

**WOODLANDS MEED  
FULL GOVERNING BODY MEETING  
Monday, 2nd October 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), Bill Hatton (BH), Rose Griffiths (RG), Deborah Scott (DS)**

**Also attending: Justina Pughe Morgan (JPM)**

**Shafique Barabhuiya (ShB)**

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES		
<b>1. Welcome, Introductions and Apologies</b>	The clerk opened the meeting and welcomed Shafique Barabhuiya who was attending as a potential parent governor. Introductions were carried out and governors were delighted to meet Shafique. Apologies were received and accepted from Liz Hatty and Matt Stuart. Sandra Boyd (SB) joined the meeting on Teams.	
<b>2. Declaration of Interests</b>	None declared. (Governors had completed their declaration of interests form stating any interests.)	
<b>3. Chairman's Action and Report (appendices A &amp; B)</b>	<p>a) <u>Inspection by WSCC Standards and Effectiveness team</u> Governors congratulated AFR on maintaining the category 1 grading.</p> <p>b) <u>Delay to college</u> The last minute delay to the college build had been disappointing and caused a huge amount of extra work for staff. WSCC had gone ahead with the 'unacceptable' press release despite it not having been agreed or approved by the school. The college would not be ready until Christmas. There had been no responses to governor emails sent to WSCC officers. Complete Woodlands Meed was communicating directly with ISG and had had a response apologising and promising improved lines of communication to parents and the public. MGW had asked for governors to be kept informed as well.</p>	
<b>4. Election of Chairman of Governing Body for 1 year</b>	MGW was duly elected chair for a further year.	LR
<b>5. Election of Vice Chairman of Governing Body for 1 year</b>	SB was duly elected as vice chair (education) and SV was duly elected as vice chair (new build).	LR
<b>6. Notice of AOB</b>	<p>a) <u>Note online decision on career break</u> AFR thanked governors for their feedback. He reported on the decision made which governors supported.</p>	
<b>7. Verbal update from Headteacher</b>	<p><u>College</u> AFR highlighted how incredible the staff had been and thanked governors for their support. Having packed up the whole college in July, they worked incredibly hard to put everything back so the college could open in September. Pupils came back to college and were not impacted by the upheaval that had taken place. Governors discussed their next steps to gain compensation for the mismanagement by WSCC and Faithful and Gould.</p> <p><u>Catering</u> WSCC had been unable to find staff for the catering service and Easylunches were</p>	

