

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Monday, 11th July 2022 at 4.45pm
MEETING HELD ON MICROSOFT TEAMS**

FGB present: 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	There were no apologies.	
2. Declaration of Interests	None to declare in the agenda.	
3. Chairman's Action and Report (appendix F)	Attached. MGW drew governors' attention to the minutes from the latest Locality Heads' meeting and the useful Q&As on the new government white paper on education and the focus on academisation.	
4. Notice of AOB	None.	
5. Report on progress of new building	AFR confirmed progress was good. As planned, the carpark would be out of action over the summer and the portacabin removed. Governors raised their concern about the unexpected drainage work needed across the playground. BH highlighted the importance of ensuring a maintenance agreement was in place. The final FF&E schedule had been received and staff had given their feedback. MGW/SV and AFR attended the Project Board meetings and confirmed the working relationship had improved. MGW would organise a governor site visit in September on the second Thursday of term (15 th September).	MGW 5/9/22
6. Headteacher's Report (appendix E)	Governors thanked AFR for his comprehensive report. They were keen to extend collaboration with Manor Green and QEII to include governors which AFR would organise within the INSET days. Governors carefully discussed the reasons for the proposed 5 additional closure days to prepare the college for opening. AFR had researched what other schools had done and AR gave his experience from the opening of the refurbished Newick House site. AFR had written to and chased Paul Wagstaff for approval but governors agreed it was important to let parents know as soon as possible about the dates. Governors were aware of the work involved to set up the college and approved the dates, noting they would just effect the college site, and asked AFR to inform parents. They also checked that online work would be given to pupils to do from home. <u>Questions</u> Do you give parents tours in groups bearing in mind the large number of families who want to visit? Yes, It is time well spent and we have a maximum of three families per group. Are you able to compensate for the lesson time moving pupils across sites to deal	AFR 20/9/22

	<p>with the building disruption?</p> <p>Yes, we have built the time into the curriculum as far as possible and staff are able to manage the timetable effectively.</p> <p>SB was pleased to read about the <i>superpower readers</i> and wondered if there could be a governor award for them. She also suggested investigating a book wish list with Amazon and whether students' books reviews could be included in the newsletter. AFR thanked SB for her input and would discuss the ideas with Martin Wood, Nola Bennett and Anna Hull.</p> <p>AFR asked governors to ensure they had an overview of the 22/23 development plan and to review section L5 .</p> <p>SB highlighted the incredible attitude of staff to deal with all eventualities and governors asked for their thanks to be communicated.</p>	<p>AFR 4/10/22</p> <p>All 1/9/22</p>
7.	<p>Approval of Minutes dated 16th May 2022 (appendix A)</p> <p>The minutes were approved and electronically signed as a true record.</p>	
8.	<p>Matters Arising/action grid</p> <p>a) PC to arrange meeting with Sandra Feltham to discuss his role as the governor allocated to off site and learning outside the classroom.</p>	<p>PC 4/10/22</p>
9.	<p>Any questions on committee minutes (appendices B)</p> <p>a) <u>Property, health and safety</u> Nothing to add.</p> <p>b) <u>Learning and Wellbeing</u> Nothing to add.</p> <p>c) <u>Strategy</u> Governors had a comprehensive discussion on the revised strategy. The changes had been noted at the meeting and MGW had subsequently raised her concerns that some items had been presented to governors at the meeting which governors had not had the opportunity to consider in depth. PC was disappointed that following the amount of work done the strategy could not be approved. However, after considering the best way forward, governors agreed the current strategy should remain on the website. MGW would work through the revised strategy over the summer and forward her recommendations to PC before final FGB approval in the autumn term.</p> <p>d) <u>Resources</u> Nothing to add.</p>	<p>MGW 1/9/22</p>
10	<p>Governance:</p> <p>a) <u>Appointment of HTPM adviser & date for meeting (6/10/22 at 9.30am)</u> Dave Cole had been appointed for the third time so a new advisor would need to be found for 23/24. LR to add date to calendar for MO, SB, MGW and AFR</p> <p>b) <u>Partnership governors recruitment</u> MO's 28/11/22 and BH's 19/9/22 terms of office were due to end. Both were willing to re-stand but recognised the benefits of appointing new governors. It was agreed that BH and MO should remain on the Board until at least the college building was completed in view of the amount of work they had put towards it. In the meantime, all governors were asked to look and liaise with MGW over possible new recruits who could begin as associate members.</p> <p>c) <u>Staff governor elections</u> HT 19/9/22 and AR 5/1/23 terms of office were due to end. LR to send JPM letter templates to hold staff elections. HT and AR were both welcome to reapply. There was also a long term parent vacancy and letters would be sent out at the beginning of term.</p> <p>d) <u>Link governor report (appendices G & H)</u> PC noted the credible amount of training undertaken by governors in the past year</p>	<p>LR 15/7/22</p> <p>All 1/9/22</p> <p>LR/JPM 1/9/22</p>

	<p>and their proven commitment. It was agreed to show training dating back to 2019 with the full list available for Ofsted. MGW highlighted the link to the NGA seminars in her report. https://www.nga.org.uk/News/Webinars/Previous-webinars.aspx.</p> <p>e) <u>Governor visits</u> MGW reported on the excellent PHSE group governor visit and passed on her thanks to Nola Bennett and her team. RG volunteered to write the report. HT asked governors who had carried out the visits with subject leads to write them up.</p> <p>f) <u>WSSC Governor survey</u> Submitted 29/6/22</p>	RG 20/7/22
11	<p>Anything to add to Risk Register (appendix C) Nothing to add.</p>	
12	<p>AOB None.</p>	
13	<p>Governor Impact Reviewed 2021/22 development plan. Attended parents evening. Governor subject visits Governor visit to view PSHE curriculum with learning walk and observations of PSHE lessons.</p>	
14	<p>Dates for next meetings Policy: Tuesday, 4th October at 4pm FGB: Tuesday, 4th October at 4.45pm Property, health and safety: Tuesday, 18th October at 4pm Pay: Thursday, 20th October at 4pm Learning & Wellbeing: Tuesday, 1st November at 4pm Resources: Tuesday, 8th November at 4pm Strategy: Thursday, 24th November at 4pm Policy: Tuesday, 6th December at 4pm FGB: Tuesday, 6th December at 4pm</p>	

SIGNED.....*Marion Wilcock*.....DATE.....4th October 2022.....

ACTION GRID July 2022			
Minute number	Action	Who	By when
5	Governor site visit to college – 2 nd week of September	MGW/All	✓
6	Consider governor award for Superpower readers. Amazon reading wish list and include student book reviews in the newsletter.	AFR	✓
6	Read 22/23 development plan and review L5 section on governance.	All	✓
6	Pass on governors' thanks to staff for dealing so well with unexpected situations.	AFR	✓
8a	PC, allocated governor for off-site & learning outside the classroom to arrange meeting with Sandra Feltham.	PC/SF	✓
9b	Recommend amendments to strategy for FGB approval.	MGW/PC	24/11/22
10a	HTPM date in calendar	MGW/MO/ SB/AFR/LR	✓
10b	Consider new candidates for governor roles.	All	✓

10c	Arrange staff and parent governor elections	LR/JPM	✓
10e	Governor report on PHSE governor visit and for subject visits.	RG/All	✓

Appendices

- A. FGB minutes
- B. Committee minutes
- C. Risk register
- D. Meeting schedule
- E. Headteacher's report
- F. Chair's report
- G. Link Governor report
- H. Governor training log