

Sheringham Woodfields School
Full Governing Body Minutes
25.05.2022 – Face to Face

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| Present | Steve Thurlow (ST), Anne Davies (AD), Matthew Smith (MS), Alison Williams (AW), Jake Millin (JM), 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 |
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| 1. APOLOGIES | 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 AD, Seconded by AW. | |
| 4. MATTERS ARISING | None | |
| 5. DECLARATION OF BUSINESS / PECUNIARY INTERESTS & CONFLICTS OF INTEREST | None | |

6. FINANCE & PERSONNEL

Year End – Conformation of Outrun Figure 21/22

Shared prior to the meeting. The overrun figure was confirmed at £287,605.23. Of this £5107.00 is pupil premium c/forward. This is a big focus of the LA now. You will see this figure when reviewing Revision 1 later this term. PE Primary has a small carry forward into 22/23 of £6457.00. Surpluses derived outside of the budget share which is additional funding for S2S support and where £8,000 was paid to us in error which needs to be accounted for. The final allocation of general contingencies stood at £256,261.02 which means no unallocated funding, so we have justified our full balance with no issues and have had an email since to say that this was acceptable by NCC. The £256,000 within general contingencies is needed beyond measure at the moment in years 2&3 and will fund the unfunded support staff pay awards. Some supplementary information was provided as well in the form of a breakdown of what we need to do with the difference and was shown as a presentation in the meeting (circulated prior to the meeting). ***When is revision 1? Revision 1 will be presented at the next FGB meeting.*** This has now been approved.

Work Inspection Survey

A site inspection on the main building was carried out on 25.04.22 by Matthew Smith, Mark Byers, Nick Russell, Daphne Lucas-Lee & Sarah Dewhurst. The report was shared prior to the meeting and showed 10 areas that were closely monitored along with findings and remedial action to be taken. SD commented “As expected, Health and Safety around the school is treated extremely seriously and it was good to see first-hand how well the new site manager and deputy are settling in with both an understanding of the school ethos and collaborative work practices”. DLL commented “I echo Sarah’s comments. Everything seemed to be in good order and I thought the whole place looked very fresh and clean”.

RAG Monitoring Report

Shared prior to the meeting, the report shows we have an overall grade of Amber 2.

ICO Data Breach

We have been unfortunate to be affected by an Information Commissioners Data breach. My Oracle (NCC payroll) was rolled out on 13-04.2022. Information was sparse to say the least and registering/accessing the system proved to be a tiresome task even for our very computer literate staff! The new app required a Microsoft 2 step authentication process which undoubtedly caused issues if you had hotmail/yahoo accounts etc, as it automatically used these emails and was impossible to change. Further to this, staff that were successful at registering were able to view payroll details of fellow members of staff and even staff from other schools which caused disruption and conflict. The matter has been reported and is being reviewed by the ISO and a further 12 schools have also reported this producing further investigations. My Oracle is simply not fit for purpose and is substandard, we hope to see this system improve very quickly. ***Would it be viable to switch to another payroll system/operator? Yes, always an option but we are generally happy with the rest of the service we receive as HR advice and consultancy services have always been good and value for money. A move would prove costly and a big challenge.***

This will come up and form part of the next GDPR audit.

Forthcoming Planned Summer Works

The toilet refurbishment is moving along nicely which will also create a new hygiene room in the primary corridor. We are also undertaking two kitchen and flooring refurbishments which at the moment, is enough for the site team to be getting on with.

Brief Budget Revision Review

MS met with ST in regards to a bit of a health warning on the budget position due to the support staff unfunded pay awards and additional associated costs. Additional pupils will form some part of recovery which this build will come into it as well. ***Does this apply to other schools as well? 100% yes.*** We have room to grow in the near future with the restructure of Ash class so revision 2&3 look more comfortable.

