

**WOODLANDS MEED**  
**FULL GOVERNING BODY MEETING**  
**Thursday, 11<sup>th</sup> May 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), Liz Huffy (LH)**

**Invited to meeting: M Bashar (MB) – apologies received**

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

<b>MINUTES</b>		
<b>1. Welcome, Introductions and Apologies</b>	Apologies were received and accepted from Matt Stuart. SB attended on Teams. Bashar, who had attended the last meeting as a possible governor, had subsequently been elected onto both the Town and District Council so unfortunately did not have the time to devote to governorship. He was, however, happy to maintain a link between the Mosque and Woodlands Meed. Governors asked LR to send on their congratulations to Bashar and considered other possible candidates. MGW to pursue.	
<b>2. Declaration of Interests</b>	SB: Granddaughter, pupil at College.	
<b>3. Chairman's Action and Report</b>	See appendix A. Governors discussed the small fire that had resulted from a faulty light fitting. It had been efficiently dealt with and Dave Pilbeam was now following up with the manufacturers. AFR confirmed they were working with WSCC to access a grant to replace lights with LEDs which would be safer and cost effective.	
<b>4. Notice of AOB</b>	<u>Quality in careers standard</u> Governors congratulated WM on receiving the award and RG/SB would be attending the presentation. <u>Appeal</u> Governors were aware of an appeal process and AFR thanked them for their involvement. <u>Policy meeting</u> The policy committee had met immediately prior to the FGB. They had reviewed the ECT (early career teacher) policy and as policy needed full governor approval recommended it to governors. LR to send with minutes and ask for any comments.	LR 9/6/23
<b>5. Progress and Report on New Building</b>	<u>Noise/acoustic wall</u> Governors were pleased to learn the 'acoustic wall' was being removed from the drawings. They were still concerned about the methodology used for noise levels. SV raised the noise air source heat pumps could make and though there had been some action taken to address the noise asked that a question was asked at the next Project Board as to whether acoustic pads were being fitted. <u>Drainage</u> Browne Jacobson had been asked to draft an indemnity agreement with WSCC and governors noted the importance of ensuring it stipulated WSCC were	AFR 9/6/23

	<p>responsible and that it was signed.</p> <p><u>Transport</u></p> <p>Some amendments had been requested on the traffic management scheme which had been verbally promised. To be chased up by email if confirmation not received.</p> <p><u>Fire regulations</u></p> <p>BLB had been asked to handle the fire safety planning and progress was being made, though governors did not understand why it was part of the school's remit.</p> <p><u>Go or No Go</u></p> <p>AFR explained the current situation with the opening date and confirmed fortnightly meetings were taking place to give as much advance notice as possible. MGW stipulated the importance of ensuring the building was finished and governors agreed that a decision would be made to go ahead on 11/7 according to the solutions offered.</p> <p><u>MUGA</u></p> <p>There was no longer a requirement in the community use agreement for the MUGA to be used by outside organisations and it was up to the headteacher in association with other local schools to set its use. The prices would be subject to review by the governors. Governors thanked MGW for her work on this and agreed it could be signed.</p>	<p>AFR/MGW 11/7/23</p> <p>AFR 9/6/23</p>
<b>6.</b>	<p><b>Approval of Minutes dated 23<sup>rd</sup> March 2023</b> (appendix B)</p> <p>The minutes were approved and signed as a true record.</p>	
<b>7.</b>	<p><b>Matters Arising/action grid</b></p> <p>a) <u>KCSiE</u></p> <p>All governors had confirmed they had read KSCiE part 2. BH to record confirmation as others had done with email. (LR to send.) Governors appreciated there was no legal requirement for governors to read part 1 but it was good practice to do so.</p> <p>b) <u>HTPM advisor</u></p> <p>Governors urgently needed to confirm an advisor for the review process. MGW to follow up with local chairs.</p> <p style="text-align: right;">LH joined the meeting.</p>	<p>LR/BH 26/5/23</p> <p>MGW 12/6/23</p>
<b>8.</b>	<p><b>Governance:</b></p> <p>a) <u>20 questions actions</u></p> <p><u>Peer review</u></p> <p>AFR felt QEII were probably the best fit to do a peer review on governance and they had recently had an Ofsted inspection. AFR to discuss with QEII prior to the next meeting.</p> <p>DS confirmed a pupil would be attending the next FGB meeting.</p> <p><u>Pupil involvement</u></p> <p>The School Council had some questions for Governors and DS asked that governors submit any questions they might have for the pupil before the meeting, so they could be discussed by the School Council in advance.</p> <p><u>Committee membership</u></p> <p>All governors were asked to consider their committee membership before the September meeting and invited to attend different committees.</p> <p><u>Induction process</u></p> <p>Governors discussed the induction process for new governors. They recognised the difference in being a governor with an education background as both new governors were teachers. However, as new governors started, they recommended appointing a mentor governor. Governors asked for the Induction Document to be recirculated for an agenda item on Induction process at September meeting.</p> <p>SB confirmed the 20 questions had been RAG rated and she would continue to</p>	<p>AFR 11/7/23</p> <p>All 1/7/23</p> <p>All 9/23</p> <p>FGB agenda</p>

