WOODLANDS MEED FULL GOVERNING BODY MEETING

Monday, 11th December 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), Sandra Boyd (SB), Bill Hatton (BH), Liz Hutty (LH), Rose Griffiths (RG), Deborah Scott (DS), Shafique Barabhuiya (ShB)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES 1. Welcome, Introductions and Apologies Simon Virgo chaired the meeting as vice chair, in accordance with the governor recommendation to alternate chairing meetings between the chair and vice chair. Apologies were received and accepted from Matt Stuart. Sandra Boyd joined the meeting on teams. Tom Brown's term as associate governor had ended and he was duly re-elected for a further term. 2. Declaration of Interests Grand-daughter at WM Chairman's Action and Report (appendix A) MGW had distributed her chair's report along with an addendum following the site meeting. College build MGW was pleased to report that Rob Robson (RR), a finishing manager had replaced Matthew Wakefield for WSCC. RR had been disappointed to the note the limited work done since the last meeting and the significant amount of work needed to ensure the college was ready and of good quality for students. Governors went through the long list of remedial works required. Despite constant pushing by the governors and BLB, they wondered how ISG could have allowed the building to be so far from ready despite the promise of the August hand over. BLB had agreed the standards were not as expected from a Tier 1 contractor and RR had left ISG in no doubt of his disappointment. Despite ISG's initial refusal, RR had insisted on a detailed plan for the completion of works by 15th December. MGW commented on the misleading information being provided in public and parents would be asked to contact governors/school for accurate information. The next Project Board meeting was 12/12 and the representative governors would question the funding for phase 2 and whether ISG should be doing the works. Governors were very grateful to BLB for donating their Christmas funding raising efforts to Woodlands Meed. Meeds Send Alliance MGW highlighted the success of the Meeds Send Alliance and governors passed on their thanks and praise. **New Governors** MGW continued to follow up with prospective governors. 4. Notice of AOB None. College building update As reported in item 3. DS reported on the challenges staff were facing with lots of their resources still packed

	up in boxes. They had believed they would be in the new building by Christmas but with no access for another term, she felt it was necessary to access the resources. Governors would raise it at the next project board meeting and ask for support in	PB
	unpacking boxes.	12/12/23
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	Governors thanked AFR for his detailed report.	
	The governors appreciated the leadership team were reassessing the Woodlands Meed development plan (WMDP) following the Ofsted visit and sought reassurance that it was informed by and compatible with the strategy. AFR confirmed it was and agreed to send the most recent version of the SDP to LR for distribution to governors. The leadership team had set out the key developments following Ofsted which would inform the WMDP going forward.	AFR/LR 5/1/24
	AFR updated governors on the hard work done to submit the WM business plan for the supported internships programme and was pleased to report WSCC had agreed to support it. The next step was to source funding streams and then set up a	
	Community Interest Company. Governors asked about locations the number of pupils who could be involved. They were delighted to have the go ahead and stressed it was important to act quickly so delegated authority to a working group comprised of: AFR, JPM, MGW, SV, ShB and DS.	Working Group
7	Approval of Minutes dated 2 nd October 2023 and 13 th November 2023 (appendices D)	
	The minutes were approved and signed as true records.	
8	Matters Arising/action grid	
	a) Signed Declaration of Interests Pecuniary/Business Interests	
	ShB had submitted his signed documents to the office. LH and SB to send	LH/SB
	electronically.	
	b) <u>Disqualification declaration form</u>	
	As for 8a.	
	c) Confirmation reading of Keeping Children safe in education part 2 (appendix K)	
	Completed.	
	d) Complete skills audit (appendices M)	
	Following the meeting all governors had completed the skills audit. The results	
	indicated the strengths of the governing body.	
	e) Ways for governors to see school policies There was no every few and see school policies.	
	There was no current way for governors to access policies, except those on the website or sent to sharepoint. AFR and JPM to continue to look at possible solutions.	AFR/JPM
	f) Governor monitoring visits (appendix E)	23/1/24
	Governors had received PC's recent maths visit report. He confirmed it had been	23/1/24
	very helpful to review the curriculum review process and it had added to his curriculum knowledge.	
	g) <u>Discuss governor subject leader reports</u> Dave Cole's checklist (appendix F)	
	MGW commented on the importance of governors improving the effectiveness of	
	their visits. Dave Cole from Shine Consulting had sent a useful checklist and template	All
	which governors agreed to use and hoped it would produce consistent reporting. On	ongoing
	discussion, it was agreed reports should be sent to FGB to ensure all governors were involved.	
	Governor subject leads to be reviewed termly at the September FGB.	
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	a) <u>Property, health and safety</u>	
	PC had undertaken the cyber security training course (National College Certificate in	
	Online Safety) and recommended it to all governors. They noted the connection	151 - 71 =
	between cyber security and safeguarding. JPM was able to set up a link to the	JPM/LR
	course – LR to ask JPM to send link to BH, MO, RG, SV.	23/1/24
	SV noted that the school building was reaching the end of the fixed term for getting	
1	items fixed. Governors stressed the importance of holding Wilmott Dixon to account	
	and a full list of items was being compiled.	