Bring money forward, variety club minibus. £78,000 for bus. Go for funding but healthy carry forward. Friends budget healthy? 28,000 for bus would wipe out, can you rent a bus, share with another school. Norse stopped hiring hired 2 to take elm £580 for four hours.

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| | <p><u>Policies</u></p> <p>All policies shared prior to the meeting.</p> <p>All policies have been approved by all and proposed by JM and seconded by SD pending a few typo's and restructuring of sentences. Questions asked were:</p> <p>Exam Policy – <i>Who is classified as Exams Officer? Heather Saunders. Have we had pupils take exams in school? Yes, we have in the past.</i></p> <p>Staff Grievance – <i>Do we have external mediators? Yes. How long do we hold written records for? 9 years.</i></p> <p>Dismissal & Appeal Policy – <i>Who is appointed? 3 external governors for which you will see requests made on GovHub.</i></p> <p>Discipline Guidance – <i>How long do staff warnings stay on file? 6 months, but can still be referred to if needed.</i></p> | |
| <p>7. MICHAEL (DEPUTY HEAD)</p> | <p>LA Safeguarding Visit</p> <p>MS gave commentary on a recent Safeguarding visit from the LA. Lucy Canning (Adviser for Safeguarding in Education; Quality Assurance, Intervention & Regulation Service) came to inspect us. This is a paid for service that the LA provide to support schools with assessing if safeguarding is robust (or not!) Not all schools avail of this service but we regard it as a useful measure of where we are at re. Safeguarding. It's a useful tool to develop an Action Plan. They inspect/audit areas of Safeguarding including:</p> <ul style="list-style-type: none"> • Evidence of any pupil perception work completed • Site walk and tour of the school • The Safeguarding Policy & related policy documents including the staff code of conduct and website • Safeguarding training records and materials including any updates • Staff induction • Child protection records – audit of a sample of cases • SCR and evidence of safer recruitment • Records relating to concerns about adults working in the setting • LADO & Low Level Concerns • Evidence of governance and monitoring of safeguarding function | |

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| | <p>The visit brought a few things to our attention:</p> <ul style="list-style-type: none"> • Governance – some tightening up/re-establishing of oversight routines (Covid context) • Discreet DSL meetings – we have a plan • Code of Conduct – some minor additions which MS (Business Manager) has now done • Suggestions for how the Family support team should record and store their notes from interactions with families – Sue is now DSL. • Broaden use of ‘My Concern’ <p>This proves a useful exercise to check that we are compliant in all aspects of Safeguarding and that we are managing. Would it help to have a second governor with a safeguarding role? Yes, we would very much benefit from a second governor. AW has offered to take on the role and has previous experience in safeguarding. Any governor wishing to extend/refresh their knowledge around safeguarding can enrol on governor services where they have relevant training courses. MS suggested that one Governor could focus in on Safer Recruitment in the first instance.</p> | |
| <p>8. ANNETTE (DEPUTY HEAD)</p> | <p><u>EFL Update</u></p> <p>EFL (Evidence for Learning) was launched in Easter this year and is a purchased system. Different packages were on offer but this proved to be the best fit for our school’s needs. The new programme shows how we capture evidence of pupils learning against their EHCP Outcomes (Personal Learning Goals – PLG’s) and in time, their curriculum progress. The process sees teachers/ta’s capture evidence in the form of video’s/photo’s via ipad/ipod’s which have been supplied to classes recently. 64 devices were purchased specifically for EFL. Once uploaded, evidence can be tagged a number of ways making it easy to pull information from it by grouping it in graph/tally/spreadsheet form for analysis.</p> <p>All EHCP outcomes have been entered for each pupil and small steps to achieving the overall outcome have been created to form each pupils individual framework record. The assessment book part summarises how pupils are progressing over a period of time and we will be able to relay this data/information in our annual reviews for parents to see. The next step is to see curriculum frameworks being imported to EFL featuring all core subjects. This is planned for the Autumn Term.</p> | |

