

WOODLANDS MEED
'Enjoying Opportunities Together'
FULL GOVERNING BODY
Wednesday, 17th April 2013 at 4.30pm
VENUE: Woodlands Meed School, Chanctonbury Road, RH15 9EY

FGB Present: Barbara Temple (BT), John Clifton (JC), Ian Carter (IC), Karen George (KGe), Kim Gow (KGo), Jane Lacey (JL), Miriam Owen (MO), Gill Perry (GP), Annette Smith (AS), Sara Smith (SS), Alan Ranger (AR), Margery Turner (MT)
Also Present: Mary Fry (MF)
Clerk: Louisa Rydon (LR)

MINUTES

1. Welcome, Introductions and Apologies.

BT opened the meeting and was delighted that after six months the governing body had a full complement. The new governors were welcomed onto the Board and introductions were made.

Apologies were received and accepted from Brian Davey and James Green.

The governors discussed their role as a Foundation without a Foundation school and the importance of supporting the school as it developed and grew. BT explained the sentences heading the agenda and governors' aim was to reduce these to four bullet points to succinctly describe their role in ensuring individual pupils' needs were at the heart of everything.

2. Vote for Mary Fry as Co-opted Governor

The governors had seen Mary Fry's wealth of governor experience and discussed her membership by email. MF was asked to leave the room and a formal vote was taken. Her election onto the governing body was unanimous.

3. Declaration of Interests

Barbara Temple: Learning Service of WSCC

John Clifton: Wife employed at Woodlands Meed

Miriam Owen: Director for Kangaroos

Margery Turner: Governor at Oakmeeds Community College

4. Membership of Governing Body

i. Committee Membership (updated version attached)

The membership of each committee was confirmed. KGo would make a final decision after attending two committees. Quorum for committees was confirmed as three governors and associate members were given voting rights.

Governors had given their preference for individual governor roles. LR reported that James Green had intimated an interest in the website governor and would contact him to ensure he was happy to undertake the role. The role would include ensuring the website reflected both the school and college, included all the information required by Ofsted and was kept up to date. KGe offered to support JG in the role.

The governors thanked Mary Fry for volunteering to be the Link Governor until September and KGe for undertaking the SEN hub. AR raised the concerns he had with the induction process and it was agreed that in future the link governor would mentor new governors to ensure an

easy transition onto the Board. GP distributed copies of the Staff Handbook to give governors a better understanding of the staff at Woodlands Meed.

The appointed LAC (looked after children) teacher was Ian Hickey and MT would be the representative on the FGB. The governors discussed their responsibility for LAC and asked for a report from IH at the July FGB meeting.

The Pay Review committee consisted of the chair, vice chair of governors and usually the chairman of Staffing and Finance. As BT had been chairing the meeting, MT had taken on the third place on the committee and a meeting had been held.

There was some discussion on an admissions committee and the governors studied the delegated task list. Governors appreciated the issues surrounding admissions to a special school and felt it advisable to make admissions part of the remit of the governing body.

If the need for Panels arose, appropriate governors would be asked. It was noted that a SEN governor was also a requirement.

ii. Staff Governor update

Ian Carter and Kim Gow had been appointed as the co-opted governors.

iii. Designated Governors

See 3i.

iv. Approach to Governors' School Visits & Allocation of Key Stages to monitor

BT and GP had considered the most effective way to monitor key stages and governors had approved the system by email. They agreed staff governors should not be involved and parent governors should avoid their child's key stage. KGe raised concerns about her role as a volunteer and a conflict of interests. Parent and Staff governors noted that they had similar issues and were able to reassure KGe.

Governors volunteered to monitor individual key stages as detailed in the committee membership. Governor representation at parents' events was seen as important and governors were asked to volunteer on an adhoc basis for events such as parents evenings and the coffee mornings run by Ian Hickey.

JG and BD to inform LR which areas/roles they would like to cover. LR to distribute class visit guidelines with minutes.

v. Associate Members

David Anning was appointed as an associate member for both the Premises, Health and Safety and the Staffing and Finance committees.

SS had approached Marion Wilcock who specialised in commercial property law and governors were delighted she was interested in joining the Board as an associate member for the Premises, Health and Safety committee. They asked LR to write to her suggesting she met with John Clifton immediately prior to the next committee meeting on 19th June.

vi. Expenses

The Staffing and Finance committee had it in hand to review the Governors' expenses policy during the summer term. Governors with claims (childcare/travel) were asked to send David Anning the receipts so they could be reimbursed.

