

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 29th November 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)

Also present: External Governance Reviewer: Harry James

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies</p> <p>Governors welcomed Harry James to the meeting as an observer and invited him to contribute as he felt appropriate. Apologies had been accepted and received from Miriam Owen though she did try to join the meeting by telelink but her message did not get through to LR's mobile.</p> <p>Governors were aware it was DS's last meeting. They thanked him for his very valuable contribution as a staff governor and wished him the very best as he relocated and began a new role.</p>
2.	<p>Declaration of Interests</p> <p>MGW: Consultant, Coffin Mew.</p> <p>SV raised a new declaration of interest. He was director of a childminding agency now Ofsted registered. Governors noted his role and offered their congratulations. They were also aware there might be opportunities for collaboration going forward.</p>
3.	<p>Chairman's Action noted</p> <p>a) <u>Report on meeting with WSCC Finance 7th November</u> (appendix 1) Received.</p> <p>b) <u>Report on Opening of new Sensory Room</u> (appendix 2) Received.</p> <p>c) <u>Report on meeting with Kirsty Lord WSCC Cllr for Hassock</u> (appendix 3) Received.</p> <p>d) <u>Report on initial discussion with Sailability</u> (appendix 4) Received.</p>
4.	<p>Notice of AOB</p> <p>a) <u>Visit with Director of Education, WSCC</u> see 16a</p> <p>b) <u>Approach to the BBC</u> see 16b</p> <p>c) <u>WSCC</u> see 16c</p> <p>d) <u>Fireworks</u> see 16d</p>
5.	<p>Governance:</p> <p>a) Governance</p> <p>MGW confirmed the external review of governance was underway and HJ anticipated delivering the report before the end of term.</p> <p>b) Governor Development Plan Progress and action (appendix 5)</p> <p>SB confirmed all items in red had been addressed. She and BS were working on a format for the 360 review of the chair. MGW reported on the progress she had made liaising with the chairs of governors from local SEN schools. LR had received all governors biogs and governors agreed to send her a jpeg headshot (white background) of themselves by 4/12/17. LR to ask Justina Pugh Morgan to upload onto the website and display on notice boards at both sites.</p>

All 4/12/17

LR 8/12/17

	<p>c) <u>Governor Vacancies and Recruitment</u> 1 x parent, 2 x partnership, 1 x co-opted (staff) The skills audit had been updated and a follow up with potential governors would be undertaken as soon as the issue with WSCC had been resolved. LR noted the staff governor vacancy following DS's departure and the school would carry out the election once new governors were appointed to ensure there was not an in balance of staff on the board.</p> <p>d) <u>Approve recommended Property, health and safety terms of reference</u> (appendix 6) Approved.</p> <p>e) <u>Delegated Planner – previous version and updated NGA version attached with responses for approval</u> (appendices 7 & 8) Governors had recommended adopting the new NGA model and went through each question and completed the form. They agreed to set up a disciplinary committee and asked the policy committee to cross reference the planner with the WM disciplinary procedure. They carefully discussed their role on admissions and HJ stressed the importance of adopting a policy to enable governors to follow procedures correctly. HJ to forward examples for AFR to draft policy for next policy committee. The terms of delegation were approved. (attached)</p> <p>f) <u>Report on Governor Walk Round</u> The first Governor Walk round for Key Stage Development Governor visits was held on 23 November. MGW/PC/SB and MO had found the visit extremely valuable. AFR to invite all governors to attend the forthcoming meeting of subject leads from both sites to update long term plans with the ultimate aim being to have cross site policies. The next governor walk round was scheduled for March.</p> <p>g) <u>Governor areas of allocation</u> (appendix 9) WSCC leadership and governance had confirmed there was no legal requirement to have named governors but it was recommended for: Health and safety Safeguarding/child protection Pupil premium Governors agreed that there were areas where it was of benefit to have associated governors. NJ had volunteered to lead on assistive technology in conjunction with a senior staff member, building on his experience at Chailey Heritage. DS asked about a replacement communication governor and it was agreed to ask the next college staff governor to take up the role. (To be noted on governor allocation list.)</p> <p>h) <u>Link Governor Report</u> (appendix 10) PC had alerted governors to the additional training booked through EventBrite. In line with the emphasis on succession planning, governors were encouraged to enrol on the taking the chair course. NJ was booked in for January and would report back on the benefits.</p>	<p>New govs & staff election</p> <p>AFR 15/1/18</p> <p>LR 4/12/17</p> <p>LR 4/12/17</p> <p>NJ 24/1/18</p>
<p>6.</p>	<p>Approval of Minutes dated 18th September 2017 (appendix 11) The minutes were approved and signed as a true record.</p>	
<p>7.</p>	<p>Matters Arising</p> <p>a) <u>Exclusion recommendations</u> PC/SV/MGW had forwarded their recommendations to AFR for implementation.</p> <p>b) <u>Governor Induction</u> PC had uploaded the induction documents onto the SharePoint. Governors noted the importance of an effective induction process and NJ would check the papers were a good source of material.</p> <p>c) <u>Visit with Director of Education, WSCC</u> See 16a.</p>	<p>NJ 24/1/18</p>
<p>8.</p>	<p>Any questions on Committee/Working Group minutes?</p>	