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| | <p>So far, the process is slow but this is because it's newly rolled out and takes time to get up to speed with some staff struggling more than others. Navigation will become easy once the app becomes familiar but we are impressed with what it can do.</p> <p>JS has been conducting wellbeing checks with classes and it has been good to hear that staff are happy with the way we have introduced EFL as a pilot scheme, starting off slowly by introducing EHCP outcomes first before moving on to curriculum framework. Staff are generally excited about the next steps and are pleased to see more photographic and video based evidence as appose to written paragraphs and are more aware and in tune with individual outcomes of the child.</p> | |
| <p>9. HEAD TEACHER ITEMS</p> | <p><u>Pupils</u></p> <p>Of the two pupils unable to attend because of high anxiety, home schooling has now been agreed for one, this will free up a place in school, we will not submit the off roll papers until we have a pupil ready so we do not miss any funding. Since then, we now have a local family with a relatively young child who is not attending nursery and has proved to be a good fit for our school so after a phone call to the LA, they have agreed that she can fill the space and start on 6th June. Home visits has already taken place and the tour of the school proved successful.</p> <p>The other child has had home schooling rejected so we had made a medical needs referral, this is to a team that would provide direct learning through tutors with a view to returning to school. This was rejected as the health professional advice recommending we cease trying to get her to school was over 3 months old. JS has asked parents to visit their GP to see if they are able to provide evidence. She is now being supported by CAMHS, however, we have not been updated with any advice. In the meantime, the LA still consider she should come here, despite the fact the family have moved away and are now over an hour away. But just hearing on the grapevine that the family are unhappy with their move and are considering moving back here so we may see her return if we can support with getting her back in. So she will stay on role.</p> <p>At the last meeting JS shared details of a pupil who started in September (from tribunal) and having a significant impact on his class.</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>This has been a great success, with less impact on the class and the child is better able to self-regulate, is building trusting relationships with staff and is able to access his learning and beginning to make progress.</p> | |

Staff Update

There will be considerable changes for September 2022 and I have shared with staff the likelihood that teachers will need to change classes as we respond to needs, this includes the appointment of the two TLR roles, as Sam and Rebecca require time out of class for their work, this teaching time needs to be filled. Alex Allen is returning from maternity on an 80% FTE contract, again, creating another day that needs to be covered.

Teachers & Class leads

We have appointed two new teachers to cover the above, Georgie Galloway, who is currently on a mixed TA/Instructor contract and completed her QTLS with us. Dana Thaxter, who was previously one of our TAs and who is currently completing her initial teacher training. This will mean we have two Early Career Teachers (ECTs) for September, there is a far more rigorous programme for new teachers that now lasts over two years and has some very prescriptive learning as well as a reduce timetable for two years. Both start in September.

More details can be found here:

<https://www.gov.uk/guidance/changes-to-statutory-induction-for-early-career-teachers-ects>

Annette will be leading on the programme of support and a number of other staff will provide the necessary mentoring.

Teaching Assistants

We have had one resignation from Rachel Aylett who did not return to work after the Easter holiday and without working her notice.

We are currently advertising for September, it will be interesting to see the level of interest, other schools appear to be struggling to recruit. Further to this, we have 6 to shortlist this Friday.

Leadership team

It's been lovely to gain time back by not having to deal with covid related work!

Catherine has now finished her Advanced Mental Health Lead course. She and JS start with defining a role description for her and then will work with Michael to complete our Mental Health Policy and ensure we have structures and resources in school to support pupils.

Nic has started on induction for our new pupils for September, Michael and Annette will be shadowing her for some of these so they have a better understanding of this area work but also to meet the new families to begin to develop relationships.

JM left at 17.36 hrs

New Pupils and Admissions

JS has been successful in defending the latest Tribunal where he believed the pupil was too able for us.

2 outstanding Tribunals left, one has been suspended as the child has gone into care and the second the LA is awaiting a response from the parents of an offer in another school.

