

Sheringham Woodfields School
Full Governing Body Minutes
23.03.2022 – Zoom

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

<p>6. SAFEGUARDING UPDATE</p>	<p>Michael Smith (Deputy Head) gave commentary on our current status:</p> <p><u>Looked After Children</u> – No change, still 4 students. All four students up to date with their Looked After Child (LAC) & Personal Education Plans (PEP) meetings.</p> <p>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 is yet to be made. We will be supportive and advocate for the outcome that we think is in his best interests.</p> <p><u>Child in Need</u> – 18 students. This is the same figure as last month but includes a case which has been closed and another on that has just begun. 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.</p> <p><u>EHAP's (Early Help Assessments & Plans)</u> – 4 families (same as February). With another one in the pipeline.</p> <p><u>Social Work Assessments</u> – Two ongoing social work assessments. Both look likely to result in the child becoming a Child in Need.</p> <p><u>Child Protection</u> – One family still in child protection measures. Have yet to be provided with accommodation but our student has returned to school. Continued stalking (alleged) of the mum by dad. Police incident two weeks ago where he turned up at the accommodation they fled to. He also called and spoke to me on a couple of occasions. He wanted to come to school to persuade me that he has been misunderstood and misrepresented. MS declined the offer and explained that any decisions regarding him and his family would be made by the police as it is a legal matter and therefore there is no value in trying to 'get me onsite'. MS made it quite clear that he is not taking sides and will always consider the child first as that is where his safeguarding primary responsibilities sit.</p> <p><u>Operation Encompass</u> – No reports this month although there should be one as we know police were involved in an incident at a child's home but this has yet to be shared with us.</p> <p><u>North Norfolk DSL Network</u> – MS continuing as co-chair of this group, membership from 27 schools across North Norfolk. This week MS met with the chairs of all the other networks in Norfolk to develop strategies around our roles and responsibilities.</p> <p>The co-chair has given up his role as our representative on the Local Children's Safeguarding Group (LSCG). This is a key/compulsory responsibility for the network so MS has had to step in temporarily but explaining that there is no capacity to continue beyond the next couple of meetings.</p>	
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	<p>MS 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 (not sure if this was prompted by the Child Q case reported in the media this week). This was organised by NASSH.</p> <p>We will be having a follow up meeting but have already understood that one of the actions is that we need to do some training events for the police to help them understand the complexities when interviewing children who have special educational needs.</p> <p><u>Safeguarding Reporting System</u> – ‘My Concern’ online system working well. All DSL’s have completed their training.</p> <p><u>Local Authority Audit</u> - MS has invited the LA safeguarding team to come into school to do an audit of our practices in preparation for Ofsted inspection. This will happen on 23rd May. JT will hopefully attend to gain insight and offer support.</p>	
<p>7. DRAFT CURRICULUM POLICY</p>	<p>Annette Machonochie (Deputy Head) gave commentary on a new and improved curriculum policy.</p> <p>The curriculum will provide all of our pupils with a broad and balanced curriculum which promotes not only a bespoke curriculum but a wide range of life skills. We believe that education is about the development of the whole person, not only mentally but physically. We aim to provide an extensive range of enriching experiences beyond statutory requirements and offer our students opportunities to learn in a stimulating environment, both in and outside the classroom.</p> <p>AM will work closely with teachers to build a new assessment framework which will incorporate a formal and informal curriculum. Sam Webster has been made the informal curriculum lead to help identify new strategies and review current data analysis to build a broad and enriched way of learning for our students.</p> <p>Rebecca Roach has been made the formal curriculum lead and like Sam, will capture and provide the most bespoke learning opportunities for all our students. Both new posts will run for 4 terms. <i>Would these be paid posts? No firm indication given at this time.</i></p> <p>Our new assessment system will help shape the new curriculum and offer dynamic ways of recording evidence and show the progression towards EHCP outcomes. The new framework will not only offer a balanced and broad bespoke curriculum to all our students but will provide them with core physical and social characteristics to enable them to successfully transition onto new settings after woodfields.</p>	

8. FINANCE & PERSONNEL

(MS GAVE COMMENTARY)

Outrun Figure 2021/22

Today is the actual outrun figure day and the financial year end for schools. Our outrun figure of £264,155 is about correct. It's difficult to confirm exactly as we don't know what the pay award will do when it goes into the budget this month but it's likely to be around this figure. The surplus that we have been expecting is about where we want to be.

