

WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 27th March 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), Robert Landauer (RL), Bill Hatton (BH), Heather Trott (HT), Alan Robinson (AR), Rose Griffiths (RG)
Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

DRAFT MINUTES	
1.	<p>Welcome, Introductions and Apologies</p> <p>There were no apologies.</p> <p>The Governors congratulated AR, his team and students for winning the Jim Green award and the meeting started with a celebration to note the confirmed funding from WSCC for the new college.</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>Chairman's Action and Report</p> <p>MGW submitted a verbal report.</p> <p><u>Funding for new college building</u></p> <p>Confirmation from WSCC was given on 19/2/19 of up to £20m for a new building to be constructed on the playing field of the college site over three years. Total build cost not to exceed £16m. Proposed capital grant from the DfE was £6m and WSCC had guaranteed this funding should it not be forthcoming to ensure the project can go ahead.</p> <p><u>Sports Hall</u></p> <p>A 450 metre squared sports hall was part of the project and SV confirmed a grant request had been submitted to the Sports Council for a larger sports hall. Governors were pleased to learn the Sports Council had acknowledged the request and asked for further information. They thanked SV for the work he was doing.</p> <p><u>Burgess Town Council</u></p> <p>AFR and MGW addressed the town council and thanked the mayor for including WM as one her charities she is supporting this year. They presented on the needs of college students and impact the new building would have along with the work of the Meeds Send Alliance with local schools. They showed the town council the students' concept design and their response was positive and supportive.</p> <p><u>CLC</u></p> <p>AS agreed, governors were not formally represented at the CLC meeting. WSCC had agreed that all requests for updates and information would be directed to governors and the school website. However, Richard Burrett, the cabinet member for education left the CLC to talk to Complete Woodlands Meed who had subsequently published incorrect funding information on the college on their website. Governors agreed in future they should be represented at CLC meetings and request governor presence when there were meetings associated with the buildings with third parties.</p> <p><u>FOWM & Lions BH Car Boot Sale</u></p> <p>To raise governors' profile, MGW asked governors to support the event on 22/4/19 in the Waitrose car park.</p>

	<p>Governors would also attend the pop up shop that Nola Bennett was organising in June.</p> <p><u>Traffic Survey</u></p> <p>Governors had suggested pupils were involved in the traffic survey outside the college. AFR confirmed they would be able to participate at certain times and BH was working with Nola Bennet to find a day for the survey go ahead. MGW to inform neighbours of the survey.</p>	<p>All 22/4/19</p>
<p>4. Notice of AOB</p>	<p>None.</p>	
<p>5. Approval of Minutes dated 23rd January 2019 (appendix a)</p>	<p>The minutes were approved and signed as a true record.</p>	
<p>6. Matters Arising/action grid</p>	<p>a) <u>Coast to Capital update</u> (appendix k) Governors had received the update and noted the close links with the strategic plan.</p> <p>b) <u>Intellectual Property Rights</u> SV had completed the paperwork and anticipated the trademark would be awarded within two months.</p> <p>c) <u>Note SEND policy approved and on website</u> Completed.</p>	
<p>7. Questions on committee minutes:</p>	<p>a) <u>Resources</u> (appendix b)</p> <p>i. <u>Fundraising position</u> (appendix l) Governors considered the excellent and successful job Anna Hull had done since starting at Woodlands Meed. They appreciated this extra position would focus on securing grants available and AFR would line manage both. MO highlighted her experience at Kangaroos and the importance of finding someone who understood the system. She gave AFR the name of a contact who had a great deal of experience with this type of fundraising. On questioning, he confirmed the role would be a fixed term contract centred on the new build and governors sought reassurance there would be no conflict between the new role and Anna Hull's job description. RL asked how any fundraising would be received by WM and AFR confirmed it would be through the Friends. Governors voted to approve the role and run an advert. The appointment was dependant on finding the correct calibre of candidate.</p> <p>ii. <u>Funding for mental health update</u> AFR confirmed WM were bidding for extra funding to provide specialist provision and a counselling service.</p> <p>iii. <u>Approval of SFVS</u> (attached) (appendix c) Signed for submission to WSCC before 31/3/19.</p> <p>b) <u>Property, health and safety</u> (appendix d) Nothing to add.</p> <p>c) <u>Learning and Wellbeing</u> (appendix e) Rose Griffiths noted she did not attend the meeting. LR to amend.</p> <p>d) <u>Policy committee</u> – verbal BH had been voted in as chairman of the committee. Policies had been approved as per their date for review.</p> <p>e) <u>Strategy committee</u> (appendix f) CC had come off the committee and Nola Bennet and Gillian Barton had been voted on as associate members. Ben Dale, the school NHS would attend meetings for his advice.</p> <p>f) <u>Approval of Strategic plan</u> (appendix g) Governors approved the changes to the plan and asked LR to upload it onto the website.</p>	<p>JPM 31/3/19</p> <p>LR 27/3/19</p> <p>LR 4/4/19</p>

