

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday 24th January 2018 at 4.45pm
VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

**FGB present: Miriam Owen (MO), Adam Rowland (AFR), Boo Savage (BS), Simon Virgo (SV), Marion Wilcock (MGW), Martin Woods (MW), Peter Clinch (PC), Sandra Boyd (SB)
By Telelink: Robert Landauer (RL),
Clerk: Louisa Rydon (LR)**

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies Apologies were received and accepted from Neil James. Rob Landauer joined the meeting by tele-link. Boo Savage joined the meeting at item 5.</p>
2.	<p>Declaration of Interests MGW: Consultant, Coffin Mew SV: Director of Child Minding Agency SB: Governor at Windmills School</p>
3.	<p>Chairman's Action</p> <p>a) <u>Report on meeting with Director of Education regarding s60 Warning Notice</u> MGW reported verbally on her meeting with the Director of Education, Deborah Myers (DM), also attended by SB, on 22 January 2018. Governors were pleased to learn that DM had lifted the S60 notice, following the positive external review of the WM Board. DM had offered to write a joint letter to the WM Campaign Group confirming there was no complaint.</p> <p>b) <u>Campaign for School Redevelopment</u> The DfE was satisfied the adjudication had been completed and that a single site had not been stipulated. MGW had written to the DfE requesting confirmation on WSCC action. Governors were working hard with WSCC to get improved buildings but had taken on board DM's statement that there was not sufficient funding for a new college. MGW/SB had highlighted the issues with the current college and transport problems, and DM outlined the council's possible solutions. She had also alluded to possible plans for post 16s across the county which would involve WM. Governors discussed the proposed new SSCs which would require WM support and MGW/SB had stressed there was no funding within WM to staff them. AFR agreed that extra funds for therapists had worked well in a short trial and he believed that pupils at SSC's could be attached to WM to generate income. On questioning, DM said she had requested an action plan for addressing the balustrade. (See 16.)</p> <p>c) <u>Education Skills Forum</u> MGW had written to the SEN rep raising WM concerns on SEN school places and funding and highlighted that other special needs schools had raised similar issues. Governors were pleased that following MGW's intervention, WM places had been confirmed as 259.</p> <p>d) <u>Special Heads & Chairs</u> This had now been established and the first meeting set for 5/2/18.</p> <p>e) <u>WSCC Councilors</u> MGW was waiting for a response following her request for a meeting.</p> <p>f) <u>Land Transfers</u> Governors approved the appointment of Stone King to review the two transfers and provide an estimate for completion at a cost of £500 + vat. Property, health and safety committee to monitor and resolve.</p>

P,H&S
31/1/18

4.	Notice of AOB None.	
5.	Governance: a) <u>Governor Vacancies and Recruitment</u> <i>1 x parent, 2 x partnership, 1 x co-opted (staff), 1 by staff</i> <p style="text-align: right;"><i>BS joined the meeting.</i></p> Governors felt a staff representative from the college site was important and MW would continue to flag up the role to suitable candidates. MGW to approach possible identified new partnership governor and investigate options within companies who supported WM. The governors recognised a streamlined FGB was considered good practice and that parents and staff governors could make up no more than a third of the total. They agreed to keep the current Instrument but to reconsider at the next FGB. b) <u>Link Governor Report</u> PC had updated the governor training log and encouraged all governors to sign up for WSCC training and/or complete NGA online training. The link governor sessions had been replaced by 'Governor Meets' which would be topic led. c) <u>Approval of Delegated Task Planner</u> (appendix a) Approved.	MW/MGW 26/3/18 FGB 26/3/18
6.	Approval of Minutes dated 29th November 2017 (appendix b) The minutes were approved and signed as a true record.	
7.	Matters Arising a) <u>Swimming</u> MW had followed up on using the Princess Royal pool but felt the pool at the Triangle was better suited for the needs of the pupils. Governors were pleased to learn that after raising the school's concerns, the Triangle were providing an improved service. b) <u>Incentives for staff participation in residential</u> MW had suggested possible incentives and AFR had investigated all the options. Governors recognised the logistical problems of giving time off in lieu. They carefully considered what they could do for staff and really wanted staff to know how much their efforts on school trips were appreciated. They asked AFR to inform staff of the thought governors were giving to a sign of appreciation and asked the policy committee to review the gift and hospitality policy.	AFR 26/3/18 Policy 26/3/18
8.	Draft Budget Update Governors were aware of the funding issues for SEN schools with the small additional amount received having to be used for existing deficits and the threat to high needs block funding. MGW had written formally to the SEN rep on the Education and Skills Forum voicing WM concerns. AFR updated on the current budget: NHS invoices for the year had not been received, ENF was slightly higher than anticipated and WM was still chasing WSCC for confirmation on the pension contributions for affected staff. MGW was regularly meeting with AFR/Karen Sayle and Andrea Dickson to discuss the budget. A small surplus was anticipated. RL asked when the 18/19 budget figures would be released and AFR confirmed it was by 31/3/18 with submission of the budget due by 31/5/18. <u>School Fund</u> Governors received the school fund audit for 15/16 and the 16/17 audit was on the next FGB agenda.	FGB 26/3/18
9.	Restructure Update (part II) – see confidential minute. (MW left the meeting for this item)	
10	School Development Plan Update	