	<p>being used. WSCC were continuing to look for staff but in the meantime, WM were monitoring the quality of the new service.</p> <p><u>Premises Manager</u></p> <p>Governors were sorry to hear that Dave Pilbeam had decided to retire at Easter 2024. He was a valuable and respected member of staff who had worked at the school for a very long time. His knowledge and expertise would be missed by all at Woodlands Meed and in the wider school community.</p>	
<b>8.</b>	<p><b>Discussion on new building</b></p> <p>Governors recognised that the official plan was to get the building ready by the end of October. They would check progress for themselves but did not think occupancy was feasible until Christmas. JPM had highlighted the issues with the IT system and her recommendations had been accepted. MGW reported on the issues with the drainage agreement. As chair and vice chair of Property, health and safety, SV &amp; BH recommended the agreement was not signed in its current form. Unanimously supported by all governors present.</p>	
<b>9.</b>	<p><b>Budget report</b> (appendix R)</p> <p>Due to the unknown impact on the budget at the last resources meeting of pupil numbers and the teachers' pay awards, the committee had asked for an update at FGB. JPM reported on pupil numbers and the new pupils expected, though governors noted there had been no communication from the SENAT assessment team. WM had budgeted for a 3% teacher pay increase and there was funding for the extra 3.5% offered to teachers going forward. No decision had been made on support staff pay but at present the budget was on track. Governors discussed the loss of income from the pool lettings with the delay to the college. They considered the cost to WM of this and the impact on staff working 2/3 additional days with less time available for training at the beginning of term and whether they should make a claim against WSCC.</p>	
<b>10</b>	<p><b>Approval of Minutes dated 11<sup>th</sup> July 2023</b> (appendices C &amp; D)</p> <p>The minutes were approved and signed as a true record.</p>	
<b>11</b>	<p><b>Matters Arising/action grid</b></p> <p>a) <u>Follow statutory procedure for increasing planned places</u> The Autumn letter from WSCC on anticipated numbers had not yet been received. The school was currently funded for 259 with 274 on role. The resources committee had recommended increasing planned places to guarantee funding. JPM/MGW to discuss next action. Agenda item at Resources.</p> <p>b) <u>Q14 Review governor training/action for understanding of school funding</u> Governors discussed the possibility of sharing a session with other special schools. PC to establish timings and cost of WSCC training.</p> <p>c) <u>Governor recruitment</u> It was hoped there were two possible new governors.</p> <p>d) <u>Governor induction</u> The checklist had been updated. PC was keen to set up a buddy process for new governors and asked for volunteers. In the meantime, he would liaise with Shafique Barabhuiya.</p> <p>e) <u>Sharepoint</u> Policies were only available on the remote access which governors did not currently have access to. AFR/JPM to consider possible solutions to enable governors to see policies. (They were able to access policies required on the website.)</p>	<p>JPM/MGW 21/10/23</p> <p>PC 21/10/23</p> <p>All 11/12/23</p> <p>AFR/JPM 11/12/23</p>
<b>12</b>	<p><b>Verbal Report from Policy Committee</b></p> <p><i>Statutory policies requiring FGB approval</i></p> <p>BH reported on the meeting held immediately prior to the FGB. Three policies required governor approval.</p> <p>a) <u>Safeguarding &amp; Child protection policy</u></p> <p>The committee noted the need to have a governor for cyber security. PC to</p>	<p>PC</p>

	<p>investigate on line governor training. Policy approved and to be uploaded onto website. b) <u>SEND</u> Approved and uploaded to website. c) <u>Health &amp; Safety</u> The committee asked that names were not put in the body of the policy. Roles to be identified in the policy with an appendix of names added if necessary. Approved. d) <u>Teachers' Pay</u> Not yet received from WSCC.</p>	<p>21/10/23 LR 6/2/23</p> <p>LR 6/2/23</p>
13	<p><b>Governor papers for signature/completion/approval</b>  <b>a)</b> <u>Declaration of Interests Pecuniary/Business Interests</u> (appendix E) Forms signed by all governors present. MS had signed electronically. SB/LH to sign.  <b>b)</b> <u>Disqualification declaration form</u> (appendix F) As for 13a.  <b>c)</b> <u>Confirmation reading of Keeping Children safe in education</u> (appendix G) Governors present signed they had read the document. LR to file when MS and SB signed.  <b>d)</b> <u>Code of Conduct for approval (attached for signature)</u> (appendix H) WM governors signed up to the code of conduct which MGW signed on their behalf.  <b>e)</b> <u>Delegated Planner</u> (appendix I) Approved.  <b>f)</b> <u>Approve terms of reference for committees &amp; virtual meeting protocol</u> <u>(appendices J &amp; K)</u> Approved.  <b>g)</b> <u>Skills audit</u> (appendix L) LR to chase governors who have not completed the audit for the results to be reviewed at December FGB.  <b>h)</b> <u>Publication of governors' details/attendance on website</u> (appendix M) Approved and uploaded to website.</p>	<p>SB/LH</p> <p>MS/SB 21/10/23</p> <p>LR 1/11/23</p> <p>LR 6/10/23</p>
14	<p><b>Governance:</b>  <b>a)</b> <u>Working party for governor recruitment &amp; development</u> PC and MGW to work together on governor development and induction.  <b>b)</b> <u>Induction and development</u> As per 14a.  <b>c)</b> <u>Consider rotation of committee memberships for 2023/4 and rotate chair/vice chair of meetings</u> (Q7) To be trialled this year.  <b>d)</b> <u>Confirmation of committee membership, governor visits and keystone allocation and monitoring</u> (appendix N) All governors were welcome to attend any committee but for voting rights would have to have confirmed membership. Governors were encouraged to attend different committees and to let LR know which they wished to join. (DS confirmed her membership as learning and wellbeing.) Governors with a subject allocation were asked to carry out a visit during the Autumn term and report to the next FGB. Governors noted they had received SB's English visit report from the summer term.  <b>e)</b> <u>Review governor training/action for understanding of funding</u> (Q14) See 11b. Governors asked for information on the in-house training arranged for this term which they were encouraged to attend. (Sessions and timings forwarded to governors following the meeting.)</p>	<p>PC/MGW 11/12/23</p> <p>SB, PC, RG, BH 11/12/23</p> <p>GB 6/10/23</p>

