

WOODLANDS MEED
FULL GOVERNING BODY MEETING
Monday, 4th April 2022 at 4.45pm
MEETING TO BE 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)

SBS: Justina Pugh Morgan (JPM)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
<p>1. Welcome, Introductions and Apologies</p> <p>There were no apologies.</p> <p>LR was sorry that she would have to resign as clerk at the end of the summer term for family reasons. Governors were understanding and were happy for meetings to be recorded and minuted later during the summer term. She did not have the capacity to organise/minute extra governor panels.</p>	
<p>2. Equality & Diversity Training run by MO</p> <p>MO ran a slide presentation giving governors time to consider the current policy and how to strengthen equality & diversity beyond the 2010 legislation. The recent strategy meeting had highlighted the need to include equality & diversity and the environment in the strategic plan, (They were included in the development plan.) Governors discussed what monitoring they should do in relation to equality and diversity. MO stressed how important it was to ensure there was a consistent and constant approach. Governors agreed all areas should be addressed with equality and diversity in mind and as it became a part of the strategic plan it would cascade down and naturally become a part of WM life.</p> <p><u>Action:</u></p> <p>Agree a vision on what governors aspire to achieve for equality & diversity. Make provision for equality and diversity in the strategic plan. PC/MGW/MO/AFR to discuss and bring ideas to the next strategy meeting. Governors thanked MO for the excellent training.</p>	<p>PC/MGW /MO/AFR prior to 21/6/22</p>
<p>3. Declaration of Interests</p> <p>None to declare in the meeting.</p>	
<p>4. Chairman's Action and Report</p> <p>Governors received MGW's detailed report. She had also compiled a synopsis on the recently published white and green papers. Governors asked AFR and his teams to raise relevant points from the white paper to each committee for a broader discussion at the July FGB.</p> <p>AFR commented on the most immediate impact which was the 32.5 hour day and he was liaising with Birchwood Grove and London Meeds to ensure the phased drop offs continued to work.</p> <p>MGW had met with ISG and local councillors and had asked for the subsequent press release to be amended to ensure it was accurate on the sports facilities and class sizes. Despite this, an unchanged press release was issued.</p> <p>Governors discussed the legislation on DBS for contractors on site with regard to UKPN working on the electricity substation. MGW had sought confirmation from Andrew Edwards and the NGA that a minimum of the basic DBS was required for all</p>	<p>Cttee agendas</p>

	<p>contractors on school property. Governors were in no doubt UKPN had to comply with the legislation.</p> <p>Governors were concerned about the hole in the boundary hedge that had been made for the substation. It has been made secure but would need to be monitored. (Added to risk register.)</p>	
5.	<p>Projected end of Year Finance Report 2021/22</p> <p>JPM reported the total carry forward amount, subject to confirmation at year end, was within the allowed limit.</p>	
6.	<p>Review and Approval of WM budget 2022/23</p> <p>JPM presented the budget with written explanations. MS as chair of Resources thanked JPM for her work and the prudent planning that allowed WM to keep within budget with a reserve.</p> <p>Governors approved the budget total for 2022/23 at £5,531,565.34.</p>	
7.	<p>Notice of AOB</p> <p>None.</p>	
8.	<p>Report on progress of new building</p> <p>AFR reported on the increase of CEM meetings from 6 to 7 and the valuable work of JPM and Dave Pilbeam. The main issues were the all-weather pitch and furnishings. AFR had confirmed with WSCC, WM would not sign off the designs without being given 10 days' notice. Governors continued to be concerned that WSCC produced long documents for review just before school holidays.</p> <p>WSCC had omitted the costing of the sensory room from the original budget. Governors were assured it would go ahead and AFR and staff were putting designs together for ISG.</p>	
9.	<p>Approve Surveyors Report for the Electricity Sub station</p> <p>Governors approved the valuation report on the land for the electricity substation with a 99 year lease.</p> <p style="text-align: right;"><i>JPM left the meeting.</i></p>	
10	<p>Headteacher's Report</p> <p>AFR confirmed free lateral flow testing had finished on 1/4/22. Governors discussed the high level of covid cases and the impact on class closures during the term. MS asked if the extra teacher would have an impact. AFR explained that unavoidable class closure was often down to staff absence with specific medical training but having in house cover would be good. He also confirmed they were going to increase the non class based TAs from 6 to 7.</p> <p><u>SEF</u></p> <p>Governors were pleased to learn the SEF had been reviewed and updated. They liked the Ofsted action sheets and thanked HT for working on the governor's sheet. Governors were asked to send their comments and suggestions to AFR on the SEF and particularly section 6.</p> <p>AFR thanked governors for their excellent input and commented on the progress made.</p> <p><u>Staffing</u></p> <p>MO recognised the value of giving staff flexibility where appropriate and asked how many teachers were fulltime. HT confirmed there were 21 with 2 who were full time staff but part time in class across the 38 classes.</p> <p>AFR highlighted the excellent work Mark Rogers had done with the Send Alliance during the challenges of covid.</p> <p><u>Impact of construction on teaching and learning at college site</u></p> <p>The risk management plan was in place and AR stated that though it was often noisy, students had been fantastic and were coping well.</p>	All 3/5/22
11	<p>Governors' action plan following 20 questions</p>	

