

WOODLANDS MEED
FULL GOVERNING BODY MEETING
Tuesday, 11th July 2023 at 2pm
VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill RH15 0DP

FGB present: Miriam Owen (MO), Adam Rowland (AFR), Peter Clinch (PC), Sandra Boyd (SB), Bill Hatton (BH), Rose Griffiths (RG), Deborah Scott (DS), Liz Huffy (LH)
Nola Bennett (NB) to give report on Careers Development
Justina Pughe Morgan (JPM)
Present on Teams: Marion Wilcock (MGW),
Clerk on Teams: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies</p> <p>The governors were delighted to welcome Freya, a Woodlands Meed student in KS4 to the meeting. Introductions were made and the governors enjoyed hearing about Freya and her interests. MGW briefly explained the governors' role and how the meeting would work. It was agreed the pertinent items for Freya to be involved with and she would leave after agenda number 9.</p> <p>Apologies were received and accepted from Matt Stuart, Simon Virgo and Deborah Scott. Sandra Boyd to join the meeting a little late. Louisa Rydon and Marion Wilcock were present on Teams.</p>
2.	<p>Declaration of Interests</p> <p>SB: Granddaughter in college.</p>
3.	<p>Decision on opening College and current situation with build (appendix G)</p> <p>Governors had been delighted to learn that the contractor had confirmed the building should be completed by 28/8/23. It was hoped the sectional completion certificate would be issued to allow occupation.</p> <p>Governors recognised the challenges in getting the college ready for pupils and AFR had had a promise of help from the contractors which governors stressed needed to be agreed and honoured.</p> <p>Governors asked when stage 2 would be completed. AFR reported he had been informed the sports pitch could not be built until May 24 due to weather consideration. They were looking at contingency options to build it and AFR was waiting to hear from the experts. Governors asked if phase 2 could be handed over without the sports pitch and AFR believed it could be with hoarding around the pitch.</p> <p>Governors raised their concerns:</p> <p>Why do we only know this now, Faithful & Could and ISG must have known the pitch could only be built in the summer?</p> <p>Are we going to manage with the contrived entrance for 8-9 months rather than the original 4?</p> <p>AFR confirmed there was no choice and that he was confident the access would work if ISG/F&G stuck to the plans.</p> <p>After discussion, governors approved moving out of the current buildings as the new building was scheduled to be ready. Governors asked if there was a plan B if the college for any reason was not ready on 28/8/23. AFR confirmed a solution would have to be immediately found for any problems raised, as ISG had been able to do to date. Governors confirmed there would be regular checkpoints throughout the holidays and gave AFR their full support. They were also reassured by BLB's</p>

	<p>involvement.</p> <p>Freya asked if the closure days were definitely necessary. AFR explained the importance of the closure days to ensure the college could open quickly and safely for pupils.</p> <p>AFR/MGW to share updated information as it came through.</p>	<p>MGW/AFR Summer</p>
4.	<p>Report on Careers Development (appendix H)</p> <p>Governors thanked NB for her comprehensive and positive report. They were disappointed the DFN project had not been possible this year despite the considerable work undertaken, but continued to be excited by the possibilities and understood work would be ongoing to promote the programme for a September 24 start. NB reported on the challenges to recruit pupils for supported internships and how it was being addressed. She had been introduced to the Shaw Trust charity who had been very helpful and might be able to pave a way to offer the programme to 19-24s. She explained the purpose of the SEND Employment Forum and the future plans. Governors were disappointed there were still no supported internships in West Sussex but congratulated NB on the work WM were doing. Freya asked if there would be more career opportunities available and she was pleased to hear about the Green careers week in the Autumn term and options for pupils.</p> <p>Governors were delighted about the 2 awards deservedly given to WM at the Coast to Capital annual conference.</p> <p>PC was very encouraged by the programme and clear goals in place. Post 19-24 was included in the strategy tracker and NB would continue to report through L&WB.</p> <p>NB reported that the VR headsets had been used to demonstrate to pupils the design of the new build which had helped them with their understanding of the new college.</p>	
5.	<p>Chairman's Action and Report (appendix A)</p> <p>a) <u>Community Use Agreement</u> As reported.</p> <p>b) <u>Drainage</u> Indemnity was vital, as WSCC was responsible for the drainage. JPM waiting for the indemnity to be signed.</p> <p>c) <u>Collateral warranties</u> JPM confirmed the roof lights were outstanding. Governors discussed the scheduled health & safety check being held by AFR/Simon Virgo and Dave Pilbeam when pupils were in college. They recommended SV was asked to attend the training taking place on the closure days. Note to add to risk register problems that might come up which won't be known until the building is occupied by pupils.</p> <p>d) <u>Sensory Room</u> AFR was pleased to note that WSCC had agreed to fund the full cost of the sensory equipment which would arrive during October half term.</p> <p>e) <u>KCSIE checklist for approval</u> The checklist was approved and would be used by the safeguarding leads.</p> <p>f) <u>Governor collaboration (QEII)</u> MGW reported on her interesting visit with QEII and had submitted a report as an appendix to the chair's report. Governors felt the links with governors and staff were excellent and should be encouraged.</p>	
6.	<p>Notice of AOB</p> <ul style="list-style-type: none"> Managing medicines policy has been approved by Policy cttee (see 14) Statement on new build to parents 	
7.	<p>Headteacher's Report (appendix B)</p>	

