

Full Governing Board Meeting **PART A**
Minutes of the Meeting held on Wednesday 29th March 2023
at 6:00pm at the Sherwood Hill Campus and via Google Meet



Fran Boto (FB)	Co-opted Governor	Present	
Eileen Bone (EB)	Foundation Governor (Vice-Chair)	Present	
Penelope Bradbury (PB)	Parent Governor	Present	
Gemma Davies (GD)	Co-opted Governor		Absent
Robin Dear (RD)	Foundation Governor		Absent
Matthew Grew (MG)	Co-opted Governor	Present	
Claire Hadcocks (CH)	Co-opted Governor	Present	
Brian Ikin (BI)	Co-opted Governor (Chair)		Absent
David Murden (DM)	Ex-Officio Governor / Headteacher	Present	
Harriet Nicholson (HN)	Staff Governor	Present	
Chris Williams (CW)	Local Authority Governor	Present	
Vajeha Haq (VH)	Parent Governor	Present (to 8:11pm)	
Natalie Taylor (NT)	Associate Member (AM)		Absent
Rosemary Viggiani (RV)	Clerk	Present	
Anna Richardson (AR)	Wellbeing; Trans-disciplinary Specialist	Present	
Beth Brookes(BB)	Acting Deputy Headteacher; SENCO	Present	

	Item	Action
1.	<p>Welcome; Apologies for absence and quorum (6)</p> <p>CH opened the meeting at 6pm and welcomed all to the Sherwood Hill Campus. Apologies were received and accepted from RD, GD and BI for personal reasons. No apologies were received from Natalie Taylor. The meeting was declared quorate.</p> <p>Declarations of Interest</p> <p>There were no declarations of interest regarding items on the agenda.</p>	
2.	<p>Minutes of the previous meeting held on 14th December 2022</p> <p>DECISION: The Board approved the Minutes of the meeting held on 14th December 2022 as a true and complete record of the meeting.</p> <p>Matters arising (see action list below)</p> <p>The actions outstanding are noted in the table and as below.</p> <p>Action 47: It was noted that Sylvia Kerambrum is now responsible for the SCR and has been reviewing it with Sue Lyden. The school hold regular safeguarding meetings chaired by AR at both campus. BB holds monthly meeting to review safeguarding for Early Years.</p> <p>The monitoring of Safeguarding matters was discussed and the following actions agreed:</p> <p>ACTION: FB to meet with BB on a half-termly basis to review Early Years Safeguarding. 75</p> <p>ACTION: EB to join the meetings with AR re Safeguarding on a half-termly basis. 76</p> <p>ACTION: FB and EB to talk through the outcomes from the Safeguarding Audit with AR. 77</p> <p>ACTION: EB to meet with Karen and Sylvia after Easter to review the SCR and to make recommendations for a regular ongoing review. 78</p> <p>Action 48: Website review - now replaced by Action 79 79</p>	

CW

4.	Item	Action
	<p>FINANCE</p> <p><u>Update from the Finance Committee (Meeting of 8th March 2023)</u></p> <p><i>The Minutes had been circulated prior to the meeting.</i></p> <p>MG gave an update from the Finance Committee.</p> <p>The Committee had also reviewed the Risk Register (as discussed above) and also discussed outstanding debts for school dinners. It was recognised that it will be difficult to recoup some of these amounts and that it had been noted that it is important for the school to follow the relevant processes in future.</p> <p>ACTION: DM to ensure that the processes re School Dinner monies are followed and the keep the Finance Committee apprised of the need to write-off debts ensuring that governor approval is sought where necessary.</p> <p><u>Management Accounts to end of February 2023 (M11) if available (M10 if not)</u></p> <p><i>The BMR and associated papers had been circulated prior to the meeting</i></p> <p>The BMR for February 2023 had been discussed in detail at the Finance Committee</p> <p>It was noted that the school is forecasting a £370k deficit this year although discussions are ongoing with the LA about in-year funding for a number of students which may improve the forecast out-turn. DM to advise on the progress of the discussions. The FGB expressed its continuing concern about the forecast whilst understanding the reasons for it and the ongoing efforts of the school to resolve the financial issues with the LA.</p> <p>MG noted that DM had made proposals for the sale of some land at the Park that may help to address the deficit; DM noted that he had explored this idea further and it was not a feasible project.</p> <p><u>SFVS (for approval)</u></p> <p>The SFVS Action Plan was circulated prior to the meeting with an update provided.</p> <p>DECISION: The Board approved the SFVS for submission to the Local Authority</p> <p><u>Budget 2023/24</u></p> <p>The draft Budget will come to the Committee in April and then back to FGB for final approval.</p> <p><u>Financial papers for approval:</u></p> <p><u><i>Extension of contract for Sylvia Kerambrum;</i></u></p> <p>This had been discussed in detail by the Finance Committee and was recommended to the Board.</p> <p>DECISION: The Board approved the extension of the contract for Sylvia Kerambrum at a cost of £30,000.</p> <p><u><i>Out of Borough charging proposals.</i></u></p> <p>It was noted that the school is revisiting its provision for Out of Borough schools and is developing formal service level agreements and reviewing its charges. These will go to Finance before coming to FGB for approval.</p> <p>The new contracts will apply from September 2023.</p> <p>DECISION: The Board postponed any decision the Out of Borough Charging proposals - detailed proposal to go to the Finance Committee initially.</p>	<p>83</p>

