

**WOODLANDS MEED**  
**FULL GOVERNING BODY/RESOURCES MEETING**  
**Wednesday, 24th May 2017 at 4.45pm**  
**VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

**FGB present: John Clifton (JC), Miriam Owen (MO), David Sewell (DS), Adam Rowland (AFR), Boo Savage (BS), Simon Virgo (SV), Marion Wilcock (MGW), Martin Woods (MW), Peter Clinch (PC), Ian Simpson (IC), Sandra Boyd (SB), Robert Landauer (RL)**

**Associate Members: Kevin Banfield (KB)**

**Karen Sayle (KS), Andrea Dickson (AD) present to end of item 8**

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES	
<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b>            Apologies were received and accepted from David Anning. Karen Sayle (KS) and Andrea Dickson (AD) were welcomed to the meeting.</p>
<b>2.</b>	<p><b>Declaration of Interests</b>            John Clifton: Wife HLTA at WM            Marion Wilcock: Consultant at Coffin Mew</p>
<b>3.</b>	<p><b>Chairman's Action</b>            Governors held a one minute silence to remember the appalling events in Manchester at the beginning of the week.            Governors discussed the urgent decisions JC had needed support with over the past few weeks and that all communication had been carried out by email. Governors asked the strategy group to look at alternative ways of collaborating effectively and quickly.            JC thanked DS for his email to all governors with suggestions for the agenda. Governors agreed that item 9 would form a large part of the meeting but understood to meet WSCC guidelines, the budget had to be approved at this meeting.</p>
<b>4.</b>	<p><b>Notice of AOB</b>            MGW had a donation to hand over, see item 12.</p>
<b>5.</b>	<p><b>Approval of Minutes:</b>  <b>Resources 1st March 2017</b>            The minutes were signed and approved as a true record.  <b>FGB: 3<sup>rd</sup> May 2107</b>            KS4 was corrected to KS5 and the minutes were signed and approved as a true record.</p>
<b>6.</b>	<p><b>Matters Arising</b></p> <p>a) <u>Meeting with AFR</u>            PC noted the suggestion in the Resources (1/3/17) minutes that PC/MGW/SV met with AFR to discuss the exclusion process. AFR to arrange a date.</p> <p>b) <u>Impact of Worthless Campaign</u>            Governors had seen the report on the BBC and JC drew governors' attention to the publicity on the NGA website.</p> <p>c) <u>Next Steps for Strategy Group</u>            It was agreed the strategy group should meet after the planned governor day and work with the agenda proposed by JC. A provisional date of 3/7/17 was set.</p> <p>d) <u>Task and Finish Group</u></p>

