

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 23rd January 2019 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), Peter Clinch (PC), Sandra Boyd (SB), Bill Hatton (BH), Heather Trott (HT), Alan Robinson (AR)
Invited to the meeting: Rose Griffiths (RG)
Nola Bennett (NB) and Rebecca Tonks (RT) present for 1-3 for presentation.
Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

DRAFT MINUTES	
1.	<p>Welcome, Introductions and Apologies</p> <p>Apologies were received and accepted from Rob Landauer. HT would have to leave after one hour. Rose Griffiths was welcomed to the meeting and confirmed as a co-opted governor.</p> <p>MGW thanked Nola Bennett and Rebecca Tonks for coming to the meeting to present on Careers.</p> <p>Introductions were carried out.</p>
2.	<p>Declaration of Interests</p> <p>SB: chair of governors at Windmills</p> <p>SV: Director of Ofsted registered Childminder Agency</p>
3.	<p>Careers introduction (Coast to Capital)</p> <p>Governors were enthusiastic about NB and RT's comprehensive presentation on how the careers programme for WM pupils was developing. Career prospects for pupils was an important element of governors' strategy and NB/RT explained how governors could have a vital role in enabling pupils to access meaningful work place opportunities. NB reported on the SEND Gatsby Benchmark Trust and the ongoing work to ensure WM met the targets for KS3/4 pupils as well as KS5 and how they were able to interpret the benchmarks to set aspirational targets for individual pupils. Governors recognised the value of appointing a careers governor and SB and RG agreed to take on the role and work together. AFR commented on the value of governors' and parents/stakeholders' personal connections in the local workplace and NB confirmed her priority was to network and build a strong business contact list.</p> <p>RT explained how Coast to Capital was funded and operated and how they were supporting WM. Governors saw the real benefits of the scheme and, on questioning, RT confirmed that they were confident they could raise employment levels for people with a learning disability well above the national levels of 6% and governors were shocked to learn the current rate in West Sussex was 2.2%. She commented on how important it was to think creatively, particularly with the challenge the 2020 introduction of Technical Levels, and how companies could learn about the benefits of employing someone with a learning disability and benefit from their skills. SV raised the possibility of funding programmes such as Access to Work which employers could use. Governors discussed initiatives in the county such as the pop up shops and RT reported on the business breakfasts Oakgrove were running so successfully. MGW raised the amazing achievements of Jubbly Bakes and</p>

	<p>the award and publicity they had gained. She was concerned there had been no recent news about them and governors felt they should check the current status and think about ongoing support for companies such as Jubbly Bakes. SV wondered what the WSCC figures for people with SEND running their own business was and RT confirmed she had often tried to find out as the opportunities were huge with the right levels of support. Governors discussed their next steps. They felt the proposed college rebuild was a real opportunity and RT recommended ensuring there was a separate entrance that could be used for careers' initiatives.</p> <p>NB was meeting with Anna Hull, (WM fundraiser) to strengthen and grow links within Burgess Hill and they were running Craft Fairs to raise money for the Friends. Having informed governors of the plans, she would now communicate with parents to begin using their contacts and expertise as well.</p> <p>Governors thanked NB and RT for their excellent presentation and looked forward to being involved with the growth of careers opportunities. RT to email the handbook Careers in Schools for Governors and NB welcomed any contact from governors.</p> <p style="text-align: right;"><i>NB/RT/HT left the meeting.</i></p>	<p style="color: red;">Building wish list</p> <p style="color: red;">Governor support for programme.</p>
<p>4. Chairman's Action and Report (appendix a)</p>	<p>Governors had received part I and part II report from MGW along with the notes of meetings held with WSCC.</p> <p>All governors were invited to attend the Tuesday Night Training (TNT) session when staff would be invited to present their ideas within the remit of the new building. (12th February, 4-5pm)</p> <p>SB plus one other governor, if possible, to attend the WSGA meeting on 13th February, 6.30pm at Horsham.</p> <p>Governors carefully noted the communication with the Equality and Human Rights Commission and understood it was purely a plan B at this stage but would be an option should there be any issues with the promised funding for the new buildings.</p>	<p style="color: red;">All 12/2/19 5-5pm.</p> <p style="color: red;">SB + another governor 13/2/19 6.30pm</p>
<p>5. Notice of AOB</p>	<p>Membership of policy committee and policy recommendation(8b) Ofsted consultation (13a).</p>	
<p>6. Approval of Minutes dated 28th November 2018 (appendix b & c)</p>	<p>The minutes were signed and approved as a true record.</p>	
<p>7. Matters Arising</p>	<p>Governors were asked to contact their subject leader to arrange visits. SV and BH had completed the safer recruitment training. SB to renew her training and MO to carry out training.</p>	<p style="color: red;">All 27/3/19</p> <p style="color: red;">SB/MO 22/5/19</p>
<p>8. Report from Property, Health & Safety committee (minutes of meeting 16/1/19 attached) (appendix d)</p>	<p>The minutes had been received and governors noted the urgent questions the committee would raise with WSCC at the meeting on 29/1/19. They discussed the importance of getting the land transfer finally agreed with access to the new building and hoped the continuing delay was down to a communication issue between WSCC departments rather than anything else.</p> <p>Verbal Report on Policy meeting (23/1/19)</p> <p>The committee recommended the SEND policy for approval. LR to email to governors for comment.</p> <p>BH agreed to join the committee as a full member, PC was happy to receive</p>	<p style="color: red;">MGW 29/1/19</p> <p style="color: red;">LR/all 4/2/19</p>

