

WOODLANDS MEED
FULL GOVERNING BODY MEETING
Monday, 5th December at 4.45pm
VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY

FGB: Adam Rowland (AFR), Simon Virgo (SV), Marion Wilcock (MGW), Peter Clinch (PC), Sandra Boyd (SB), Matt Stuart (MS), Bill Hatton (BH), Alan Robinson (AR), Rose Griffiths (RG), Deborah Scott (DS)
New governor: Liz Huddy (LH)
Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

| MINUTES | | |
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| 1. | Welcome, Introductions and Apologies Liz Huddy was welcomed onto the governing body as a staff governor. Her term of office officially starts on 5 th January 2023. Apologies were received and accepted from Alan Robinson. Governors asked LR to record their thanks to him for the very valuable work he had achieved as a staff governor over 4 years. Miriam Owen apologised for having the wrong date for the meeting. | LR 7/1/22 |
| 2. | Declaration of Interests None in the agenda | |
| 3. | Chairman's Action and Report (attachments Chair report and Appendix A) MGW reported to governors on her report which included an update on the new college building and items to raise at the next Project Board meeting <u>Riba Stage 5</u> Final designs were promised before the summer holidays but still had not been received. <u>Drainage</u> The resources committee had discussed the maintenance agreement WM were being asked to sign for the surface water pump system. Concerns were raised about the high costs and impact if the pump failed. Governors stressed the pump was necessary due to a mistake made by Atkins and were not happy about the significant costs. Suggestions to be made at the Project Board were that Atkins or WSCC take responsibility or a sum from the sale of Court Meadow was put aside for the costs. Governors noted a suitable clear agreement needed to be in place for future governors. <u>Community Use agreement</u> Governors were concerned to hear ISG had appointed consultants despite receiving a version drafted by governors using the Sports England template. They also stressed governors should be responsible for hiring charges rather than being given set rates. <u>Travel Plan</u> AFR had written a travel plan that worked for WM but Atkins have appointed a consultant who had devised a plan, which would be impossible to meet. <u>FF&E</u> WSCC seemed to have a second list of FF&E, which had not been shared with WM. Governors had requested to see the list. MGW commented on how governors were trying to build a good working relationship with WSCC but despite this WSCC were going to external consultants who were not liaising with governors costing thousands of £s. Governors felt that if the next Project Board meeting did not produce the right results for WM, they should share some of the information publicly. They noted that the responsible person at the DfE for West Sussex was Colin Gogay. | MGW/AFR 13/12/22 |

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| | <p><u>Woodlands Meed Christmas Fair</u></p> <p>Governors passed on their thanks to Anna Hull and her team for arranging such a successful event with The Friends of WM and Kangaroos. MGW had enjoyed the overwhelming positive feedback from parents</p> | |
| 4. | <p>Notice of AOB</p> <p>None.</p> | |
| 5. | <p>Progress and Report on New Building (<i>attachment BLB project report</i>)</p> <p>Reported under item 3.</p> | |
| 6. | <p>Headteacher's Report (<i>attachments: Head's report, Final visit report, MSA update School Context, Construction impact on learning, Term dates, WSCC monitoring and intervention process</i>)</p> <p>The INSET days for 2023/24 were unanimously approved. All governors were invited to attend INSET days as well as the Tuesday/Friday training.</p> <p>Governors discussed the success of residentials and the new partnership with The National Citizen Service. They recognized the huge amount of work staff did to ensure the residential trips ran well and passed on their thanks and appreciation. They understood volunteers were always welcome and asked for. The residentials for 2023 were unanimously approved.</p> <p>Governors thanked AFR for his comprehensive report and attachments.</p> | |
| 7. | <p>Approval of Minutes dated 4th October 2022 (attached)</p> <p>The minutes were approved and signed as a true record.</p> | |
| 8. | <p>Matters Arising/action grid,</p> <p>a) <u>Grandparents as governors</u></p> <p>LR had confirmation that a grandparent is not eligible to be a parent governor unless they have parental responsibility of the child. It is not enough for them to care for the child, even if on a regular basis.</p> <p>b) <u>Bromcom</u></p> <p>The resources committee had discussed the challenging issues being faced by the finance team and JPM was receiving support.</p> | |
| 9. | <p>Any questions on committee minutes (attached)</p> <p>a) <u>Property, health and safety</u></p> <p><i>Use of cottage for educational purposes</i></p> <p>SV explained the situation with the caretaker's cottage and the recommendation from the property, health and safety committee. After discussion, it was agreed to write to WSCC planning department explaining that the building was being used as part of the school so not liable for council tax.</p> <p>b) <u>Learning and Wellbeing</u></p> <p>Governors carefully discussed the 'cliff edge' SEND students faced after leaving WM and once funding finished for courses at FE colleges. SV gave his experience of the difficulties young people with SEND faced securing employment. The employment level had now dropped to 5% nationally. Governors recognised the value of the Meeds Job Club and the priority to build links with local businesses to try and get pupils straight into employment. Last year two pupils had found employment this way.</p> <p>Governors agreed this was a strong concern and there were no quick fixes. They felt it would warrant a working group to consider possible actions. Governors enjoyed the chocolates made by Harry Specters, the social enterprise company set up to improve the lives of autistic people. It was agreed a new strategy objective should be added along the lines of: To improve the experience and outcomes for college leavers. Action: to set up working party in new year.</p> <p>c) <u>Strategy</u></p> <p><i>Approve reviewed strategy (attached)</i></p> <p>Approved. PC to add objective for college leavers and align the tracker. Strategy to be uploaded onto website.</p> | <p>JPM/AFR 19/1/22</p> <p>FGB 19/1/23</p> <p>PC 19/1/23</p> |