Strategy group  
3/7/17

AFR/  
PC/MGW/SV  
13/7/17

3/7/17

	<p><i>As per the report in appendix A.</i> Governors gave MGW the go ahead to run a freedom of information request for all correspondence between WSCC and DfE re Woodlands Meed.</p> <p>The group were still waiting for a confirmed meeting date from WSCC. SB noted the support of Kirsty Lord who had been successfully re-elected and was now on the Education Forum. JC/AFR had a meeting arranged and governors wondered if she might consider taking on a governor role, though appreciated her current workload.</p> <p>e) <u>Governors to attend LA School Adviser Visit 21/6/17</u>  SB and JC confirmed they were able to attend. AFR had sent Sue Clark the list of governor responsibilities and she would liaise with LR if there were particular governors she wanted to meet. LR noted the WSCC questions to record the impact governors had and would re-send them prior to the meeting.</p> <p>f) <u>Confirmation of Governor Development Day 12/6/17, 4-8pm</u>  <i>As per report in Appendix B.</i> MW/DS had attended a governance and Ofsted training session and passed on the excellent activities they had been asked to carry out to SB/PC. The meeting would take place at the school site and PC to email the school to organise the materials/photocopying required. LR confirmed she would be able to attend from 4-6.30pm.</p> <p>g) <u>Confirmation of Final Governor Survey to parents</u>  JC/AFR had gone through the sample questions and added two specific governor questions to the parent survey. Governors asked how the school intended to maximise the response and how the results were used. AFR confirmed the responses formed part of the SEF and drove the SDP. He also replied that there were 5 different surveys and pupils were completing one currently.</p> <p>h) <u>Governor Membership</u>  Governors passed on their congratulations to IS on his successful appointment and were sorry he would be leaving at the end of the summer. They thanked him for his valuable contribution to the governing body. A parent election had taken place and governors were pleased a nomination had been received and the candidate would be appointed onto the governing body.</p> <p>Governors discussed the current vacancies and having viewed the skills audit agreed with JC's suggestion to aim to recruit a doctor and marketing/fundraising expert. They asked LR to send out a letter to all GP surgeries in the Burgess Hill area.</p>	<p>MGW 13/7/17</p> <p>JC/SB LR 21/6/17</p> <p>All 12/6/17 PC 8/6/17</p> <p>LR 13/7/17</p>
<p><b>7.</b></p>	<p><b>End of Year Finance Report 2016/17</b></p> <p>Governors had received the confirmed close down figures for the 16/17 budget, noting the carry forward which David Gwenlan had approved. They highlighted their thanks to Karen Sayle and Andrea Dickson for the enormous amount of extra work they had taken on.</p> <p>Governors raised a concern that the school was currently in consultation despite having such a healthy carry forward. AFR clarified that as soon as the deficit budget was forecast, the school had taken positive action and not replaced staff and limited supply cover which had resulted in the considerable savings. The forecast 18/19 budget still showed a deficit.</p>	
<p><b>8.</b></p>	<p><b>Review and Approve Budget 2017/18</b></p> <p>a) <u>Representations on Funding</u>  <i>As per the report in Appendix D.</i></p> <p>b) <u>Budget</u> -<b>See Confidential Part II minutes</b>  <i>KS/AD left the meeting at the end of item 8.</i></p>	

9.	<b>Staffing Report - confidential</b>	
<i>JC/SV left the meeting for this item</i>		
10	<b>Premises Report</b> a) <u>Property Transfers</u> <i>As per the report in Appendix E.</i> b) <u>Warranties &amp; Balcony</u> (no report available in DA's absence) c) <u>Hygiene Room</u> <i>As per the report in Appendix F. Governors asked for confirmation that the necessary proportion of the £1.5m allocated by WSCC would be used to pay for the hygiene portacabin. AFR believed it would be but did note he had sent two emails to WSCC but had no response.</i> MGW stated that she was in liaison with the Mobility group in Burgess Hill about the possibility of donating a hoist they no long used. d) <u>Unscheduled fire drill</u> <i>As per the report in Appendix G.</i>	Agenda 12/7/17
11	<b>Regular Short Updates</b> a) <u>Website</u> <i>As per the report in Appendix H. SB reported on the improvements made to Windmills website and would give SV the name of the company involved.</i> b) <u>IT</u> <i>As per the report in Appendix I. PC noted that the improvements to the college system were planned for half term.</i> He asked all governors to ensure they were on the Woodlands Meed email system which would provide a secure forum for governor emails. PC was the administrator for the 'current governor' group.	SB/SV 26/5/17  MO/MGW 26/5/17
12	<b>AOB</b> a) <u>Donation</u> MGW handed over £150 from a concerned local resident who was selling bird boxes to donate funds to Woodlands Meed. Governors passed on their sincere thanks and AFR/DS took his address so thank you's could be sent from the school.	AFR/DS 10/6/17
13	<b>Date of Meetings</b> Extra FGB: 26/5/17 –School at 8am Learning & Wellbeing: Wednesday, 14/6/17 – College at 4.30pm FGB: Wednesday, 12/7/17 – School at 4.45pam	

SIGNED.....*Marion Wilcock*..... DATE.....12/7/17.....

