

**WOODLANDS MEED  
FULL GOVERNING BODY MEETING  
Wednesday, 12<sup>th</sup> July 2017 at 4.45pm**

**VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

**FGB present: David Sewell (DS), Adam Rowland (AFR), Boo Savage (BS), Simon Virgo (SV), Marion Wilcock (MGW), Martin Woods (MW), Peter Clinch (PC), Sandra Boyd (SB), Robert Landauer (RL), Neil James (NJ)**

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

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES	
1.	<p><b>Welcome, Introductions and Apologies</b></p> <p>Apologies were received and accepted from Miriam Owen. Governors had passed on their congratulations to Ian Simpson on his new post from September and he did not attend the meeting. Neil James was welcomed onto the Board as a newly appointed parent governor.</p>
2.	<p><b>Declaration of Interests</b></p> <p>MGW: Consultant, Coffin Mew.</p>
3.	<p><b>Acting Chairman's Action</b></p> <p>a) <u>Attendance of Burgess Hill Town Council Reception for Education – <a href="#">appendix a</a></u></p> <p>b) <u>Meeting with Kirsty Lord, WSCC Hassocks Councillor – <a href="#">appendix b</a></u></p> <p>c) <u>Meeting with WSCC Finance, David Gwenlan – <a href="#">appendix c</a></u></p> <p>MGW reported that David Gwenlan had agreed the funding for special schools was unjust. Governors asked if they should be fighting for an equalisation of bands across the special schools. They noted that an update from Parliament on funding was imminent and hoped there would be more funding for schools. AFR commented that the actual top up amount had not changed for four years and governors asked DA to look at the actual funding figures to ensure Woodlands Meed were not losing out in comparison with other local special schools.</p> <p>Governors asked MGW to accept David Gwenlan's offer for in-house finance training.</p> <p>d) <u>Report on KS4/5 Award Ceremony – <a href="#">appendix d</a></u></p> <p>Governors liked the idea of raising their profile by giving and/or presenting an award and asked the school to look at possible options for next Summer.</p> <p>e) <u>Report on WS Governors' AGM – <a href="#">appendix e</a></u></p>
4.	<p><b>Election of Chairman</b></p> <p>Nominations were received for MGW and SB. SB informed governors that she was due to become chair of governors at another school and could not take on the commitment though she would be happy to be vice chair. LR ran the elections and governors duly appointed MGW as chairman and SB as vice chairman until the first 30/9/18.</p> <p>Governors thanked MGW and SB for taking on the roles and recorded their thanks and appreciation for the valuable work John Clifton had achieved during his term as chairman. They knew how disappointed he was not to be chairman as the new college was built and agreed he would be asked to the opening ceremony.</p>
5.	<p><b>Notice of AOB</b></p> <p>MGW suggested that each item on the agenda was restricted to a 10</p>

DA Resources

MGW 18/9/17

AFR Summer 18

	<p>minute slot and if more time was needed, it could be allocated more time in the meeting, be moved to the next FGB meeting or an extra meeting called. Governors were in agreement.</p>	
<p><b>6. Governance:</b></p>	<p><b>a) <u>Governor Resignations, Vacancies, Recruitment Partnership Governors</u></b>  There were two vacancies and letters had been sent to parents, stakeholders and local doctor surgeries requesting nominations. SB had approached Bill Hatton to consider becoming a partnership governor. Governors were aware of his wealth of experience which would be invaluable on the governing body and understood his wife had been given a tour of the college and school site. Governors thanked SB and asked her to keep them informed.  AFR had sent an email request to Peter Liddell who co-ordinated the Burgess Hill Business Park asking if he would put a request for Woodlands Meed governors in his newsletter.  <i>Parent Governors</i>  There were four vacancies and following the nominations Neil James was formally appointed and Simon Virgo and Boo Savage reappointed for a further four year term. A parent election would take place when the new intake arrived in September.  <i>Co-opted (Staff) Governor</i>  One vacancy. Governors were aware it was their decision whether they wanted to appoint from the staff team. Having a co-opted staff governor gave them the flexibility to ensure there was representation from both sites and as DS was moving to the school they felt the governor should be from the college. AFR noted KB was leaving his post as associate governor and governors approved appointing Nola Bennett and Gillian Barton as associate members and they would be invited to relevant meetings. AFR to consider possible candidates for the vacancy.</p> <p><b>b) <u>Structure of Committees, membership (attached) and meeting structure/dates for 2017/18</u></b>  Governors considered the current structure and number of meetings. They approved two FGB meetings a term and recommended adding a Property, health and safety committee. They discussed the importance of staff wellbeing, particularly in light of the staff reductions and recommended learning and well being included a permanent agenda item. They were aware of vacancies/gaps on the committees and governors were asked to consider which committees they would like to be members of for approval at the September FGB meeting.</p> <p><b>c) <u>Governor Development meeting – agenda item for September</u></b>  Governors who had attended commented on the value of the session and thanked SB/PC and MW for their input. SB was currently writing up the report and would present the findings and actions at the first September meeting.</p> <p><b>d) <u>Link Governor Report – appendix k</u></b>  PC updated governors on the Woodlands Meed Office 365 and confirmed he was starting to upload documents for governors to access.  (<a href="https://woodlandsmeedcouk.sharepoint.com/sites/currentgovernors">https://woodlandsmeedcouk.sharepoint.com/sites/currentgovernors</a>)  Governors were invited to attend the safeguarding training being run by Chris Carter on the Inset day, 4/9/17. AFR to send out confirmed timings. MGW noted the policy committee had picked up on the revised website changes and DA confirmed the school website group would check the</p>	<p>SB 18/9/17</p> <p>Parent Election Sept 17</p> <p>LR 18/9/17 AFR 18/9/17</p> <p>Agenda L&amp;WB</p> <p>All 18/9/17</p> <p>Agenda 18/9/17</p> <p>AFR 24/7/17</p>