	<p>a) <u>Property, Health and Safety</u> (appendix 12) Governors noted the health and safety school self-assessment had been completed with an action plan in place. SV to review with AFR with a full report to next Property, health and safety committee. WSCC had been asked to carry out a health and safety audit under the SLA agreement.</p> <p>b) <u>Balustrade</u> (appendix 13) Governors had the email trail demonstrating the efforts SV had made over a considerable period to receive a response from WSCC on governors' concerns with the balustrade. They were extremely concerned that WSCC had passed this on to their litigation and insurance department but still had taken no action. They considered their options and their absolute priority for the safety of all pupils. RL checked that the correct insurance was in place and SV confirmed David Pilbeam was receiving quotes to put a protective film on the glass. BS was not convinced the film would stop the glass from falling out and governors noted the urgency of finding a solution. They asked SV to go ahead with a request for an FoI from WSCC.</p> <p>c) <u>Learning and Wellbeing</u> (appendix 14) Nothing further to report.</p> <p>d) <u>Resources</u> (appendix 15) <ul style="list-style-type: none"> • <u>Update on transport solutions for pupils between college and school.</u> Governors noted the situation and asked the Resources committee to follow up on the transport issues and to ensure there was a vehicle purchase procedure in place.</p> <p>e) <u>Strategy</u> (appendix 16) <ul style="list-style-type: none"> • <u>Discussion and approval of Strategic Plan</u> (appendix 17) The strategy group recommended the plan and noted how it worked with the school development plan. All governors and staff were encouraged to attend the strategy meetings to give them ownership of WM's direction. The strategic plan was unanimously approved.</p> <p>f) <u>Policy</u> (appendix 18) <ul style="list-style-type: none"> • <u>Child Protection</u> (appendix 34) Following the policy group's recommendation, NJ noted the work Chris Carter had undertaken to include a section for young adults. However, it was agreed it had made the policy confusing and it was agreed that two separate policies would be more effective. LR to ask CC to revert to the original child protection policy and to bring a young adult version to the next policy committee.</p> <ul style="list-style-type: none"> • <u>Admissions</u> Governors were aware that WSCC had now undertaken to abide by the admissions regulations following the instruction from the DfE. AFR was currently researching policies through The Key which HJ recommended as a good place to start. HJ offered to send through examples for AFR to study so the policy group could start the approval process at their next meeting. <p>g) <u>Pay</u> BS gave a verbal report following the pay committee meeting and confirmed the committee had approved the pay recommendations which were all within budget. The pay and teacher appraisal policies were approved.</p>	<p>SV/AFR 31/1/18</p> <p>SC 4/12/17</p> <p>LR 15/1/18</p> <p>AFR 15/1/18</p>
<p>9.</p>	<p>Any questions on Headteacher's report (appendices 19,20,21,22,23) <u>Staff wellbeing</u> Governors discussed the staff exit interviews and, though they were aware these had taken place whilst the consultation was ongoing they were concerned about general staff morale. They did note the positive results from the last annual staff survey which was due to be redone soon. On questioning, the staff governors confirmed staff were finding it hard with the reduced staff numbers, but MW felt staff had a positive attitude and were striving to make the best of the situation and</p>	

