

**Sheringham Woodfields School**  
**Full Governing Body Minutes**  
**19.10.2022 – Face to Face**

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

**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 (LH)	
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 SD , Seconded by ST.	
4. MATTERS ARISING	None	
5. DECLARATION OF BUSINESS / PECUNIARY INTERESTS & CONFLICTS OF INTEREST	None	

6. CHAIR ITEMS	ST gave MS the lead to bring us up to date with latest movement concerning Head teacher recruitment.	
7. HEAD TEACHER ITEMS	None	
8. FINANCE & PERSONNEL	<p>A candidate information pack has been work in progress and produced by MS, DLL and JM. This was shared pre-meeting. Minor tweaks and admissions have been made along the way. A draft advert has been compiled which will go live tomorrow once decisions and protocol have been made within the FGB meeting. This will go live on TES, Schools Week, Norfolk Schools website. Also a social media advert grab has been produced. The Head teacher timeline and arrangements has been shared in the meeting. This shows what happens between now and 22<sup>nd</sup> November. Also what will happen on Day 1&amp;2 of the two day process. The advert will run until 10<sup>th</sup> November midday. The recruitment campaign will be run using our own application form and we will be able to see levels of interest. <b>How do we see this?</b> We can see the amount of clicks through and which people start the form but don't complete it. MS asked a question on behalf of Internal candidates which was "do you wish just to have a letter of interest from them or a full application form?" A full application form will mean they can all be reviewed in the same way. Governors agreed that the fairest way would be to complete a full application form. Short listing panel will meet on the 14<sup>th</sup> November and will consist of ST (Safer Recruitment), AD, JT &amp; DLL. Leia has been briefed and will support with the process as well as the office team when needed. Governors will be on hand to answer any candidate questions for e.g. pay scales. <b>I assume pay scales are set?</b> Yes, they are but we still have people ask. Any candidate wanting a tour will be for JS to conduct. <b>Will we have a pupil Q&amp;A?</b> Yes, this will be within the 2 day interview process. The 22<sup>nd</sup> &amp; 23<sup>rd</sup> November are scheduled as interview days. If we have more than two candidates apply, we will need all the governors to allow this to run efficiently. We have an LA representative appointed called Matt Ridley (Senior Advisor – Education Quality Assurance) who is our link advisor with the LA and will support us with his vast knowledge and expertise. We also have Debbie Moore on board who is the schools HR Consultant and the skills and expertise of two local leaders in education – Barry Payne &amp; Robert Holderness. Both are available for both dates and would be good additions to the process. They would incur a small fee if we so wish to use them. <b>Do they know each other?</b> Yes, they do. Governors give the opinion that they would like there support and input. MS asked the question to governors "Is there anything missing in the candidate pack?". NP has done a piece of work checking it against the NGA and The School Bus to make sure we are compliant and we are. All happy albeit a couple of minor tweaks; a parliament update has been made around teacher pay scales so this will be one small change. One small addition to the personal specification was whether the candidate can have difficult conversations with staff and can challenge declines in performance against school policies and standards. <b>Governors have approved the candidate pack.</b></p>	

In regards to the advert, again a few minor tweaks made from updates produced in the meeting. The hook (first few lines) needed looking at to be seen as innovative and dynamic rather than a lovely seaside place to reside. If we feel further tweaks are needed once the advert is live, then governors can make their thoughts known through GovHub and updates can be made to the advert at any time.

JS has made it clear that he will avoid giving opinions but will share factual information and concerns as a duty of care. **The governors approve this and are happy for this level of involvement.**

The social media image visual for Facebook and LinkedIn was also tweaked in the meeting to make it short, sharp and eye catching.

***In regards to the application form, is it a standard proforma for a Head teacher position?*** It's the standard GDPR compliant NCC application form. Again, a few minor tweaks have been made to make it more personable to what we want. It will be up to the chosen panel (mentioned above) to read through the applications before the 14<sup>th</sup> November. It's always handy to highlight points for discussion and scrutiny. MS will be available at the start of the day and shortlisting panel will meet at 10am. Between then and the 21<sup>st</sup> November we will be obtaining references and preparing interview packs accordingly. We have governors; AW, ST, AD, DLL and JT free for both interview dates and we hope LH will support any way she can too but we understand her job commitments. SD has also offered her support. The scoring sheet material from the LA is quite mainstream but will help us create our own individualised set of questions and way of scoring. We will also seek help from HR. It is paramount that we get this right. MS, DLL & MS (SLT) will lead on the Warner Interview. In a nutshell, at this stage it will flag any issues and whether the candidate is to proceed any further in the process. SLT will be on call to support and narrate with the LA representative.