5. **Chair's Action**

i. Academy meeting

Governors were aware of WSCC's current thinking on Academies and they recognised that it was vital they were kept well informed of developments and had a presence in locality discussions. GP and MF were attending the forthcoming Academy training and would forward any information to governors.

ii. Process for raising concerns re governance

BT stressed the importance of governors being able to raise any concerns/issues they might have. A file had been set up on the Governor Drive and until the drive was accessible to all, governors were asked to send a confidential email to LR who would upload the system so the issue could be addressed.

iii. Delegated Task Recorder

GP and BT had worked through the document. AS confirmed that the discipline policy referred to the behaviour policy and that the Learning and Wellbeing Committee's role was to ensure the prospectus was reviewed and agreed each year. She noted that the committee also had a responsibility for the nutrition of school meals and governors asked LR to add this to the terms of reference for review at their next meeting. Subject to LR amending the delegated task recorder to ensure admissions were the remit of the FGB, the document was approved and would be reviewed annually in the Autumn term.

6. Notice of AOB

None.

7. Approval of Minutes dated 16th January, 2013

The minutes of the meeting were approved and signed as a true record. BT confirmed that she and GP approved the minutes prior to distribution but if governors had any comments to make, they should not hesitate to contact LR. Once the minutes had been approved at the FGB they would become public documents. IC was asked to ensure they appeared on the website and school notice boards. (LR to email IC approved minutes following each FGB meeting.)

8. Matters Arising from Minutes

i. WSGFL Login

IC would ensure Karen George, Mary Fry and Alan Ranger all received a WSGFL login.

ii. CRB

Governors were aware the WSCC guidelines had changed but felt it was important information was held on each governor. GP raised the difficulties Shelley Knight was experiencing in putting together the Single Central Record and it was agreed it would be advisable for each governor to bring in proof of identity with a photo and address to the next FGB meeting. LR to liaise with SK prior to the next governor meeting and add to the agenda. It was noted that several governors did have a CRB certificate and that at no point would a governor be alone with pupils.

9. Committee Reports - Consider Statement for Inclusion on Terms of Reference for all committees to focus our meetings

All governors had received the minutes from committee meetings and all reviewed terms of reference were approved by the FGB.

John Clifton highlighted three items discussed at the recent Premises, Health and Safety committee:

i. Premises Manager – Cottage & Barn

The committee had carefully considered the situation and taken advice from the Solicitors. They recommended that the school take up WSCC's offer and pay the council a peppercorn rent for the cottage and barn. There was some discussion over what would happen if the premises manager left and whether the school would continue to have access to the land/storage

space. After careful consideration, the FGB voted to accept the committee's recommendation and asked JC to proceed with WSCC.

They noted that funding needed to be included in the 2013/14 budget for payment of the solicitors.

ii. Nut Policy

The committee had carefully considered the nut policy within school. GP reported that following the meeting, the school had put in place a NUT AWARE policy. Governors confirmed that if there were any changes in any pupil's allergy profile, the policy would be reviewed.

iii. Fundraising Committee

Governors appreciated it was not their role to fundraise for the school though they did appreciate that it was unrealistic to expect parents to undertake a role when they often lived so far away and faced many challenges. GP confirmed it was an area the school wished to develop in the future. Governors felt it was something they should monitor.

10. Brief Report from Pay Committee

BT confirmed the committee had recently met and approved a consistent pay progression for support staff.

11. Headteacher's Verbal Report - Self evaluation form and the school development plan on screen through 'perspective' software (GP)

GP demonstrated to governors how the school was using Perspective and governors recognised the scope of the system. They asked specifically to see how information was cascaded down to staff and how governors could monitor whether targets had been achieved. It was recommended that governors should be given read-only access to Perspective so they could familiarise themselves and be secure in their understanding of both the SEF (Self Evaluation Form) and SDP (School Development Plan). In the meantime, governors would be sent PDF versions on the understanding they were working documents and constantly changing.

GP explained that, as a new school, there was currently not three years of data which meant the school could not be completely secure in their assessments. The governors understood how the assessments had been reached and studied several areas.