	Governors were pleased to learn WM had successfully become a Communication accredited school and passed on their congratulations to staff. They were aware the leadership team met monthly to discuss the development plan and that the process for writing the 18/19 document had been started. AFR reported that the financial audit had recommended the development plan was costed out. Whilst recognising the majority of the school budget was spent on staff, AFR was working towards including costs and impact.	
11	Governor Visit Updates and forms received (appendices c) Visit reports from PC/MO following the governor learning walk on 29/11/18 were in the file with MGW to complete. SV had submitted a report following the work place inspection.	MGW 9/2/18
12	Report on WSCC audit (appendix J) Governors had seen the provisional report and asked for their thanks to be passed onto Karen Sayle, Andrea Dickson and Justina Pugh Morgan for their hard work in ensuring a good result.	
13	Report/questions on committee's held since last meeting: a) <u>Strategy</u> (appendix d) All governors were invited to attend the next meeting on 12 th March at 4pm. b) <u>Policy</u> (appendix e) Governors formally approved the Child Protection and Managing Medicines policies.	
14	Update on Chair 360 BS/SB had the review in hand.	BS/SB 26/3/18
15	Report on External Review by Harry James (appendix f) Governors were delighted with the outcome of the review and studied the recommendations. They agreed actions as: <ul style="list-style-type: none"> When terms of reference were due for review, governors to use them to measure their effectiveness Consider key performance cover sheet on headteacher's report – LR to send eg to AFR Consider refining current risk register As the strategy group regularly met, it was felt an end of year strategy planning day was not needed at this stage. SB volunteered to cross reference the areas of development included in the report against the Ofsted 20 questions. MGW to arrange follow up visit from Harry James during Summer term.	Cttees Summer term LR/AFR 26/3/18 SV/MGW 26/3/18 SB 26/3/18 MGW Summer term
16	Report on FOI – balustrade (email trail seen by governors – appendix g) Governors thanked SV for his perseverance and for successfully receiving a response from WSCC. A project manager had been appointed to replace Patricia Flint. Governors authorised SV/MGW to raise a formal complaint in the time frame, if no suitable solution was found and acted upon.	SV/MGW 26/03/18
17	Report on request for information from Campaign Group (appendix h) Governors fully supported the Campaign Group and BS would liaise between the group and governors. MGW would respond to them confirming why the S60 had been issued, and as none of the grounds had been substantiated it had been withdrawn. Governors stressed the work they had carried out working towards suitable new buildings and the property committee were looking at the most appropriate options going forward.	P,H&S 31/8/18
18	Any complaints/racial incidents to report AFR reported on an issue with a neighbour at the college and governors suggested a way forward.	

19	Locality School visit (inclusion) – confirm governor to attend. 21/3/18 from 12.30 to 1.30 Following the meeting, the visit was changed to a two day teaching and learning and provision review on 23/6/18 and 26/3/18.	
20	Any action required on updated risk register? (appendix I) The lifts were not connected to the alarms though governors understood they were not used by pupils without a staff member. They asked that an item on the remaining latent defects was added as agenda item to the next premises meeting.	P,H&S 31/1/18
21	Nothing to report on items for action required by WSCC in online communication with chairs. Report to Resources on SLAs	Resources 14/3/18
22	AOB a) <u>Governor Newsletter</u> Governors thanked MGW for completing the second governor newsletter and JPM would send it out to parents. b) <u>CLC Meeting</u> Governors understood the CLC was supposed to report on WM at each meeting though it had not done so at recent meetings. Governors encouraged to attend: Haywards Heath library 20/2/18 at 7pm.	All 20/2/18
23	What impact has the meeting had on pupils? Investigating ways to ensure staff are committed to Residentials Continuing to work with WSCC on providing suitable premises for WM pupils Development plan targets being met Governor learning walks reported on Commitment to providing balustrade solution Improvement to swimming provision achieved.	
24	Date for next meetings Property, Health and Safety: 31/1/18 Learning & Wellbeing: 5/3/18 Resources: 14/3/18 Policy: 26/3/18 FGB: 26/3/18	

SIGNED.....*Marion Wilcock*..... DATE.....26/3/18.....

ACTION GRID JANUARY 2018		
3f	Land transfers. Update to P,H&S	Updated
5	Approach possible new governors. Review Instrument at next FGB	Ongoing
7b	Staff to be informed of governors' commitment to Residentials. Gifts and hospitality policy to next policy meeting.	Done.
8	School Fund audit 16/17 to next Resources	Done
11	MGW to complete governor walk round visit report	MGW
14	360 review of Chairman to be carried out.	Ongoing
15	Pursue recommendations from external review.	HJ to be invited to summer FGB
16	If appropriate raise formal complaint on WSCC handling of balustrade.	Solutions found
17	Reply to WM Campaign Group. Consider options for improved buildings.	Done Consultation.

19	Attend Locality School Adviser visit (12.30 to 1.30)	SB/MGW 21/3/18
20	Latent defects on P,H&S agenda	Done.
21	Report on SLAs	Approved.
22	Attend CLC meeting – 7pm 20/2/18	All

Appendices

- A. Delegated Task Planner
- B. Minutes – 29/1/17
- C. Governor visit forms
- D. Strategy minutes and strategy tracker
- E. Policy minutes
- F. Report on External Review
- G. Email trail and links on Fol on balustrade
- H. Request for information from Campaign Group
- I. Risk Register
- J. Finance Audit