JS is aware of two further families who have lodged tribunals recently.

All offers have now been made and we will have 146 on roll for September.

Safeguarding

Feedback from Michael on our LA Safeguarding audit was delivered.

Review of Covid Arrangements

Still very few cases in school since Easter and hence much less impact on staffing.

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

Feedback from Learning Walk on start and end of the day routines

Catherine, Nic and Annette observed all classes and through there was some good practice there were many classes who were essentially offering pupils a break from 9:00 until 9:30 am and often finishing early in the afternoon.

JS did a separate tour to confirm this and with the exception of two classes and a few pupils having focussed work in classes all the school was outside playing until 9:30 am.
JS believes some of this has been as a result of covid when the start and end of the day was staggered as we controlled the flow of pupils in and out of the school, however, with pupils coming in much more quickly we can start our lessons with less delay.
Advice on best practice has been shared with an expectation that lessons start at 9:30 am and with recommendations of a range of activities that involve learning and skills development for the start of the day routines.
At the end of the day, instead of finishing early and having a potential long break, plan for two shorter sessions with a break in the middle.

Government White Paper and Academisation

JS spoke to the regional school's commissioner who is the office in which the DFE approve academisation. Jonathon Duff was appointed in April but there is yet any plan to see how they will bring in Norfolk schools to join a MAT. There is only a small amount of MAT's in Norfolk which will have to grow and take on more schools to make it cost effective. There are 100 schools still to absorb by the end of the decade. The LA have the option of creating new MATS but are so far reluctant of the challenge but there are not enough existing schools to take on the 100 schools so we await further plans and guidance.

At this point in time we are reluctant to join and have a certain amount of fear towards MAT's simply as we do not want to lose the high quality of teaching and our ability to recruit high end members of staff. We have trust in the LA and it works.

School Expansion and Increasing Number on Roll (NOR)

Another meeting with the architect took place and it was apparent that we had misinterpreted the drawing made of the proposed extension. However, it was still not fit for purpose but we have agreed that 80sq ft classrooms would be suitable. We now have a new architect on board which we have made clear of our plans for a long, low building consisting of 6 classrooms spread out. The current staff room will look to become a kitchen and the new block will house a bigger more appropriate staff room. Two hydro pools will also feature in the plan. They will need to come out again to take a look.

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| | <p>The land acquisition has not moved on and is still in negotiation. Still need to seek approval from Highways regarding an access road but we have the approval of the High School for this to happen.</p> <p>In the Interim, a possible amendment to the budget would be when 3 boys leave Ash class, this would create a new class of 10 and a bespoke place for our remaining pupil would be purposely built within the courtyard. This plan has been put forward to the LA and was met with optimism version. We have a builder coming in to quote. We hope the LA will agree this quite quickly as it's in their best interest to successfully house another 7 pupils.</p> <p><u>Covid Recovery Grant</u></p> <p>We were expecting £27,000 for the next academic year but they have decided to plough the money in to The Great National Tutoring Programme. We are not using it. The government pays in 70% in the first year and we have to find 30% and the second year it's 60% / 40% and in the final year we have to find 75% and the government only 25%. The level of detail needed to say why we are spending it equates to a lot more hours at our hourly rate than what we actually get so has proved a pointless exercise.</p> <p>We will be reported to Ofsted for not using the money but JS will file a report to say why and that we are in good company with other schools doing the same.</p> | |
| 10. CONFIDENTIAL MATTERS | None | |
| 11. CHAIR ITEMS | Shared prior to the meeting, ST met with GDSO Henrietta Branston from Governance Services to discuss areas of our current Governance. The report showed that we have two vacancies on our board, however we feel we have a strong balance for the size of our school and do not require any new posts at this time. The main point to take from her report was that we are a very well run GB. | |
| 12. CLERK ITEMS | None | |
| 13. AOB | | |

Meeting closed 18.17 hrs.

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