	<p>Governors thanked AFR for his comprehensive reports. They had received the governor section (L5) of the SDP. Structured governor visits had proved very successful. PC checked that staff did not find visits from governors extra work and LH reported on their value. All governors commented on how much they enjoyed going into school.</p> <p><u>Pupil numbers</u></p> <p>Governors were aware of the reduction of pupils entering at year 7 and 10 and the need to be mindful of the budget implications.</p> <p><u>Ofsted grade</u></p> <p>Governors discussed AFR's recommendation to remove the single word outcome from the website in support of the campaign following the headteacher's suicide. MGW reported that the local schools who had recently had Ofsted in had all found the visit supportive and positive. Governors agreed that the Ofsted report should remain on the website and approved removing the single word outcome.</p>	<p>AFR 21/7/23</p>
8.	<p>Approval of Minutes dated 11th May 2023 (appendix C)</p> <p>The minutes were approved and electronically signed as a true record.</p>	
9.	<p>Matters Arising/action grid</p> <p>a) <u>Note reappointment of Dave Cole</u></p> <p>Governors approved the appointment of Dave Cole to carry out the Headteacher's performance management and the date had been set for 5/10/23.</p> <p><i>Governors thanked Freya for attending the meeting. They hoped she had found it interesting and looked forward to meeting her again. Freya left the meeting.</i></p>	
10	<p>Any questions on committee minutes (appendices D)</p> <p>a) <u>Property, health and safety</u></p> <p>Nothing to add.</p> <p>b) <u>Learning and Wellbeing</u></p> <p>Nothing to add.</p> <p>c) <u>Strategy</u></p> <ul style="list-style-type: none"> Removal of clause from Strategy document and updated strategy tracker (appendices E) <p>Approved.</p> <p>d) <u>Resources</u></p> <ul style="list-style-type: none"> Consideration of application for planned places increase in 2024 <p>Governors carefully discussed the suggestions by the resources and strategy committees alongside JPM's report to increase numbers from 2024. They approved raising planned places from 250 to the current pupil numbers of 272 for September 2024. JPM to follow statutory procedure.</p> <p><i>NB left the meeting.</i></p>	<p>JPM 11/23</p>
11	<p>Governance:</p> <p>a) <u>20 questions update</u> (appendix I)</p> <p>The RAG sheet had been updated. Q5: Governor induction checklist to be reviewed. Agenda item at next FGB on Q14 – Accountability, financial oversight. Review action/training to give governors understanding of school funding.</p> <p>b) <u>Governor recruitment and development</u> (appendix N)</p> <p>MGW/MO to set up small working party to look at recruitment, development and induction.</p> <p>c) <u>Governor Induction checklist</u> (appendix I)</p> <p>Governors authorised PC to identify which governor was responsible for each item on the checklist. PC to liaise with LR. PC/MGW to prepare induction and development paper for next meeting.</p> <p>d) <u>Use of sharepoint and access to policies</u> (appendix J)</p>	<p>FGB 3/10/23</p> <p>MGW/MO 19/9/23</p> <p>PC/LR 19/9/23 PC/MGW 19/9/23</p>

