

WOODLANDS MEED
'Enjoying Opportunities Together'
FULL GOVERNING BODY

Wednesday, 22nd May 2013 at 4.45pm

VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill, RH15 0DP

FGB Present: Barbara Temple (BT), John Clifton (JC), Ian Carter (IC), Brian Davey (BD), Mary Fry (MF), Karen George (KGe), Kim Gow (KGo), Green (JG), Gill Perry (GP), Annette Smith (AS), Sara Smith (SS), Alan Ranger (AR), Margery Turner (MT)

Associate Members Present: David Anning (DA), Kevin Banfield (KB)

Clerk: Louisa Rydon (LR)

<i>We will focus on the needs of individual students, paying attention to:</i>
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<i>1. That ALL students are working towards their potential.</i>
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<i>2. The quality of teaching</i>

<i>3. Ensuring students and staff are safe.</i>

<i>4. That there is good leadership and management of the school.</i>

MINUTES

1. Welcome, Introductions and Apologies.

Apologies had been received and accepted from Miriam Owen and Ian Hickey. SS, JG and KG would join the meeting as soon as possible. It was agreed that Associate Members as members of their committees were welcome to attend FGB meetings as Observers but they did not need to attend.

2. Update on Governing Body Membership & Identity Checks

BT was sorry to announce Jane Lacey's resignation from the governing body owing to time pressures. BT had emailed to thank her for her valuable contribution to both the TGB and FGB of Woodlands Meed. It was agreed a parent governor election should be held as soon as possible. All governors (with the exception of staff governors who were CRB checked) had been asked to send in proof of identity to the school.

3. Declaration of Interests

None to declare in this agenda.

4. Chair's Action

i. Payments

BT had been notified of and approved necessary payments by cheque.

ii. Woodlands Meed Signs

The school had continued to ask for road signs for both sites and BT had written to WSCC to stress the need to have them in place.

iii. Academies

All governors were aware of the increased focus on the Academies and BT reported on the consultation Oakmeeds were carrying out. BD, JC, AS and MF would set up as a Working Party to ensure Woodlands Meed kept up with developments. Governors were aware of the

increased work load setting up as an Academy would involve but felt it was important to be aware of the opportunities so informed decisions could be made.

LR to forward all Oakmeeds and Academy information received so far for Working Party to discuss and plan future actions.

- iv. See Confidential Minute

SS/KGo and JG joined the meeting.

5. Notice of AOB

None.

6. Approval of Minutes dated 17th April, 2013

The minutes were approved and signed as a true record. BD asked LR to send governors a list of recognised abbreviations.

7. Matters Arising from Minutes

- i. Minutes on Website

Governors were happy with IC's suggestion of placing the approved minutes on the governor page of the website.

- ii. Perspective

Log ins would be given to governors.

8. Committee Reports

- i. Staffing and Finance (BT)

The committee had scrutinised the budget and recommended it to the FGB. As requested at the February meeting, GP, BT, DA had worked on the SFVS (Schools Financial Value Standards) and the completed version had been submitted to WSCC and would be reviewed annually in the Spring term. (Attached to minutes)

- ii. Premises, Health & Safety – no meeting since last FGB. (JC)

JC confirmed the queries raised by the solicitors on the land transfer had been answered and returned. He reported that the school had been invoiced for the work so far which amounted to £6,000. Governors were pleased that Marion Wilcock, a partner at DMH had joined the committee as an associate member and would welcome her expertise.

- iii. Learning & Wellbeing (AS)

AS summarised the work done by the committee.

9. Approval of Budget (recommended by Staffing & Finance committee)

DA had gone over the budget with MT and then it had been presented to the Staffing and Finance committee. The committee had been concerned that there was no contingency funding but recognising how tight the budget was they had recommended it to the FGB.

KGe raised unknown costs as she and JG had been working on the website requirements. They understood there could be an obligation to provide the prospectus in translation, Braille and audiotape. The FGB carefully considered unforeseen costs and asked DA to give them details of any room in any costs centres. DA confirmed that as the budget progressed he would give full information to the staffing and finance committee explaining expenditure in each cost centre. Governors clarified that there

had been no contingency in the last few budgets and all governors acknowledged the importance of spending the current budget for the benefit of the current pupils. They asked if the WM continued to receive the split site funding and DA confirmed that David Gwenlan had said it had been included within the figure.

The governors thanked DA and his team for the excellent work done to ensure the 2012/13 was met with the benefit of £4,000 carry over and for putting together a balanced budget for 2013/4. They particularly noted his achievements as the budget allocated to Woodlands Meed did not match the Court Meadow and Newick House budgets.

The FGB approved the budget for BT to sign.

10. Headteacher's Report - (GP)

GP apologised that governors had not received her report earlier. However, governors thanked her for her very clear report and had enjoyed the annotations and the excellent detail. They felt it was a very effective way of seeing how the school was operating and were delighted by the increasing opportunities for students.

