

WOODLANDS MEED
FULL GOVERNING BODY MEETING
Thursday, 19th January 2023 at 4pm
VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY

FGB present: Miriam Owen (MO), Adam Rowland (AFR), Simon Virgo (SV), Marion Wilcock (MGW), Peter Clinch (PC), Sandra Boyd (SB), Bill Hatton (BH), Rose Griffiths (RG), Deborah Scott (DS)
Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1. Welcome, Introductions and Apologies Liz Huddy was delayed in her classroom and Matt Stuart had an unexpected meeting abroad.	
2. Declaration of Interests None.	
3. Chairman's Action and Report <ul style="list-style-type: none"> a) <u>Report (attached)</u> Received and discussed. b) <u>Emails to College Building project manager. (attached)</u> Received. <p style="text-align: right;"><i>SB joined the meeting.</i></p> <ul style="list-style-type: none"> c) <u>Keeping children safe in education Keeping children safe in education 2022 (publishing.service.gov.uk) Read pages 23 – 50 before the next FGB 23 March 2023</u> Unlike teachers, there was no written requirement for governors to sign they have read part 2 of KCSIE. However, governors agreed it was important they were aware of the document and agreed to complete a form confirming they had read it at the next meeting. The safeguarding governors were aware of the need to comply with the checklist and MO/RG/MGW/SB would discuss at a meeting prior to an agenda item at the learning and wellbeing meeting d) <u>Letter from Education Secretary & WSCC compendium for non-academy schools (attached)</u> Academisation was still a policy as noted in the letter received from the Education Secretary. AFR reported on his successful visit with the Special Needs Solent MAT (multi academy trust), which he felt was an excellent example for governors to view, though was perhaps too far away for Woodlands Meed. Governors hoped a meeting between the Trustee board could be arranged going forward. He was pleased to report that the local special needs heads and chairs had agreed on a meeting date to discuss possible options in the locality. SV reminded AFR of the relevant skills of past governor and current parent Rob Landauer which could be useful. MGW would attend the WSCC arranged presentation on MATs where she would talk to different MATS. She asked governors to let her know their views and any questions they would like answered. 	<p style="color: red;">All/LR 23/3/23</p> <p style="color: red;">All 23/3/23</p>
4. Notice of AOB None	
5. Progress and Report on New Building including issues raised at FGB meeting 5/12/22 <ul style="list-style-type: none"> a) <u>Drainage</u> Governors discussed the ongoing issue with maintenance of the drainage pump. MGW reported on her conversations with BLB and it was agreed there could be 	

	<p>no progress until the project board had responded to the questions raised in the email to Matthew Wakefield (31/12/22).</p> <p>SV checked a back up pump had been fitted. MGW had raised with Nigel Jupp, WSCC, the pump was only required because of an original design error made by Atkins.</p> <p>b) <u>FFE</u> (furnishings, fittings and equipment)</p> <p>Governors were aware of the ongoing issue and that finally a meeting had been arranged with Woodlands Meed to discuss the issues on 25/1/23..</p> <p>c) <u>Community Use Agreement</u></p> <p>No progress.</p> <p>d) <u>Travel Plan</u></p> <p>No progress</p> <p>e) <u>Roof Garden railings</u></p> <p>Governors were concerned by the plans they had just seen for very high and enclosed railings impacting on the roof garden. AFR confirmed a meeting had been arranged with Haverstocks to look at the design on 25/1/23.</p> <p>f) <u>Tree top ceremony</u></p> <p>Governors discussed what the tree top ceremony entailed and AFR would arrange for staff/pupils/governors to be present.</p> <p>g) <u>Decamp arrangements</u></p> <p>The meetings had started to ensure staff were well briefed and efficient procedures in place.</p> <p>g) <u>ISG open days</u></p> <p>MGW had initially been concerned about the open days ISG had arranged without consultation with the governing body. However, she understood the reasons for the visits and that numbers would be kept to a minimum. In future, ISG had agreed to liaise with Woodlands Meed.</p> <p>h) <u>Acoustic Barrier</u></p> <p>Governors noted there was no longer a need for the enforceable planning condition on noise as an artificial pitch was not part of the plans. The original numbers at Newick House had been 160 with pupils of all ages. BH did note that governors should be prepared if contractors came into build the wall. MGW stressed the importance of WM having responsibility for the community use agreement to ensure the MUGA was not used by noisy groups outside school hours.</p>	
<p>6. Update from Headteacher</p>	<p>a) <u>TA holiday pay</u></p> <p>It had just been brought to AFR's attention that WSCC had agreed to back pay holiday payments from 2015 for Teaching Assistants following a judgment in 2020. As foundation governors, AFR asked for their opinion. Governors unanimously agreed as teaching assistants were owed the money it should be paid. They understood it would include staff who had left and that the amount involved would be at the high end of the figures given by WSCC. They were unsurprised the money would come from the school budget and were disappointed WSCC with whom WM had an SLA had not informed them. AFR understood that other LA's had taken action earlier. Governors also noted the ramifications of a one-off payment to staff who received benefits. They approved AFR going ahead with the payments once the full figures were known.</p> <p>b) <u>Strike action</u></p> <p>AFR reported on the current known number of Union members affected by the proposed strike days. Governors noted that the strike days coincided with rail strikes. They confirmed AFR had informed parents of the action and that he</p>	

