

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 28th November 2018 at 4.45pm
VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

FGB present: Miriam Owen (MO), Adam Rowland (AFR), Simon Virgo (SV), Marion Wilcock (MGW), Martin Woods (MW), Peter Clinch (PC), Sandra Boyd (SB), Robert Landauer (RL), Bill Hatton (BH), Heather Trott (HT)

Justina Pugh Morgan (JPM) for item 9

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies</p> <p>Governors were aware Neil James had been unable to carry out his governor work recently and asked MGW to email him for an update. They hoped he would be able to resume as he was a valuable member of the governing body.</p> <p>Governors were sad to learn of Boo Savage's resignation and passed on their thanks for all she had done for Woodlands Meed during her term of office. MGW to organise a thank you card on behalf of governors.</p>
	<p>MGW 5/12/18</p> <p>MGW 18/12/18</p>
2.	<p>Declaration of Interests</p> <p>SB: governor at Windmills SV: Director of Ofsted registered Childminder Agency</p>
3.	<p>Chairman's Action and Report - see Part II minutes</p>
4.	<p>Notice of AOB</p> <p>None.</p>
5.	<p>Approval of Minutes dated 19th September 2018</p> <p>The minutes were signed and approved as a true record.</p>
6.	<p>Matters Arising</p> <p style="padding-left: 20px;">a) <u>Emergency Contacts</u></p> <p>WSCC had confirmed contact details in case of emergency during the school holidays.</p> <p>An emergency evacuation plan is in place when pupils and staff are in the building.</p> <p style="padding-left: 20px;">b) <u>Learning Walk</u></p> <p>Governors had undertaken the termly learning walk and PC had written up a full report for distribution to governors.</p> <p style="padding-left: 20px;">c) <u>KS5 Trip</u></p> <p>There had not been a strong enough response to the trip so an alternative was being investigated.</p>
7.	<p>Report on Business Case for new College Buildings and WSCC progress – see Part II minutes</p>
8.	<p>Headteacher's Report (appendices c))</p> <p><u>SEF & SDP</u></p> <p>Following the work done on the governance review with Harry James, AFR was keeping the SEF as a live document and governors agreed it was an excellent document to use as the head's report at the second FGB meeting of each term. Governors had access to it through the sharepoint and the SEF gave them a strong understanding of how the school was doing through the key performance indicators.</p>

	<p>Governors agreed with the gradings though noted the improvements being made and the progression towards outstanding. They discussed their own progress and considered themselves still to be good though their aim continued to be outstanding. They would carry out an annual review in the first autumn term meeting.</p> <p>Governors discussed the current pupil numbers and the anticipated increase in pupils staying on for KS5, up by 45%. They appreciated the excellent life skills provision and hoped that with improved facilities they would be able to offer more. Current numbers at the college were lower due to the small year 10 but AFR expected numbers to rise to the planned places next year.</p> <p>PC noted that governors should arrange a visit with their subject allocation teacher and AFR would also ask the teacher to contact their governor – list as below: <i>English: SB</i> <i>E-learning & assistive technology: BH</i> <i>Maths & Science: PC</i> <i>Pupil Voice (School Council): SB</i> <i>Family/Parent: All though parent meetings/surveys etc</i> <i>SEND Alliance/Admissions: MW</i> <i>Early Years/PMLD: Vacant</i></p> <p><u>Comparison and analysis findings from annual surveys</u></p> <p>Governors had studied the findings and again flagged up communication between the school and parents/carers. AFR confirmed he felt the communication was exceptional and the impact SeeSaw had had which might improve perceptions going forward.</p> <p>SB wondered if too much information went out to parents. AFR felt everything that went out was necessary and governors all noted the clear weekly bulletin and half termly newsletter. AFR undertook to get figures for the number of website hits to give an understanding of how information was being accessed.</p> <p>MGW was keen to improve the rating for understanding governors. They would send out their termly newsletter at Christmas and all governors were asked to attend as many Christmas events as possible and make themselves known to parents.</p>	
<p>9.</p>	<p>Receive 3 Year Budget Plan for approval – Justina Pugh Morgan present for this item</p> <p>JPM distributed the amended three year tool kit. She noted the increment in staff costs and PC wondered if 89% of the budget was too high. AFR confirmed the unique costs faced by special schools and that all special schools had a similar proportion of staff costs. RL was pleased to note that WM was tracking to be within budget by 2021 though did appreciate the use of the carry forward. He commented on the value of the cost cutting exercise which had ensured WM met the budget constraints. He clarified the maintenance programme was in place and costed. AFR confirmed it was but did highlight it did not allow for any unforeseen costs or improvements. PC was concerned there was no allowance for maintenance costs on the college site due to the planned new buildings. Governors confirmed the importance of the new build but if WSCC reneged on their commitment, there was a pot of promised funding from WSCC which governors would ensure they received.</p> <p>JPM pointed out the increased WSCC SLA costs which WM were expected to fund with no extra income from WSCC. Governors asked about outsourcing SLAs with other providers but appreciated the barriers in place to do so. They wondered if there was any value in setting up a Federation with other special schools and felt it</p>	