	Item	Action
5.	<p>Update from other Committees</p> <p><u>Staffing and Curriculum Committee</u> (Meeting of 22nd February 2023)</p> <p><i>The Minutes of the meeting of 16th November had been circulated prior to the meeting.</i></p> <p>EB gave an update on the discussions at the meeting. This had included scrutiny of the Headteacher's report.</p> <p>The committee discussions had included consideration of the proposal for Friday afternoons and a further update is provided in item 6 below.</p> <p><u>Premises, Health and Safety Committee</u> (Meeting of 8th February 2023)</p> <p><i>The Minutes of the meeting of 16th October had been circulated prior to the meeting.</i></p> <p>CW provided an update on the discussions held by the Committee.</p> <p>AR confirmed that the LA have approved a new hydro pool at the Hill which will be sited on the ground floor of the new building. The plans for the new building should be available at some point over Easter. These are due to be costed and presented to the LA Planning Committee. It is hoped that work will start shortly thereafter with the laying of the foundations over the summer.</p> <p>The Board congratulated the school on the work on the new extension to the Hill.</p>	
6.	<p>Headteacher's Report; SEF; SDP</p> <p><i>The Headteacher's report was circulated prior to the meeting.</i></p> <p>It was noted that the Headteacher's report had already been scrutinised at the S&C meeting earlier in the term.</p> <p>Governors thanked the Head for a helpful and positive report including rich information to support the Board's understanding of the school and its performance.</p> <p>It was noted that it would be helpful for the data to be presented in tabular format in future.</p> <p>ACTION: BB and DM to develop a tabular format for statistical data in future Headteacher's reports.</p> <p><i>Q: Governors asked about QuickShifts and Gear Shifter Music?</i></p> <p>AR provided an overview of how this music helps children by changing the predominant cycle of their brainwaves thus helping with regulation; there is different music appropriate for different situations which is available at all times on a phone or other device and this therefore helps with learning.</p> <p><i>Q: Governors asked about vacancies noting that there are still a significant number of positions vacant.</i></p> <p>DM noted that the school was still lacking HR support but it was hoped that the situation will improve moving forwards.</p> <p><i>Q: Governors asked whether the temporary appointment of Sylvia is likely to be required beyond the May Half-term?</i></p> <p>DM said that he believes that the leadership team is getting closer to the right shape but this will need to be reviewed again early in the new term.</p> <p><i>Q: Governors asked for feedback from the Head with regards to the level of support and challenge that they are currently providing?</i></p> <p>The Head responded that he felt that he had a good relationship with the Board; the Board have a good mix of skills and experience and the balance between challenge and support feels about right.</p> <p>The Chair noted that the Strategy Day is planned for 21st June and that this will be a good opportunity to analyse feedback that can be gathered prior to that event.</p>	84

Item**Action**To note progress against the SDP:

A copy of the SDP had been circulated prior to the meeting including updates on progress against the Plan.

Progress against each of the eight main objectives was discussed.

