

**WOODLANDS MEED SCHOOL**  
**'Enjoying Opportunities Together'**  
**FULL GOVERNING BODY MEETING**  
Wednesday, 14<sup>th</sup> November 2012 at 4.45pm  
VENUE: Conference Room, Woodlands Meed School

**FGB Present: John Clifton (JC), James Green (JG), Jane Lacey (JL), Miriam Owen (MO), Gill Perry (GP), Annette Smith (AN), Sara Smith (SS)**

**Invited to the Meeting as proposed LA Governor: Barbara Temple (BT)**

**Also Present: David Anning (DA)**

**Clerk: Louisa Rydon (LR)**

MINUTES

**1. Welcome, Introductions and Apologies**

LR opened the first meeting of the Full Governing Body (FGB) and all governors introduced themselves. There were no apologies.

**2. Register of Pecuniary/Business Interests**

Individual signed copies were returned to the clerk.

**3. Instrument of Government**

LR explained the situation regarding the expansion of the Governing Body and all governors had a copy of the Instrument. It was understood that BT's application to be the LA governor was currently being processed by WSCC. The clerk asked BT to leave the room whilst her situation was discussed.

*BT left the meeting.*

**4. Discussions, Recommendations and Appointment of Co-opted Governors**

**5. Election of Chairman**

JC informed the governors of BT's position as chair of the Temporary Governing Body and her previous involvement with Newick House. After careful consideration, the governors felt it was important for BT to continue her role as the FGB developed and for that reason they voted to co-opt BT as a governor until her position as LA governor was confirmed. They then discussed the chairmanship of the FGB and unanimously voted BT into the post. They understood that BT would continue with her weekly meetings with GP. It was agreed that when BT was confirmed as the LA governor and the governor vacancies had been filled the election for chairman would be re-run.

*BT rejoined the meeting & took over as chair.*

BT thanked the FGB for their support and asked for a vice chair to be appointed. She highlighted the work that JC had carried out as vice chair for the TGB and the continuing work he was undertaking with the buildings and solicitors. JC was duly elected as vice chair.

BT clarified the role of governors as a 'critical friend' to the school and governors discussed the most effective form of governance. After some consideration, it was felt it would be advisable to meet as the whole FGB for the first few meetings to give each governor the opportunity to get a complete overview. At this stage, the FGB would meet 3 to 4 times per term. (LR to source details on employee's entitlement to time off for governor work – see note at end of minutes.) Once all the governors were appointed and they had attended a few meetings, the

possibility of a committee structure would be looked at. The three areas to focus on were highlighted as:

- Curriculum
- School Environment – to include safeguarding
- Staffing & Finance

It was agreed these would appear on the FGB agendas before agreeing a committee structure. It was also recommended that, in time, the agenda should be linked to the school development plan.

Each governor gave some background on their areas of expertise and what they hoped to contribute to Woodlands Meed. They considered the skills they had and discussed where the gaps might be. BT highlighted the experience of the TGB members and the governors agreed Brian Davey should be asked to be on the FGB as a co-opted governor. They also noted he had been vice chair on the Court Meadow governing body and recognised the benefits of having someone with that connection. BT explained the value of having Oakmeeds governors on the TGB and after some discussion, the FGB asked that Margery Turner be approached to be a co-opted governor. JC felt it would be beneficial to have somebody with legal experience and SS informed the FGB of someone who might be interested. She agreed to make the approach and would inform BT of the outcome.

Two co-opted governors could be members of staff and the FGB recognised the value of having staff representation from across the sites and in a variety of roles. The FGB asked DA to think about his role on the FGB. They were worried that being a governor would cause too much extra work and were happy for him to continue as an associate member. DA agreed to consider his role and if he wished to be a governor the FGB would then look at balancing the staff representation with a TA. GP noted that members of staff who had previously been on the TGB might be interested in continuing on the FGB if approached.

AS reported on the strong links the school had with Amex and the FGB felt Karen George might be an excellent governor. It was agreed that she could be co-opted if there were vacancies or nominated as a partnership governor.

## **6. Nominations for Partnership Governors**

Nominations for partnership governors were from parents and the community. The FGB felt it would be useful to have links with local schools and suggested a letter to the Governing Bodies of Birchwood Grove, Oakmeeds and London Meads asking for nominations for a partnership governor. GP was aware of two charities (MENCAP & Burgess Hill and District Lions) who might be interested in being represented and nomination letters should be sent to them. All parents would be asked for nominations. LR to draft appropriate letters.

## **7. Discussion on appointment of Associate Members**

Kevin Banfield and Ian Hickey would on occasion represent GP at meetings and were appointed as associate members.

DA, as School Business Manager, would be appointed as associate member if he did not wish to be considered as a governor.

