


**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Monday, 16th May 2022 at 4.45pm
HELD ON MICROSOFT TEAMS**

FGB: Miriam Owen (MO), Adam Rowland (AFR), Simon Virgo (SV), Marion Wilcock (MGW), Peter Clinch (PC), Sandra Boyd (SB), Bill Hatton (BH), Heather Trott (HT), Alan Robinson (AR), Rose Griffiths (RG), Matt Stuart (MS)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES		
1. Welcome, Introductions and Apologies	Apologies were received and accepted from Sandra Boyd and Matt Stuart.	
2. Declaration of Interests	None to declare in the agenda.	
3. Chairman's Action and Report	<p>a) <u>Project Board Meeting</u> A Project Board Meeting had taken place on 8/5/22. MGW was relieved to report that there would be no roof lease as had been suggested by WSCC. AFR/MGW/SV had secured invitations to the College Ground Breaking ceremony on 13/5/22. It was a successful visit with the local MP present. The ceremonial spade was presented to WM and the governors commented on how well the students had behaved and communicated with the dignitaries. There were some good photos for publication and MGW had been reassured that the WSCC PR representative had taken on board that the building could not be labelled as 'state of the art'. Governors agreed that the spades received for ceremonial purposes should be used by gardening pupils.</p> <p>b) <u>Governor contact with parents</u> Governors agreed to have a table at the New Parents' evening on 5/7/22. All governors invited to attend. They discussed the possibility of a Governor Teams meeting with all parents and would ask JPM to set it up. Though they did not expect a high turnout of parents, it was a felt it was a good initiative which might going forward prove to be an effective way of communicating with parents.</p> <p>c) <u>Site Visit</u> MGW/HT to organise a site visit for governors on a Thursday with an Enterprise lunch included.</p> <p>d) <u>Format of meetings</u> MGW asked all governors for their thoughts on meeting format. There was a mixture of responses and it was agreed to start with blended meetings, where governors could go into school or college or join the meeting virtually.</p>	<p>All 5/7/22</p> <p>MGW/JPM 11/7/22</p> <p>MGW 10/6/22</p>
4. Notice of AOB	See item 11.	
5. Report on progress of new building	AFR updated governors – stage 5 was not yet signed off though engagement with WSCC was going fairly well. Governors had been delighted that their refusal to compromise on the all weather pitch had been successful. AFR also explained that they had been successful in getting the basket ball posts fitted.	

	Two CEM meetings had been added specifically for the design. AFR reported on his major concerns: Green screen was now an ivy wall which would result in ongoing maintenance Teaching walls were not as requested – AFR to stress value of correct teaching walls. Legacy furniture – governors were concerned there was such a delay in receiving the room by room furniture design but AFR had set out the terms that all office furniture would be white and classroom furniture maple wood. Governors were aware there would be a need for fundraising.	
6.	Governance: a) <u>Governor terms of office and steps required</u> BH (19/9/22), MO (28/11/22) terms of office as partnership governors were coming to an end. LR confirmed the procedure for appointment: For partnership governors the governing body has to seek nominations from parents and other members of the community served by the school that governors feel appropriate. If no one is nominated, governors can select people to be appointed. HT's term of office ended on 19/9. LR confirmed a staff election would have to take place and HT would be able to put herself forward. Action to be taken at July FGB. b) <u>Link governor report</u> Report received. PC stressed the importance of governors familiarising themselves with the White and Green papers. MGW had distributed summaries and the NGA information was worth watching. PC had followed the Learning Ladders training which he felt was excellent and all governors were encouraged to follow the link. .  Learning Ladder Training-20220404_154631-Meeting Recording.mp4 Governors were asked to complete the NGA survey individually and MGW had started the WSCC survey. c) <u>Governor visits</u> LR confirmed all visit reports were filed under governor visits on sharepoint. Governors were asked to complete forms and send to LR. BH sent his visit report on assistive technology. d) <u>Date for summer term governor monitoring visit – Thursday, 16th or 30th June at 1pm</u> Confirmed for Thursday, 16 th June at 1pm. (Governors asked that future requests for dates used different times/days of the week for more flexibility.)	<div>FGB 11/11/22</div> <div>FGB 11/11/22</div> <div>All 11/11/22</div> <div>All & MGW 6/7/22</div> <div>All 16/6/22</div>
7.	Approval of Minutes dated 4th April 2022 The minutes were approved and electronically signed as a true record.	
8.	Matters Arising/action grid a) <u>Green paper</u> Governors noted their concern that the green paper applied to SEND education in mainstream schools without reference to special schools.	
9.	Verbal report on Policy committee meeting BH reported on the policies reviewed and approved by the committee. Governors had a new financial responsibility on Learning outside the classroom and off site visits and PC had agreed to become the allocated governor and was arranging a meeting with Sandra Feltham.	<div>PC 11/7/22</div>
10	Anything to add to Risk Register No.	
11	AOB a) <u>PMLD update</u> AFR reported on his meeting with SENAT to discuss provision for all PMLD pupils was	