- 1) EYFS: this objective is progressing well.
- 2) Post 16: This is progressing but there is a need for further funding to address some of the needs. DM is exploring how these can be moved forwards.
- 3) Literacy: BB is leading on this objective and it is progressing well. There are higher expectations for PMLD learners and progress with regards to Emergent learners on the Hill is going well; parents are feeding back via the annual reviews and are saying that they can see the progress. This was supported by one of the parent governors saying that they can see targets being set and met.
- 4) Technology: this links with the Accessibility plan; the main barrier is getting money from the LA but there are significant bids planned for IT and access and BB is working on the process that can help the school to access these funds.

It was noted that the school has access to capital funding through both Capital Maintenance Funding and also funding for SEND. The school have put in some interesting and useful bids including the development of quiet rooms into sensory spaces.

It was noted that the LA are very supportive.

- 5) Transdisciplinary: Further work will be undertaken in this area after half term.
- 6) Self-regulation: This is progressing well; if a good well-being team can be resourced then the school will be able to better support families and staff
- 7) Finance:

Q: Governors asked whether the school had required a cashflow advance as discussed at Finance?

DM responded that the monies that we were owed had been received so no advance was needed.

- 8) Operations

Governors thanked the school for the update on the SDP.

CONSULTATION

DM gave an update on the consultation regarding closing early on Fridays.

The consultation was now closed and 64 parents had responded (38%)

Some emails had been received and some were strongly worded.

High percentage of staff responded (114 – 65%)

Parents:

Parents were not strongly supportive; they did not agree that the positives outweighed negatives.

They felt that there would be even more pressure on social care – and they were not able to use respite on Friday afternoon to cover the school's early closure;

Due to the responses it had been decided to remove the proposed start date as this was giving parents the impression that the decision had already been made where this is absolutely not the case.

It was felt that the proposal might put some families under significant stress; some were had said they were feeling that if implemented the proposal would impact significantly on them

Item	Action
<p>with almost immediate effect.</p> <p><i>Q: Governors asked if the school have done an Equalities Impact Assessment (EIA)?</i></p> <p>The need for an EIA was discussed. The EIA would help the school ensure that it had considered all aspects of the proposed change and make clear whether the change disproportionately affects any particular groups in our community. It would help the school consider what mitigations could be put in place and, if challenged or taken to another forum, would help to show how the school had properly considered these impacts.</p> <p>ACTION: DM to carry out an Equalities Impact Assessment regarding the proposed change to close early on a Friday.</p> <p>DM advised that in the light of the feedback received he is proposing that he opens up a longer consultation.</p> <p>DM noted that the comments from the parents indicated that some of them felt that the students are already impacted educationally and this would be a negative step. .</p>	<p>85</p>
<p>BB added that staff overall felt that this was a really positive idea; they felt that the benefits outweighed the concerns. But this was the polar opposite to the parents.</p> <p>There were some areas where staff and parents had more similar views; both groups felt that trans-disciplinary working is essential for our students and that staff consistency is essential.</p> <p>Some parents fed back regarding the five Inset days and the feeling was that this is where training should happen. This suggests a lack of understanding about Inset days and a pressing need to explain to Parents why training is needed on a more regular and timely basis rather than being undertaken in INSET days as currently is the case. A lot of parents also don't understand that TA contracts are 9am – 3:45pm so there is no time for training after school.</p> <p>On the other hand, it also showed that some staff are out of touch with the lived experience of the families – both parties are not understanding the lived experience of the other.</p> <p>In summary, this leaves us with the impression that staff think that the proposal is broadly good whilst parents think broadly that it is not.</p> <p><i>Q: The question is what do next?</i></p> <p>It was noted that the timing of the proposal is difficult with strikes already impacting provision and financial hardship impacting many of our families. A lot of our most vulnerable families have the most complex needs. There were a number of concerns about the reducing amount of respite care available to support our families. In the parent feedback there were fewer comments about the impact of the proposal on the education of our students; it is more about how to help people cope on Friday afternoon if the school is not open.</p> <p>It was agreed that it would not be possible to implement the change in this format at the current time in the light of the feedback, but that does not take away from the challenges we face and a need to find a solution to the problems we have got.</p> <p>A lot of families asked for Q&A sessions. There was a feeling that they felt that the School were not being transparent. Q&A sessions could be held with more information available beforehand to respond to the points raised. It would be helpful to have governors there to hear the Parents voices directly.</p> <p><i>Q: Is there an option to put in a review date into any proposal to back out if necessary?</i></p> <p>AR confirmed that this was always meant to be a proper consultation. It would be good to have some co-productive work - to work in collaboration with parents.</p> <p>VH, as a parent governor, confirmed that she feels a lot of empathy for staff – all parties are stretched to the limits and are finding it equally challenging.</p> <p>It was agreed that there is a need to find a collaborative way forward. Ultimately, this is about providing a better education for the children.</p>	

