

WOODLANDS MEED SCHOOL

Building Unique Futures Together

Full Governing Body 23rd May 2018

Woodlands Mead School, Chanctonbury Rd, Burgess Hill RH15 9EY

Those Present; Marion Wilcock (MGW), Martin Woods (MW), Adam Rowland (AR), Simon Virgo (SV), Peter Clinch (PC), Justina Pughe-Morgan (JPM), Boo Savage (BS), Miriam Owen (MO), & Sandra Boyd (SB)

Clerk: Nada Guarguaglini (NG)

The meeting opened at 4 pm.

Questions asked by governors highlighted in yellow

MINUTES	
1.	<p>Welcome</p> <p>The welcome was made by Marion Wilcock. Marion made reference to the fantastic team working whilst the Clerk Louisa has been away. The Governing body would like to extend Louisa and her family their best wishes.</p>
2.	<p>Apologies</p> <p>Apologies were received and accepted from Neil James. Apologies were recorded on behalf of Rob Landauer. It was noted that Rob has not attended the last few meetings. Marion Wilcock will check all is well with him.</p>
3.	<p>Declaration of Interests:</p> <p>Declarations of interests were made by Boo Savage – Son attends Woodlands Mead College. Sandra Boyd – Governor at Windmills Junior School. Simon Virgo – Director of Childminding Agency.</p>
4.	<p>Chairs Action</p> <p>There was no action taken by the Chair since the last meeting.</p>
5.	<p>Notice of AOB</p> <p>Peter Clinch had an item for agenda item 11.</p>
6.	<p>Minutes of meeting 26th March 2018:</p> <p>RESOLUTION: The minutes of the meeting on 26th March were signed and dated by the Chair as a true record.</p>
7.	<p>Matters Arising:</p> <p><u>WSCC Key Training</u></p> <p>Peter Clinch reminded the Governing body that he should be informed with regard to training matters. Peter’s aim as Training Representative is to get a least one member of the Governing body on each of the WSCC Key training workshops. Boo Savage and Sandra Boyd are booked onto Safeguarding training. Sandra Boyd is having difficulties getting registered on to the Disciplinary training, she will email County.</p> <p><u>Team Teach</u></p> <p>Adam Rowland informed the Governing body that Team Teach will be offered to staff as part of 3rd /4th September INSET. The aim of Team Teach training is to gain the resources and strategies to deescalate a situation. The decision to hold a child is prevent harm to a child and others. Governors are invited to attend and observe which will also constitute as a Governors Visit.</p> <p>Harry James, the External Governing Body Auditor will attend the FGB Meeting on 11th July.</p>

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	<p>David Gwenlan, West Sussex Finance Officer, has agreed to provide training as promised. Governors agreed that they would like him to focus the training on high needs Education funding and changes in special needs funding going forward.</p> <p>The date of the School Prom is 12th July 2018 7- 10 pm held at the Kings Church, Burgess Hill. All Governors are invited.</p> <p>RESOLUTION: Peter will update the training list. Simon Virgo, Sandra Boyd, Miriam Owen and Marion Wilcock will attend Team Teach training.</p>	
8.	<p>Governance – Appointment of a new Governor Bill Hatton has consented and agreed to join the Governing Body. He is the former Chief Executive of Mid Sussex District Council, having been the chief planning officer for many years. Officer and former Chief Planning Officer to Mid Sussex Council. This appointment was introduced by Sandra Boyd. It is considered that his appointment will be a great asset to the school at this time and meets a need in the Governor skills audit. Bill Hatton will be invited to the FGB meeting on 11th July 2018.</p> <p>Sandra Boyd to send information to Chair with regarding a new recruitment scheme for Governors incorporating 6 months membership to The Key.</p> <p>Adam Rowland will speak to Anna Hull with regard to networking for a new Business Governor.</p>	
9.	<p>End of Year Finance Report 2017/18 The end of year finance report – Appendix A from the School Business Manager Justine Pughe-Morgan was previously circulated to Governors for review. The Chair thanked the finance team for their hard work.</p> <p>RESOLUTION: The end of year finance report 2017/18 was agreed and approved by the Governing body.</p>	
10.	<p>Review & Approve budget 2018/19 The proposed budget report for 2018/19 – Appendix B was previously circulated to Governors for review.</p> <p>Peter Clinch highlighted ‘that the bottom line was promising but that the element of the surplus was going down’. Peter Clinch questioned the Governing body if the surplus situation was documented as an overall finance risk in the risk register?</p> <p>It was confirmed that this is a standing item on the risk register.</p> <p>Adam Rowland explained that budget processes have changed slightly. Department budgets have moved from academic to financial year cycle. The site needs 100k to invest in the property, its beginning to show wear and tear.</p> <p>Governors noted that the 3 year projection figures, need to be returned to WSCC in November 2018. However, Governors are disappointed not to have received the figures yet and therefore are unable to start plans yet.</p> <p>RESOLUTION: The budget presented for 2018/19 was agreed at £5,291,239</p>	

