

WOODLANDS MEED SCHOOL

**Building Unique Futures Together**

**Full Governing Body 11<sup>th</sup> July 2018**

**Woodlands Meed School, Chanctonbury Rd, Burgess Hill RH15 9EY**

Those Present; Marion Wilcock (MGW), Martin Woods (MW), Adam Rowland (AR), Simon Virgo (SV), Peter Clinch (PC), Boo Savage (BS), Miriam Owen (MO), Bill Hatton (BH) & Sandra Boyd (SB)

Clerk: Nada Guarguaglini (NG)

The meeting opened at 3.35 pm.

Questions asked by governors highlighted in yellow

MINUTES		
1.	<p><b>Welcome, Introduction &amp; Apologies</b></p> <p>The welcome was made by Marion Wilcock, Chair. The Chair thanked the Governing body for moving the meeting forward. The Chair welcomed Bill Hatton a new Governor. It was expressed that the governing body are extremely pleased about Bill's appointment. Nada Guarguaglini the temporary Clerk was thanked with flowers for stepping in and assisting with clerking of meetings whilst Louisa Rydon has been on leave.</p> <p>Apologies were received for Penny Daly, Nola Bennett, Harry James &amp; Heather Trott.</p> <p>Heather Trott will be joining the Governing body as a Staff Governor from September 2018.</p> <p><b>RESOLUTION: Apologies were accepted for Penny Daly, Nola Bennett, Harry James &amp; Heather Trott. It was noted that Robert Landauer and Neil James were not in attendance.</b></p>	MGW
2.	<p><b>Declaration of Interests:</b></p> <p>Declarations of interests were made by Boo Savage – Son attends Woodlands Meed College. Sandra Boyd – Governor at Windmills Junior School. Simon Virgo – Director of Childminding Agency.</p> <p><b>RESOLUTION: The declarations of interest above were accepted.</b></p>	MGW
3.	<p><b>Chair's Action (Appendix A)</b></p> <p>Governors were asked to note the Chair's Actions. The Chair highlighted the good news that one of the World Cup football matches is to be screened at Victoria Park alongside other performances. Proceeds are to be split between Woodlands Meed School and two other local organisations.</p> <p>The Chair reported that there is increasing resentment in schools that they are being asked to provide places for pupils with EHCP's. (See last paragraph of Appendix A).</p> <p><b>A Governor asked will we as a School be under more pressure?</b></p> <p>The Chair answered that SEND places are at capacity. There is an impending crisis for school places. West Sussex County Council has been informed.</p> <p>Sandra Boyd reported that unfortunately the School Effectiveness Meeting doesn't relate to schools. It was regarding cost savings rather than school effectiveness. Staff in mainstream schools are unhappy. Small outlining rural Primary schools may have to share a Headteacher.</p>	MGW

WOODLANDS MEED SCHOOL

4.	<p><b>Notice of AOB</b> Balcony – Simon Virgo. College Staff Governor – Martin Woods.</p>	ALL
5.	<p><b>Minutes of meeting 23<sup>rd</sup> May 2018 (Appendix B):</b> Amendment - the meeting opened at 4.30 pm. <b>RESOLUTION: The minutes of the meeting on 23<sup>rd</sup> May 2018 were signed and dated by the Chair as a true record with amendment.</b></p>	MGW
6.	<p><b>Matters Arising not referred to in the agenda:</b></p> <p><b>(a) Review of Governors Attendance</b> With the absence of Louisa Rydon this review has not taken place, however it will be presented at the next meeting in September 2018. <b>RESOLUTION: Review of Governors Attendance to take place and report to be presented at next FGB Meeting on 19<sup>th</sup> September 2018.</b></p> <p><b>(b) Review of Governors Effectiveness</b> It is good practice for governors to carry out a self-evaluation to establish if they are in fact doing their job properly. However, the governors have recently undertaken a full External Review and have also now just been reviewed by Ofsted (see items 9 and 10). We have also just had two new governors join the Governing Body. <b>RESOLUTION: It was agreed by Governors that Self Evaluation is deferred to the meeting on 11th July 2019 when governors should check they remain effective. In the meantime to continue with the orange coloured responsibilities.</b></p> <p><b>(c) Governors to use Doodle at the next FGB</b> Doodle is an online scheduling system <a href="https://doodle.com/en_GB">https://doodle.com/en_GB</a> It has been suggested that this system would be a good and time saving method of setting meeting dates. <b>RESOLUTION: To use Doodle for setting up additional meeting dates that are not currently in the Governors Schedule of meetings and Events 2018/19.</b></p>	
7.	<p><b>Governance: Appointment of new Governor</b> Induction procedures for new Governors discussed. New governors should be issued with ID pass, Training info, Sharepoint/ website access and induction Pack. <b>RESOLUTION: Review Induction Pack at next meeting. Bill Hatton to attend tour of the school with Adam Rowland, Headteacher.</b></p>	MGW
8.	<p><b>Careers Structure &amp; Coast to Capital Presentation</b> Penny Daly and Nola Bennett were unable to attend the meeting. Coast to Capital is a local enterprise partnership. A new Careers Strategy is required from Year 7 upwards and will support KS5 development, Penny Daly will be involved. The aim is that students will be engaged in meaningful business ventures. Nola Bennett will explain and use the Gasby Benchmarking tool. The new Careers Policy is to be agreed. The website needs to be updated to reflect the changes. <b>RESOLUTION: Careers presentation will take place at next meeting. It was agreed that Sandra Boyd will become the link Governor to Careers and will</b></p>	

