

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 21st September 2015 at 4.45pm
VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

FGB present: John Clifton (JC), Karen George (KEG), Miriam Owen (MO), David Sewell (DS), Sara Smith (SS), Adam Rowland (AFR), Boo Savage (BS), Simon Virgo (SV), Marion Wilcock (MGW), Martin Woods (M-W)

Associate Members present: Kevin Banfield (KB), David Anning (DA)

Prospective Governors observing: Sandra Boyd (SB), Peter Clinch (PC), Ian Simpson (IS)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES

1. Welcome, Introductions and Apologies

Apologies were received and accepted from Alan Ranger.
Sandra Boyd, Peter Clinch and Ian Simpson were welcomed to the meeting as prospective governors.

2. Declaration of Pecuniary/Business Interests (form attached to sign) and publication of governors' details

Governors signed and returned the forms. SS questioned how personal conflicts of interest were handled and LR confirmed governors were asked to declare any interests with regard to the agenda at the beginning of each meeting and to sign the declaration prior to FGB meetings. Governors approved the governor website form for 2015/16 and LR to contact Ross Setterfield to arrange upload.

3. Election of Chairman and Vice Chairman for 2 year term

JC was duly elected as chairman for a further two year term and MW was duly elected as vice chairman for a two year term.
The governors thanked JC and MW for taking on the roles.

4. Chairman's Action

Reported through the FGB meetings held on 17/8/16 and 2/9/16.

5. Notice of AOB

See confidential minutes.

6. Review Governance:

- i. New Governors, Governor Membership and Vacancies
LR confirmed there were three co-opted and 1 LA vacancies. There had been no candidates for the LA role at the recent CLC meeting and governors agreed to carry the position as a vacancy.
Governors were delighted to welcome the three prospective governors to the meeting.
- ii. Code of Practice
Governors approved and signed the code of practice.
- iii. Committee Structure/Membership/Governor Leads (attached)
Governors confirmed the current committee structure and amended their roles. Updated list attached. *(Following the meeting, LR asked for clarification from Leadership and Governance re dual committee membership for HT performance management and pay.)*
Governors had received the checklist for the school website requirements and noted that the parent survey had identified issues with the current website. SV and KEG agreed to monitor the changes and ensure WM met the recommended criteria.
- iv. Approve Terms of Reference plus two new committees
KEG suggested that all terms of reference had the two paragraphs added on procedure which were included in the policy terms of reference. LR to action and the terms of reference for the four committees were approved.
- v. Governor Visits & key stage allocation and monitoring
In view of the changes to the school structure, governors amended their monitoring. JC highlighted the importance of school visits and governors were asked to carry out visits during the autumn term. Updated list attached.
- vi. Link Governor & New Governor Induction
Governors were aware their induction process needed to be improved. MW had attended the WSCC training and noted WSCC were preparing a model format. In the absence of a volunteer, JC agreed to think about a possible way forward.
- vii. WSCC Autumn Training and Briefing Papers
Governors had received the training dates and briefing papers. SB had attended the Briefing session and reported on the items raised particularly highlighting the Support and Intervention team and AFR confirmed he was a member of the School Improvement Board, the WSGA conference which governors were encouraged to attend on 11th October, changes to the Ofsted handbook and the move from the grid for learning. Governors thanked SB for her report.
All governors were encouraged to attend the training on offer. AFR noted that London Meed had invited WM governors to participate in their Ofsted training on 29/11/17 from 5-7. AFR/SS/MW/JC/KEG asked to attend. *Following the meeting London Meed withdrew their offer due to costs.*
- viii. Preparing for Ofsted – 20 questions
Governors were familiar with the 20 questions and agreed they required a working group to ensure they were well prepared. (See item 10i.)
SS reported on the British Chamber of Commerce and the emphasis on apprenticeships. Visit report sent to governors, 23/9/16.

7. Approval of Minutes dated 13th July, 17th August and 2nd September 2016

The minutes were approved and signed as a true record.

8. Matters Arising & Action Grid from Minutes

- i. Governor remote access (DA)
DA had sent governors access details. If they were still unable to access the drive governors were asked to contact DA directly.

