

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 27th April, 2016 at 4.45pm
VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

**FGB present: Samantha Bates (SB), John Clifton (JC), Mary Fry (MF), Karen George (KEG), Miriam Owen (MO), David Sewell (DS), Annette Smith (AS), Alan Ranger (AR), Adam Rowland (AFR), Boo Savage (BS), Margery Turner (MT), Simon Virgo (SV), Marion Wilcock (MGW), Martin Woods (M-W)
Associate Members present: Kevin Banfield (KB), David Anning (DA)
Clerk: Louisa Rydon (LR)**

BUILDING UNIQUE FUTURES TOGETHER

MINUTES

1. Welcome, Introductions and Apologies (JC)

Apologies were received and accepted from Sara Smith.

2. Declaration of Interests (JC)

MT: Governor of Oakmeeds.

3. Consider Proposed Schedule for Governor Meetings & Committee membership (JC/AFR)

JC explained the proposals for the new meeting structure with two committee meetings per term and two FGB meetings per term. There was a general discussion about the merits of the new system and some governors raised concerns that there would be too much in the Resources committee meeting and that there was a danger that finance would dominate the meetings. After considering the options, a vote was taken with 11 in favour of trialling the new system for one year.

Governors were invited to join one or both committees – new membership list attached to minutes. Chris Carter and Vicki Macrae were elected as associate members to the Learning and Wellbeing committee.

4. Governors to return signing sheet to confirm

Governors signed the sheets confirming they had read and approved the policies.

- Keeping Children Safe in Education (Part One)
- Woodlands Meed Child Protection Policy
- Woodlands Meed Behaviour in the Workplace policy
- Woodlands Meed Acceptable Use Policy

5. All Governors to have DBS in place

Governors were aware that all governors had to hold a WSCC DBS certificate. Justine Pughe Morgan was the designated member of staff arranging the checks and governors were asked to ensure they contacted her if they did not think they had a DBS in place. The governors raised concerns about the DBS system as currently once a DBS was in place there was no regular re-checking. Governors asked DA to look into the feasibility and costs of a

rechecking service. Agenda item at the L&WB. 9th May. LR to ensure all governors have DBS and inform WSCC.

6. Approval of Minutes dated 16th March

The minutes were approved and signed as a true record.

7. Matters Arising & Action Grid from Minutes

i. Transport Survey

A reminder had been put in the newsletter.

ii. School Dog

AFR confirmed that as soon as the paperwork was in place, his dog would come into school two days per week on a trial basis.

iii. School Calendar

The calendar had been distributed and AFR reported that the term dates for 2016/17 and INSET day information would be in this week's newsletter.

8. Chairman's Action & Notice of AOB (JC)

i. Future Woodlands Meed Development

After a question, it was agreed it was appropriate for MT and MF to remain in the meeting.

JC updated governors on his communication with WSCC and the land transfer. WSCC were not signing the land transfer document which JC/SV had signed as the Academy Trust was proposing some changes. The governors were in total agreement that WM should not have to accept any changes. MGW explained that the legal advice received had confirmed that WSCC were acting unlawfully and that the decision should be referred back to the School's Adjudicator. The DfE recommended the same action. JC had written to WSCC setting out WM's position and Jay Mercer had replied suggesting another meeting with WSCC and the Academy Trust.

Governors were aware they had given WSCC a second option which seemed to have been received well but had not been taken any further. Governors asked MGW to clarify what action the School's Adjudicator might take and they appreciated the strong position WM was in at this stage. They were adamant that it was their role to provide the very best for the pupils and they commented on the newly available funding for increased SEN provision mentioned in the recent white paper. The need for a generic College site was paramount and they sought confirmation that WSCC were urgently looking at ways to access some of the funding. They were concerned, as following a recent freedom of information request, MGW had found that WSCC had not looked for funding sources despite their obligation to put WM on one campus.