	<p>sited in a separate section at the new college. This would ensure PMLD pupils would stay on for college age and gave an additional 14 placements. SENAT had agreed with the proposal for a 2023 opening.</p> <p>b) <u>School day timings</u> Governors were aware of the White Paper terms for 32.5 weekly school hours opening with a caveat for special schools providing access to a broad and balanced curriculum was offered. AFR was investigating an 8.45am college and 9.05am school start time. With the changes to London Mead and Birchwood Grove opening times and no clash with Burgess Hill Academy, he felt this was possible. He would carry out further investigation around transport before opening consultations.</p> <p>c) <u>Extra INSET days</u> AFR had looked into the timings for a move into the new college and asked for 5 additional INSET days: 2 to pack up at the end of the summer term and 3 to set up at the beginning of the Autumn term. AR reported on the experience of moving from Court Meadow/Newick House into the new college build and governors approved the extra 5 days.</p> <p>d) <u>Allotment</u> As there was insufficient space for horticulture at the college, MGW had suggested an allotment and contacting the chair of Burgess Hill Town Council who was a green councillor. Nola Bennett/AR were following up.</p>	NB/AR
12	<p>Governor Impact</p> <p>Report on actions taken to ensure new building has appropriate facilities.</p> <p>Reviewed standards of governor oversight.</p> <p>Agreed proposals to make the best of the facilities for PMLD provision.</p> <p>Proposal for balanced and broad curriculum and revised school hours.</p> <p>New attempts to communicate with parents.</p> <p>INSET days approved for efficient pack up and set up of college.</p>	
13	<p>Dates for next meetings</p> <p>Property, health and safety: Tuesday, 24th May at 4pm</p> <p>Learning & Wellbeing: Thursday, 9th June</p> <p>Resources: Monday, 27th June at 4pm</p> <p>Strategy: Monday, 20th June at 4pm – note change of date</p> <p>Policy: Monday, 11th July at 4pm</p> <p>FGB: Monday, 11th July at 4.45pm</p>	

SIGNED.....*Marion Wilcock*..... DATE.....11th July 2022.....

ACTION GRID May 2022			
Minute number	Action	Who	By when
3b	Join governors' table at new parents' evening.	All	✓
3b	Organise Teams meeting between governor and parents.	MGW/JPM	11/7/22
3c	Arrange site visit for governors (Thursday so HT can attend and Enterprise lunch for governors).	MGW/HT	Autumn term
6	Proposal for partnership governors and arrange staff governor election.	FGB	✓
6b	Governors to familiarise themselves with white and green papers in advance of Strategy meeting.	All	✓
	Follow learning ladders training.	All	
6b	Complete NGA governor survey.	All	✓

	Complete WSCC governor survey	MGW	
6d	Summer term governor monitoring visit – 16/6/22 at 1pm	All	✓
9	PC, allocated governor for off-site & learning outside the classroom to arrange meeting with SF	PC/SF	Autumn term