	<p><b>f) <u>Management of sharepoint</u></b> As per 11e.</p> <p><b>g) <u>Link Governor Report</u></b>(appendix Q) Governors thanked PC for the report and governors were asked to keep him updated with any training.</p>	
<b>15</b>	<p><b>Note of Risk Register</b> (appendix O) Financial risks of delay to college building and issues with WSCC.</p>	LR 6/10/23
<b>16</b>	<p><b>AOB</b></p> <p>a) <u>Safeguarding</u> MO had received an update from Chris Carter prior to the meeting which she shared with governors. There had been a positive start to the term with new pupils fitting in well.</p>	
<b>17</b>	<p><b>What impact has the meeting had on pupils?</b>  <b>Governor support for college building delay.</b>  <b>Follow up on budget and confirmation of staying within budget</b>  <b>Ensuring meet planned places guidelines for benefit of WM</b>  <b>Strengthening process for governor recruitment, induction, training and succession</b>  <b>Statutory policies approved</b>  <b>Safeguarding monitored and reported.</b></p>	
<b>18</b>	<p><b>Dates for next meetings</b> (appendix P)  Property, health and safety: Monday, 16<sup>th</sup> October at 2pm  Pay: Thursday, 19<sup>th</sup> October at 4pm  Learning &amp; Wellbeing: Monday, 13<sup>th</sup> November at 4pm  Resources: Tuesday, 28<sup>th</sup> November at 4.00pm  Strategy: Monday, 20<sup>th</sup> November at 4pm  FGB 11<sup>th</sup> December at 4pm</p>	LR

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

ACTION GRID October 2023			
Minute number	Action	Who	By when
11a	Agree action on planned place and report to resources	JPM/MGW	✓
11b	Q14: PC to investigate school funding training and sharing session with other special schools. Timings and costs.	PC	✓
11d	New governor induction	LR/PC	✓
11e	Investigate way to allow governors to see school policies	AFR/JPM	✓
12a	Flag up cyber security training for governors	PC	✓
13a	Sign declaration of interests & confirmation of KSCiE	SB/LH (MS - KSCiE)	✓
13g	Complete skills audit for FGB agenda	All	✓
14a	Work on governor development/induction process	MGW/PC	✓
14d	Governor subject monitors to arrange autumn term visit	SB/PC/RG/BH	✓
14e	Receive inhouse training details & attend relevant sessions	All	✓
15	Add financial risks of delay to college building to risk register	LR	✓

## Appendices

- A. Chair's report
- B. WSCC Monitoring report
- C. FGB minutes 11/7/23
- D. FGB confidential minutes 11/7/23
- E. Declaration of interests for signature
- F. Disqualification declaration for signature
- G. Keeping Children Safe in Education to be confirmed as read
- H. Code of conduct to approve
- I. Delegated planner
- J. Terms of reference
- K. Virtual meeting protocol
- L. Skills audit for completion
- M. Publication of governors and attendance
- N. Governor roles and committee membership
- O. Risk register
- P. Autumn meeting dates
- Q. Link governor reports
- R. Budget report and summary