	the paper and attend when needed to make up a quorum.	
9.	Consider proposal for Intellectual Property Rights (IPR)/Privacy (appendix e) SV had researched the method and costs. Governors agreed it would be prudent to have a trademark in place for the Woodlands Meed name and logo and clarified that they would be able to withdraw from the process if at any stage another company challenged. Governors gave their approval to go ahead on the understanding there were no extra costs involved.	SV 27/3/19
10	Safeguarding Report (appendix f) Governors had received the report. They noted safeguarding should be a permanent FGB agenda item but asked that the specific points raised were put on the next Learning and Wellbeing agenda.	L,W&B 4/3/19
11	Note of Risk Register Nothing to add.	
12	Governance: a) Parent Elections & co-opted vacancy Parent governor letters had been sent with a deadline of 7/2/19. Rose Griffiths had been appointed into the co-opted vacancy. b) Link Governor Report (appendices G) Governors thanked PC for the work he had done on the induction papers in the sharepoint. New governors were asked to attend the Getting Started and Being Effective training. PC stressed the value of more governors attending the governor strategy committee meetings and the next meeting was set for Tuesday, 19 th March at 3.30pm. c) Visit reports None received. d) Agree date for Spring term Governor Walk Confirmed for 26/3/18.	All 19/3/19 3.30pm school All 26/3
13	AOB a) New Ofsted framework Governors were keen to respond to the consultation from the SEND perspective. SB volunteered to lead a working party.	SB/all 27/3/19
14	What impact has the meeting had on pupils? Positive impact of Coast to Capital connection. Governor input to new buildings and determination to get best options. Protection of WM copyright.	
15	How has our successful working relationship with WSCC departments been maintained? The relationship is much improved and governors hoped they would get good news on the capital funding confirmed at their next meeting.	
16	Date for next meeting Property, health and safety Wednesday, 30 th January at 4.30pm Strategy, 19 th March at 3.30pm Learning & Wellbeing Monday, 4 th March at 4.30pm Resources Wednesday, 13 th March at 4.30pm Policy Wednesday, 27 th March at 3.30pm FGB Wednesday, 27 th March at 4.45pm	

ACTION GRID JANUARY 2019

3	Governors to consider business contacts they have for initiatives through Coast to Capital. RT to send Careers in School for governors' handbook.	All RT/LR
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4	Governor invite to TNT – 12/2/19 4-5pm	All
7	SB/MO safer recruitment training	SB/MO
8	Approve SEND policy.	All
9	Go-ahead with Intellectual property rights for WM name and logo.	SV
10	Safeguarding to L&WB March agenda	L&WB
12b	Governors asked to attend Strategy meeting 19/3/19	All
12d	Governor to attend Spring walk round 26/3/19.	All
13	Governor response to Ofsted framework consultation	SB/All

SIGNED.....*Marion Wilcock*..... DATE.....27/3/19.....

Appendices

- a) Chair's report – confidential items
- b) FGB minutes 28/11/18
- c) Part II FGB minutes 28/11/18
- d) Part II Property minutes 16/1/19
- e) Property rights
- f) Safeguarding report
- g) Link governor reports