

**WOODLANDS MEED
LEARNING & WELLBEING COMMITTEE MEETING**
VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill RH15 ODP
Monday, 12th June 2023 at 4.00pm

COMMITTEE present: Sandra Boyd (SB), Marion Wilcock (MGW), Rose Griffiths (RG)
New governors invited to the meeting: Deborah Scott (DS)
Bill Hatton (BH) attended the meeting.

Associate Members present: Gillian Barton (GB), Nola Bennett (NB), Chris Carter (CC), Thomas Brown (TB)
Heather Trott (HT), Martin Woods (MW)
Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES		
1. Welcome, Introductions and Apologies	Apologies were received and accepted from Adam Rowland. Bill Hatton attended the meeting. Louisa Rydon clerked the meeting on Teams. Tom Brown to join the meeting once his school day finished.	
2. Declaration of Interests	Sandra Boyd: granddaughter at college	
3. Approval of last minutes dated 2nd March 2023	The minutes were approved and electronically signed as a true record.	
4. Matters Arising/Action Grid	<p>a) <u>Impact of Bromcom in reporting incidents</u> CC confirmed that as more data became available it would be clearer to see if the reporting system had increased the number of recorded incidents.</p> <p>b) <u>Review burden on staff for child protection plans</u> See item 13.</p> <p>c) <u>School Council</u> SB explained the situation with the meetings. SB to continue hearing the pupil voice through the pupil steering group. DS confirmed they were working with students for one to attend the next FGB. It was hoped governors would pre-submit a list of questions so a group of pupils could discuss their responses prior to the meeting. MGW stressed it was for the governors to learn from pupils in this scenario. SB agreed the student should be made to feel as comfortable as possible and encouraged to ask questions if they didn't understand anything. SB to send note to governors to see if there were any specific questions.</p>	SB 23/6/23
5. Notice of AOB	None.	
6. Reports for Autumn term	<p>a) <u>school and college – attendance, behaviour and skills achievements</u> The committee considered all the reports and thanked staff for submitting them prior to the meeting. RG raised the differing lengths of the three terms and wondered if that had an impact on the figures. Staff felt it did and also commented on the different feel of each of the three terms for both pupils and staff. RG also asked about the skills and the reason for the number of rewards in</p>	

	<p>independence and adaptability trailing off over the school year. Staff explained why rewards were given more freely at the beginning of the year and that as time went on expectations became much higher. Governors asked about one challenging pupil and the number and type of incidents and how staff managed. GB explained the measures in place to help the pupil with communication skills as this was seen as the underlying reason for the incidents. Attendance was generally stable. GB commented on the issues faced at college as pupils got older and that parents could be complicit in their child's non-attendance. MGW asked if covid was still having any impact. GB reported on the work being done to support one pupil who remained cautious and the committee were pleased to learn of the positive impact tutoring was having. MGW commented on a BBC news item released that day reporting on the 62% rise in pupils being home schooled. Governors were aware there were large numbers of pupils going to mainstream schools who would benefit from Woodlands Meed.</p> <p>b) <u>College admission planning for New college</u> GB reported on the start she had made. She was planning a day for SENDCOs to demonstrate WM's offer for year 10 and 12. The committee applauded the efforts being made to spread the message to pupils not well placed in mainstream.</p> <p>c) <u>School and College – Curriculum, teaching and learning termly update.</u> MW/HT reported that target setting accuracy had recovered post covid and the committee studied the levels met. MW/HT detailed the actions in place and governors discussed the value of individual case studies for specific pupils. The committee discussed the progress made by pupil premium children and understood the report on the sports premium would be uploaded onto the website in July. A large proportion of students at college were achieving their target grades. The committee discussed the reason for the drop in the number of students working below target in KS5 as they were now required to work above target for two terms. The committee checked that targets were ambitious and staff confirmed the new method ensured students had a secure knowledge before moving to the next level.</p> <p>d) <u>Update on progress against the Gatsby benchmark</u> The committee congratulated staff on achieving the Quality in Careers Standard. NB was concerned about the long term vacancy in the Meeds Job Club despite extensive advertising but hoped she might now have found a solution. The committee were pleased to learn of the success of the new careers adviser and her strong knowledge of SEND.</p> <p>e) <u>Update on KS 5 curriculum developments</u> NB had laid out the aims of the revised KS5 curriculum and how it was being implemented. She updated the committee on the developments being made with travel training which the committee recognised as such an important life skill for their students. MGW asked what progress had been made to use the cottage at the college for life skills. Agenda item at Autumn meeting.</p> <p style="text-align: right;"><i>TB joined the meeting.</i></p>	<p>Agenda 13/11/23</p>
7.	<p>Report on Early Career Teacher programme (request from Strategy committee) The programme was running well and NB reported on the progress. The committee asked if WM were employing apprentices and they heard there were 2 staff members starting in September.</p>	
8.	<p>Review the details of the careers programme and provider access (policy to be reviewed in Autumn term)</p>	

	The provider access policy had been reviewed to reflect the updated legislation and the careers policy was being reviewed in consultation with parents, staff and career governors in the Autumn term.	L&WB13/11/23
9.	Overview of the covid catch up spend demonstrating impact The 2 therapists working in school with music and play were very successful. TB discussed alternative opportunities being worked on to keep students engaged and motivated.	
10	Report from Governor Subject Leads and next steps Following discussion, it was agreed subject leads should organize one meeting per year. In addition, they were encouraged to attend the relevant inhouse training. SB reported on the interesting visit she had for English and would submit her governors' report. It was understood PC had met with the maths and science leads. BH would liaise with Rob Alderman, Laura Press and Mark Rogers to arrange a visit on IT/assistive technology.	SB/PC/BH 11/7/23
11	Are there any barriers to a broad and balanced curriculum? (constant agenda item) MGW reported on a possible delay to the new college and governors would take the advice of BLB and Brown Jacobson on go/nogo.	
12	Report on current staff absence, wellbeing & training SF had submitted her report. The committee commented on the amazing attitude and enthusiasm of staff. MGW checked that staff had been made aware of the cross community education forum which was being supported by the 4 Unions and the NGA and that they felt comfortable to attend.	
13	Safeguarding CC reported on the gruelling work involved for the safeguarding team and was pleased that a therapist had been arranged to support them. The committee discussed the number of referrals and were pleased that the support from WSCC was good.	
14	Confirmation due curriculum policies reviewed TB confirmed the due policies had been reviewed. <u>School</u> Humanities <u>College</u> Citizenship Humanities & RE <u>School & College</u> Art Computing Curriculum statement DT English Gardening Homework Maths PE PSHE Performing Arts Science Science health & safety	

15	Anything to add to the Risk Register Possible delay to completion of stage 2.	LR 23/6/23
16	Impact of governors' action/discussion for pupils Student involvement in FGB Governor work with pupil voice Admission planning for College Improvements in target setting led to confidence in targets reached. Well thought out developments and planning for KS5 curriculum Quality in Careers standard award ECT programme progressing well. Governor subject leads meeting with teachers taking place.	
17	Date of Next Meeting Monday, 13 th November at 4pm, College	

SIGNED.....*Sandra Boyd*..... DATE.....13th November 2023.....

	ACTION GRID June 2023		
4c	Ask governors if there are any questions for student attending the FGB prior to the meeting.	SV	✓
6e	Report on life skills at cottage (college site)	SMT	✓
8	Careers & work experience policy to be reviewed and brought to next meeting.	NB Agenda	✓
10	Visit reports from subject lead governors and plan to attend relevant in-house training and one visit per term.	SB/PC/BH	✓
15	Possible delay for phase 2 completion to risk register	LR	✓