## **8. Headteacher's Report**

GP had sent a comprehensive report prior to the meeting. She ran through the report and highlighted the number of pupils on roll. The FGB discussed their involvement with admissions and raised concerns about rising pupil numbers. They agreed to delegate to GP on admissions for up to 230 pupils. As soon as 230 pupils was reached they recommended that GP informed

the governors and, as and when pupils were put forward for admission, asked GP to consult with BT.

GP highlighted the challenges presented to staff with the closure of the Court Meadow site before Christmas. The FGB understood GP and BT had discussed an additional closure day but agreed that another closure day for these children was not ideal. As there would not be another meeting before the end of term, the FGB agreed that the school should, if necessary, pay for additional supply cover.

GP noted further areas where governor input was required – as recommended by the Pay Committee for the TGB, the pay scale for teaching assistants needed to be reviewed, there were two governor run clubs to be monitored and the direction for the Hub services needed consideration. To be added to action grid.

The governors thanked GP for her excellent and very detailed report.

*The FGB agreed that the items 8 – 14 on the agenda would be covered in further detail at the next meetings. The first meeting had been an opportunity for governors to receive a thorough overview.*

#### **9. Report on Progress on Buildings**

The FGB asked JC to continue his work on the buildings and with the solicitors and he would update them at the next meeting.

#### **10. Safeguarding Report**

Report at next meeting.

#### **11. Update on work with Solicitors & Current Situation**

Report at next meeting from JC.

#### **12. Finance Report**

DA confirmed that the school was currently within budget and that the additional funding for opening on three sites had all been spent. He noted the problems the school was experiencing with the website provider and JC offered to come to a meeting to look at solutions. The FGB were particularly concerned that the provider had not met expectations and were aware Ofsted had stipulated what was required on a website.

#### **13. Staffing Update**

The FGB appreciated it had been necessary to employ extra staff to ensure the safety of pupils.

#### **14. Confirmation of policies being used**

The school had adopted all statutory WSCC policies.

#### **15. Items for future Discussion (to be carried over)**

- Committees for Governing Body
- Terms of Reference
- Designated governors – Performance Review, Safeguarding, LAC, Lettings
- Link governor

- Governor Expenses Policy

DA & JL left the meeting

**16. AOB**

**i. Headteacher's Performance Management**

To ensure the Headteacher's performance management could be carried out by 31<sup>st</sup> December BT and SS agreed to act as the lead governors. LR to find a suitable external adviser and some provisional dates.

**ii. Governor Training**

Governors would receive the Training Manual from WSCC in due course. BT recommended new governors attend the Getting Started and Being Effective training.

**iii. Governor Lanyards**

To be made up and distributed at next meeting.

**iv. Governor Code of Practice**

LR to email to BT and for discussion at the next meeting.

**17. Discussion and agreement on frequency and timings of FGB/committee meetings**

There would be 3 to 4 Governor meetings a term until a committee structure was put in place. BT thanked the governors for their input and reminded them that the most effective governors ask questions.

**18. Date of Next Meeting**

Wednesday, 16<sup>th</sup> January, 2012 at 4.45 at Woodlands Meed College site.

Useful Websites:

[www.education.gov.uk/schools/leadership/governance/guidetothelaw](http://www.education.gov.uk/schools/leadership/governance/guidetothelaw)

This will give you a copy of the Guide to the Law. Section 5, point 5 on page 26 has information on entitlement for time off work.

[www.wsgfl.org.uk](http://www.wsgfl.org.uk)

This is the WSGFL (West Sussex Grid for Learning). If you go to the governor page you will find useful links.

**ACTION GRID  
November 2012**

4	Co-opted Governors	Draft letters to Brian Davey & Margery Turner inviting them to be co-opted governors. Once approved letters to be sent. DA to consider his role on Governing Body & inform BT. Then letters to other possible staff governors to ensure good representation on FGB. SS to approach contact with legal experience & inform BT whether he is interested. If so, letter to be sent. If there is a vacancy for a co-opted governor, Karen George to be considered.	LR DA BT/LR SS BT/LR BT
6	Nominations for	Letters to be sent to all parents & community to	Agenda

	Partnership Governors	Include local schools & named charities.	
8	Headteacher's Report	GP to liaise with FGB once school roll reached 230 pupils.	BT/GP
	Teaching Assistant pay scale	To be reviewed at next meeting.	Agenda
	Governor Run Clubs	To be added to monitoring list.	Agenda
	The Hub	Agenda item explaining the Hub at next meeting.	Agenda
9	Buildings & Solicitors	JC to continue working on behalf of FGB & report back to next meeting.	JC
12	Website	JC to support DA if necessary over working with website provider	JC/DA
16i	Headteacher's performance management	To be arranged & external adviser asked to attend.	BT/SS/LR
16ii	Governor Training	Governors to consider attending training courses	All
16iii	Lanyards	Lanyards to be done for governors by next meeting.	School
16iv	Governor code of practice	LR to email to BT for discussion at next meeting.	Agenda

Signed

*B. Temple*

Date 16/1/13