	SB would bring the action plan for discussion to the summer learning and wellbeing meeting.	SB 9/6/22
12	Approval of Minutes dated 24th January 2022 The minutes were approved and signed as a true record.	
13	Matters Arising/action grid a) <u>One to one meetings with chair</u> MGW had started the meetings. b) <u>Termly governor visits</u> The spring term visit had been successful. Date to be organised for the summer term.	AFR/LR 16/5/22
14	Any questions on committee minutes a) <u>Premises, health & safety</u> As per minutes. b) <u>Learning and Wellbeing</u> As per minutes. c) <u>Resources</u> SFVS, Scheme of delegation, Statement of Internal control approved. d) <u>Strategy</u> PC to work with MGW/MO and AFR on proposal for including equality & diversity and environmental impact in strategic plan for next meeting.	
15	Safeguarding report following lead governor training RG had completed the lead safeguarding governor training. Governors discussed the positive results of the pupil voice survey she had run and Chris Carter & Gillian Barton had been pleased that the survey validated what they are doing. The survey would be repeated every 2/3 years with questions pertinent to wheelchair and nonverbal pupils included. RG had gone through the issues raised through the survey with CC and GB and been reassured by their response and understanding. Governors asked if students had raised concerns about covid. RG confirmed none of the questions had been specifically about covid but they had not raised it in any other context. RG felt the WSCC training had been worthwhile.	
16	Anything to report on health and safety SV and AFR had completed the health and safety audit round the college. They had agreed to take a pragmatic approach on issues bearing in mind the move to the new college. Health and safety guidelines were being met.	
17	Governance: a) <u>Term of office expiry notification</u> LR to contact governors with dates and re-applications. b) <u>Feedback on Governor roles</u> Governors had been asked to comment on the document. PC would update the document ensuring all governors were able to use it as an effective working document. c) <u>Link Governor Report</u> PC was pleased to see the amount of governor training undertaken. Governors now also had access to the staff training on Tuesday's and Friday's. LR to send the Learning Ladders training for governors to do and report back to PC. d) <u>Governor Visits</u> The spring term visit had taken place and governors commented on the value of seeing the school in action. BG to write report. RG had attended the careers fair which had been excellent. RG to write report. e) <u>Plan for interim headteacher performance management</u> MO was attending termly CoD meetings and a six monthly interim review of the headteacher's performance management was considered good practice.	LR 16/5/22 LR 7/4/22 RG/BH 16/5/22

	(Following the meeting the date was set for the June chair/head one to one meeting with MO to attend.)	MO/MG W 3/6/22
18	<u>Discuss headlines of SEND Green paper (link below) and impact on WM with decision on contributing to consultation</u> Governors had the link and were aware of the importance of the paper. There was disappointment in the limited mention of special schools in the paper. Governors noted the areas highlighted by MGW and agreed to respond to the consultation.	MGW/AFR 16/5/22
19	Policies for approval a) <u>Charging & Remissions</u> Approved. Governors were aware of the financial hardship families might find themselves in and were reassured by the arrangements for support. b) <u>Exams</u> One typo amended. BH asked how governors could exercise their role and demonstrate that happens. LR to ask SF to suggest a plan for the next policy meeting.	
20	Anything to add to Risk Register Gap created in hedge for cabling to electricity substation.	
21	AOB	
22	Governor Impact Clear working document for governor roles. Reviewed and approved budget. Studying government white and green papers. Ensuring new buildings are fit for purpose. Equality & diversity training with impact on school, staff and governors.	
23	Dates for next meetings Policy: Monday, 16 th May at 4pm FGB: Monday, 16 th May at 4.45pm Property, health and safety: Tuesday, 24 th May at 4pm Learning & Wellbeing: Thursday, 9 th June Resources: Monday, Monday, 27 th June at 4pm Strategy: Monday, 21 st June at 4pm Policy: Monday, 11 th July at 4pm FGB: Monday, 11 th July at 4.45pm	

SIGNED.....*Marion Wilcock*.....DATE.....16/5/22.....

ACTION GRID April 2022			
Minute number	Action	Who	By when
2	Include equality & diversity and environmental impact in vision/strategic plan	AFR/PC/ MGW/MO	20/06/22
4	Agenda item at committees for white paper.	AFR/agendas	Summer term
10	Respond with comments/suggestions to SEF and particularly section 6.	All	3/5/22
11	Governors' action plan for discussion at L&WB Feedback on chair 360	SB	L&WB
13	Arrange date for summer governor monitoring.	AFR	16/5/22
17a	Contact governors re end of term of office & renewal	LR	16/5/22
17c	Governors to follow Learning Ladders training & confirm to PC.	All	16/5/22
17d	Write up visit reports for spring term visit (BH) and careers fair (RG)	BH done /RG	16/5/22
17e	Interim HTPM set for June chair/HT meeting	MO/MGW	3/6/22
18	Begin response to green paper consultation	MGW/AFR	16/5/22

19b	Ask Sandra Feltham to consider ways to evidence governor involvement in exams policy	LR/SF/BH	16/5/22
20	Add hole in hedge to risk register	LR	✓

Link to Send Review

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1063620/SEND_review_right_support_right_place_right_time_accessible.pdf

Appendices

Chair's report

Headteacher's report

Valuation report & appendices

FGB minutes 24/1/22

Spring term committee minutes

Safeguarding report & visit

Health & Safety report & visit

Exams policy

Link governor reports

Governor visit report science

Green paper overview

Governor roles document

Charging & remissions policy