Original Budget – shared prior to the meeting

Looking at the income for the year, we stand at about 3.7 million. Within IO1-IO3 we have additional funding for a 146th child who will join us straight after Easter but there are some adjustments to be made to our funding figures. We have two children that are at risk of coming off roll quite soon so there will be some in year changes.

In Year's 2&3 you will see a reduction in the overall figure for income and that is because we do have additional money for Ash class. As of next Summer, Ash class will not exist, so we do need to be mindful of a big change there. A couple of conversations at the end of the year as to whether we look to increase numbers to maintain those children or are we going to not replace the TA that then retires or leaves.

Pupil Premium funding is at its highest than in previous years. We've been a bit savvy in terms of putting the correct meal on census day for the better uptake and we have also gained a small amount of money (£15,038) which is for the NI healthcare and social levy and equates to £103 per child based on 146 children. This is woefully inadequate but more than most other LA's have received.

Lettings Income has been reduced a little this year to £4,500. It was £0 a year ago so this is a good positive move. We've had a lot of cancellations recently due to covid some of which we can claim for but others we can't. Over the year we will have to see how covid pans out. We are expecting on seeing a lot more growth over the next two years but it needs time to explore the best way to take this forward.

Expenditure is a little concerning in regards to how high our teacher lines jump year on year. This year and next year we have the pay award in although yet to be approved. The Government has an aspiration (and rightly so) to get a newly qualified teacher to have a starting salary of £30,000. The knock on effect is to get all the bands and salaries moving up but this does come as an unfunded pay award so this is why you'll see the significant jumps. Supply staff costs remain roughly the same, education support staff goes up steadily year on year with a 3% pay award factored in which again is unfunded and we are seeing the same pattern in premises staff and MSA's.

Energy costs have undoubtedly been increased with an extra £17,000 year on year and we have also seen an increase in rent and some quite significant and heavy costs for learning resources to complement the role out of the new curriculum and assessment frameworks. This concludes the summary budget and in terms of this

year we sit quite well. The surplus will need to be spent as we are not able to carry forward 10.48%, but in year 1&2 we remain diligent with a forecast of £88,739 expenditure. **Will support staff be funded in years 2&3? No, unfortunately not.**

In terms of a detailed budget, IO7 is the money we receive for ICT services and S2S, so although we are a small school in terms of pupil numbers we are generating a lot of income. Aside from this we also have the short breaks programme which also has a healthy surplus and we are expecting about £50,000 from shop income.

Curriculum lines show pupil premium money after we have taken out our Transition Coordinator, MSA and the purchase of FSM's post 16 children which I'd like to add we don't get funding for. Pupil Premium rises in years 2&3 due to the additional support in Pine class is only until next year. Quite a bit of money is being requested in curriculum and a significant amount of money for the Therapy Centre. Carry forwards in PE Primary for money we have not spent, these were predictions and will be reduced down as we have spent more. Finally, we have our support services which we purchase from NCC coming in at £27,800 which is a 4% increase this year. This is the budget in its entirety, we will need to address the overspend in year 3 with a conversation around Christmas time. The future of the LT will bring changes which we may be able to factor in and then review what we have.

Budget proposed and approved by AD and seconded by JM.

Capital Budget

The final sum has been paid to the construction company, less a few defects that were not up to scratch. This leaves us with £69,580 and £21,577 devolved from the capital grant. This will be used for the toilet refurbishments which will be going on in the summer holiday and we believe that there will be enough left for some teaching kitchen remodelling.

The capital budget of £91,157 has been proposed and approved by DLL and seconded by AD.

BMPP Update

No significant changes, our school holdings account remains healthy at a balance of £50,000 which can be drawn down to use on any site related issues/projects.

MS to forward approved budget to NCC.