	<p>school and governors requested a financial report to detail the savings at the next Resources meeting.</p> <p>Governors understood Unison had raised two Grievances which were currently being heard.</p>	DA Resources
11	<p><b>Current Budget Position &amp; Revised Financial Reporting System (reports attached)</b></p> <p>MGW signed the approved budget statement. Governors noted the new reporting system and that the staff reductions had improved the school's position though the protected pay and pensions contributions were still to be confirmed. RL approved the way expenses were tracked and asked if income could be tracked as well. DA agreed they could and Resources would monitor budget lines at their next meeting.</p>	DA Resources
12	<p><b>Headteacher's Report</b></p> <p>Governors thanked AFR for his comprehensive report and the copy of the proposed SDP for discussion at the next Inset day.</p> <p>PC was concerned about the blank pages in the report and AFR apologised he had been unable to get information from the NHS staff. The staff wellbeing and incidents at work sections were now included. PC asked if the SEF should include cross references to the SDP and Ofsted which AFR confirmed it would as the document was finalised. Governors also noted the value of including cross references in their visit reports. KB commented on the improvements in data collection and input and that the final information would be received post GCSE results.</p> <p><i>Exclusions</i></p> <p>BS flagged up the number of exclusions. AFR reported they had increased but justifications for exclusions were consistent and the majority of cases involved three pupils. He reported on the measures in place to support pupils and families.</p> <p><i>Safeguarding Referrals</i></p> <p>BS asked about the LADO referrals and KB clarified they were for the whole academic year and BS confirmed she had been informed about them. She asked how the school was using restorative justice and AFR explained it was through the behaviour for learning policy and part of pupils' support plans.</p> <p><i>Admissions/SENAT</i></p> <p>MGW requested clarification on the role of SENAT in placements. Governors discussed current numbers and agreed that as a foundation school, if WM was asked to take too many pupils or pupils with needs they were unable to support, governors could look carefully at the regulations.</p> <p>AFR warned governors that the indications were that there were a number of young people living locally who would be referred to WM which would require a second PMLD class, resulting in the loss of a primary class.</p> <p><i>Mealtime Supervision</i></p> <p>Governors discussed the challenges for staff whilst supporting pupils with eating and drinking and AFR confirmed whole staff training was taking place and that they were continually assessing ways to reduce the risks for pupils. RL confirmed the school had managed to relay the risks and given clear information to parents.</p> <p><i>Governor photos &amp; biogs for website</i></p> <p>To avoid extra costs to the school, photos of governors would be taken at the beginning of the September FGB and PC would look at other school websites to give governors a lead on how to write their short biog.</p> <p><i>Governors' Sign-in</i></p>	Agenda 18/9/17

