

**WOODLANDS MEED**  
**FULL GOVERNING BODY MEETING**  
**Tuesday, 23<sup>rd</sup> January 2024 at 4pm**  
**VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

**FGB present: Miriam Owen (MO), Adam Rowland (AFR), Simon Virgo (SV), Marion Wilcock (MGW), Peter Clinch (PC), Bill Hatton (BH), Liz Huffy (LH), Rose Griffiths (RG), Deborah Scott (DS), Shafique Barabhuiya (ShB)**

**Rebecka Rornes (RR) present as prospective governor**

**Clerk: Louisa Rydon (LR)**

<b>BUILDING UNIQUE FUTURES TOGETHER</b>
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<b>MINUTES</b>
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<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b></p> <p>Governors welcomed Rebecka Rornes (RR) to the meeting and introductions were carried out. RR explained her role and governors were delighted she would consider joining the Board.</p> <p>MGW was sorry to inform governors that Sandra Boyd had reluctantly resigned as a governor due to ill-health. She had been a governor since 2016 and governors recognised the amount she had contributed and the many areas she had been involved in, not least as chair of learning and wellbeing and her work with Ofsted preparation. Governors sent their very best wishes and looked forward to welcoming her to the College opening.</p> <p>Apologies were received and accepted from Matt Stuart. AFR joined the meeting on Teams.</p>	
<b>2.</b>	<p><b>Declaration of Interests</b></p> <p>None to declare.</p>	
<b>3.</b>	<p><b>Chairman's Action and Report</b> (appendix F)</p> <p>Governors had received MGW's report which she went through. Governors were pleased to learn how enthusiastic pupils were about joining the Locality Forum meetings and there were plans for a Youth Town Mayor.</p> <p>MGW reported on her recent meeting with the Chair of Manor Green College and governors were interested to learn their different approaches. They understood an ex pupil was sitting on the Board which governors felt was a wonderful aspiration for WM but both schools had seen an increase in the level of pupil needs. She was also pleased to pass on how appreciative the new head was of AFR's welcome and that he had remarked on AFR's effectiveness as chair of the Special Needs Heads.</p> <p>Governors noted the importance of being involved with the new Government plans for a Department for Education SEND and AP Change programme as WSCC had been one of the Authorities chosen to drive it forward.</p> <p>The post 19 working party would be arranged to review information to report to the next FGB meeting.</p>	<p>Post 19 cttee 25/3/24</p>
<b>4.</b>	<p><b>Notice of AOB</b></p> <p>See item 13</p>	
<b>5.</b>	<p><b>College building update</b></p> <p>MGW reported on the system of 8 zones set up to ensure the college building was completed to expected standards. The support of Ron Robson was having an impact. Zone 1 and 2 had essentially met expectations but there were a number of issues in zone 3. ISG had been asked for solutions but there were concerns that the building would not be ready by the February date. Governors were conscious of the 4 weeks notice needed to give parents. They appreciated the frustrations of parents and stakeholders expressed on platforms such as Facebook</p>	

