

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Thursday, 23rd March 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), Matt Stuart (MS), Rose Griffiths (RG), Deborah Scott (DS), Liz Huddy (LH)

Invited to the meeting: M Bashar (MB)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
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1.	Welcome, Introductions and Apologies Apologies were received from Bill Hatton. MO and SV joined the meeting on Teams. MGW was pleased to confirm M Bashar would join the meeting at 4.45pm to learn more about the governing body.	
2.	Declaration of Interests SB: grand-daughter pupil at college	
3.	Recommendation on lettings rates – 5% increase on pool rates if WM are not eligible for new funding https://www.sportengland.org/news/new-funding-help-keep-leisure-centres-pools-afloat JPM had checked the new funding and thought WM would be eligible. Governors approved a 5% increase on pool lettings and kept the remaining rates at the same level.	
4.	Approval of draft budget for 2023/24 recommended by Resources JPM gave an overview on the proposed budget. <u>Governor questions:</u> Where is the forest school funding? It is in the PE budget and funded by pupil premium. Have the covid catch up funds been announced? The funds had been confirmed for 23/24 but only 25% of the tutoring funding would be given. JPM had worked on this projection. Do we have any idea for the running costs of the new college site? No, but we have based costs on the school site. SV highlighted the potential high costs of the heating system at the college site which was underfloor heating run by air source heat pumps using electricity. Governors noted the concerns raised at the Resources meeting on pupil numbers/pupil funding and understood this would be discussed further for 2024 entry at the June strategy meeting. The FGB approved the budget for 2023/24 for a total of £5,094,111.81. <i>Having dealt with item 12e JPM left the meeting.</i>	
5.	Chairman's Action and Report MGW had distributed her report which included information on the Court Meadow site and action on the planning conditions relating to the noise and community use agreement. She commented on the WSCC approach to academisation and the well organised MAT event. Governors had been pleased to see the government announcement that people with disabilities would be able to work and keep their benefits. They would watch the situation carefully and recognised the impact it would have on the Jobs Club and Post 19 provision.	

6.	Notice of AOB All governors had been hugely impressed by the Cave of Stories put on by the students at The Hawth and passed on their thanks and appreciation to staff.	
7.	Progress and Report on New Building <u>College delay</u> AFR reported on the delay caused by the sports hall roof. Governors stated that as part of the agreement, the current college could not be demolished until the new college had been finished and they were not prepared to make any concession. AFR had a meeting planned with ISG and WSCC when he would learn more. He was concerned that the college would be packed up at the end of July with the risk they would have to unpack and then move at a later date. To be monitored. <u>Drainage agreement</u> MGW was hopeful WSCC had agreed to full indemnity in a form agreed by Browne Jacobson. <u>Community Use agreement</u> Governors continued to have concerns with the use of the MUGA and planning conditions. They noted there were no noise comparison reports and that noise would be limited if only used by WM pupils. Browne Jacobson had confirmed the conditions should be challenged. BH directed governors to the fence at the Burgess Hill Lidl which was similar to that proposed at WM. Governors were adamant the proposed 17' fence should be removed from the ISG contract. MGW to follow up. <u>Sun terrace</u> Governors noted that the railings round the sun terrace did not appear to be as bad as originally thought, but they were disappointed by the shadow they would cause.	AFR 11/5/23 MGW 11/5/23 MGW 11/5/23
8.	Headteacher's report Governors thanked AFR for his comprehensive reports. <u>Governor questions</u> Pupils from which key stages are eligible for free school meals. Pupils from EYS to the end of KS4. Are the number of teachers accurate? AFR to check the numbers as it was planned to have one extra teacher at the college. What does PSA stand for? Pupil support assistant. They have replaced the midday meal supervisors and can be used more effectively round the school. Has the number of teaching assistants reduced? No, we are struggling to recruit teaching assistants and have put various initiatives in place to attract staff. Do the destinations for leavers depend on the needs of each cohort? Yes. AFR and DS reported on options for students. Plumpton College had changed their entry requirements and would only take pupils with level 1, equivalent to a low GCSE grade. Crawley had become the main destination for pre-entry courses. DS confirmed Brinsbury was a good alternative but the distance from WM was a barrier. Were lessons learned from the disruptive power cuts? Yes. Follow up on the generator was taking place as it had only powered low level lighting. The satellite phone had not been effective. Governors congratulated AFR on his initiative and passed on their thanks to Tesco for providing sandwiches, crisps and water. <p style="text-align: right;"><i>M Bashar & Liz Huty joined the meeting.</i></p> <u>DFN project search</u> AFR reported on the exciting opportunity with Worthing Hospital. Governors asked about the roles involved and how they were matched to students. They considered whether there were any risks to WM and AFR confirmed it would be one salary for the facilitator and if no pupils were found. It was noted the facilitator would be recruited in June by which time there would be a good indicator of pupil interest.	
9.	Approval of Minutes and confidential minutes dated 19th January (attached)	