WOODLANDS MEED SCHOOL

	<b>oversee the strategy and policy development.</b>	
9.	<p><b>Review of External Review and actions taken (Appendix C)</b></p> <p>Harry James sent his apologies for this meeting. Adam Rowland and the Chair Marion Wilcock plan to visit Harry James. They feel it will be helpful to visit him at one of his satellite schools to see how it links up to the Foundation school, this will shape future strategy for the school. Woodlands Meed is currently a foundation without a foundation School.</p> <p><b>RESOLUTION: Adam Rowland and Marion Wilcock to visit Harry James and report back to the Governing Body.</b></p>	MGW
10.	<p><b>Ofsted Report - to note receipt of Ofsted report (Appendix D) and consider "Next Steps for the School" as referred to in the report</b></p> <p>The feedback from Governors was that the inspectors were very fair. The staff did a fabulous job, the students were absolute stars and the inspection day ran smoothly. It was noted that the inspectors were impressed by the student feedback on the day.</p> <p>Development steps:</p> <ol style="list-style-type: none"> <li>1. Evidence of pupil progress for KS4 &amp; KS5 needs to improve. The school needs to be smarter with analysing the tracking data. The staff are already doing learning ladders in key subjects.</li> <li>2. Careers development needs to improve. The Ofsted guidance was only issued in June. Careers has risen on the government agenda.</li> </ol> <p>Governors have already passed on their congratulations to the staff and Headteacher Adam Rowland. Adam Rowland said he was glad it was over and wanted to continue to improve the school. The Chair congratulated the Governors for a fantastic effort and for everyone taking individual responsibility. Ofsted recognised the significant changes at the school and that it kept on improving.</p> <p><b>RESOLUTION: Outcomes need to be transferred into the School Development Plan.</b></p>	AFR
11.	<p><b>Woodlands Meed Development Plan 2018/19 (Appendix E) &amp; Report (Appendix F)</b></p> <p>Priorities for the Governing body are under L6 in the plan.</p> <p>L6. Woodlands Meed Governing Body have a greater understanding of the EYFS, SLD and PMLD curriculums across the school and college to give them a greater understanding of Woodlands Meed student's needs. Finally, they will have a greater understanding of the students' progress.</p> <p>The Ofsted outcomes has shaped the new development Plan. The Headteacher Adam Rowland encouraged Governors to visit termly and look at the targeted classes. This will also inform planning for the new college site. The Headteacher also requested that Governors visit the School Council and that students should be invited to be part of the FGB. It is important that students are involved in the new build.</p> <p>The moving of Early Years will have its own Development Plan. There is collaboration with Local Authority, Tom and Mark linked with St Wilfred's</p>	AFR