	Item	Action
	<p>Last year governors held a “Meet the Parents” session and we could wrap this together to have appropriate governor support and presence at the meetings.</p> <p>DECISION: It was agreed that consultation sessions should be held with parents with some governors present.</p> <p>Overall it was agreed that this was a very useful and constructive exercise.</p> <p>DM stated that he regrets causing concerns but it will be useful. He sits on the SEND Review Board and it will be helpful to feedback that parents are struggling with the lack of short break/respite support.</p> <p>ACTION: DM and CH to liaise regarding the setting up of consultation sessions regarding Friday early closing. A session will be held at each campus - one day and one evening session with an online option. Both sessions should be open to parents from both campuses.</p> <p><i>Q: Do Cognus visit the school?</i></p> <p>A: There is a day where they visit and spend time in class. We expect this to be in the Summer Term this year.</p> <p><i>VH left the meeting at 8:11pm.</i></p> <p>Standing items: Safeguarding; Health & Safety; GDPR</p> <p>DM reported that there has been a significant Safeguarding issue as referenced in the HT Report. The Chair of Governors has been advised. There is an investigation that is still ongoing.</p> <p>There was also a significant H&S incident related to the climbing frame where a child fell from height. He is OK and the equipment is no longer in use; this is being followed up. The LA have been informed via a risk assessment.</p>	86
7.	<p>Policies for approval</p> <p><i>Policies and related documents had been circulated prior to the meeting.</i></p> <p>For approval:</p> <p><u>Process / panel for recruitment of a Deputy Head</u></p> <p>It was noted that the job title for the role has been changed to Head of School; the role is for The Hill campus. DM is also talking to the current Deputy Head at the Park as the intention is to use the same title at the Park to more clearly communicate the accountabilities of these senior roles. .</p> <p>DECISION: The Board approved the Panel of CH, EB, GD ARand DM noting the external advertisement and planned interview date of 21st April. Subsequent to the meeting EB had to withdraw for personal reasons and Penelope Bradbury volunteered to take her place.</p> <p>ACTION: DM to liaise with the panel with regards to the plans for the Head of School recruitment day. Panel members will see all the application forms once received.</p> <p><u>Wellbeing (Behaviour) Policy</u></p> <p>Governors commented that the policy clearly articulates what the school does.</p> <p>DECISION: The Board approved the Wellbeing (Behaviour) Policy</p> <p><u>Admissions Policy (Local Authority)</u></p> <p>DECISION: The Board noted that approval of the Admissions Policy is not due until the Summer Term 2023.</p> <p><u>Public Sector Equality Duty Report (PSED)</u></p> <p>DECISION: The Board noted that some information is available on the website but a more in-depth report will be provided later in the year.</p>	87