	<p>keep them updated.</p> <p>b) <u>Governor visit</u> (EYFS &amp; KS3 curriculum developments (appendix C) &amp; note communication visit)</p> <p>Governors thanked RG for her excellent report on curriculum developments learning walk which took place in the Spring term. Governors had undertaken a learning walk on communication the day before and noted the sheer volume of and variety of techniques used. RG to write up report.</p> <p>Governors felt the termly structured visits were extremely valuable and gave them an important insight into the school. These should be highlighted as part of the induction process.</p> <p>c) <u>Link Governor report</u> (appendices D &amp; E)</p> <p>PC kept the training log updated and reminded governors of the In house school training they were welcome to attend.</p> <p>He flagged up the seminar WSCC were hosting around Pupil Voice on 5/7.  <a href="https://schools.westsussex.gov.uk/Event/193895">https://schools.westsussex.gov.uk/Event/193895</a>.</p> <p>PC also reminded governors to review the strategy tracker that now had the school development plan embedded in it in advance of the strategy meeting on June.</p>	<p>RG 26/5/23</p> <p>All training ops</p>
9.	<p><b>Safeguarding</b></p> <p>Safeguarding was discussed at learning and wellbeing meetings. Safeguarding to be on the FGB agenda held after L&amp;WB to give MO/RG full opportunity to report.</p>	LR
10	<p><b>Note of Risk Register</b></p> <p>Include lighting replacements.</p>	LR 26/5/23
11	<p><b>What impact has the meeting had on pupils?</b></p> <p><b>Working on providing best facilities for pupils.</b></p> <p><b>Reviewing governor actions through 20 questions to ensure effective governance.</b></p>	
12	<p><b>Dates for next meetings</b></p> <p>Property, health and safety: Tuesday, 16<sup>th</sup> May at 2pm</p> <p>Learning &amp; Wellbeing: Monday, 12<sup>th</sup> June at 4pm (college)</p> <p>Strategy: Monday, 26<sup>th</sup> June at 4pm</p> <p>Resources: Thursday, 29<sup>th</sup> June at 4.00pm</p> <p>FGB: Tuesday, 11<sup>th</sup> July at 2.30pm <b>at the College</b></p>	

SIGNED.....*Marion Wilcock*.....DATE.....11<sup>th</sup> July 2023.....

ACTION GRID May 2023			
Minute number	Action	Who	By when
4	Send early career teacher policy to FGB for final approval.	All	✓
5	Check contingencies in place for noise from air source heat pumps.	AFR/MGW	✓
	Check drainage maintenance agreement and indemnity signed.	AFR/MGW	
	Follow up traffic management scheme if not received with requested amendments.	AFR	
7	Governors to confirm reading of KCSiE part 2	BH/LR	✓
7	Find advisor for HTPM process	MGW	✓
8a	Peer Review. Follow up for peer review on governance with QEII	AFR	✓
8a	Governors to submit any questions to student before attending FGB to give pupils a chance to prepare.	All	✓

8a	Consider membership of committees for September FGB	All	1/9/23
8a	Induction item on September FGB agenda. LR to re-send induction document.	LR	✓
8b	Write up report on governor spring term visit on communication	RG	✓
8c	Governors to take advantage on inhouse, NGA and WSCC training. Interested governors to access Pupil Voice seminar on 5/7. <a href="https://schools.westsussex.gov.uk/Event/193895">https://schools.westsussex.gov.uk/Event/193895</a> . Review strategy tracker prior to June meeting.	All	✓
9	Safeguarding to be on second FGB agenda of each term after reports at L&WB	RG/MO/LR	✓
10	Add fire in light to risk register.	LR	✓

- Governors must read part 2 because this is the part that relates specifically to their role. If the GB wish to make it a requirement for them to also read part 1 that is ok but it is not legally required so is down to the individual GBs.

#### Appendices

- A. Chair's report
- B. FGB minutes 23/3/23
- C. Governor visit report
- D. Link Governor training report
- E. Governor training
- F. 20 questions progress report