ACTION GRID MAY 2017		
3	Strategy Group to consider ways of communicating urgent actions/decisions effectively.	3/7/17
6a	Consider exclusion process	AFR/PC/MGW/SV
6d	Fol for correspondence between WSCC & DfE re WM	MGW
6e	Governors to attend Link Adviser Visit 21/6/17	All
6g	Letter to BH doctors surgeries requesting governors	LR
10	Warranties & balcony report to next FGB	Agenda
11a	SB to give AFR name of website company	SB
11b	Update governor WM emails	MO/MGW
12	Thank you to resident donation	DS/AFR

## Appendix A – agenda 6c

### Task and Finish Group – Marion Wilcock

Sarah Boyd has kindly agreed to join the property subcommittee to replace Karen George following her resignation from the board.

Arrangements are being made to agree the date of the next meeting following the appointment of the new Cabinet Member for Education following the local elections.

Because of diary commitments this is likely to be towards end of June.

No replies to enquiries raised in March regarding possible use of two grants which have been announced by the DfE for Capital Funding have been received yet, and follow up letters have been issued as replies to these enquiries should not have to wait until the proposed T&FG meeting at the end of June.

### Statutory Procedure – Marion Wilcock

Governors have reluctantly accepted that the school will have to move forward on a split site because now the "T" block has been leased to BHAT there is no prospect of the allocated site for the College building ever being available to Woodlands Meed, and there is not room enough to build a college on the available school site.

This is directly contrary to the Determination of the Official Schools Adjudicator. It would appear that certain alterations to schools, and this would include an increase of SEN numbers of more than 10% and the introduction of a split site are governed by statutory guidance "Making 'Prescribed Alterations' to Maintained Schools", which have not been followed by WSCC. An enquiry has been made as to what should happen when a Proposer makes it impossible for themselves to deliver the Proposal, and whether the school themselves should make such a proposal for clarification ( which would include the provision, of course, of a new building as a condition of such approval and provide the opportunity for full representations on the situation directly to DfE) The OSA have advised that they are not the enforcing authority for Determinations, but have referred the query to the Schools Organisation Team at the DfE. This team have just acknowledged receipt of the referral and advised they are reviewing the situation. This is will be kept monitored for a response in a reasonable time scale, and in any event before the next T&FG meeting.

### Proposed new Free SEN School – Marion Wilcock

Governors will recall that WSCC failed to mention to Woodlands Meed that they had made an Expression of Interest in a new Free SEN School for the north of the County. It is understood that this application has been rejected by the DfE. WSCC will therefore have to rely on placements in the existing SEN schools in the County and "integrating" SEN pupils in mainstream schools.

## Appendix B – 6e

### Brief Link Governor Update On Governor Development Training Peter Clinch.

We will be holding a 4 hour all-governor session in June, with the aim of producing an actionable governor development plan. The basis of this will be the NGA "twenty questions for governors", against which we can judge our own collective needs as a governing body. This will also link in to our preparedness for typical Ofsted scrutiny.

The date has been fixed for **Monday 12<sup>th</sup> June, from 4-8 p.m. at the School site.**

## Appendix C – agenda 6f

### POSSIBLE GOVERNOR SURVEY QUESTIONS – All governors to choose sample questions to go out with school survey

#### Version 1

- 1) I am made to feel welcome when I come into school
- 2) I find it easy to approach the school with questions or problems to do with my child
- 3) I am part of the school community
- 4) The school is effective at communicating; I get the information I need when I need it

- 5) I understand what my child is learning and how they are being taught
- 6) I know how to support my child's learning at home
- 7) The school helps me to support my child's learning
- 8) My relationship with the school could be improved
- 9) I want to get involved in school life
- 10) I want to have a say in how the school is run
- 11) The school asks me for my opinion
- 12) I have attended a PTA activity or event

#### Version 2

- 1) My child is happy in school
- 2) My child feels safe in school
- 3) The teaching is good
- 4) I am kept informed about how my child is getting along
- 5) My child is making good progress
- 6) Staff explain how I can help my child at home
- 7) Staff treat my child fairly
- 8) Staff expect my child to try hard and do their best
- 9) Staff encourage my child to become more independent
- 10) Pupils behave well in school
- 11) My child is not bullied or harassed at school
- 12) Reported incidents of poor behaviour are responded to appropriately and parents informed as necessary
- 13) The school is led and managed well
- 14) The school communicates well with parents and carers
- 15) The school seeks the views of parents and takes account of their suggestions and concerns
- 16) Governors provide strategic support to the development of the school
- 17) Governors are accountable to the whole school community
- 18) I feel comfortable about approaching the school with questions, a problem or complaint

Responses: Yes/No

Strongly agree/agree/disagree/don't know

## **Appendix D – agenda 8**

### Representations on Funding – Marion Wilcock

Governors will be aware that the level of Top Up Funding is not equal across all SEN schools across the County. Despite representations nothing has been done to resolve this, and Special Heads have failed to agree a solution.