	<p>MGW highlighted the working document on the future status of WM and the importance of keeping abreast of any opportunities for WM. Governors thanked PC and AFR for the work they had done researching the document and asked that Co-operative Trust Foundation School was added.</p> <p>g) <u>Verbal report from Pay committee decision on ISR</u> SV confirmed the committee had met and voted to raise the current banding of WM.</p>	PC 19/6/19
8.	<p>Progress and Report on New Building (verbal report) See part II minutes.</p>	
9.	<p>Questions on Headteacher's report/SEF (appendix h) Governors thanked AFR for his report which they had received prior to the meeting. Governors asked questions on the findings of the lessons observations and flagged up assessment, progress and achievement. AFR confirmed that part of the strategy was to work on supporting new teachers to WM. He explained the changes being made to lesson observations and the benefits of peer observations. HT commented on the challenges of ensuring children arriving from mainstream were assessed correctly and AR noted the transition period for year 10 pupils. Governors asked how students with higher ability levels were being challenged sufficiently. HT felt it was complicated by the impact stretching certain pupils could have on behaviour. RG gave her experience as a volunteer teaching assistant and felt pupils at all abilities were pushed to work at higher levels but she noted that each pupil reacted so differently that teachers had to individually target learning to meet their needs. Governors appreciated that a mainstream school would not have such a wide range of levels in on one class but they did also appreciate that teaching assistants might naturally gravitate towards the pupils with lower skills and that teachers had to ensure higher level learners were being challenged.</p>	
10	<p>Budget 2019/20 Governors noted the steps that had been taken to ensure WM was one of a very few WSCC special schools who were on course to set a balanced budget for 2019/20. As the final amendments were being made to the budget, they recommended changing the scheduled Resources meeting on 1/5/19 to a full governing body meeting. Approved.</p>	FGB 1/5/19
11	<p>Notification of INSET Days and approval (appendix m) Governors studied the proposed days and approved the sense in ensuring they were set on different days of the week both for parents and staff. RG commented on the increased enthusiasm amongst staff after an INSET day and it was agreed it was good practice for an INSET to be followed by a school day. Governors confirmed WM were sticking to the recommended 5 INSET days with one new pupil day. Approved.</p>	
12	<p>Safeguarding Report Report had gone to learning and wellbeing. As an addition, SV confirmed a new victim centric recording system for bullying was being instigated.</p>	
13	<p>Note of Risk Register Risk: Not to get the anticipated college buildings built. LR to add.</p>	LR 4/4/19
14	<p>Governance: a) <u>Result of Parent Elections</u> Governors were disappointed there had been no candidates. They discussed ways of encouraging parents to put themselves forwards, particularly as the new college was being developed. Governors to personally approach parents and encourage them to stand. It was felt a leaflet depicting the role of WM governors would be beneficial. b) <u>Link Governor Report</u> (appendix i) PC had distributed his report and asked governors to inform him of any training undertaken. Governors were advised to do the safeguarding and prevent training on</p>	All 22/5/19

	<p>line.</p> <p>c) <u>Governor Visit reports</u> There had been a Governor Walkround on 26/3/19. PC to collate notes for distribution and the records. The governors who had attended reported on a very informative session and all governors were invited to attend the termly sessions.</p> <p>d) <u>Update on Governor response to Ofsted framework consultation</u> SB reported on the consultation and proposed changes.</p> <p>e) <u>Governor committee list & allocations confirmation</u> (appendix i) Distributed.</p>	<p>PC 22/5/19</p>
15	<p>AOB None.</p>	
16	<p>What impact has the meeting had on pupils? Funding for new college approved. Investigating ways to increase size of sports hall. Go ahead given to recruit fundraising assistant. Strategic plan to 2022 approved.</p>	
17	<p>How has our successful working relationship with WSCC departments been maintained? To be removed from agendas.</p>	
18	<p>Dates for next meetings Resources to be FGB on 1st May 2019. FGB 1/5/19 4.30pm School (budget meeting all governors invited) Property, Health & Safety 4.30pm College 22/5/19 Policy 3.30pm & FGB 4.45pm School 10/6/19 Learning & Wellbeing 4.30pm College 19/6/19 Strategy 4.00pm School 11/7/19 Policy 3.30pm and FGB 4.45pm School</p>	

Signed.....*Sandra Boyd*..... Date.....22nd May 2019.....

ACTION GRID MARCH 2019

3	Governors asked to attend Car boot sale in Waitrose carpark to raise WM profile on 22/4/19.	All
7f	Upload Strategic plan onto website. Include Co-operative Trust Foundation School in WM future status document.	LR PC
10	Resources committee changed to FGB for all governors to attend on 1/5/19	All
14a	Approach parents to be parent governors and consider leaflet to sell the role.	All
14c	Visit report for governor walkround.	PC