	<p>doing all they could for the pupils. Governors were aware there was no flexibility in the budget but asked if there were any initiatives that might help. AFR reported on the efforts he made to recognise staffs' commitment and governors were pleased to learn he was hoping to organise a Christmas get together for all staff members which governors were invited to attend.</p> <p><u>Residentials</u></p> <p>Governors were disappointed a Residential had to be cancelled partly due to the lack of staff volunteers. They appreciated the long hours expected of staff and considered possible options to motivate staff to volunteer for the residentials which were so valuable for pupils. BS believed that the funds raised by the Friends were fully committed but she would see if there was any possibility of diverting something towards residentials. AFR raised offering time off in lieu though highlighted the difficulty of allowing staff to choose their own day off and that it would have to be without notice. MW told governors how inspiring it was for staff to spend time with pupils on residentials and they were pleased that there were two residentials arranged which were staffed, and they were very grateful to have the help of Mark Kirkdale volunteering from Amex. Governors asked if they could join the residentials to help out and MW confirmed they would be extremely welcome.</p> <p>Governors would continue to address staff wellbeing at learning and wellbeing and asked for a paper on ways to maximise staff participation in residentials at their next meeting.</p> <p><u>Attendance/absence</u></p> <p>Governors raised as a concern the level of authorised absence. Parent governors reported on the understandable reasons WM parents asked to take their children away during quieter periods and AFR confirmed authorised absence was only agreed when compelling arguments were submitted. Governors saw that authorised absence was also high for LAC (looked after children) despite the requirement for the LA to grant permission as well. Governors would continue to monitor absence closely and ensure the school were confident of the story behind each pupil.</p> <p><u>Safeguarding windscreen</u></p> <p>MGW noted that the school's link adviser had complemented the very clear safeguarding windscreen used, though SV confirmed it was a WSCC document.</p> <p><u>New parents</u></p> <p>Governors were also pleased to note the very positive new parents' feedback.</p>	<p>All</p> <p>AFR 24/1/18</p> <p>L&WB 5/3/18</p>
<p>10</p>	<p>Any complaints/racial incidents to report</p> <p>None.</p>	
<p>11</p>	<p>Governor Visits – forms received:</p> <p><u>Safeguarding</u> – BS/NJ. Received. (appendix 24)</p> <p><u>Fire drill</u> – SV. Received. (appendix 25)</p> <p><u>Swimming</u> – SB (appendix 26)</p> <p>Governors were concerned about the time issues SB had raised. MW confirmed he had spoken to the Centre manager following SB's visit, and he had been reassured that the pool would be ready for pupils, though this had not happened. AFR suggested MW kept a log of the time pupils were in the pool each week and SB would draft a governor letter for MGW to sign laying out the concerns. SB would also carry out another visit. If the problems continued, governors felt it might be necessary to withhold payment. MW and SB commented on how well the pupils managed in often very difficult circumstances.</p> <p><u>Health & Safety School and College</u> – SV (appendix 27 & 28)</p>	<p>MW 24/1/18 SB 8/12/17</p>
<p>12</p>	<p>Safeguarding Audit (appendix 29)</p> <p>BS and SS had completed and submitted the NSPCC audit (reported at Learning</p>	