The pupil panel will consist of CH (SLT), SD and Matthew Ridley. SLT will feedback and narrate what happened (good/bad) and the LA rep and governor SD will present their scores and comments. Paired lesson observation will be carried out by JT and NS (SLT). After lunch, formal interviews will take place. Day 2 will be all about the front runners where they will deliver their presentation and perform reverse interviews. ***What are reverse interviews?*** This is where the candidates ask the SLT questions and we can gain a sense of engagement and measure their eagerness for the position. Finally, the day will finish with a formal interview with the chosen panel.

**MS will share post meeting the updated Head teacher Recruitment Timeline and arrangements which will give a full overview of everyone's roles and responsibilities.**

Governors will meet on 15<sup>th</sup> November @1pm to devise a list of questions around curriculum development, restructuring the LT, Quality of Education etc and will devise a scoring system. **This will be in draft format and shared when ready.** NP will collate scores and feedback at the time.

#### Asset Report

Shared with governors prior to the meeting. All happy with the report after a brief discussion where one question was asked. **Proposed and approved by the FGB.**

#### Capital Works Update

Further to the fire risk assessment, plans have been agreed and fully funded by the LA. All fire doors, wooden frames will be taken off and repacked and fire foamed. A new upgraded fire alarm system will go in with detectors across the school and works have been approved by Isobelle Horner.

Alder Class's planning permission has been approved in the court yard under the permitted development act. Test holes are being dug, and the roof of Rowan class lifted to view the trusses so that we can see how we build the roof from that. **Why is it called Alder Class?** Basically we are running out of tree names with identifiable leaves! But we are happy to look at other names. Spades in the ground early January. We are going for a design and build as there isn't a lot of constructing. We will instruct Real Consulting again with governor approval. Isobelle Horner will fund the build project. **All governors are in favour of using Real Consulting.**

In regards to the ongoing minibus saga, unfortunately there is nothing available to us less than 5 years old and in good repair price wise. **How much do we have to spend?** £40,000 which seems a lot but isn't in these crazy times. We would like to stick to Ford as we have a very good local garage who take care of us.

#### Summer Term 2022/23 RAG Rating Report

Report shared prior to the meeting. Literally just highlighted Head teacher training which we will obviously park until the post is filled. Otherwise all good.

### Cyber Security Audit and Review

Report shared prior to the meeting via GovHub. AD asked some viable questions about it and we are now ready to take it to the next stage. It will show some robustness in our GDPR and cyber protection and essentials. It has been a good vehicle to challenge NCC over weak pupil passwords and staff NSIX emails. On the work we have done, this has all now been changed for us and also across the County. We now have a better link with the Police, it has reduced our premium and we have a better level of insurance.

**With no concerns, all governors agreed to move to Cyber Essentials.**

### Energy Sparks

Our electric is monitored every half hour on a meter to show a sophisticated way of viewing what we spend. We seem to be using more electric than when we are not here which could be down to an unknown leak or bleed or a rogue heating unit. It could also be devices charging. It is what it is and we are not the only ones. Changes will be made and staff made aware of new ways to improve our systems. We will nominate a class to be energy champions where pupils will get access to all the data and we will put up posters for awareness.

Lastly, we have had the pay award in and we are £400,000 out. This has been pushed into Yr 3 but this is a bit of a disaster where our budget is concerned. This will inevitably reach £500,000 once further pay point regressions have been done. This time next year, if we or the Government haven't done anything then we will be in trouble. Our rainy day fund has gone. ***Can we/the government re-asses what we get per child?*** Every year we get to re-band the children, so from band PB (play based) all the way up to E, PB will give you an extra £400 a year whereas band E would give you £30,000 but we cannot re-band that amount of children all of a sudden. Unfortunately, we are in a situation where there is nothing we can do. Same pressures everywhere.

### Curriculum Policy

Shared prior to the meeting for reading due to its full re-write. A few issues with content which will be aired via GovHub or emailed to JS so that this can be approved. **Approved following GovHub changes made 31.10.2022.**

\* On a personal note, SD has decided to step down as a parent governor. SD has been a long standing highly regarded member of the Governing Board and her valued opinions and dedication to the role will be thoroughly missed by all. SD has agreed to stay on and help with the recruitment process as one of her last duties which we very much thank her for. We wish her all the best.

9. CONFIDENTIAL MATTERS	2 matters in a separate document.	
10. CLERK ITEMS		
11. AOB		

**Meeting closed 18.15 hrs**

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