WOODLANDS MEED SCHOOL

	<p>and Birchwood Grove Schools.</p> <p>The pupil attendance target is 92%.</p> <p><b>Governors questioned if this figure will alter according to the cohort?</b></p> <p>Adam Rowland, Headteacher answered that every pupil in the school will have their own individual target and we would want 65% to reach that target.</p> <p><b>Peter Clinch asked what percentage of pupils met their progress target?</b></p> <p>Adam Rowland answered that ‘often you don’t always get targets right, it might be too aspirational or it may be set too low. If we know progress is improving throughout the year, we won’t change the target. Eg KS1 70% are on target to achieve outcomes. Then we break it down into EAL, FSM’s, Pupil Premium and LAC’.</p> <p><b>Boo Savage asked does the School look at areas of deprivation?</b></p> <p>Adam Rowland answered, ‘no we don’t now, we used to’.</p> <p>It’s possible to drill down at the Learning and Wellbeing meeting to understand why pupils are not achieving their targets and putting in interventions to rectify this.</p> <p>Several Governors commented that the development plan was clear, easy to use and links well with the Strategy Plan.</p> <p><b>RESOLUTION: The Woodlands Meed Development Plan 2018/19 was approved by the Governing Body.</b></p>	
12.	<p><b>Report / Questions on Committees held since the last meeting</b>  <b>Strategy Meeting 25<sup>th</sup> June 2018 (Appendix G)</b>  <b>Learning &amp; Wellbeing Meeting 18<sup>th</sup> June 2018 (Appendix H)</b></p> <p>Peter Clinch reported that the West Sussex Informal Training Meetings share best practice on a number of topics; succession planning, 3-year budget process, data analysis, induction and sport. Governors should make use of these informal meetings. Governors to continue to update Training and notify Peter Clinch. WSCC will be charging for non-attendance on formal courses. (not Governors Briefing)</p> <p><b>RESOLUTION: The minutes of Learning &amp; Wellbeing Meeting 18<sup>th</sup> June 2018 and the Strategy Meeting on 25<sup>th</sup> June 2018 were accepted by the Governing Body.</b></p>	
13.	<p><b>Report on 360 Review of Chair</b></p> <p>Sandra Boyd feedback to Chair, Marion Wilcock on 26<sup>th</sup> June 2018.</p> <p><b>RESOLUTION: The Governors accepted the review of the Chair was now complete and agreed that the review should take place annually.</b></p>	SB
14.	<p><b>Governors Development Plan (Appendix J)</b></p> <p>Sandra Boyd reported that the red worksheet is now completely green and the tasks have all been achieved. There are a few outstanding items from the External Reviewer Harry James. The amber tasks will be delegated for the next academic year. Sandra Boyd and Marion will meet during the Summer</p>	SB

WOODLANDS MEED SCHOOL

	<p>holidays to plan.</p> <p><b>RESOLUTION: Governors agreed to plan a Governors Development Plan strategy meeting in January 2019, date to be confirmed.</b></p>	
15.	<p><b>Governors' Visits</b>  <b>To note the Report for Governors Visit on 24<sup>th</sup> May (Appendix K)</b>            Formal Observation from Martin Woods on an NQT can be used as evidence.</p> <p><b>To agree date of Governors' Visit / Learning Walks for each term.</b>            Learning walks should be documented in summary. When interviewed by Ofsted Inspectors Governors were able to explain a learning walk and inspectors were able to see that Governors were involved in the School and knew the School well.</p> <p><b>To consider whether to invite other visitors e.g. Cllrs to join Visit</b></p> <p><b>RESOLUTION: Learning walks will take place each term and a summary report will be produced by Peter Clinch.</b></p>	MGW
16	<p><b>(a) To note that the requirements of the School Information (England) (Amendment) Regulations 2016 have changed</b>  <b>WSSC has produced a check list which has been completed by the School.</b>  <b>Justina Pughe-Morgan is the designated officer for the school website</b></p> <p><b>(b) To appoint a designated website governor.</b>  <b>RESOLUTION: Marion Wilcock will become the Website link Governor and will check content and work in partnership with Justina Pughe – Morgan to complete the audit.</b></p>	ALL
17.	<p><b>Approval of School trips for 2018/2019</b>            The plan is to replace the KS5 trip to Hindleap Warren / Lodge Hill Centre in 2020 with a more work related residential. Venues are being researched, there is not enough information to share at present.  <b>RESOLUTION: Approval of School Trips to go on the next FGB agenda.</b></p>	AFR
18.	<p><b>Schedule of meetings and events</b>            To note schedule of meetings and events (Appendix M)  <b>RESOLUTION: Louisa Rydon to include Strategy meetings into the Governors Schedule.</b></p>	ALL
19.	<p><b>To complete the WSSC Governor Survey 2018, which schools have been asked to complete at a Governors' meeting and return by 20<sup>th</sup> July 2018.</b>            Peter Clinch was delegated this task by the Chair. This task was completed at the meeting. No further action.</p>	
20.	<p><b>AOB</b>  <b>College Staff Governor</b>            Martin Woods suggested the Governing Body should have a staff member from the College site. It is an exciting step forward and they will be part of the new build plans.  <b>RESOLUTION: On 17<sup>th</sup> July (New Vision meeting) College Staff will be invited by Adam Rowland on behalf of the Governing body to become a Staff</b></p>	