	b) Learning and Wellbeing	
	Nothing to add.	
	c) <u>Strategy</u>	
	Approve reviewed strategy (appendix H)	
	Approved. LR to ask JPM to upload onto the website.	JPM/LR
	Leadership team to review strategy tracker on sharepoint 3 weeks before next	5/1/24
	meeting	
	LR to ensure tracker is sent for leadership team input 3 weeks in advance of meetings.	
	It was stressed the tracker purely informs the governors' strategy.	
	d) Resources	
	Nothing to add.	
	e) Pay committee has met – 2023/24 pay policy attached for approval (appendix I)	
	Governors approved the pay policy.	
10	Note Headteacher's performance management taken place	
	MO reported on the process and targets set.	
11	Safeguarding	
	Nothing to add following the last FGB and learning and wellbeing meeting reports.	
	Governors asked for an update on Chris Carter's health and were pleased he had	
	been referred to occupational health. They sent their very best wishes. SV offered to	
	talk to CC about his experience if it would help.	
12	Link governor report (appendix K)	
	Several governors were booked in for the special school finance training, which JPM	
	would also attend.	
	PC had distributed the updated list of governor training.	
13	Note of Risk Register	
	Costs incurred as college building was not ready. JPM adding to live list.	
14	AOB	
15	What impact has the meeting had on pupils?	
	New WSCC manager appointed for completing the college build	
	Successful report from Meeds Send Alliance	
	Key developments in place following Ofsted visit	
	Business plan for Supported Internships programme accepted and governor working	
	group set up	
	New process for governor monitoring visits implemented	
	Governor training in cyber security and special school finance arranged.	
	Monitoring works that need to be completed before Wilmott Dixon gives final sign off	
	on school building	
	Strategy approved to include early years	
16	Dates for next meetings (appendix J)	
	Policy: Tuesday, 23 rd January at 3pm	
	FGB: Tuesday, 23rd January at 4pm	
	Property, health and safety: Monday, 29 th January at 2pm	
	Learning & Wellbeing: Thursday, 8 th February at 4pm (college)	
	Strategy: Thursday, 29 th February at 4pm	
	Resources: Tuesday, 12 th March at 4.00pm	
	FGB: Monday, 25 th March at 4pm	

SIGNED...... Marion Wilcock...... DATE.....23rd January 2023......

	ACTION GRID December 2023		
Minute	Action	Who	By when

number			
1	Tom Brown re-appointment as associate governor	LR	✓
5	Raise help needed with unpacking boxes of resources with	MGW/AFR	✓
	project board		
6	Send current WMDP to governors	AFR/LR	✓
6	Set up working group for Supported Internships Programme:	AFR,JPM,MGW,	5/1/24
	AFR, JPM, MGW, SV, ShB, DS	SV, ShB, DS	
8a	Send signed governor forms & skills audit	LH/SB	✓
8e	Is there a way for governors to access school policies.	AFR/JPM	Plan in place
8g	Governors to use new template forms and checklist for visits	All	Ongoing
9a	Send link to governors for online security course	JPM/LR	✓
9c	Upload approved strategy to website	LR/JPM	✓

Appendices

- A. Chair's report & addendum
- B. Headteacher's report
- C. Ofsted governor feedback
- D. FGB minutes
- E. Governor monitoring visits (PC maths)
- F. Checklist on governor monitoring from Dave Cole
- G. Committee minutes (P,H&S, L&WB, Strategy, Resources)
- H. Strategy
- I. Pay policy
- J. Governor meeting dates
- K. Keeping Children Safe in Education link
- L. Link governor reports
- M. Skills Audit (4 governors still to complete)