</p> <p>EHAP's (Early Help Assessments & Plans) – 4 families. Two more on the way.</p> <p>Social Work Assessments – Two ongoing social work assessments. Both look likely to result in the child becoming a Child in Need.</p>	

Child Protection – One family still in child protection measures. Coercive and controlling behaviour of parent (male). I have taken a different view from the other professionals involved as I don't believe that now the family have been rehoused and police are aware of their circumstances that this needs to remain Child Protection. I feel it could be stepped down to CIN briefly before being closed altogether but this was a lone view so the child/family remain in Child Protection.

Operation Encompass – One report this month about a family that we are intensively supporting. I have met with the police, children's services and housing association representative to try and support this family. Their situation is unstable and we find ourselves in some sort of crisis on a weekly basis. I'm uncertain about the long term prospects for this family and I suspect that long term the children and mum may be separated.

North Norfolk DSL Network – This is a very difficult role to maintain, although I had a nominal co-chair in reality he was not available to support other than offering encouragement and he has now informed me that he cannot continue in the role in Sept given his new appointment as head teacher for the High school. I don't know if I will have the capacity to maintain this role but I will speak to the local safeguarding lead for schools at the LA and see what support they can offer.

If you remember I was also invited to attend a meeting with the lead safeguarding person for Norfolk to consult on improving practices for children who are interviewed by the police This was organised by NASSH. We have had a follow up meeting and are making plans to provide two distinct training packages, one for police officers and one for detectives. The police officer one will be short and basic the one with the detectives will be over a number of training days as their training will focus on their interviewing of people with SEN.

Training – Report from LA audit plus the new Keeping Children Safe in Education (Sept 2022) confirms that Governors must undertake strategic training to understand their role. It is ok to also do operational training in school but this is not a substitute for the strategic training. Governors Services provide a course. *NP has contacted them and they will be in touch with the next available set of training dates.*

Safeguarding reporting system – 'My Concern' online system working well. No reported concerns. Local Authority Audit - I gave you an outline at the last meeting but the full report is now available. I will be writing an action plan to address any identified gaps.

Family Support Team – New team (Vicky Horne & Sue Barrell) working really well. High demand for their support, referral system now in place. Team have received very positive feedback already. This team are currently working one day each per week but this will be increased to 2.5 days each in Sept. Sue has completed training in EHAP's and she has now completed her DSL training giving us extra capacity. Michael Smith DSL

8. FINANCE & PERSONNEL

BCR Monitoring

This has been hard to monitor at the moment due to the issues around payroll which affects E01-E07 so MS is unable to provide an accurate picture of where we are to date. There will need to be some adjustments made but we have been told to leave things alone until NCC get their house in order. The teachers' pay pension is yet to be sorted and we will find there is an adverse effect with this too.

We have a change of Finance Officer, Emma Dimmock who replaces Vicki Hatch.

The current energy crisis is proving to be a worrying time in terms of what/how to budget but at the moment we are looking at a budget of £34,000 which we look for approval to increase to £57,000 this year and to £60,000 in years 2&3. Other than this from a monitoring point of view, there's very little else to be worried about. We have had our statutory monitoring report for SWS for the Summer term which alludes the inability to test staff on the monitoring of staffing costs due to MyOracle, the only finding they have which will be raised with them is that there is a couple of VAT errors where some petty cash transactions were coded as exempt, however as they were for food they should have been outside of scope and recorded as E instead of T. The important thing was that they were still 0% VAT.

We have received some additional grant funding of £3,200 for Special School LAC which helped to fund enrichment week. A strong case was put together by MS to include all children as they had all missed out on opportunities.

1st Budget Revision (Revenue & Capital)

MS proposes that we increase our income by £40,000 to reflect some of the grants and additional money we have received. We have also received the tutoring grant which was discussed at the recent budget setting meeting and also a further payment and although we are not partaking in the scheme, we have currently budgeted in £13,000 which needs to go back to them. A submission has been made by JS to say that it has not been used and for them to collect it. This is where we stand at this point.