	<p>but agreed there were no updates to be given at present. BH was concerned no derogations had been received and governors would continue to press ISG for solutions. The next Project Board Meeting was in mid February.</p> <p>DS was disappointed to hear about the delay to completing the MUGA due to contractual issues and stressed the impact the lack of space had on pupils. She also commented on a recent Panorama programme that had raised issues with school designs. Governors noted the impact of the ITV news issue on the college build.</p>	
<b>6.</b>	<p><b>Approval of Minutes dated 11<sup>th</sup> December 2023</b> (appendix A)</p> <p>The minutes were approved and signed as a true record.</p>	
<b>7.</b>	<p><b>Matters Arising/action grid</b></p> <p>a) <u>Working group for supported internships</u> AFR,JPM,MGW, SV, ShB, DS Agenda item at L&amp;WB.</p> <p>b) <u>Confirmation all forms signed and skills audit completed</u> Yes.</p> <p>c) <u>Ways for governors to see school policies</u> Justina Pughe Morgan was working with TCIT on a solution.</p>	
<b>8.</b>	<p><b>Verbal report from policy committee</b></p> <p>PC reported on the decisions made at the policy committee and the minutes are available on sharepoint. The committee recorded their thanks to staff for ensuring all policies due for approval were received in good time.</p>	
<b>9.</b>	<p><b>Note of school training dates</b> (appendix B)</p> <p>All governors had been invited to join the school training dates which were on sharepoint. <a href="#">WM school training dates - govs invited</a></p> <p>PC highlighted the PREVENT training on Tuesday, 30<sup>th</sup> January from 4-5pm.</p>	
<b>10</b>	<p><b>Completion of HTPM process</b></p> <p>MO confirmed the process had been completed and targets set for next year. MGW confirmed she had the details of a new external appraiser and would make contact.</p>	MGW 7/5/24
<b>11</b>	<p><b>Note of Risk Register</b></p> <p>Nothing to add.</p>	
<b>12</b>	<p><b>Link Governor reports</b>(appendices E)</p> <p>PC confirmed the cyber security training was effective as was the online safety training course he had completed.</p> <p><a href="https://nationalcollege.com/auth/loginbefore">https://nationalcollege.com/auth/loginbefore</a> (log in here first before clicking on the link below)</p> <p><a href="https://nationalcollege.com/courses/cyber-security-for-governors-2">https://nationalcollege.com/courses/cyber-security-for-governors-2</a></p> <p><a href="https://nationalcollege.com/courses/online-safety-for-governors-2023">https://nationalcollege.com/courses/online-safety-for-governors-2023</a></p>	
<b>13</b>	<p><b>AOB</b></p> <p>a) <u>Safeguarding</u> LR to ensure safeguarding is on all FGB agendas. RG/MO read their report which has been posted to meeting notes as appendix G. The governors were pleased to learn that CC's phased return to work was working and thanked GB and the wellbeing team for effectively covering all safeguarding issues.</p> <p>b) <u>INSET days</u> Governors approved the 5 INSET days for 2024/25.</p> <p>c) <u>LA governor role and governor allocations</u> Consideration for LA governor and review governor allocations.</p>	
<b>14</b>	<p><b>What impact has the meeting had on pupils?</b></p> <p><b>Continuing to work to ensure pupils have the best facilities at the college.</b></p> <p><b>Robust oversight of safeguarding and effective plans in place during staff absence.</b></p>	
<b>15</b>	<p><b>Dates for next meetings</b> (appendix C )</p>	

Property, health and safety: Monday, 29 <sup>th</sup> January at 2pm Learning & Wellbeing: Thursday, 8 <sup>th</sup> February at 4pm (college) Strategy: Thursday, 29 <sup>th</sup> February at 4pm Resources: Tuesday, 12 <sup>th</sup> March at 4.00pm FGB: Monday, 25 <sup>th</sup> March at 4pm	
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SIGNED.....*Rose Griffiths*..... DATE...7<sup>th</sup> May 2024.....

Appendices

- A. FGB minutes 11/12/23
- B. School training schedule
- C. Meeting schedule
- D. Current WMDP (as requested)
- E. Link governor report and training
- F. Chair's report
- G. Safeguarding report

ACTION GRID January 2024			
Minute number	Action	Who	By when
3	Post 19 committee group report to next FGB	Cttee	Meeting arranged
5	Solutions for ceiling heights/acoustic panels from ISG at next Project Board	Project board	Ongoing
7a	Supported internships agenda item at L&WB	L&WB	To Summer mtg
7c	Solution for governors accessing policies	JPM	✓
9	Governors invited to school training <a href="#">WM school training dates - govs invited</a>	All	✓
10	Contact new external advisor for HTPM	MGW	To do
12	Do cyber/online training	All	✓
13a	Safeguarding constant agenda item at all FGBs	LR	✓
13c	Consider LA governor role and vacancies	All	Ongoing