

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Monday, 18th September 2017 at 4.45pm
VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

FGB: Miriam Owen (MO), 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)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies There were no apologies. <i>SV took photos of the governors for the website.</i></p>
2.	<p>Declaration of Interests Pecuniary/Business Interests (appendix T) and publication of governors' details on website (appendix U). Governors signed and returned their pecuniary/business interests form and approved the file on publications of governor details for the website.</p>
3.	<p>Chairman's Action</p> <p>a) <u>Hygiene Room</u> Governors viewed the photos showing the installation of the hygiene room and they were pleased it was now being successfully used. They noted their huge thanks to Portakabin and Southern Cranes for their help and support with the price. BS commented that there had been 10,000 hits on the Facebook page.</p> <p>b) <u>School Credit Card</u> Governors approved a second credit card in the name of the Head, Adam Rowland.</p> <p>c) <u>Governor Newsletter</u> Governors liked the new termly newsletter and, once it was expertly formatted, agreed it should be sent out to parents, uploaded onto the website and a link on the Facebook page.</p> <p style="text-align: right;"><i>MGW/LR/BS 29/9/17</i></p>
4.	<p>Notice of AOB Risk register – 13a.</p>
5.	<p>Governance:</p> <p>a) <u>Governor Vacancies and Recruitment – skills audit (appendix C)</u> Governors studied the skills audit and noted a gap in governance chairing skills and property expertise. They discussed the experience several governors had at chairing meetings and felt this should be reflected in the audit. (Following the meeting, LR sent the new NGA skills audit for governors to complete and the results are attached to the minutes.) Governors appreciated the importance of appointing governors to the current vacancies. WM to carry out a parent election and AFR to canvas college staff for a possible co-opted staff recruit. SB would follow up with two possible governor contacts and MGW would contact possible property managers. AFR to see if Peter Liddell at Burgess Hill Business Park had any candidates.</p> <p style="text-align: right;"><i>RL joined the meeting.</i></p> <p>b) <u>Code of Conduct (attached for signature) (appendix D)</u> Signed by all governors.</p> <p style="text-align: right;"><i>AFR 29/11/17 SB/MGW 29/11/17</i></p>

	<p>c) <u>Delegated Planner – previous version and updated NGA version attached with responses for approval</u> (appendices E & F) Governors noted the new form recommended by the NGA. The current WSCC version was due for review in January and it was agreed to switch to and complete the new version at the next meeting.</p> <p>d) <u>Approve terms of reference for committees & Telelinks</u> (appendices G-K) The tele links policy was approved and governors asked for it to be tested at the next meeting. (RL to phone in at property, health and safety.) LR to separate out the premises section of the resources minutes for review at the first Property, health and safety meeting. Changes were made to the learning and wellbeing terms of reference to reflect the requirement to monitor staff wellbeing in view of the staff reduction programme and college building. All terms of reference were approved.</p> <p>e) <u>Confirmation of committee membership, governor visits and key stage allocation and monitoring</u> (appendix L) It was agreed governors could be more effective in the monitoring/visit process by covering a subject and linking in with the school development plan. Governors were allocated subjects and agreed to arrange visits with the subject leaders in November and April. MGW/AFR to review visit form to ensure it effectively recorded the relevant information. AFR was concerned about the number of areas of responsibility governors were expected to have. LR to liaise with Leadership and Governance to find out the requirement for individual responsibilities. The committee membership was updated. NJ was invited to attend all committees to see where he felt his skills could be best used. MGW hoped he would consider joining the policy group and LR to look at meeting dates to ensure they were on a Monday or Tuesday to fit in with his availability. The property, health and safety committee was set up.</p> <p>f) <u>Link Governor Report & new governor induction</u> (appendix M) PC reported on the SharePoint area of the governor's section of the email. Governors thanked him for all the work he had done and recognised it was an effective way to access current and important documents. As the newest governor, NJ was asked to go through the induction materials on the SharePoint and to give his feedback. Governors were encouraged to attend training and NJ agreed to sign up for the Exploring Effective Governance session at Horsham on 3/10/17).</p>	<p>FGB 29/11/17</p> <p>LR 27/9/17</p> <p>AFR 16/10/17</p> <p>LR 29/9/17</p> <p>LR 29/9/17</p> <p>NJ 29/11/17</p> <p>NJ 3/10/17</p>
<p>6.</p>	<p>Approval of Minutes dated 12th July 2017 (appendix N) Governors recommended changing the AOB item to: <i>MGW suggested that each item on the agenda was restricted to a 10 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.</i> Following the change, the minutes were approved and signed as a true record.</p>	
<p>7.</p>	<p>Matters Arising</p> <p>a) <u>Report from School Independent Adviser received</u> (appendix O) Governors had viewed the positive report and AFR reported on the actions taken to address the recommendations made. Governors were pleased to learn of the positive impact staff had had on the School development plan and governors were timetabling visits in November and again in April. DS commented on how vital it was that governors knew the key strands of the</p>	