Utilities remain a biggest single line increase of £21,900, we are unable to procure for expenditure at this level and thankfully we are on a fixed rate for the time being. As verbalised before, water and sewerage remain nowhere near where it should be at £800. We have a meter that does not turn round, Anglian Water have replaced it 3 times but it still does not turn! During the build, Anglian Water asked where our meter was which we showed them and they replied it's not turning. We told them to replace it which they did. This is an ongoing saga.

Other than some small changes on the teaching line, the budget is correct. There is a surplus at the end of year 3 of £576, but an in year overspend of £256,000 and £55,000 next year overspend. Our surplus this year allows that to be acceptable. A few tweaks have been made to bring the figure down from £310,000 in the last budget setting. This is something for the governors to be aware and mindful of.

Education and support staff & resources and equipment spending has seen an increase, predominately the shop rent due to the contract taking 18 months to get signed off due to legal issues back and forth and has resulted in a bill of £13,000 of arrears. These are within the school budget at the moment and are being paid by the school budget to include VAT. Unfortunately, the shop does not generate enough income to pay the rent amongst other costs which may need to be looked at in the near future. The shop staff are aware of this.
Budget was proposed by AD and seconded by DLL.

Code of conduct

This was a small action point from the Safeguarding audit which was shared via GovHub prior to the meeting. We have padded it out and made sure that we have picked out all the key area headings that were referred to which there are now statements against each. **It was noted that statement 4.5 could be amended to use more appropriate grammar.**

Update on Building Works/Projects

This Summer sees work continue. The toilets are well underway, everything is in place with the old toilets gone and the electrics in place and finished. We are well ahead of schedule at this point. We plan to do 2 kitchen refits in Elm and Beech class and 2 carpet refits in Oak and Willow. We will also have some work done in the primary playground where 1 young pupil escaped the perimeter fence. The weaker points will be reinforced and it will be extended higher by another 4ft.

We also have a DFE, NCC funded fire risk assessment taking place this Friday. The disappointing fact is that on Monday we have our own funded fire risk assessment happening anyway so we had asked why waste time and money on your own report when ours is just as efficient and robust but they do not share their report with us. We will also create a new primary hygiene room for which we have appointed a new laundry assistant who is also a TA.

Safeguarding monitoring report

AW who was appointed a governor for Safeguarding in the last FGB meeting has completed along with MS the single central review of safer recruitment practises following the NCC safeguarding audit. This has been shared on GovHub. All action points complete.

Payroll letter

All agreed that the letter should be sent. Actioned by MS.

	<p><u>Cyber Security</u></p> <p>NCC have shared their cyber security audit. DLL has agreed to take on Cyber Security in her governor role capacity. This has been reviewed and we have looked at the findings which one is to appoint a Cyber Security Governor which we now have.</p> <p>Leadership and Governance now have to formally review any cyber security threats and test them alongside the dark web. We will need to create a password policy using NCSC guidance. Currently our passwords are generated by NCC and we would have to create our own in house system to fully test our own. Other areas under scrutiny include administrators and system administrators, multi factor authentication (MFA) for which currently our systems do not have this feature. Training and awareness where staff and governors should complete cyber security and GDPR training on a regular basis and a central record maintained of what and when this was completed. Building and physical security, Wi-fi security, Patch management, Back-ups and malware protection also feature which can be viewed in more detail in the document shared prior to this meeting. Our aim for the future is to review our current hardware and move away from Apple to a cheaper but just as good alternative where we can monitor and review cyber security threats in house by moving to a Microsoft cloud based system and os flex system for pupils. All apps are roughly 80% more efficient and can be downloaded to the web browser. We will move away from volume licensing to a subscription based plan. This will become an ongoing agenda item and is a requirement for schools to budget.</p> <p>Matt left 17.36 hrs.</p>	
<p>6. HEAD TEACHER ITEMS</p>	<p><u>Attendance Policy</u></p> <p>A small amendment made from an action point in the Safeguarding Audit was to adopt a Norfolk protocol around children too unwell to come to school. This how now been updated. Other amendments were made by the new policy committee and sent to Leia in the office for updating.</p> <p><u>Head Teacher Report</u></p> <p>JS gave in depth commentary in the following areas:</p> <p>Pupils - The child who has left the school roll in June was replaced the same day by a child whose parents were seeking a place via tribunal, she was well suited to us and had no school place for September. She has settled into class well.</p>	

The other pupil who has not been attending has now moved again and is closer to the school. We will begin a plan of re-integration with her family starting in September. She and her family are receiving support from mental health services.