WOODLANDS MEED SCHOOL

	<p><b>Governor.</b></p> <p><b>Balcony at School Site.</b> Simon Virgo reported that work will begin in the Summer holidays to attach a safety film on the glass of the upstairs balcony balustrade. A small test patch will take place to ensure that the job will be complete in the summer holiday timeframe. Marion Wilcock thanked Simon for updating Governors on this item. <b>RESOLUTION: Simon Virgo to report back any progress.</b></p>	
21.	<p><b>What impact has the meeting had on pupils?</b> Careers structure for pupils being developed. Understanding data better will impact on pupil progress. Pupil safety improved due to safety film being added to balcony.</p>	
22.	<p><b>Is any action required on updating the risk register?</b> Balcony – The control measure of the safety film will minimise risk but will not rule it out. <b>RESOLUTION: Add Balcony to risk register.</b></p>	
23.	<p><b>How has our successful working relationship with WSCC departments been maintained?</b> The school is continuing to work well with the local authority.</p>	
24.	<p><b>Date of next meeting</b></p> <p><b>RESOLUTION: The next FGB Meeting will be held at 4.45 pm on 19<sup>th</sup> September 2018 at Woodlands Mead School.</b></p> <p><b>Committees will be as follows:</b> Policy Meeting, 19<sup>th</sup> September 2018 at 3.30 pm.  Learning and Wellbeing Meeting, 26<sup>th</sup> September at 4.30 pm.  Strategy Meeting, 21<sup>st</sup> November 2018 at 4 pm.</p>	
25.	<p><b>Reminders</b> <b>Governors to attend School Events:</b> <b>12<sup>th</sup> July at 7 pm – College Prom at The Kings Church, Burgess Hill.</b> <b>20<sup>th</sup> July at 2 pm – KS5 Leavers Awards Ceremony</b> <b>Governors to book attendance at Team Teach Training Sessions for September 2018.</b></p>	
The meeting closed at 5.30pm.		

<b>ACTION GRID POLICY FGB JULY 2018</b>		
6a	Handover all Governors Attendance documents to the school office.	NG
6c	Doodle to be set up to organise meetings not in schedule.	LR
7.	Induction and DBS to be completed for Bill Hatton	JPM
7.	Share induction checklist with Peter Clinch	NG
7.	School tour to be organised for Heather Trott and Bill Hatton	AFR
8.	Invite Penny Daly and Nola Bennett to next FGB.	LR
9.	Book visit to see Harry James with Adam Rowland.	MGW

WOODLANDS MEED SCHOOL

11.	Liaise with Gillian Bartlett to link with School Council.	MGW
14.	Set a date in January 2019 for a Governors Development Plan	LR
15.	Set dates for Learning walks for each term in Governors Schedule for 2018/19	LR
18.	Add termly Strategy Meetings to Governors Schedule	LR

Signed.....*Marion Wilcock*..... Date.....19<sup>th</sup> September 2018.....

Appendices:

- A Chair's Actions
- B FGB Minutes 23<sup>rd</sup> May 2018
- C External Review
- D Ofsted Report
- E WM Development Plan 2018/19
- F Development Plan Report
- G Strategy Meeting Minutes 25<sup>th</sup> June 2018
- H Learning & Wellbeing Meeting 18<sup>th</sup> June 2018
- J Governors Development Plan
- K Governors Report Visit 24<sup>th</sup> May 2018
- M Governors Schedule 2018/19