They were concerned that a special school was expected to attain the same attendance targets as a mainstream school and felt these were too ambitious for special school pupils. They supported the steps the school was putting in place to try and raise attendance levels but understood there was no evidence of deliberate absence at Woodlands Meed. They suggested comparing attendance figures with other special schools and were confident that anecdotal stories would give Ofsted the evidence they needed. However, they were aware that currently Ofsted expected 93% attendance at Special Schools.

The exact Ofsted guidance is:

Learners' attendance is evaluated in comparison to national figures for mainstream schools (not free school meal bands) as part of the judgement on behaviour and safety. This also applies to special schools and pupil referral units. Inspectors must use the data in RAISEonline and the figures below, combined with the school's own analysis and documentary evidence, to evaluate attendance. When deciding whether attendance is consistently low, inspectors should consider how it compares with the attendance figures for the lowest 10% of schools in 2011/12: this was 94.24% in primary schools and 92.61% in secondary schools.

Governors asked GP if any areas were currently causing her concern and she explained some concern for KS5. Governors asked if she had sufficient staff able to carry out lesson observations and GP reported she did but they had not yet focussed formally on this priority to allow

everyone to settle into the new School and College. Teaching quality had been monitored informally but lesson observations for all teaching staff were planned for this half term. The governors applauded Perspective and they recommended that the School Development Plan informed their committee agendas alongside the school's key values and priorities. JC raised one note of caution and asked for information about where and how the data was stored and confirmation that the site was totally secure. Governors stressed the importance of being able to retrieve the school's data at all times. GP to report back. *Subsequent to the meeting, GP questioned Perspective and was informed that the data always belongs to Woodlands Meed and although stored virtually is secure. If Woodlands Meed decided to leave the service there would be a certain amount of time (a few days) to clear the system before the pages were shut down to keep the data safe.*

12. Approval of Residential Trips

All residential trips had received governor approval.

13. Governing training update (to become the Link Governor report)

LR to distribute information on WSCC safer recruitment training.

14. Safeguarding Governor report – held over to next FGB meeting

- Approval of Child Protection Policy – model policy approved until GP undertaken new WSCC training
- Should Governors be CRB checked? (See 8ii)
- positive handling incidents
- Disciplinary incidents
- Racial / homophobic incidents

15. AOB

None.

16. Date of Next Meetings:

- Learning & Wellbeing, Wednesday, 24th April at 4.30pm, College site
- Staffing and Finance, Tuesday, 14th May at 4.30pm, School site
- FGB: Wednesday, 22nd May at 4.45pm, College site
- Health & Safety, Premises, 19th June at 4.30pm, School site
- FGB: Wednesday, 10th July at 4.45pm, School site

It was agreed to schedule all Full Governing Body Meetings at 4.45pm. Committee meetings would remain at 4.30pm.

**ACTION GRID
April 2013**

1	Terms of Reference	Governors to consider bullet points to head terms of reference	All
4i	LAC report	Report to FGB at July meeting.	IH/MT agenda
	SEN Governor	Vacancy	All
4iv	School Visits	Governors to be asked to attend parent events & attend on an ad hoc basis. JG/BD to volunteer for areas/roles. Class visit guidelines to be distributed with minutes	All JG LR
4v	Associate Members	LR to write to Marion Wilcock to invite her to be AM &	LR

		attend meeting with JC & next Premises, H&S meeting	
4vi	Governor Expenses	Policy to be reviewed at next staffing & finance meeting.	FGB
5i	Academy Training	MF/GP to attend & forward any information to LR for distribution	MF/GP
5iii	Delegated Task Recorder	LR to amend & distribute. To be reviewed annually in autumn term LR to add nutrition item to L&WB terms of reference.	LR LR
7	Minutes	Approved minutes emailed to IC & put on website & notice boards.	LR/IC
8i	WSGFL logs	IC to organise for KG/MF and AR	IC
9i	Premises, Health & Safety	JC to process peppercorn rent to WSCC for cottage & barn. Sufficient funds to be included in 2013/14 budget to pay solicitors	JC DA
11	Perspective	Read-only governor access to Perspective initiated. PDF versions of SDP/SEF to LR for distribution. Governors to familiarise themselves with documents to inform committee agendas. Attendance targets – school to obtain figures for other special schools. Governors to monitor attendance. Information to governors on security policy & how information is stored securely.	GP/IC All GP/IC All GP
13	Safer Recruitment	LR to forward training information	LR
14	Safeguarding Report	Agenda next meeting	LR

Signed

B. Temple

Date: 22nd May, 2013