	Item	Action								
	<p><u>Medical Needs</u></p> <p>DECISION: The Board approved the Medical Needs Policy</p> <p><u>Capability Procedure (SL) (to be deferred to the next meeting)</u></p> <p>DECISION: The Board deferred approval of the Capability Procedure to the Summer Term</p> <p>ACTION: To schedule a review of the Admissions Policy; the Public Sector Equality Duty Report and the Capability Procedure for the Summer Term.</p> <p>Policies to note:</p> <p>The Board noted the approval by the Headteacher in line with the Scheme of Delegation:</p> <p><i>Whistleblowing Policy</i></p> <p><i>Equality Statement</i></p> <p><i>Wellbeing- Positive Handling</i></p> <p><i>Wellbeing- Anti-bullying</i></p> <p><i>Recruitment Policy (includes Safer Recruitment)</i></p>	88								
8.	<p>Governor Visits and Training</p> <p><u>Update re Training:</u></p> <p>Governors are asked to let the Clerk know of any training undertaken and to record this on Governor Hub.</p> <p><u>Preparation for Ofsted</u></p> <p>ACTION: To hold a discussion re Ofsted at the next meeting; RV to circulate details of training on the Ofsted Website.</p>	89								
9.	<p>Correspondence to the Chair / Chair's Actions</p> <p>CH reported that she had received an email regarding the consultation.</p> <p>DECISION: It was agreed that HN should be a member of the S&C Committee</p> <p>DECISION: It was agreed that the Board should advertise for one or more new associate members with financial experience.</p> <p>ACTION: RV and CH to liaise re the advertising for / recruitment of one or more associate members with financial qualifications / experience.</p>	90								
10.	<p>Confidential items</p> <p>Staff left the meeting at 8:35pm (HN, AR and BB)</p> <p>This item is recorded in the Part B Minutes.</p> <p>Trustees also agreed that discussions in item 3 should be recorded in the Part B Minutes.</p>									
11	<p>Any other business / Dates of future meetings</p> <p>There was no other business.</p> <p><u>Forthcoming Meetings:</u></p> <table border="0"> <tr> <td>FGB:</td> <td>24th May 2023</td> </tr> <tr> <td>Finance:</td> <td>26th April 2023; 7th June 2023</td> </tr> <tr> <td>PHS:</td> <td>3rd May 2023</td> </tr> <tr> <td>Curriculum & Staffing:</td> <td>14th June 2023</td> </tr> </table>	FGB:	24 th May 2023	Finance:	26 th April 2023; 7 th June 2023	PHS:	3 rd May 2023	Curriculum & Staffing:	14 th June 2023	
FGB:	24 th May 2023									
Finance:	26 th April 2023; 7 th June 2023									
PHS:	3 rd May 2023									
Curriculum & Staffing:	14 th June 2023									
	The meeting closed at 8:38pm									

Signed:		Print Name:	C.E. HADCOCK
Chair		Date:	7/6/22

Appendix A: Sherwood Park School Committee Membership 2022-23

Name of Governor		Type of Governor	Committees and sub-committees				
			S&C	Finance	Pay	PHS	HTPM
Fran	Boto	Co-opted	V-C			X	
Penelope	Bradbury	Parent					
Gemma	Davies	Co-opted	X	X	X		
Robin	Dear	Foundation		V-C			X
Brian	Ikin	Co-opted		Chair	X	X	
Matthew	Grew	Co-opted		X	Chair		
Claire	Hadcocks	Co-opted (Chair)	X	X		X	X
Vajeha	Haq	Parent	X	X			
Eileen	Bone	Foundation (Vice-Chair)	Chair		X	X	
David	Murden	Headteacher (ex-officio)	X	X	(X)	X	
Harriet	Nicholson	Staff	X				
Chris	Williams	Local Authority		X		Chair	X
Natalie	Taylor	Associate to the Board					
Barry	Walder			X			
Simon	Gale		X				
Jessica	Baldwin		X				

Link Governor Summary

Link Role	Link Governor
Safeguarding / Child Protection	Eileen Bone / Fran Boto
Early Years	Fran Boto
Health & Safety	Chris Williams (<i>as Chair of PHS</i>)
Well-being and Mental Health	Gemma Davies / Vajeha Haq
Equality	Robin Dear
Attendance	Matthew Grew
SEND	Gemma Davies
Careers and Destinations	Brian Ikin
Pupil Premium; LAC and Disadvantaged Children	Chris Williams
Governor induction and personal development	Claire Hadcocks / Eileen Bone