	<p>would keep parents up to date on how the school would operate during the strikes. They were reassured that the school would open in some way but appreciated there would be class closures.</p> <p>c) <u>Farewell to current College – 7/7/23 at 2pm</u> A special event which governors were invited to had been arranged for 2pm on 7th July.</p> <p>d) <u>Hawth Theatre performance – 28/2/23 at 2pm</u> All students were involved in the performance to celebrate 10 years of WM. DS commented on the enthusiasm of students and the incredible hard work of staff. All pupils had had the opportunity to go to the pantomime at the Hawth thanks to the Friends' fundraising. Governors noted their thanks to Hurstpierpoint College who were providing the pupil transport. The performance was free and WM were planning to fill the theatre. JPM to send invitation to governors.</p>	7/7/23 all
7.	<p>Approval of Minutes dated 5th December 2022 (attached) The minutes were approved and signed as true record. (MO had not attended the meeting due to a confusion over the date – LR to adjust the minutes.)</p>	
8.	<p>Matters Arising/action grid</p> <p>a) <u>Situation with cottage and planned usage</u> Following governor discussion, WM had contacted WSCC who had agreed the cottage was an educational building and so not subject to council tax.</p> <p>b) <u>Working party to consider strategy strand to improve the experience and outcomes for college leavers</u> This was an important issue for governors which MGW would consider and would be an agenda item for discussion at the next strategy meeting. Governors stressed it was just not employment outcomes but outcomes for life.</p> <p>c) <u>Plan for new external advisor for HTPM</u> MGW to raise with locality chair group. MO confirmed the mid year review would take place in February.</p>	<p>MGW 6/3/23</p> <p>MGW/MO 2/23</p>
9.	<p>Verbal report from policy committee The committee recommended the staff discipline and grievance policies and supporting children with health needs who cannot attend school for approval. BH reported on the meeting held prior to the FGB and governors approved the policies.</p>	
10	<p>Governance:</p> <p>a) <u>Governors' readiness for Ofsted – 20 questions</u> SB pointed out that the very short notice given for Ofsted visits required all governors to have a strong grasp of their role on the day. Governors had the Ofsted action sheets which were updated every 6 months and AFR commented on the current strength of the governing body. It was agreed to arrange an extra FGB meeting to ensure governors were fully prepared for Ofsted later in the term. LR to liaise with JPM.</p> <p>b) <u>Governor vacancies and recruitment</u> MGW was in close contact with a possible associate governor who had an expressed an interest. To be invited to next meeting. There remained a parent governor vacancy. Governors were encouraged to attend the parents evening at the school and college on Tuesday, 7th Feb to chat with parents.</p> <p>c) <u>Completed Skills audit</u> The audit was complete with strong group results. PC would analyse the results to see where individual governors could strengthen their skills and expertise.</p> <p>d) <u>Link Governor Report & new governor induction</u> Report received.</p>	<p>EFGB date LR/JPM 27/1/23</p> <p>All 7/2/23</p> <p>PC 23/3/23</p>