Governors considered their options and determined that the priority was a generic site and that either site option would effectively meet pupil needs. They emphasised that it was WSCC who were not meeting the terms of the school inspector's adjudication and, as such, the Academy Trust had no place at the proposed meeting. Governors asked JC to respond to Jay Mercer agreeing to a meeting with only relevant WSCC personnel and asking for a concrete, binding and legal offer for the development of WM.

AFR explained how he was working to ensure WM had a good relationship with both Oakmeads and London Meeds and governors stressed their dispute was purely with WSCC.

9. Discussion/Response to West Sussex Special Educational Needs and Disability Strategy (JC)

JC/MF/AFR had attended the launch and AFR briefed governors on the proposals. He noted the strength of WM's Send Alliance, despite the very limited funding. He felt if WSCC funding was allocated to the Send Alliance, there would be a real positive impact on inclusion. Governors stressed the importance of a strong response from WM to the consultation and recommended the link was put out to parents. WM would send their own reply and governors were also asked to complete the consultation individually. The deadline for responses was 20/5/16. <https://www.westsussex.gov.uk/about-the-council/have-your-say/consultation-andengagement/>

10. Consideration of Academy options and next steps (JC/AFR)

Governors were aware that special schools were included in the government's plans for schools to have plans in place for conversion by 2020. They had noted the robust defence of the current systems by Louise Goldsmith, leader of WSCC.

Governors stressed the value of being in control of conversion and ensuring any action taken was in the best interests of the pupils. They considered their options to be:

- Convert to a foundation
- Convert to a single academy
- Join an existing multi academy trust (MAT)
- Set up/join a special schools' MAT
- Do nothing

They also noted that the land transfer had to be finalised before any action was taken. Initial thoughts were in favour of a special schools' MAT and Governors asked AFR to make an approach to special schools suggesting a meeting with heads and chairs. Governors undertook to carry out detailed research/training which would inform the next meeting of the Strategic Working Group and FGB.

11. Governor Visit Reports

MF met with DA to update on finance.

AR had attended the teaching assistant recruitment.

KEG commented on the value of governors attending school trips where possible or to be present when the trip returned. Ocean were going to Hindleap on 5th and 6th May.

AFR flagged up the performance of The Tempest on Friday, 29th April.

12. AOB (JC)

i. Governor Recruitment

KEG and MT had indicated they would be retiring at the end of the summer term leaving a vacancy for one co-opted and one partnership governor. LR to distribute current skills audit (with minutes) so any skills gaps could be filled and possible candidates from local businesses approached.

ii. Remote Access

Several governors were keen to have access to the remote drive. DA to discuss with IT team. LR confirmed she now had access.

13. Dates of next Meetings (LR)

Monday, 9th May, Learning and Wellbeing, College

Tuesday, 24th May, Resources, School – all governors asked to attend

Tuesday, 13th July, FGB, School

14. Walk through of Fire Drill procedures at School Site

DA confirmed the exit points and showed the route to governors who did not know the procedure.

**ACTION GRID
April 2016**

Item	Action	Action by	Status by next meeting
3	Revise membership list. Inform WSCC of new associate members. Adapt terms of reference for Resources committee.	LR Cttee	Done Done
5	DA to check feasibility of regular DBS checks and costs. Governors to contact JPM if they did not have a DBS in place.	DA All by 15/5/16	Agenda L&WB
8	JC to respond to Jay Mercer letter.	JC	Done
9	Response to consultation from school, parents and governors.	All by 20/5/16	Done
10	AFR to approach special school heads re Academy meeting discussion. Governors to carry out academy research to inform next steps. Agenda for Strategic Working Group/FGB.	AFR All	Done
11	Governors to attend school trips where possible	All	
12i	Recruit co-opted and partnership governor.	All	
12ii	DA to ask IT team to connect governors to remote access.	DA	

SIGNED.....*John Clifton*..... DATE.....13th July 2016.....