	<p>was worth investigating.</p> <p>In response to questions on the unspent funding in the curriculum cost centre, JPM explained it currently still had pupil premium funding in it which was being used so the amount would decrease.</p> <p>The governors approved the three year budget plan, signed by MGW and AFR. Governors thanked JPM for her work on the plan and she left the meeting.</p>	
10	<p>Confirmation Headteacher performance management has taken place</p> <p>SV confirmed the meeting had taken place with the support of an independent adviser. AFR had met his targets and challenging targets had been set for the year.</p>	
11	<p>Questions on committee minutes:</p> <p>a) <u>Resources (appendix b)</u> Nothing to add.</p> <p>b) <u>Premises, health and safety (appendix b)</u> Nothing to add.</p> <p>c) <u>Learning and Wellbeing (appendix b)</u> Nothing to add.</p> <p>d) <u>Verbal report from Policy committee</u> MO had chaired the meeting. Reviewed policies had been approved and the committee had asked that all due policies were reviewed in good time for their next meeting. AFR confirmed he had included the names required in the health and safety policy which was approved by the FGB. Minutes filed in sharepoint.</p> <p>e) <u>Verbal report from Strategy working group</u> PC reported on the meeting and encouraged all governors to attend the meetings. It had been agreed to formalise the group as a committee using the NGA guidelines and terms of reference would be prepared for the next meeting. The tracker was kept updated in Sharepoint and a review of the strategy would take place at the next meeting. Minutes filed in Sharepoint.</p> <p>f) <u>Verbal report from Pay committee</u> The pay committee had met before the FGB meeting and discussed and approved the pay recommendations. They recommended the new model pay policy distributed by WSCC which was approved by the FGB.</p>	
12	<p>Safeguarding Report</p> <p>MO confirmed she had completed the training course and SV had sought advice from the WSCC governance team on what extra training he required to support MO on safeguarding. MO/SV to complete a report for the next FGB meeting.</p>	<p>MO/SV 23/1/19</p>
13	<p>Safer Recruitment Training</p> <p>AFR confirmed he had requested his leadership team to complete the training and it would be beneficial to have governors with the training. SB and SV to send certificates to JPM and BH/MO to complete online training. (AFR to send link.)</p>	<p>SB/SV MO/BH/AFR</p>
14	<p>Note of Risk Register (appendix e)</p> <p>Nothing to add.</p>	
15	<p>Governance:</p> <p>a) <u>Parent Election & vacancies</u> MGW to send email to all staff advertising the staff role again and asking for volunteers. Current parents to ask parents to consider taking on a parent governor role. Letters to go out in second week of January. MO's term of office as a parent governor had ended and providing she could continue to give the time she was happy to take on the role of partnership governor. Approved.</p> <p>b) <u>Link Governor Report</u></p>	<p>MGW 1/12/18 MO/RL 20/12/18 JPM 10/1/19</p>

	<p>PC had updated the training list and asked governors to inform him of any planned training. He recommended the Introduction to Finance which he had recently attended and found very helpful.</p> <p>PC was working on improving the governor induction file on sharepoint and he encouraged all governors to read the NGA's Being Strategy Guide which was filed there.</p> <p>c) <u>Visit reports including Governor Learning Walk (13/11/18)</u> Report filed in governor visits on sharepoint.</p>	
16	AOB None.	
17	<p>What impact has the meeting had on pupils?</p> <p>Governors had reported on the governor learning walk.</p> <p>Revised and improved headteacher's reporting in place to enable governors to support and challenge effectively.</p> <p>Action taken following parent survey results.</p> <p>3 year budget plan in place.</p> <p>Headteacher's targets set.</p> <p>Safeguarding visit planned and governors have safer recruitment training.</p> <p>Action for new staff governor & parent governors recruitment.</p>	
18	<p>How has our successful working relationship with WSCC departments been maintained?</p> <p>Working closely with WSCC on business case for new build.</p>	
19	<p>Date for next meeting</p> <p>Extra Property: Wednesday 16th January at 4.30.</p> <p>Policy Wednesday, 23rd January at 3.30pm</p> <p>FGB Wednesday, 23rd January at 4.45pm</p> <p>Extra Pay meeting, 30th January at 3.30pm</p> <p>Property, health and safety Wednesday, 30th January at 4.30pm</p> <p>Strategy at the SCHOOL Tuesday, 5th February at 3.45pm</p> <p>Learning & Wellbeing Monday, 4th March at 4.30pm</p> <p>Resources Wednesday, 13th March at 4.30pm</p> <p>Policy Wednesday, 27th March at 3.30pm</p> <p>FGB Wednesday, 27th March at 4.45pm</p>	

ACTION GRID NOVEMBER 2018

1	Confirm NJ's governorship & thank you to BS	MGW
8	Governors to arrange visit with their allocated subject leader	All
12	MO/SV to carry out safeguarding visit before next FGB	MO/SV
13	SB/SV to send safer recruitment certificates to JPM. BH/MO to carry out online training.	SB/SV BH/MO
15a	Governor request for co-opted staff governor letter. Parent governors to ask possible parents to consider putting themselves forward in the January election process. Letters out to parents.	MGW MO/RL JPM

SIGNED.....*Marion Wilcock*.....DATE.....23/1/19.....

Appendices

- B. Minutes – FGB, L&WB, P,H&S, Resources
- C. Head Reports – SEF, SDP, Surveys
- D. 3 year budget projection
- E. Risk Register