- ii. Breakdown Insurance (DA) & Pupil Travel with one staff member (KB)
DA reported on the insurance now in place. On questioning, he confirmed there was available budget and governors appreciated it was a small cost with significant time savings for staff.
KB to report back to governors on the safeguarding for a pupil to travel in a car with one staff member.

9. Committee Minutes and Reports

- i. Single School Provision (update on progress)
MW reported on the meeting and confirmed the response received following her freedom of information request on Section 106 payments. She was liaising with KEG on the figures and proposed a letter to WSCC questioning how the money had been used. DA had followed up with WSCC on the required site surveys and feasibility reports and had received a response from David Collins, the nominated officer. The committee asked that Graham Olway and Patricia Flint were invited to their next meeting on 30th September.

SB left the meeting.

AFR flagged up the leaflet received from the Diocese of Chichester on consultation for a new school in the Burgess Hill Northern Arc. KB agreed to attend the meeting on 27th September at 6.30pm to gain further information.

- ii. Policy Group (notification of policy approval and SEN Information report)
The policy group reported on the work done to review policies. DA confirmed he had sought clarification on insurance regarding a change to the model medicines policy. Governors understood the review process was reported through the minutes which were sent out with FGB papers.
The SEN Information Report was not presented to the meeting. To be sent to next policy group meeting.

10. Headteacher Update

- i. SDP (school development plan) – 2015/16 and 2016/17
Governors had received the proposed plan and AFR talked through the three priorities. He confirmed what had informed the plan and its aims.
KEG raised concerns that governors had not given their input into the plan to meet their vision of building unique futures for every pupil. Governors had set up a strategic working group but as a direct result of the issues for a single generic provision with WSCC, they had been unable to meet. After a long and careful discussion, governors voted unanimously to adopt the school development plan with the proviso that governors would set up a working group to progress a 3-5 year strategy for WM with plans in place for the Ofsted inspection. The committee was SS, SV, AFR, MW, KB and JC.

SS left the meeting.

- ii. Report from Sue Clark
Governors had received the report from the summer meeting. AFR commented on the benefit of having support from WSCC and JC confirmed he would attend the next meeting focusing on assessment, progress and reporting scheduled for 2nd November at 1pm. Any other governors wanting to attend to inform AFR.
- iii. APR (annual performance review) proforma
AFR reported on the reasons for not using Perspective and governors appreciated the benefits of the hard copy proforma for staff.

11. Approval of School Trips

DS reported on the proposed trip to Hindleap Warren from 13th – 15th February which was approved by governors. BS offered to attend. Governors were delighted to learn from Ian Simpson about plans to have pupils signed up for the Silver Duke of Edinburgh award.

12. Timetable of events to Governors to enable attendance at school events

A hardcopy was distributed to governors.

13. AOB & Agenda Items for next FGB

See confidential minute

14. Date of next FGB meeting

30th November at 4.45pm, school site.

ACTION GRID – SEPTEMBER 2016

Item	Action	Who	Status at next meeting
2	Governor details for 2015/16 uploaded to website.	LR	Done
6v	Governors to carry out allocated visits in Autumn term	SV/SS/JC/MO/BS	Timetabled
6vi	Plans for effective governor induction to be considered and put into place.	JC	PC link governor
6vii	WSGA seminar, 11/10/16 – County Hall, Horsham, 6.30-8.30pm. To book place email ruth.marsella@westsussex.gov.uk	All	MGW attended
8i	Governors to contact DA if unable to log on to the remote access.	All/DA	Progress
8ii	KB to report back to FGB on safeguarding for one pupil in a car with a member of staff.	KB	Reported to 30/11/16
9i	KB to attend consultation from Chichester Diocese for new school in Burgess Hill – 27/9/16, Hurstpierpoint. 6.30pm	KB	Unable to attend. No further information seen.
9ii	SEN Information Report to be approved at Policy meeting, 22/11/16	Policy meeting	Approved.
10i	Working group to look at 3-5 year strategy and Ofsted plan.	SS/SV/AFR/MW/KB/JC	Diarised.
10ii	Governor representation at next SIA visit (Sue Clarke) – 2/11/16. JC to attend & other governors to inform AFR.	JC/All	Attended & reported 30/11/16

SIGNED.....*John Clifton*..... DATE.....**30/11/16**.....