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	and approved by the Governing body.	
11.	<p>Committee Reports</p> <p><u>Resources Committee</u> The reports from the Resources Committee (Appendix C) were previously circulated to Governors for review.</p> <p>RESOLUTION: The report from the Resources Committee was approved by Governors. Governors agreed to make Justine Pughe-Morgan an associate member of the Finance Committee.</p> <p><u>Property Committee</u> The reports from the Property Committee (Appendix D) were previously circulated to Governors for review. An independent senior architect visited both sites on 23rd May 2018 as part of the feasibility study. The architects said that the college was a difficult site and that anything is possible with the right finance backing, however there were no easy solutions. It was encouraging that the architects talked to teachers about their future curriculum needs and aspirations. They also discussed wheelchair storage and how the classrooms currently work for them.</p> <p>The Property Committee expects a draft feasibility study from the architects prior to the meeting with County on 13th June 2018.</p> <p>RESOLUTION: The Property Report was approved by Governors.</p> <p><u>Policy Committee</u> Verbal Report, meeting held on 23rd May 2018, report to follow. The following policies were approved at the meeting; Pupil Premium policy, Gardening Policy, Humanities Policy, Freedom of Information Policy, Data Protection Policy, Data Protection Policy and Publications Scheme.</p> <p><u>Justina Pughe-Morgan gave a DDP update</u> The Privacy Notice has been updated and has been published on the School's website. A data concerns email has been set up and is published on the School's website. Data Protection Do's & Don't list from the policy will be circulated to all staff. The school is working towards being compliant. The list of Governors contact details on the Sharepoint site is out of date. Governors requested to update their contact details. All Governors verbally consented to sharing their personal contact details on Sharepoint.</p> <p>In the Clerks absence Peter Clinch will put together a response to the annual Governors feedback questionnaire from WSCC for the next meeting.</p> <p>It was noted that The West Sussex Governors Association will be holding their AGM on 27th June 2018 at 6.30 – 8.30 pm. The venue is County Hall North, Horsham. Panel Guests include Deborah Myers and Mary Fry. The Chair and Sandra Boyd are planning to attend to represent the Governing Body. All Governors are welcome and can register on the Event Brite website.</p>	
12.	<p>Report on 360 Review of Chair Sandra Boyd reported that a total of 4 questionnaires have been returned so far. Sandra Boyd and Boo Savage will report back at the next FGB Meeting. Governors were requested to complete the outstanding questionnaires as a matter of urgency.</p>	
13	Governors Visit 24th May 2018	

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	Governors were reminded of the Governors Visit for Maths, English and Literacy observations on 24 th May at the College starting at 8.45 am.	
14.	AOB As a result of a newspaper article in the Mid Sussex Times (page 9 on 17/5/18) regarding the new building plans. Tracey Crouch – Minister for Sport will be invited by the Governing body to open The Centre for Inclusive Sport once completed.	
15.	What impact has the meeting had on pupils? Pupils are directly affected by the financial decisions the Governors make approving the schools budget for 2018/19	
16.	Any Action required on updated risk register? The steady depletion of budget reserves should be registered as a risk to the school as outlined in the Finance reports. Failure to understand the rules of GDP could risk a claim against the School should be recorded as a risk.	
17.	How has our successful working relationship with WSCC departments been maintained? <u>Finance Training</u> The Chair has been successfully liaising with David Gwenlan, Schools Accountant to set up focused training for Governors. <u>New Build</u> The School has had ongoing positive feasibility study meetings with the appointed architects. <u>West Sussex Governors Association</u> The governing body will be represented at the forthcoming AGM.	
18.	Dates of next meeting	
	RESOLUTION: The next FGB Meeting will be held at 4.45 pm on 11th July 2018 at Woodlands Mead School. Harry James, External Reviewer will be attending.	
The meeting closed at 6 pm.		

SIGNED.....*Marion Wilcock*..... DATE.....11th July 2018.....

ACTION GRID POLICY FGB MAY 2018		
2	Check Governor Email Distribution lists are up to date.	JPM
7a	Check date of Team Teach INSET and email details to Governors listed	SB
7b	Update Training list	PC
8a	Invite Bill Hatton to FGB 11 th July 2018	MGW
8b	Send MGW information regarding The Key – New Governors scheme	SB
8c	Network with Anna Hull for potential new Governors	AR
9	MGW to sign Finance Return to be sent to WSCC by 31 st May 2018	JPN
11a	Response to the annual Governors feedback questionnaire, draft to share at next FGB on 11 th July.	PC
11b	Attend West Sussex Association of Governors AGM on 27 th June 2018	MGW /SB
12	360 Review forms to be returned ASAP	All
14	Tracey Crouch, Minister of Sport to be invited to opening of Inclusive Sports Centre.	MGW

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16	Risk Register to be updated.	JPM
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Appendices:

- A End of Year Finance Report 2017/18
- B Proposed Budget Report 2018/19
- C Proposed Budget Figures 2018/19
- D Resources Minutes 02/05/18
- E Property Minutes 14/05/18
- F Woodlands Mead Development Plan 20117-18