	<p>MGW passed on her thanks to the IT team who had supported her with technical issues. She confirmed they were happy to respond to any queries tc-it@woodlandsmeed.co.uk. JPM sent all governors the instruction to access sharepoint. Governors were aware policies were not available on sharepoint. They recommended there should be a list of what should be accessible to governors on sharepoint and agreement on how the site was managed. To be discussed at next meeting.</p> <p>e) <u>Governor visits</u> (appendices F) <i>Health & Safety Inspection (school)</i> <i>Communication</i> <i>Subject link governor reports</i></p> <p>Governors were pleased to receive the reports from the subject leads for English, maths, science and e-learning assistive technology.</p> <p>f) <u>Link Governor report</u> (appendices P) Received.</p>	Agenda 3/10/23
12	<p>Safeguarding (appendix O)</p> <p>Governors thanked RG and MO for the in-depth analysis of safeguarding they had carried out with Gilly Barton and Chris Carter.</p>	
13	<p>Note of Risk Register</p> <p>Any delay to occupation of building on 29/8/23</p> <p>Any health & safety issues that arise when building is occupied.</p> <p>Pupil numbers and budget implication. (Section of October FGB meeting for resources.)</p> <p>Sensory room equipment</p>	LR 21/7/23
14	<p>AOB</p> <p>a) <u>Note approval of Managing Medicines policy</u> (appendices K) Approved with suggestion to next policy meeting.</p> <p>b) <u>Information to parents on opening</u> MGW to draft letter to go to parents before the end of term.</p>	LR Policy MGW 20/7/23
15	Part II minutes	
16	<p>What impact has the meeting had on pupils?</p> <p>New college set to open for September. Monitoring build during summer.</p> <p>Strong careers programme and development.</p> <p>Governor monitoring visits taking place on regular basis with reports back to FGB.</p> <p>Planned places discussion to ensure financial security.</p> <p>Plans for governance induction, recruitment and storage of documents in place.</p> <p>In depth monitoring of safeguarding processes.</p>	
17	<p>Dates for next meetings</p> <p>Policy: Tuesday, 3rd October at 3pm</p> <p>FGB: Tuesday, 3rd October at 4pm</p> <p>Property, health and safety: Tuesday, 17th October at 2pm (college)</p> <p>Learning & Wellbeing: Monday, 13th November at 4pm (college)</p> <p>Strategy: Monday, 20th November at 4pm</p> <p>Resources: Tuesday, 28th November at 4.00pm</p> <p>FGB: w/c 4/12/23</p>	

SIGNED.....*Marion Wilcock*.....DATE.....2nd October 2023.....

ACTION GRID July 2023			
Minute	Action	Who	By when

number			
3	Keep governors updated of building developments during summer holidays.	AFR/MGW	✓
10	Follow statutory procedure for increasing planned places.	JPM	11/23
11a	20 questions. Q14 Review governor training/action for understanding of school funding.	FGB	19/9/23
11b	Working party for governor recruitment & development.	MGW/MO	19/9/23
11c	Update induction checklist with names. Induction & development paper for FGB.	PC/LR MGW/PC	19/9/23 19/9/23
11d	Management of sharepoint	FGB agenda	19/9/23
13	Update risk register	LR	21/7/23
14a	Managing medicines – agenda item at policy	BH Policy	✓
14b	Information letter to parents on college build	MGW	✓
	Carried over from 11/5		
11	Q7: Rotate chair/vice chair of meetings & consider committee membership rotation at September FGB	FGB Agenda	September 2023

Appendices

- A. Chair's report
- B. Headteacher's report
- C. FGB minutes 11/5/23
- D. Committee Minutes
- E. Strategy & Tracker
- F. Governor visit reports
- G. New build report
- H. Careers (NB report)
- I. 20 Questions & governor induction
- J. Use of sharepoint and access to policies
- K. Managing medicines policy and guidance
- L. Planned pupil place number
- M.
- N. Governor development & recruitment
- O. Safeguarding report
- P. Link Governor report & training