	and Wellbeing.) BS noted the actions raised and governors discussed the challenges of getting work experience for pupils, particularly in year 11. MGW had discussed the issues with the school link adviser and she understood the paperwork required by Northbrook College for firms had become too onerous. WSCC were following up.	
13	Headteacher performance management report submitted (appendix 30) The review had been initially reported to Resources and then referred to the pay committee.	
14	Any action required on updated risk register? (appendix 31) Governors asked for potential loss of residential to be added. They also recommended the health and safety risk for the balustrade was strengthened.	LR 4/12/17
15	Report on items for action required by WSCC on line communication with chairs. a) <u>West Sussex Online</u> Governors were concerned with the reasons given by WSCC for MGW & SB's access removal to the West Sussex Schools Online Service. b) <u>Maidenbower School</u> MGW had received confirmation that the change in designation of the SSI unit at Maidenbower School to one specialising in ASD would not impact on WM.	
16	AOB a) <u>See part II minutes – WSCC/WM visit with Deborah Myers, Director of Education</u> b) <u>Approach to the BBC</u> Governors had approved MGW approaching the BBC breakfast programme which was running a week's focus on special needs education and were pleased she had given them a positive story. c) <u>WSCC funding</u> Governors discussed the funding consultation and were concerned there was no real term increment for special schools. AFR to respond by the deadline 1/12/17. d) <u>Fireworks</u> BS reported on the successful event and governors passed on their thanks to the Friends and staff for their work in running the evening and congratulations for the significant funds raised. They discussed the early start time being good for families and the possibility of opening it up to attract local families.	AFR 1/12/17
17	What impact has the meeting had on pupils? Governor walk round taken place and governors to be present at long term plan reviews Effective health and safety and child protection/safeguarding in place Proposals to ensure staff willing to volunteer for residential. Proposal to ensure pupils do not miss out on swimming time.	
18	Date for next meetings Policy: 15/1/18 FGB: 24/1/18 Property, Health and Safety: 31/1/18 Learning & Wellbeing: 5/3/18 Resources: 14/3/18 Policy: 26/3/18 FGB: 26/2/18 <i>Strategy date to be confirmed prior to a committee meeting.</i>	
19	Confidential part II minutes. Proposed new Staffing Structure (appendix folder 32) (Part II minute) - staff governors (MW/DS) left the meeting	

SIGNED..... DATE.....

ACTION GRID NOVEMBER 2017		
5c	Approach potential governors. Staff governor election. January 2018	All
5f	Invite governors to attend subject leads meeting to update long term plans.	AFR
5g	New college staff governor to be communication governor	LR
5h	Report on taking the chair training.	NJ
7b	Check induction materials on SharePoint are helpful for new governors.	NJ
8a	AFR/SV review health and safety self-assessment. Report to Property, health and safety.	AFR/SV P,H&S
8b	FOI request on balustrade.	SV
8d	Transport and vehicle purchase report at next Resources	Resources
8f	CC to revert child protection to original model policy and send young adult child protection policy for approval at next policy meeting.	CC
8f	AFR to draft admissions policy for discussion at next policy meeting and approval at FGB.	AFR
9	Paper on incentives for staff participation in residential.	AFR
11	MW to log actual time pupils are in the pool for. SB to write letter to centre manager raising concerns.	MW/SB
14	Update risk register.	LR
16c	Respond to funding consultation	AFR

Appendices

- 1) WSCC Finance Meeting (MW)
- 2) Sensory Room Opening (MW)
- 3) Meeting with Hassocks Councillor, Kirsty Lord (MW)
- 4) Initial Discussion with Sailability (MW)
- 5) Current Governor Development Plan (SB)
- 6) Property, health & safety terms of reference
- 7) Delegated task recorder WM
- 8) Completed new Delegated task record NGA version
- 9) Governor areas of allocation
- 10) Link Governor Report (PC)
- 11) FGB minutes 22/9/17
- 12) Property, health and safety minutes
- 13) Balustrade Report (SV)
- 14) Learning and Wellbeing minutes
- 15) Resources minutes
- 16) Strategy minutes
- 17) Strategic Plan for approval
- 18) Policy minutes
- 19) Headteacher's Report
- 20) Woodlands Meed Development Plan
- 21) Summer term School Improvement Visit report
- 22) Meeds Send Alliance Development Plan
- 23) Meeds Send Alliance Training
- 24) Governor Visit. Safeguarding – BS/NJ (appendix 24)
- 25) Governor Visit. Firedrill – SV (appendix 25)

- 26) Governor Visit. Swimming – SB (appendix 26)
- 27) Governor Visit. Health & Safety College – SV
- 28) Governor Visit. Health & Safety School – SV
- 29) Safeguarding Audit
- 30) Performance Management report
- 31) Risk Register

32) Appendices (confidential)

Operations & Resources Restructure

Restructure Costings

Roles and Responsibilities for Admin, Premises and IT

33) Skills Audit

34) Child Protection policy