Admissions - We have 44 pupils on our admissions agenda for 13th July, of these:

26 are suitable and live locally

10 are suitable but live more than 50 minutes away

8 are not suitable or live over an hour away, mostly in Great Yarmouth

We have 2 tribunals which have been delayed for a number of reasons, again, both pupils are suitable.

A further tribunal has been lodged with a hearing set for Friday 16th December

Two families who visited last week have indicated they will go to Tribunal too.

Staff and Pupils for September - Class lists for September have all been shared with staff and families.

This has gone well and there have only been a few concerns from staff which have all been resolved.

New pupils and those moving class have been visiting their new classes.

Maternity Leave - Hannah Whiting and Jade Kirby began their maternity leave on Friday 8th July

Teaching Assistants - We were lucky to have a strong field for our recent TA interviews, we have made 5 new appointments:

- Phoebe Muirhead
- Margaret Rowe
- Jemma Gowers
- Jade Brown
- Panos Balizoglu

Leadership team - Again, another half term not having to deal with covid related work!

Staffing and class lists have taken considerable time this year to get right which reflects the number of staff changes and incorporating the required non-teaching time for the new TLR roles and the Early Career Teachers. This has been a very tough half term for staff absence with several staff off for several weeks.

Staff are currently paid for their first day of emergency childcare, for some staff this can be quite frequent and so far this year we have lost 85 days that have needed to be covered and one member of staff has had 7 days (they only have a 4 day over week contract). ***Do staff have a return to work interview?*** Yes, they do.

We are in discussions with HR about reviewing this and giving a maximum number of days in a year, JS will share the outcome of these with you and if we decide to make a change, will need to have a two week consultation with staff. There is no contractual need to pay these days and schools all seem to have different approaches.

Annette, Michael and JS have continued work on succession planning, largely sharing the activities that JSs completes in the Summer term, many of which are for outside agencies.

Looking at the looming number of Tribunals, in September JS plans to book a solicitor from NP Law to support the team in managing these. November 4th is the next meeting where Michael and Annette will be heavily involved.

Safeguarding - Feedback was shared via GovHub by Michael on our LA Safeguarding audit.

Review of Covid Arrangements - Still very few cases in school since Easter and hence much less impact on staffing. Although we have had one class closure as a result of covid, we remain to be cautious and take the appropriate action when necessary.

Staff seem to be comfortable with the new arrangements and only the cleaning team are still wearing masks.

Parent/Carer Survey Results & Comments

Another strong set of results from parents/carers although the number of participants completing the survey was down on last year. We will look to see if we can change the way we deliver it. No concerns from the results were recorded and there were some lovely comments made which will be shared with staff at the first briefing back in September along with comments and findings from the medical audit.

Business Case 1.0

A glossary has been put together and shared with governors prior to the meeting detailing the proposed plan to create a new space/provision within its current courtyard area. We will need to secure funding in the region of £160,000 capital and £25,000 revenue to build a new 'bricks and mortar' class base within our under-used courtyard. The LA are in favour and should have planning by Christmas. If we could get this finished by May 2023, we can take on some additional pupils.

JS showed the governors around the proposed area after the meeting.

Chair Re-appointment

All were in favour of re-appointing ST as our Chair. His Term of Office has been extended by 4 years.

	<p><u>Quality Monitoring Audit Visit</u></p> <p>The focus of the visit was to look at the management of medication and the policy around this. Some positive comments overall came from this which will be shared with staff. This audit will happen every two years.</p>	
7. CONFIDENTIAL MATTERS	None	
8. CHAIR ITEMS	None	
9. CLERK ITEMS	Dates for the new academic year shared. A change to the first meeting will have to be made as 2 governors will not be present.	
10. AOB	JS' Head teacher review to be held and confirmed by DLL, JT.	

Meeting closed 18.13 hrs.

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