	<p>AFR indicated why the governor sign in book was not working well and, as all governors had a DBS in place, governors asked DA to investigate fobs for governors.</p> <p><i>Meeds Send Alliance</i></p> <p>Governors noted the excellent work achieved by the Meeds Send Alliance, the MoJ and Development Plan.</p>	DA Property
13	<p><b>Report from School Link Adviser Visit</b></p> <p>Final version to be sent to governors.</p>	AFR 24/7/17
14	<p><b>Report from Communication Governor – appendix j</b></p> <p>Governors thanked DS for his report. They noted the ongoing work to improve attendance at signing sessions and BS offered to advertise on Facebook. Governors wondered whether having a small charge for the sessions and running them at weekends would guarantee higher attendance. DS to follow up with Gillian Barton. Governors appreciated the progress in communication during the year and passed on their thanks to the staff.</p>	DS Nov 18
15	<p><b>Report from Strategy Group – appendix g</b></p> <p>The strategy group had met and captured all their ideas which AFR was putting into one document for discussion at the September FGB. Governors confirmed the strategy document would feed into the SDP.</p>	Agenda 18/9/17
16	<p><b>Property Sub Committee – appendix h</b></p> <p>Governors had approved setting up a property committee and on discussion agreed to expand its remit to include premises, health and safety.</p> <p>a) <u>Report on temporary hygiene room</u></p> <p>The estimated cost was £40-£50,000 and DA reported that if approval was given by the end of the summer term the work could be finished by September. Governors discussed the reasons for hiring the room rather than buying it, though they understood there would be an option to purchase it at the end of the two year period. They were disappointed Deborah Myers had indicated WSCC would not fund it and discussed the two pupils who had been promised a place at the college who required the hygiene room. They asked AFR to go back to WSCC requesting the funding for the temporary solution they had found. BS/MGW would approach local contractors for possible free donations and DA would contact <b>Portakabin</b> to check they were open to using a cheaper crane hire company. Governors stressed the urgency for a solution by the end of term.</p> <p>b) <u>Report on fire safety of cladding and refurbishment of College</u></p> <p>Governors studied SV's detailed report. They noted his findings on the cladding and DA explained WSCC had switched contractors halfway through the build which might be why there seemed to be a different cladding used. KB recommended a cladding tile was taken from the three different phases of the buildings to ascertain which type of cladding had been used in each area. SV noted the need to ensure the tiles were replaced correctly. DS also asked about the fire risk in the huts. SV confirmed he was asking WSCC for complete clarification on the buildings and that in the meantime, the evacuation of the buildings in case of fire had been carefully risk assessed and a safe policy was in place. SV to inform governors of WSCC responses.</p> <p>c) <u>Update on proposed new building</u></p> <p>Governors were liaising with a company on a design for the new college and recommended their next step was to identify any planning issues.</p>	<p>AFR BS/MGW DA 19/7/17</p> <p>SV 18/9/17</p> <p>DA Property</p>

17	<b>AOB</b> a) <u>Communication on staff reduction</u> Governors asked how parents would be informed and suggested that individual affected staff members were approached about how they would like their departure to be communicated. b) <u>Thank you to Kevin Banfield</u> MGW led the vote of thanks to KB on his amazing contribution to Newick House and Woodlands Meed and all governors stressed how much he would be missed. They looked forward to inviting him back for the opening of the new college.	AFR 21/7/17
18	<b>What impact has the meeting had on pupils?</b> <ul style="list-style-type: none"> <li>• Check funding is fair for Woodlands Meed pupils</li> <li>• Approved new financial reporting system for robust monitoring of budget</li> <li>• Staff wellbeing is a permanent item on L&amp;WB agenda</li> <li>• Set up a new property committee to aim for best building solution for college</li> <li>• Looking at ways to improve the huts in the short term</li> <li>• Recommended a way to increase attendance at parent sessions</li> <li>• 3 year strategy to be tied in with SDP</li> <li>• Working on proposals for a hygiene room at the college</li> </ul>	CHAIR
19	<b>Date for next meetings</b> Monday, 18 <sup>th</sup> September. Policy at 3.30pm, FGB at 4.45pm. School site. Proposal attached for approval at next FGB meeting.	LR

ACTION GRID JULY 17		
3c	Check funding for WM in comparison with other local special schools	DA
3c	Agree date for David Gwenlan finance training.	MGW
3d	Consider ideas for annual governor award/presentation at KS4 leaving ceremony Summer 2018.	AFR
6a	SB to keep in contact with possible new partnership governor	SB
6a	Parent Election – September 2017	School
6a	Confirm new staff associate members and consider co-opting staff member from college onto governing body	LR/AFR
6b	Staff wellbeing – permanent L&WB agenda item	LR
6b	Consider which committee/s to join for confirmation at September FGB	All
6c	Update and next steps on governor development at September FGB	SB
6d	Confirm timings for safeguarding Inset on 4/9/17	AFR
6d	Check website is compliant at next Policy meeting	DA
8a	Meet re exclusion procedure	AFR/MGW/PC/SV
9a	Quote for air conditioning units in huts	DA
9c	Follow up with WSCC & if no response refer to Health & Safety Executive	DA
10	Report on savings through cost reduction at next Resources	DA
11	Monitor income & expenditure at next Resources	DA
12	Governor photos at beginning of September FGB. Check other websites and write governor biogs during summer	All
13	Send School Link Adviser report to governors	AFR
14	Suggest Saturday sessions and charging for training sessions to parents	DS
15	Update on strategy at September FGB	AFR

16	Request funding for hygiene room from WSCC. Approach local contractors for free donations Check with Grahame Olway if alternative crane contractor could be used.	AFR BS/MGW DA
16b	SV to keep governors informed on WSCC report on cladding	SV
17a	Discuss with affected staff best way to communicate their departure	AFR

SIGNED.....*Marion Wilcock*..... DATE.....18/9/17.....