	The minutes were approved and signed as a true record.	
10	<p>Matters Arising/action grid</p> <p>a) <u>Keeping children safe in education 2022 (publishing.service.gov.uk)</u> Read pages 23 – 50.</p> <p>All governors had signed or emailed to confirm they had read part 2. SB felt governors should also read part 1. LR to check guidelines.</p> <p>b) <u>Mid term review for HT performance management and plan for new external advisor</u></p> <p>MGW had asked locality chairs for contacts and would follow up.</p>	<p>LR 11/5/23</p> <p>MGW 11/5/23</p>
11	<p>Report on Governor Ofsted preparation meeting and next steps</p> <p>Governors had received minutes for the meeting held to discuss Ofsted preparation. They noted the positive results to the 20 questions and agreed on the priority questions.</p> <p><u>Q19</u></p> <p>An external review was felt to be an expensive and unnecessary exercise. A peer review might be more effective and AFR had approached QEII.</p> <p><u>Q4</u></p> <p>DS had looked into possible student associate governors and had identified a pupil. Governors were delighted and it was agreed to invite the pupil to the second summer, 11th July, FGB meeting and bring the timing forward to 2.30pm</p> <p>MGW had been looking into succession planning and governor recruitment.</p> <p><u>Q7</u></p> <p>The FGB was felt to be the right size but it was agreed to rotate chairs and vice chairs at meetings and for governors to move around committees. Committee membership would be looked at in the September meeting.</p> <p>SB to update the spreadsheet and put in the actions.</p>	<p>AFR 11/5/23</p> <p>DS 11/5/23</p> <p>LR Sep FGB SB 11/5/23</p>
12	<p>Any questions on committee minutes</p> <p>a) <u>Policy</u> (discussed at FGB, 19/1/23)</p> <p>There had been no 2nd meeting of the policy group in the spring term as policies were up-to-date.</p> <p>b) <u>Property, health & safety</u></p> <p>Nothing to add to the minutes.</p> <p>c) <u>Learning and Wellbeing</u></p> <p>Nothing to add to the minutes.</p> <p>d) <u>Strategy</u></p> <p><i>Amended strategy for approval and revised tracker</i></p> <p>Governors approved the recommended clause for post 19. They noted the strength of the strategy document and links to the SDP. The committee approved the strategy and asked LR to ensure it was uploaded onto the website and add clause to tracker.</p> <p><i>Post 19 support application</i></p> <p>Governors approved pursuing the post 19 application with the DfE.</p> <p>e) <u>Resources</u></p> <p><i>SFVS, Scheme of delegation, Statement of Internal control for approval</i></p> <p>Approved and signed.</p>	<p>LR 7/4/23</p>
13	<p>Governance:</p> <p>a) <u>Governor induction and committee membership</u></p> <p>PC to follow up with DS and LH. Committee membership to be reviewed at September FGB.</p> <p>b) <u>Link Governor Report & analysis of skills audit</u></p> <p>The skills audit had highlighted that governors wanted to do more training. PC had added the link to the WSCC virtual training into his report. He also raised the training</p>	<p>PC 11/5/23</p> <p>All 11/7/23</p>

	<p>sessions offered by the school and encouraged governors to attend. He was pleased that governors had undertaken the diversity training and that the governing body would get stronger by changing roles and sharing jobs as highlighted in Q7 of the Ofsted preparation.</p>	
14	<p>Safeguarding</p> <p>RG/MO reported on safeguarding. L&WB had studied the breakdown of needs and RG explained that usually cases were resolved during the year. However, this year had seen an increase in children with child protection plans which had added to the workload of staff. To be monitored at L&WB.</p> <p>RG noted the support/equipment that the school were helping families with and had offered to liaise on behalf of the governors with the school. She had already been able to source items.</p>	
15	<p>Note of Risk Register</p> <p>Nothing to add.</p>	
16	<p>AOB</p> <p>Governor subject visits had been confirmed for 28th March and 10th May from 9.30am - 12.30pm</p> <p>Governors spoke further with M Bashar and learned of the work he had done to establish the Haywards Heath Mosque. They were excited about the benefits of a link for WM pupils and did hope he would be interested in joining the governing body as well.</p>	All 10/5/23
17		
18	<p>Dates for next meetings</p> <p>Policy: Thursday, 11th May at 3pm</p> <p>FGB: Thursday, 11th May at 4pm</p> <p>Property, health and safety: Tuesday, 16th May at 2pm</p> <p>Learning & Wellbeing: Monday, 12th June at 4pm (college)</p> <p>Strategy: Monday, 26th June at 4pm</p> <p>Resources: Thursday, 29th June at 4.00pm</p> <p>FGB: Thursday, Tuesday, 11th July at 2.30pm</p>	

SIGNED.....*Marion Wilcock*..... DATE.....11th May 2023.....

ACTION GRID March 2023			
Minute number	Action	Who	By when
7	Follow up on college delay, drainage agreement, planning condition (community use agreement/noise)	AFR/MGW	✓
10a	What governor action is required for part 1 of KCSiE.	LR	✓
10b	Find new HTPM advisor through local chairs' group	MGW	Ongoing
11	Q19. Possible peer review on governance	AFR	✓
11	Q4: Invite student to be associate governor. To be invited to Summer 2 FGB at 2.30pm	DS/LR	✓
11	Q7: Rotate chair/vice chair of meetings & consider committee membership rotation at September FGB	FGB Agenda	September 2023
11	Update actions on 20 questions spreadsheet	SB	✓
12c	Revised strategy to website & new clause 1d added to tracker.	LR	✓
13a	PC to continue governor induction with DS & LH	PC/DS/LH	✓
16	Summer governor visit arranged – 9.30-12.30 10/5/23.	All	✓

Attachments

Draft budget 23/24 and statement

Lettings hire cost recommendations

Chair's Report

Head's Report

FGB minutes x 2 19/1/23

Committee minutes: Policy, P,H&S, L&WB, Strategy, Resources

Current committee membership

Link Governor report