

**WOODLANDS MEED  
FULL GOVERNING BODY MEETING  
Wednesday, 25<sup>th</sup> January 2017 at 4.45pm  
VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

**FGB present: Miriam Owen (MO), David Sewell (DS), Alan Ranger (AR), Adam Rowland (AFR), Boo Savage (BS), Simon Virgo (SV), Marion Wilcock (MGW), Martin Woods (MW), Peter Clinch (PC), Ian Simpson (IC)**

**Prospective governor: Robert Landauer (RB)**

**Associate Member present: David Anning (DA) Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES	
<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b> Rob Landauer was welcomed to the meeting and introductions were carried out. Apologies were received and accepted from John Clifton, Sandra Boyd and Kevin Banfield. Sara Smith did not attend the meeting. MGW chaired the meeting.</p>
<b>2.</b>	<p><b>Declaration of Interests</b> MGW: consultant with Coffin Mew.</p>
<b>3.</b>	<p><b>Chairman's Action</b> None reported.</p>
<b>4.</b>	<p><b>Notice of AOB</b> <b>a) <u>KS4 Residential to Lodge Hill, November 2017</u></b> Governors discussed the benefit of the trip for pupils and on the understanding risk assessments were in place, approved the residential.</p>
<b>5.</b>	<p><b>Governance:</b> <b>a) <u>Update on Governor positions, terms of office &amp; vacancies</u></b> Governors voted in favour of AR completing another term of office and he asked AFR/JC to look into the issues he had raised. Karen George was not renewing her term and governors discussed how to recruit a partnership governor with the correct skills. They understood nominations had to be sought from parents and recommended targeting specific companies. AFR would ask Anna Hull for any contacts she had. MGW to lead before passing to JC. DA and KB were unanimously reappointed as associate governors for a 4 year term. <b>b) <u>Timetable for Governor visits</u></b> MGW stressed the importance of governor visits and the need to timetable one in for each term. (policy and visit proforma attached to minutes.) <b>c) <u>Governor Visit Reports</u></b> MGW – January Inset day. <b>d) <u>Delegated Tasks</u></b> Governors approved the document on the understanding that LR clarified the level of delegation for 20 and 23.</p>
<b>6.</b>	<p><b>Approval of Minutes dated 30<sup>th</sup> November 2016</b> The minutes were approved and signed as a true record.</p>
<b>7.</b>	<p><b>Matters Arising &amp; Action Grid from Minutes</b></p>

AFR/AC 9/2/17

MGW/AFR/JC  
1/3/17

LR 31/1/17

<p><b>a) <u>Warranties &amp; Balcony Glass Panels (response from WSCC)</u></b>  Governors understood Richard Pearce at WSCC had undertaken responsibility to find answers for the warranties and balcony glass by the end of next week. Governors asked DA to confirm with him that governors were expecting an urgent response to both queries. They were concerned about the glass and asked DA to keep the pressure on for a response and to let governors know the outcome by 3/2/17.</p> <p style="text-align: right;"><i>Peter Clinch joined the meeting.</i></p> <p><b>b) <u>Communication - Governor Volunteer</u></b>  After discussing the role, DS volunteered to be the communication governor. It was agreed there should be a regular short item on the FGB agenda.</p> <p><b>c) <u>Fundraiser extended hours</u></b>  Governors understood Anna Hull could not extend her hours. They noted the amazing job she was doing and AFR distributed the fundraising business plan which he invited governors to comment on by email. SV asked if solar options were being investigated and AFR confirmed they were.  MGW noted the value of building the brand <i>Woodlands Meed</i> to facilitate fundraising.</p> <p><b>d) <u>Governor involvement in Preparing for Ofsted</u></b>  Governors were aware of the importance of demonstrating strong governance. They had acknowledged the need to timetable regular visits and understood the head teacher's report gave them an excellent starting point to support and challenge school progress. All governors were given the three priority strands of the SDP to stick on their badge.  MGW asked if the mock Ofsted had been arranged and AFR confirmed he was liaising with St Wilfrid's and Birchwood Grove to go through each other's SDP and SEF.</p> <p><b>e) <u>Website</u></b>  SV reported on the work he had undertaken to support the improvement and content development of the website. Governors acknowledge the value of a professional website and understood costs were being looked at. SV was thanked for his work on this project. It was noted that there should be a regular short update item on the Resources agenda</p> <p><b>e) <u>Link Governor Report</u></b>  PC highlighted Ofsted's focus on governor competence and governors had received his recommendations. They appreciated the importance of targeted training through WSCC and GEL approved the idea of a personal improvement plan. He had valued MGW as a mentor and was working towards implementing an induction process and pack for all new governors by the end of February. He also planned to amend the training log and governors were asked to let PC and LR know when they booked training. AFR welcomed all governors to Inset days and events such as parents evening. Details were always included in the weekly sheets. (LR to check governors were receiving the newsletter.) PC was thanked for taking on this onerous role.</p> <p><b>f) <u>IT</u></b>  PC had met with the IT department. There was funding in the current budget for essential improvements and governors recommended it was an area targeted for fundraising. PC was thanked for his work on this project. It was noted that there should be a regular short update item on the Resources agenda</p>	<p>DA 3/2/17</p> <p>FGB agenda 22/3/17</p> <p>All 3/2/17</p> <p>Resources 1/3/17</p> <p>Resources 1/3/17</p>
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8.	<b>Committee Minutes</b> See Confidential part II.	
9.	<b>Confidential Minutes (staff governors – IS, DS, MW left the meeting)</b>	
10	<b>AOB</b> None.	
11	<b>Date of Meetings</b> Learning and Wellbeing: 13 <sup>th</sup> February. 4.30pm. College Policy Meeting, 13 <sup>th</sup> February, 6pm, College Resources: 1 <sup>st</sup> March. 4.30pm College FGB: 22 <sup>nd</sup> March. 4.45pm. School	

SIGNED.....*Marion Wilcock*..... DATE.....22nd March 2017.....