

WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 19th September 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), Robert Landauer (RL), Bill Hatton (BH), Heather Trott (HT)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
<p>1. Welcome, Introductions and Apologies MGW opened the first meeting of the school year. Governors were delighted to welcome Heather Trott (staff) and Bill Hatton (partnership) and held elections to confirm their appointments. Justina Pughe-Morgan's appointment as associate member for the resources committee was also agreed. Governors thanked LR for returning to her role as clerk.</p>	
<p>2. Election of Chairman of Governing Body for 1 year MGW was duly elected as chair for one year.</p>	
<p>3. Election of Vice Chairman of Governing Body for 1 year SB was duly elected as vice chair for one year.</p>	
<p>4. Declaration of Interests Pecuniary/Business Interests (appendix A) and publication of governors' details on website (appendix B). Documents were signed and returned to the clerk. LR to upload governor website report.</p>	<p>LR 28/9/18</p>
<p>5. Chairman's Action and Report (appendix C) Governors thanked MGW for her report and the work she had undertaken. It was agreed a member of staff should also attend the meeting arranged with Albion in the Community and AFR suggested Anna Hull should be invited. MGW/SV reported on the Team Teach training and governors discussed the feasibility of offering the excellent training to parents. AFR confirmed parents were able to access the de-escalation side of the training and governors asked him to consider training for the admin team. Governors were pleased to learn a meeting had been rescheduled with Harry James and that MGW/AFR would have the opportunity to see his satellite school operation. Stone King had confirmed that all the sites belonged to Woodlands Meed governors. With the exception of the barn and caretaker's college WSCC had agreed with their findings. The importance of these two buildings and the scope they offered for provision was highlighted by governors and they would continue to press for their rightful inclusion. Governors were confident that they were open and transparent in passing on all the information they had on the process and progress being made towards completing Woodlands Meed</p>	<p>MGW 1/10/18</p> <p>AFR 28/11/18</p> <p>MGW/AFR 28/11/18</p>
<p>6. Notice of AOB None.</p>	

<p>7. Governance:</p>	<p>a) <u>Governor Vacancies and Recruitment – update skills audit</u> MO's position as parent governor was due to complete in November. Governors were pleased to learn she might be interested in continuing as a governor under a different office. AFR to ensure the school went ahead with a parent election for two vacant posts. Governors were still hopeful a member of staff from the college could be co-opted onto the board. MW to continue asking and AFR to raise with support staff. BH and HT to complete skills audit.</p> <p>b) <u>Code of Conduct</u> (appendix D) Signed and returned.</p> <p>c) <u>Delegated Planner –</u> (appendix E) This had been significantly amended and approved in February 2018. Governors approved it for 2018/19 and asked that if any changes needed to be made by committees, they were flagged up to the governing body during the school year.</p> <p>d) <u>Confirmation of committee membership, governor visits and keystone allocation and monitoring</u> (appendix F) LR amended the committee membership list (attached) and AFR agreed to set a date for this terms' governor learning walk.</p> <p>e) <u>Approve terms of reference for committees & Telelinks</u> (appendices G) Approved. Governors confirmed associate members did not have voting rights at committees. LR to date and file.</p> <p>f) <u>Link Governor Report and new governor induction</u> PC asked governors to sign up for training, particularly the key training programme. MO volunteered to attend the next governing body panels session and SB would sign up for governor monitoring. PC had put all the induction documents onto Sharepoint and he was arranging meetings with BH and HT. Governors thanked PC for his work on induction.</p> <p>g) <u>Headteacher's Performance Management</u> LR highlighted the need to appoint a new adviser to replace Jenny Martin. SB to approach the adviser appointed at Windmills.</p>	<p>AFR/MW 28/11/18</p> <p>BH/HT 28/11/18</p> <p>AFR 1/10/18</p> <p>LR 1/10/18</p> <p>MO/SB 28/11/18</p> <p>SB 10/10/18</p>
<p>8.</p>	<p>Approval of Minutes dated 11th July 2018 (appendix H) The minutes were approved and signed as a true record.</p>	
<p>9.</p>	<p>Matters Arising</p> <p>a) <u>Progress on Careers Structure and Coast to Capital</u> AFR updated governors on progress and they were enthusiastic about the scheme to develop a soap production company. On questioning, he confirmed the need to look at alternative farming options for students and reported on the successful use of Farm Buddies for one pupil. Governors believed it was an option worth pursuing for groups and they also recommended looking into horticultural ventures. Governors recognised how important it was to develop a work based learning curriculum to attract older students and though disappointed Nola Bennet was currently not at work, they understood a significant amount of work was taking place.</p>	
<p>10</p>	<p>Headteacher's Report (appendices I) Governors applauded the rolling refurbishment programme now in place and checked the work was done during the holidays and included in the budget.</p>	