Following the presentation on funding by David Gwenlan, this point has been followed up, as it would appear that WM might be a net loser. There will be a meeting with David Gwenlan

on 13 June to ascertain actual facts and figures (and perhaps some explanation ). Notice has been given to the SEN representative on the Education Skill Forum, (which is the statutory linking body between WSCC and representatives of all school in the County) that we may wish to raise this formally through the ESF, in the absence of any other action to deal with this inequality.

## **Appendix E – agenda 10a**

### Property Transfers- Marion Wilcock

Coffin Mew have submitted revised Transfers for both Woodlands Meed Site and Newick House site for approval.

The Woodlands Meed Transfer updates and corrects the transfer previously executed on behalf of the school, and which WSCC refused to complete at the time they were dealing with lease to Academy Trust. The changes reflect the change in title to the site as the school transfer will be subject to and has the benefit of the rights granted in the Academy Lease. It also requires WSCC to enforce the terms of the Academy Lease in so far as these affect the school. The basic provisions are unaltered.

The Newick House Transfer is a fundamental redraft deleting all the onerous provisions which WSCC had inserted as if they were developers of the site. It now follows the model form of transfer issued by the DfE for school transfers. WSCC have been advised that if they are not prepared to agree this then we will take the matter to the DfE for adjudication.

## **Appendix F – agenda 10c**

### Hygiene Room- Adam Rowland

We have two pupils transferring from the school site in September. Additional works will need to be completed to support these pupils and other pupils with physical needs at the college site, due to the fact we only have one hygiene room and space suitable for pupils to be hoisted to complete daily physio programmes.

1. A space has been cleared for a physio room and Southern Mobility have visited to measure and cost for an H-track hoist
2. A space behind the common room has been identified for a temporary mobile hygiene porta cabin to be dropped onto the college site.
3. We are investigating into fitting automatic door openers to the rear double doors that will give access to the hygiene room.

I have spoken to Sue Clarke in an attempt to engage with West Sussex, Sue has supported by sending the email below.

Email sent Monday 15th May to Graham Olway <graham.olway@westsussex.gov.uk>; Jon Philpot <jon.philpot@westsussex.gov.uk>; Miriam Hill <Miriam.Hill@westsussex.gov.uk>; Patricia Flint <patricia.flint@westsussex.gov.uk>

Dear colleagues

I realise there have been many discussions behind the scenes so apologies as I'm not sure who may have this in hand.

I am hoping someone may be able to provide Adam, head at Woodlands Meed, with an update on the situation regarding the installation of new facilities.

There are some adaptations required in preparation for 2 pupils transferring from the WM school to the college site this September 2017.

It appears that there is still a query about the timing of the installations as well as who is responsible for covering the cost of the following adaptations:

1. H-track installed in the physio room
2. Additional hygiene space for the pupils

3. Automatic door opening for three double doors  
These adaptations are essential to meet pupils' needs (disabilities) and improve accessibility.  
I'd be grateful if I could be copied into any responses.  
Many thanks, Sue Clarke

## Appendix G – agenda 10d

### Unscheduled fire drill –David Anning

An unscheduled fire drill (4/5/17) took place due to an over exuberance of popcorn cooking in food tech . It went well and the fire brigade were also pleased.

## Appendix H – agenda 11a

### Website – Simon Virgo

To deliver the strategy for the website it needs to be moved onto a more modern platform that gives us more control either with the existing supplier or a new one. This has financial implications.

David and team have been implementing some of the tidying up and ensuring that we fully utilise the capability the existing platform has but until we have an approved budget a more strategic solution is pending.