The governors discussed the pupil numbers for next year and approved 234. They understood WSCC wanted the option to raise the numbers as the buildings works were completed to 240 during the school year. They stressed the need to have a clear statement on admissions and asked the Wellbeing and Learning Committee to clarify WM's stance and level of influence on admissions at their next meeting.

GP went through the report for governors. Particular questions/items raised included:

- AR understood a Town Councillor had met with pupils when the planned developments for Burgess Hill Town were discussed. He recommended the school took up the councillor's offer to come into the school to talk directly to students as an excellent way of involving them in the development of the town. GP confirmed IH was aware of the offer and would organise the visit.
- Governors commented on the large increase in cleaning staff but understood this was due to taking the cleaning in-house. They were aware this was working out to be cost effective as well as ensuring the cleaning was done much more efficiently.
- Governors understood GP's concerns about staff training and the limits on their time but that as much training as possible was taking place. Governors were interested in attending training sessions themselves and GP confirmed they would be warmly welcomed. All governors were asked to take a note of INSET days when the dates were confirmed and were encouraged to attend.
- Governors were pleased to note the school was starting to add their priorities for next year to the SDP (School Development Plan) and that they continued to set new targets.
- On questioning, GP explained honorariums might be an effective way of rewarding particular staff for the extra work they were asked to carry out and DA confirmed room had been made in the budget.
- DA confirmed the Premises, H&S committee was monitoring the lettings and that the financial importance of lettings was balanced with ensuring a good relationship with the local community.
- GP reported that there was now a request for governor approval of a residential trip.

Governors thanked GP.

11. Link Governor report (MF)

LR confirmed that no in-house training had been undertaken since the FGB set up. MF felt they should use their entitlement and suggested having a session on understanding data. If governors had any other views, they were asked to email MF. MF offered all new governors the opportunity to meet with her to go through the training handbook and discuss ideas. A date was agreed at the end of the meeting.

BT thanked MF for beginning her role as link governor which was recognised to be of huge value to governors.

JG, JC, KGe and AR were all attending the Preparing For Ofsted training being run at Gattons Infant School.

12. Safeguarding Governor report

i. Positive Handling Incidents

GP explained any incidents were reported through SIMs and she would be happy to share the records with BT.

ii. Disciplinary incidents

There had been one 2 day exclusion which KB noted might have an effect on an external exam. Governors were aware that if any exclusion period was longer, a governor panel would be necessary.

iii. Racial / homophobic incidents

GP confirmed IH had completed and submitted the form to WSCC with a nil return.

13. Governor Monitoring Reports

- MT had visited DA to discuss the budget and IH to monitor the LAC (looked after children.) LR had sent information on what was expected in the report and IH had been asked to present it at the July meeting.
- KGe/JG had looked at the website and KGe would report their findings through the Learning and Wellbeing Committee.

14. Policies

i. Behaviour for Learning – Code & Statement Approval

The Learning and Wellbeing committee had worked on the statement and the FGB read the amended version. KGe was concerned that it was a summary of the policy rather than being a strategic/principle driven statement. Governors appreciated her view but felt it was an easily accessible document and an excellent reflection of the governors' views on behaviour. The statement was approved and governors asked KGe to be involved when the statement was reviewed in 2014.

ii. Governor Expenses Claim Form

The staffing and finance committee had approved the governors' expenses policy which LR had personalised for WM. She had added an expenses form and with the addition of a mileage column governors approved the form. To be emailed out to all governors.

15. AOB

i. Security

SS had raised a security issue – governors with any safeguarding issues were asked to email BT (safeguarding governor) with the concern.

16. Date of Next Meetings:

- Premises, Health & Safety, 19th June at 4.30pm, School site
- Learning & Wellbeing, Monday, 24th June at 4.30pm, School site

- Staffing & Finance, Tuesday, 2nd July at 4.30pm, College site (rearranged & confirmed date)
- FGB, Wednesday, 10th July at 4.45pm, School site
- Pay TBC

**ACTION GRID
MAY**

2	Parent Governor election	LR to liaise with SK	LR/SK
4iii	Academies	Working Group to be set up. Paperwork to group.	BD/JC/AS MF/LR
6	Acronyms	LR to send list to governors	LR
8i	SFVS	To be sent out with minutes. Review annually in Spring term.	All/LR
10	Admissions	Admissions statement and procedure agenda item at next L&WB meeting.	Cttee/LR
11	Link Governor	New Governor meeting with MF to be arranged. Consider inhouse training session.	All
12	Safeguarding	GP to show BT positive handling records.	BT/GP
14i	Behaviour Statement	Approved & KGe to be involved with next review.	KGe
14ii	Governor expenses	Approved & form forwarded to governors	LR
15i	Safeguarding issues	Governors to email BT as safeguarding governor with any issues	All

Signed

B. Temple

..... Date10th July 2012