	<p>AFR confirmed the alarm had not been triggered by a break in during the holidays, but in order to ensure there was always someone available to call, MGW and SV would be added to the contact list.</p> <p>Governors were delighted with the results achieved by WM pupils and understood the press release was delayed while parental permission was sought. School to ensure protocol in place in future to minimise delay in issuing press releases.</p> <p><u>Surveys</u></p> <p>Governors had received the information from the surveys and asked for comparisons and analyses at their next meeting.</p>	<p>AFR 1/10/18</p> <p>AFR 28/11/18</p> <p>FGB 28/11/18</p>
11	<p>Anything to report from committees and focus for 2018/19:</p> <p>a) <u>Strategy</u></p> <p>All governors were invited to attend the meetings which were critical for the future of the school. LR to arrange next date by doodle.</p> <p>b) <u>Resources</u></p> <p>The lack of budgetary information received from WSCC was challenging but WM was currently tracking the budget as expected.</p> <p>c) <u>Premises, health and safety</u></p> <p>SV confirmed the film had been fixed to the balustrade though sharp edges had been left which needed to be taped before the students returned. WSCC had confirmed they were removing the edges and governors were relieved that after so long the issues with the balustrade had been solved. They thanked and congratulated SV on his perseverance.</p> <p>Governors were pleased to note the degree of control/input they had on the new college building.</p> <p>d) <u>Learning and Wellbeing</u></p> <p>SB confirmed the committee planned to act on the Ofsted finding that there was plenty of data without enough analysis. The leadership team were working on focused reports and AFR believed the KPI (key performance indicator) would allow targeted scrutiny.</p> <p>e) <u>Policy – child protection policy to be approved.</u></p> <p>The FGB approved the amended model child protection policy and asked LR to ensure it was uploaded onto the website. SB agreed to ensure safeguarding was covered in the headteacher's performance management.</p>	<p>All 1/10/18</p> <p>L&WB 10/10/18</p> <p>LR 1/10/18</p> <p>SB 1/11/18</p>
12	<p>Note of Risk Register (appendix J)</p> <p>To be reviewed at the next premises meeting. On questioning, AFR explained the situation with the two separate fob systems and governors approved the decision to fund a joint system.</p>	<p>P,H&S 26/9/18</p>
13	<p>Approval of School Trips</p> <p>AFR confirmed they were working on providing a more age appropriate location for the KS5 trip and a proposal would be brought to the next meeting.</p>	<p>FGB 28/11/18</p>
14	<p>AOB</p> <p>MGW reported on a case she was undertaking professionally which had a connection to WSCC. Governors confirmed Education was not involved at all and LR agreed there was no conflict of interest.</p>	
15	<p>What impact has the meeting had on pupils?</p> <p>Effective governance in place.</p> <p>Securing land transfer and fighting for rights of ownership of barn and caretaker's cottage.</p> <p>Career based curriculum being grown.</p>	

	Balustrade safe.	
16	<p>How has our successful working relationship with WSCC departments been maintained?</p> <p>The line of communication between WM and WSCC was currently strong. Governors had been pleased to see the very positive letter received from Deborah Myers post Ofsted.</p> <p>SB noted that WSCC had devised a governance review tool which governors would consider when their annual review was due in February.</p>	FGB Feb 2019
17	<p>Date for next meetings</p> <p>Property, Health and Safety 26/9/18 at 4.30pm COLLEGE</p> <p>Learning and Wellbeing 10/10/18 at 4.30pm COLLEGE</p> <p>Resources 7/11/18 at 4.30pm COLLEGE</p> <p>Policy Strategy</p> <p>Pay 28/11/18 at 3.30pm SCHOOL</p> <p>FGB 28/11/18 at 4.45pm SCHOOL</p>	

SIGNED.....*Marion Wilcock*..... DATE.....28/11/18.....

ACTION GRID SEPTEMBER 2018		
4	Governor information to be uploaded onto website	Done
5	Attendees for Albion in the Community meeting to be confirmed	Done
5	Team Teach training to be considered for Admin staff	Discussed
7a	Parent governor elections to be held. Continue to look for staff volunteer from college site	AFR/JPM AFR/MW
7d	Confirm date for autumn term governors' learning walk.	AFR
7g	Appoint head teacher performance advisor. SB to ask at Windmills	Arranged
10	MGW/SV to be added as emergency contacts.	AFR
10	Report on surveys comparisons/analysis to next FGB	FGB
11a	Doodle to arrange strategy and policy meeting.	Arranged
11d	L&WB to meet Ofsted recommendations for reports and analysis.	Done
11e	Upload child protection onto website	Done
11e	Safeguarding to be included in headteacher performance management process	15/11/18
13	Discussion and approval of KS5 proposed trip.	Approved
16	Consider WSCC governance review tool when WM governance reviewed in February 2019	FGB

Appendices

- A. Declaration of Interests
- B. Governor details/attendance for website
- C. Chairman's report
- D. Code of conduct
- E. Delegation of powers
- F. Committee membership
- G. Committee terms of reference
- H. FGB minutes (11/8/18)
- I. Headteacher's Report
- J. Risk Register
- K. Proposed Schedule
- L. Child Protection policy