Action list

Item	Action point	Who	By when	Update
Actions arising from the Meeting of the 20 th July 2022				
47	EB and FB to work with the school (Jess, Simon, Karen) to review the monitoring needs of the Board in relation to audit and advice re Safeguarding around Ofsted and the schedule for review both at Committee and Full Board level.	EB	Sept 22	See discussion in the Minutes above; action replaced by actions 75-78. Action closed
48	RV to review the website over the summer holidays. DM to consider the options for refreshing the website (note VH may have a contact who can provide a more competitive quote)	RV/DM	Sept 22	Action replaced by Action 79; action closed
51	EB to visit to review the SCR early in the Autumn Term and to liaise with CH, DM and RV with regards to a regular SCR Audit Committee.	EB/CH/DM/RV	Sept 22	Action replaced by action 78; action closed
Actions arising from the Meeting of the 5 th October 2022				
57	AR/RV to liaise to ensure that the ethos and values are visible in all classrooms and on the website.	AR/RV	May 23	Action on-going
62	DM to explore how the monies can be transferred from the School Fund account to the main school account.	DM	Oct 22	DM has been unable to make progress on this and will arrange to go into the bank to ensure that the funds can be accessed. Action remains open.
63	AR to find and circulate the work she had recently undertaken that would help governors with an overview of the school – the "School on a page". (Note: it may have been prepared to support a Tribunal)	AR	Nov 22	Replaced by Action 80; action closed
66	The numbers re PP funding on p4 of the HT report and on the website do not seem to add up. RV to ask Beth and Luca to correct.	RV	Oct 22	BB reported that the numbers have been updated in the PP report online; action closed
Actions arising from the Meeting of the 14 th December 2022				
71	To find out why the scale point for the TAs in the budget was agreed to be Point 9 and whether this can be amended moving forwards.	DM/BW	March FGB	DM provided an update as recorded in the Minutes above; action closed.

Item	Action point	Who	By when	Update
72	Barry Walder to circulate analysis setting out the increases in costs from the previous BMR asap. BW to bring updated forecasts for the current year to the next Finance Meeting (25 th January) indicating how much of the deficit is due to the unfunded pay rises and energy cost increases; proposals as to how to recover the position moving forwards should also be provided including updated information regarding the cost of the provision allowing the different assumptions and scenarios to be tested by the Committee.	DM/BW	Jan 23	This was covered in the Finance Committee; action closed.
73	RV and CH to develop a plan for updating the SFVS prior to the March FGB. The plan should include more comparisons between SPS and other schools using the DFE benchmarking website.	RV/CH	Jan 23	To be approved at this meeting; action closed
74	BB and DM to include hyperlinks to other documents that provide evidence in support of the SEF gradings.	BB/DM	C&S Feb 23	Action completed and closed
Actions arising from the Meeting of the 29 th March 2023				
75	FB to meet with BB on a half-termly basis to review Early Years Safeguarding.	FB	May 23	
76	EB to join the meetings with AR re Safeguarding on a half-termly basis.	EB	May 23	
77	FB and EB to talk through the outcomes from the Safeguarding Audit with AR.	FB/EB	May 23	
78	EB to meet with Karen and Sylvia after Easter to review the SCR and to make recommendations for a regular ongoing review.	EB	May 23	
79	RV to review the website content to check for compliance. DM to consider the options for refreshing the website	RV/DM	May 23	
80	AR and BB to produce the "School on a Page" information for governors	AR/BB	May 23	
81	DM to update governors when the admissions are known on Friday.	DM	Apr 23	
82	The school to update the Duke of Edinburgh Risk assessment for circulation and approval via Governor Hub.	BB	Apr 23	

Item	Action point	Who	By when	Update
83	DM to ensure that the processes re School Dinner monies are followed and the keep the Finance Committee appraised of the need to write-off debts ensuring that governor approval is sought where necessary.	DM	ongoing	
84	BB and DM to develop a tabular format for statistical data in future Headteacher's reports.	BB/DM	Apr 23	
85	DM to carry out an Equalities Impact Assessment regarding the proposed change to close early on a Friday.	DM	Summer Term	
86	DM and CH to liaise regarding the setting up of consultation sessions regarding Friday early closing. A session will be held at each campus - one day and one evening session with an online option. Both sessions should be open to parents from both campuses.	DM / CH	May 23	
87	DM to liaise with the panel with regards to the plans for the Head of School recruitment day. Panel members will see all the application forms once received.	DM / CH	Apr 23	
88	To schedule a review of the Admissions Policy; the Public Sector Equality Duty Report and the Capability Procedure for the Summer Term.	RV/DM	Apr 23	
89	To hold a discussion re Ofsted at the next meeting; RV to circulate details of training on the Ofsted Website.	RV/CH	Apr 23	
90	RV and CH to liaise re the advertising for / recruitment of an associate with financial qualifications / experience.	RV/CH	Sept 23	