Given the other demands on finances and the awful reality of the budget going forward spending a couple of grand on a new website does not seem prudent or defensible to stakeholders at the moment.

## Appendix I – agenda 11b

### IT – Peter Clinch

*Please note: Updates since last resources meeting are listed in red. I have retained much of the overall description so that overarching strategy and context is not lost.*

#### **Background.**

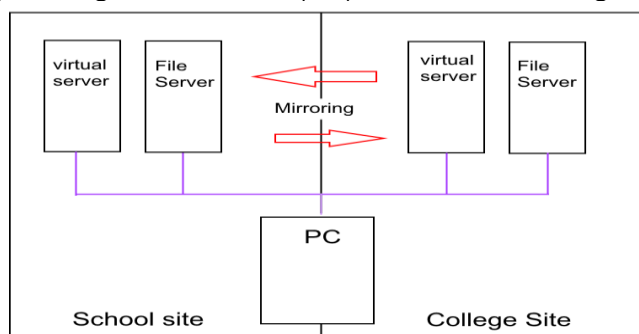
The IT infrastructure at Woodlands Meed School and College has underlying problems of age, reliability, speed and efficiency. During 2017 and 2018, WM plans to rectify these issues through a series of upgrades:

- Rationalise and update the infrastructure (eliminate redundant servers, mirror the School and College environments, increase speed, upgrade hardware and software)
- Improve technical support (cost and quality of service)
- Educate staff on new environment and changes.

Progress on these since the spring term has been steady, and is summarised below:

#### **Rationalise the Infrastructure.**

The intention is to establish server environments that are mirrored between school and college, removing the current situations where drives are separated, and consequently file structures are complicated. In addition this solution will ultimately include a high capacity media drive (for storing photos and videos), more secure back up and an imaging drive (ensuring all Windows laptops are built on a single school image).



Email has now been transitioned from local servers to the cloud-based Office 365 solution. JSPC computer services have been deployed to build this infrastructure, and the base infrastructure including e-mail transition was completed over the Easter break. The servers on the school site have now been rationalised, and the task to complete the server structure at the College site, and to complete the mirroring infrastructure will be actioned in the summer holiday. From that point, issues of response time at the College should be eased.

Licensing arrangements have been extended with Microsoft, and the school is now licensed for multiple deployments of Windows 10 and Office 2016. This will be accomplished gradually, following the full server rationalisation.

Next steps following completion of the physical infrastructure changes will include data drive rationalisation, including separate media drive.

#### **Improve Technical Support (Cost / Quality).**

In past years WM had three permanent staff (one Network Manager and two assistants), but currently has only one permanent member of staff (Ross Setterfield) dedicated to IT support. He is now supplemented by arrangements with JSPC computer services, who provide IT to a number of West Sussex schools. Further limited support is provided by Capita, who provide the SIMS facility.

Since January JSPC has provided a dedicated resource (Phil Angell), who visits the site weekly, and who has specifically assisted in repurposing laptops, as well as handling ad hoc issues and planning for overall upgrade.

The business benefit of these changes has been built into the overall school restructure, and into future budget planning.

Since the Office 365 changes there has been marked improvement in response time at the School site, and issues tend to have been localised and dealt with on a case-by-case basis. Ross and JSPC are focussing on standardising the PC images, and on designing the revised drive / file structures for deployment later in the calendar year.

#### **Educate Staff.**

Education sessions that have taken place in the spring and summer terms have largely been poorly attended by staff. I have asked JSPC to advise as to what classes they can provide, and these will be assessed for cost / benefit.

#### **Additional Note to Governors.**

Now that Office 365 has been installed, all governors have been issued with a Woodlands Mead e-mail address, which can be accessed with a web browser at outlook.office.com. It is important that we migrate rapidly to usage of these e-mail addresses, as we want to build a shared collaboration space, and – more importantly – it is not appropriate for school matters to be discussed via personal e-mail.

Please also ensure that your passwords are secure and unique to you. Although the fact that the school is on Windows 7 protects to some extent against the attacks recently seen on institutions using Windows XP, the easiest way for a compromise to occur is with a weak network password.