	<p>PC had set up a procedure for governors to put forward changes through a simple form which would be considered at each strategy meeting.</p> <p>PC to contact DS and LH over any questions on the induction and training process.</p> <p>e) <u>Governors invited to school training</u> (timetable attached)</p> <p>Governors had the in-house training list, plus the NGA and WSCC training courses available. PC asked governors to consider if there was any group training they felt they would benefit from and to let him know.</p> <p>f) <u>Governor spring term visit</u></p> <p>The subject was the curriculum and early years. Tom Brown to set the date.</p>	<p>PC 23/3/23</p> <p>PC 23/1/23</p> <p>TB 1/2/23</p>
11	<p>Safeguarding</p> <p>Nothing to report since December meeting but work to begin on recommendations in KCSIE part 2.</p>	MO/RG/MGW 23/3/23
12	<p>Note of Risk Register</p> <p>Indeterminate nature and length of teaching strikes.</p>	LR 27/1/23
13	<p>AOB</p> <p>None.</p>	
14	<p>What impact has the meeting had on pupils?</p> <p>Governor focus on KCSIE part 2 and safeguarding impact</p> <p>Continued robust approach to new college building ensure it is the best possible.</p> <p>Extra FGB to focus on Ofsted</p> <p>Active governor recruitment</p> <p>Strong results for governor skill audit and analysis of results taking place to lead training</p>	
15	Part 11 minutes.	
16	<p>Dates for next meetings (appendix I)</p> <p>Property, health and safety: Tuesday, 21st February at 2pm</p> <p>Learning & Wellbeing: Thursday, 2nd March at 4pm (college)</p> <p>Strategy: Monday, 6th March at 4pm</p> <p>Resources: Tuesday 14th March, at 4.00pm</p> <p>FGB: Thursday, 23rd March at 4pm</p>	

DATE.....*Marion Wilcock*.....SIGNED.....23/3/23.....

ACTION GRID January 2023			
Minute number	Action	Who	By when
3c	Keeping children safe in education 2022 (publishing.service.gov.uk) Read pages 23 – 50. All governors to read and confirm at next FGB	All	✓
3d	Possible questions to MGW for raising at MAT presentation	All	✓
6c	Governor invitation to Farewell to current college	All	7/7/23
8b	Options for outcomes for college leavers. MGW to consider and discussion at Strategy.	MGW/ Strategy	Ongoing
8c	Mid term review of HTPM performance management. MGW to ask locality chairs for recommendation on external advisor for October 23 process.	MO/MGW	✓
10a	Arrange EFGB for Governor Ofsted preparation	LR	✓
10b	Invitation to possible governor to next FGB meeting	MGW	✓
10b	Governors to attend parents evening and raise parent	All	✓

	vacancy.		
10c	Analysis of individual skills audit	PC	✓
10c	Strategy changes form to be filed with strategy papers for use at each meeting	LR	✓
10c	Continue induction process with DS & LH	PC	✓
10e	Undertake training. Consider group in-house group training options	All	✓
10f	Set governor spring term visit	TB/HT	✓
11	Safeguarding governors to consider recommendations in KCSIE part 2 recommendations	MGW/MO/RG	✓
12	Add impact of strikes to risk register	LR	✓

Attachments

3a: Chair's report

3b: Emails to project manager & sunroof plan

3d: Letter from Education Secretary & Compendium for non-academy schools

7: FGB minutes 5/12/22

10c: Skills audit

10d: Link governor reports

10e: School training timetable for Spring term

12: Risk register