	<p>development plan. MGW/AFR to ensure the visit reports enabled governors to guarantee their visits tied in with the SDP priorities.</p> <p>To ensure there was an accurate log of complaints, the policy group had agreed that all FGB agendas would have an item: Any complaints/racial incidents to report.</p> <p>b) <u>WSSC response to questions on fire safety</u> (appendix P) Governors thanked SV for the work he had done to hold WSSC to account for the fire safety of the buildings. He had raised concerns about the cladding and had received written confirmation from WSSC that they were satisfied the building was safe. Governors clarified that the inside of the building had high fire resistance and that there was a well-planned drill for the evacuation of pupils.</p> <p>c) <u>Exclusion Process</u> As the involved governors had not been able to meet, PC suggested writing a summary to ensure the process was improved. Governors thanked PC.</p>	<p>MGW/AFR 16/10/17 All FGB agendas</p> <p>PC 29/11/17</p>
8.	Confidential Discussion on S60 notice (part II minute)	MGW
9.	Maintenance Dave Pilbeam will report on Maintenance through the new property, health and safety committee.	P,H&S 27/9/17
10	Governor Development Plan Governors have received the action plan (appendix V) and a follow up meeting was arranged for 4 th October at 4.30pm, school site. All governors to attend if available.	All 4/10/17
11	Report from Strategy Group The strategy group met on 11/9/17 (draft minutes appendix Q)) and governors approved the three year strategy (appendix U). A meeting had been set for 9/10/17 to put in a one year plan in accordance with the strategy and all governors were invited to attend. Governors hoped a representative from the college site would be persuaded to sit on the committee. AFR to discuss with staff. DS commented on the benefit of videos on school websites and Governors recommended the group looked at adding a video.	<p>Strategy 9/10/17</p> <p>AFR 9/10/17</p> <p>Strategy 9/10/17</p>
12	<p>Report on items for action required by WSSC on line communication with chairs.</p> <p>a) <u>Timeframe for the completion of redundancy procedures</u> WSSC have issued an Indicative Timeframe for the completion of redundancy procedures Autumn Term 2017. School proposals are in accordance with this timeframe.</p> <p>b) <u>Market Supplement Policy.</u> It is sometimes necessary to pay a market supplement in addition to base salary in order to recruit or retain staff. WSSC have now issued a revised policy in relation to these payments and suggested that schools adopt this without delay. It is recommended that this be referred to the next Resources meeting and the position of any staff who might be affected by this policy be reviewed.</p> <p>c) <u>The General Data Protection Regulations 2018 (GDPR) and Freedom of Information Act 2000 (FOI)</u> These come into force on 25 May 2018. This will relate to action required should the school receive a FOI request and holding of data relating to pupils. There are revised advice notes for schools. It is recommended that this be referred to the next Policy Sub Committee for review.</p> <p>d) <u>Head of Virtual School for Children Looked After (LAC)</u> Sarah Clarke has been appointed as the new Head of The Virtual School. Governors will be aware of the duty of Governors to look in particular at the progress of LAC in order to diminish the difference in attainment between</p>	<p>Resources 11/11/17</p> <p>Policy 29/11/17</p>

	children in care and all other students and that Chris Carter is our Designated LAC leader at the school. The Virtual School will be providing advice and guidance for the purpose of promoting the educational achievement of these children, which will be reported to Learning and Wellbeing Committee.	L&WB 11/10/17
13	Are there any complaints/racial incidents to report MO updated governors on the two grievances raised by Unison in response to the staff reduction. MO/MGW to work together to send the governor findings.	MO/MGW 29/9/17
14	AOB a) <u>Risk Register</u> (appendix R) Governors discussed the value of having a risk register which SV had established. They recommended each committee considered at each meeting whether there had been any changes or they had anything to add. Constant agenda item.	All committee agendas
15	What impact has the meeting had on pupils? <ul style="list-style-type: none"> • Hygiene room successfully installed and being used. • Actively recruiting new governors to fit in with skills audit. • Revised governor subject allocations and governor visit forms to result in effective visiting timetable closely linked with the SDP. • Approved WM 3-year strategy. • Set up active risk register 	
16	Date for next meeting Wednesday, 29 th November, 2017 (appendix W).	LR

SIGNED.....*Marion Wilcock*..... DATE.....29th November 2017.....

ACTION GRID SEPTEMBER 17		
3c	Finalise governor newsletter and send to parents/website and Facebook	MGW/BS/LR
5a	<u>Governor Recruitment</u> Parent governor election. Follow up possible governor leads. Contact property managers. Follow up with Peter Liddell	AFR SB MGW AFR
5a	Follow up contacts	All
5c	Complete and approve NGA task delegator for next FGB	All (FGB 29/11/17)
5d	Draft ToR for premises, health and safety	LR
5e	Review governor visit forms in line with SDP. Clarify where named governors were required to be responsible for areas such as safeguarding. LR to liaise with NJ over the policy group meetings.	AFR/MGW LR LR/NJ
5f	Check induction material on SharePoint from a new governor perspective. Attend Exploring Effective Governance	NJ NJ
7a	Constant agenda item FGB: Complaints/racial incidents	FGB agenda
7c	Summary paper to recommend procedure over exclusion process.	PC
10	Governor development meeting: 4/10/17	All
11	Strategy group meeting: 9/10/17. Try to appoint college staff representative. Consider video on website.	All AFR Agenda
12b	Market supplement policy and impact on any staff: agenda Resources	Resources

12c	Fol and Data protection: agenda policy	Policy
14a	Risk Register: Resources & LWB, & PHS agendas	Ctte agendas

Appendices

A	Note of proposed action from Chair re Hygiene Room
C	Skills audit
D	Code of conduct
E	Current Delegated Planner
F	Proposed NGA delegated planner
G	Telelinks
H	Terms of Reference Learning and Wellbeing
I	Terms of Reference Pay
J	Terms of Reference Policy
K	Terms of Reference Pay
L	Committee membership & allocation
M	Link Governor Report
N	FGB minutes 12/7/17
O	Independent Adviser Report
P	WSCC response to SV on fire safety questions
Q	Strategy Minutes 11/9/17
R	Proposed WM 5-year Strategy
S	Risk Register
T	Declaration of Interests
U	Governor Website details
V	Governor development plan
W	Meeting Schedule