Site Update/Asset Report

Nick and Mark continue to make a good impression with staff and their friendly and accommodating attitude are providing a sound work ethic. Moving forward, we think it would be a good idea to produce a monthly report detailing any site issues, risks, incidents etc so that if ever needed, we have a paper trail and a system in place to record such things. Governors are in favour of this new reporting system. SD & DLL have agreed to come in on a date to be arranged and take a walk around the site to see the current plans and what will be taking place over the next few months. ***Do we also need to arrange a H&S walk in the near future? Yes, we could look at incorporating this in.***

Payroll Update

Our school payroll system is changing from Oracle to MyOracle which has been designed by Corporate NCC which unfortunately has no consideration for the 121,000 school employees it serves. This new system will be rolled out this month with an implementation date of 1st April which is the last day of term which is a bit of a disaster and the first effective date being the payroll date which again proves to be at the worst time possible. So the way staff access their payslips is changing and other items but we are yet to be able to share anything useful with staff and to be honest they are cutting it fine. Just to clarify, this is not a school driven procedure or a money saving exercise but a corporate NCC decision.

Photocopier Contract

Our Konica photocopier contract is due for renewal, there has been a lot of issues with the machines recently. Both large machines need replacing and we have 3 desk top machines also within the contract. 3 Photocopier companies were contacted (one of which being Konica who we currently use). Only Konica returned a price (others stated issues with microchip supply). This quote was as part of the ESPO framework. Following this MS sought advice via the CPC and Crown Commercial Printing Frameworks which are approved by the DfE and allows for direct award. The Konica prices were then re quoted via an approved framework.

MS showed the renewal costs over 3,4 & 5 years and it was clear to see that the 5year deal was more cost effective.

The new units will be delivered within the Easter holidays with the better unit being housed in Cedar where it has the most use. We did go to competitive tender but Konica came out on top. Staff will be able to carry on as usual without having to get to grips with learning how to use a new machine!

MS to share tenders/quotes via GovHub along with recommendation(s) prior to meetings going forward.

Risk Assessment Review & Monitoring

AW came in to look at risk assessments focussing on pupil risk and staff risks assessments and in the wider community. It was agreed that the current risk assessments meet our needs and a monitoring form has been completed. ***Do governor monitoring forms go on GovHub? They use to be but not of late. It would be good practise to start adding them to a clearly marked folder after JS has seen them so that they can be accessed and referred to by all governors. NP to action***

Website Review

A statutory review of the website has taken place. NP has recently completed a handover to Bec in the office who will now take on the responsibilities for updating the website. This will give NP more time to concentrate on her growing main role as School EHCP Coordinator and to support with EFL data and analysis. One of the things we recognised was the need for a clear tab on the website to access Ofsted information which will be created in due course and possibly called Statutory Information.

New Build Project

It has taken NPS a significant amount of time to submit plans to us in reference to the new expansion of the school to create space for the ever increasing pupil numbers.

MS showed governors a map of the proposed site which is currently owned by the John Ashford Trust which they have finally agreed to sell at a fee. NPS has marked out a relatively small section of this field asking us by an official email if that was sufficient enough. We feel that it isn't and that the aspirations we have for our children are clearly better than what NPS have in mind. So the next step was for us to ask for a plan of what they are proposing and to factor in an access road as we will clearly need a separate in and out away from the high school entrance. While this is going on, the High School are in talks with the NNDC about building a sports centre/hub somewhere within their asset which we will need to be mindful of. So this field will become very appealing to them now and will hopefully work in both our favours. So to date, the High School are happy to surrender their field and gain their annexe back with the view to build on the other half of the new field which we will both share access to.

The NPS plan of what they are considering for the site was shared with the governors and it was quickly recognised that it was unfit for purpose. The main buildings footprint is too small for one, the outlay of the floorplan is unsuitable and too many potential risks were raised. The plan is simply disappointing and further work will clearly be needed to deliver a better provision. Further talks will take place with MS, ST & JS with NPS via Teams to reconsider the plans and push for a more suitable structure but this is still considered as progress.