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| | <p>d) <u>Resources</u> Nothing to add to the minutes</p> <p>e) <u>Policy</u> (verbal) BH reported on the meeting and governors approved the pay policy. BH noted the new emphasis on governors commitment to diversity in the policy.</p> | |
| 10 | <p>Note Headteacher's performance management taken place MGW confirmed the meeting had taken place. Dave Cole, the external advisor had supported the process for three years, so a new external advisor was needed for 2023/4. Agenda item at March FGB.</p> | FGB 23/3/23 |
| 11 | <p>Governance:</p> <p>a) <u>Governors' readiness for Ofsted – 20 questions</u> Carried over to January FGB.</p> <p>b) <u>Report on governor meeting on Safeguarding & CP policy</u> (slides attached) The policy committee had requested a session on the policy. Chris Carter and Gilly Barton had run a very effective programme and governors were impressed by how well safeguarding was interpreted at WM. Governors who had not attended the session were encouraged to look at the informative slides produced for the meeting in the sharepoint folder under this meeting.</p> <p>c) <u>Governor vacancies and recruitment</u> MGW had made contact with the Mosque in Haywards Heath and it was hoped one of their members would be happy to join the board. Members of the leadership team were following up with parents. RG agreed to continue in her role as governor and was co-opted for a further term.</p> <p>d) <u>Governors committee membership & allocated roles</u> The new staff governors would continue to attend committees before choosing which ones to join. The P,H&S committee had requested one of the new staff governors joined them.</p> <p>e) <u>Completed Skills audit</u> Completed audit to January meeting.</p> <p>f) <u>Link Governor Report & new governor induction</u> PC reported on the expansion of the number of courses available on the NGA link. Governors were encouraged to see what was available as well as joining the in-house training sessions.</p> | <p>SB 19/1/23</p> <p>All 19/1/23</p> <p>LR 19/1/23</p> <p>All constant</p> |
| 12 | <p>Safeguarding RG had discussed the response to safeguarding cases during the summer term as reported to L&WB. Chris Carter had shared the results with her of the peer review of safeguarding carried out with the QEII school. Relationships amongst under 16s had been flagged up and Chris Carter felt this was well managed at WM.</p> | |
| 13 | <p>Note of Risk Register The maintenance agreement for drainage had been added.</p> | |
| 14 | <p>AOB None.</p> | |
| 15 | <p>What impact has the meeting had on pupils? Continue to ensure the college facilities are the very best. Review of how to improve outcomes for students after leaving WM.</p> | |
| 16 | <p>Dates for next meetings (appendix I) Following the meeting, times for policy and FGB meetings were brought forward to ensure staff did not have to stay so late. Now 3pm and 4pm. Policy: Thursday, 19th January at 3pm FGB: Thursday, 19th January at 4.00pm Property, health and safety: Tuesday, 21st February at 2pm Learning & Wellbeing: Thursday, 2nd March at 4pm (college)</p> | |

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| | Resources: Tuesday 14 th March, at 4.00pm Strategy: Monday, 6 th March at 4pm Policy: Thursday, 23 rd March at 3pm FGB: Thursday, 23 rd March at 4pm | |
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SIGNED.....*Marion Wilcock*..... DATE.....19th January 2023.....

| | ACTION GRID December 2022 | | |
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| Minute number | Action | Who | By when |
| 1 | Email thanks to Alan Robinson | LR | ✓ |
| 3 | Raise issues with building at project board meeting on 13/12/22 | AFR/AR | ✓ |
| 9a | Send WSCC a letter confirming cottage at college is used for educational purposes and so not subject to council tax. | JPM/AFR | ✓ |
| 9b | Addition to WM Strategy: To improve the experience and outcomes for college leavers. Set up working group to investigate options. | AFR/MGW/PC | To be discussed |
| 9c | Align tracker with approved Strategy document. Strategy uploaded onto website. | PC LR | ✓ |
| 10 | Find new external adviser for HTPM – October 23 | FGB | Raise at locality chair meetings |
| 11a | Governor 20 questions (readiness for Ofsted | SB | EFGB tba |
| 11e | Completed skills audit for discussion at next FGB | LR/MGW | ✓ |
| 11f | Governors invited to attend INSET days and Tuesday/Friday training | All | ✓ |