

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 Huffy (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	
3. Chairman's Action and Report (appendix A)	
MGW had distributed her chair's report along with an addendum following the site meeting. <u>College build</u> 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 15 th 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. <u>Meeds Send Alliance</u> MGW highlighted the success of the Meeds Send Alliance and governors passed on their thanks and praise. <u>New Governors</u> MGW continued to follow up with prospective governors.	
4. Notice of AOB	
None.	
5. College building update	
As reported in item 3. DS reported on the challenges staff were facing with lots of their resources still packed	

	<p>b) <u>Learning and Wellbeing</u> Nothing to add.</p> <p>c) <u>Strategy</u> Approve reviewed strategy (appendix H) Approved. LR to ask JPM to upload onto the website. Leadership team to review strategy tracker on sharepoint 3 weeks before next 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.</p> <p>d) <u>Resources</u> Nothing to add.</p> <p>e) <u>Pay committee has met – 2023/24 pay policy attached for approval</u> (appendix I) Governors approved the pay policy.</p>	JPM/LR 5/1/24
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	<p>What impact has the meeting had on pupils?</p> <p>New WSCC manager appointed for completing the college build</p> <p>Successful report from Meeds Send Alliance</p> <p>Key developments in place following Ofsted visit</p> <p>Business plan for Supported Internships programme accepted and governor working group set up</p> <p>New process for governor monitoring visits implemented</p> <p>Governor training in cyber security and special school finance arranged.</p> <p>Monitoring works that need to be completed before Wilmott Dixon gives final sign off on school building</p> <p>Strategy approved to include early years</p>	
16	<p>Dates for next meetings (appendix J)</p> <p>Policy: Tuesday, 23rd January at 3pm</p> <p>FGB: Tuesday, 23rd January at 4pm</p> <p>Property, health and safety: Monday, 29th January at 2pm</p> <p>Learning & Wellbeing: Thursday, 8th February at 4pm (college)</p> <p>Strategy: Thursday, 29th February at 4pm</p> <p>Resources: Tuesday, 12th March at 4.00pm</p> <p>FGB: Monday, 25th March at 4pm</p>	

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 project board	MGW/AFR	✓
6	Send current WMDP to governors	AFR/LR	✓
6	Set up working group for Supported Internships Programme: AFR, JPM, MGW, SV, ShB, DS	AFR,JPM,MGW, SV, ShB, DS	5/1/24
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)