	<p><u>New Flexible Working Policy</u></p> <p><i>Is this a new policy created from scratch? This is the NCC model policy that we have to adopt because we are an NCC HR school. Can we adapt it? We can add but can't take away.</i> A couple of issues were raised around the appeal process and the decision around trial periods which MS is confident we can adjust ourselves. MS to action and will be brought back for review at the next meeting.</p>	
<p>9. HEAD TEACHER ITEMS</p>	<p><u>Head Report</u></p> <p>Shared prior to the meeting. ST gave commentary in JS's place.</p> <p><u>Pupils</u></p> <p>We still are waiting for any response from 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, however, this delay is preventing us from offering the final places and then being able to plan classes.</p> <p>A new pupil who started in September (from tribunal) is having a significant impact on his class. He has experienced considerable trauma and has attachment difficulties. After a relatively calm start with us, he is doing something that we see often when a child feels comfortable and can trust the adults around him, he is now expressing how he feels which obviously causes upset to himself and is presenting some challenging behaviours including physically and verbally targeting other pupils and harming himself.</p> <p>We have used pupil premium funds to add an additional member of staff to class every morning to provide time for him to leave class with an adult and he has access to the sensory enrichment room at least twice a day.</p> <p>We are continuing to explore different approaches to support him.</p> <p>It is clear this is going to be a significant piece of work and will involve more specialist services.</p> <p><u>Staff Update</u></p> <p>Staff absence continues to be a real challenge, much of which is not covid related.</p> <p>When needed we have a rolling programme of class closures so we can spread the inevitable disruption this causes families.</p> <p><u>Teachers & Class leads</u></p> <p>Lesson Observations and Learning Walks began this term; this will help us build our evidence base on the Quality of Education.</p>	

Teaching Assistants

Bev Wild will be starting in the summer term; this will be to support a new pupil joining Turtles class.

Leadership team

Covid-19 is still taking up considerable amounts of our time, the on-call rota is working well to spread the workload.

We have nearly completed all our Self-Evaluations and getting close to getting all documentation ready in the event of an inspection, this will include a review of the school web site to ensure all information is present.

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

New Pupils and Admissions

One outstanding Tribunal is on Wednesday 16th March, the pupil is too able for us and has been offered a place in a more appropriate school, however, the parent has rejected this offer and still wants the child to come to us.

8 places have been offered and accepted for September, once we know the outcome of the Tribunal and the previously mentioned 2 pupils go off roll we can offer either 2 or 3 extra places.

Michael and Annette will be learning more about the admissions process by joining Nic for home visits and planning their induction visits.

Safeguarding

Separate report from Michael

Review of Covid Arrangements

This continues to be a challenge and it is clear rates here and nationally are beginning to rise.

There have been no updates or guidance for schools for beyond April 1st and so we are unsure about our plans for the summer term.

We need to make decisions for next term on:

- face coverings in communal areas
- whole school events
- remaining off school if cases in the household

Guidance for pregnant staff beyond week 28 has been that they should avoid work in classes where pupils are unable to say if they have Covid symptoms, schools have interpreted this differently and many are allowing them to work in special school classes with a risk assessment in place, a particular consideration was the upset it caused to staff being asked to change role or even work off site.

We plan to offer that they can work in class with the provision they wear masks at all times and all staff will be testing regularly.

Pupil Premium Report

Shared prior to the meeting, the report details that total funds available for pupils was £60,360 with a carry forward of £1,078 from last year. We have currently spent £55,741 leaving £5,697 to carry forward. The report summarises where money has been spent in regards to verbatim therapy, 6th form independence project, yoga therapy, the patch and attention autism training to name but a few areas. It also gives a proposed spending figure for 2022/23

6th Form Self-Evaluation

Shared prior to the meeting, this report concentrates on specific areas relevant to the Sixth Form that detail its strengths and highlights what needs to be improved. Following their findings, JS, Annette Maconochie, Heather Saunders, Rachel Sanders and Shelley Hewitt rated it "Outstanding".

	<p><u>Wellbeing Survey Results</u></p> <p>Shared prior to the meeting, the staff wellbeing questionnaire was rolled out to staff for completion on the January PD day. 83 participants took part and the results were measured across 6 specific areas. Staff were happy to respond and felt that it was a positive exercise. Results showed that staff were generally happy in the workplace and that there were no major areas of concern. It gave a comparison to other schools and we fared very well. <i>Will this wellbeing survey be ongoing? Although this has not been discussed yet, all feel that it would be a good idea to make it a yearly exercise.</i></p>	
10. CONFIDENTIAL MATTERS	None	
11. CHAIR ITEMS	None	
12. CLERK ITEMS	None	
13. AOB	None	

Meeting closed 17.42 hrs.

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