

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 10th July 2019 at 4.45pm
VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

FGB present: Miriam Owen (MO), Adam Rowland (AFR), Marion Wilcock (MGW), Peter Clinch (PC), Sandra Boyd (SB), Bill Hatton (BH), Alan Robinson (AR), Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies Apologies were received and accepted from Heather Trott and Simon Virgo. Due to a confusion on dates apologies were received and accepted from Rose Griffiths and Rob Landauer.</p>
2.	<p>Declaration of Interests SB: chair of governors at Windmills AFR: Special Schools' representative on e-PD (enable learning) Board.</p>
3.	<p>Chairman's Action and Report (appendices a & b) As appendix B was the questions and answers for the CLC on the new building, governors took item 9 at this point. See confidential minute.</p> <p>Progress and Report on New Building MGW confirmed a new project manager, Gerry Dillon, had been appointed and had stalled the positive progress. Governors studied the questions they had asked at the CLC meeting, the replies given there, and the adjustments made to the replies by Gerry Dillon following the meeting. Currently, the barriers Gerry Dillon had raised were that Sports England might not let a college be built on the playing fields and that the build would be too expensive. MGW noted it almost appeared as if attempts were being made to get the cost to above £20m. MGW also reported on the plans to use planning regulation 3 for West Sussex to grant itself planning for the site. This had not been done for cost reasons as West Sussex were charging themselves to do the pre application. MGW had lodged a freedom of information request on regulation 3 applications made in the past three years by West Sussex and clarification on the charges. She understood that Sports England could give their opinion to West Sussex and it was then a WSCC decision on how much weight to give that. Governors had asked who would prepare the report for Sports England and had received no reply, though Gerry Dillon had said all progress needed to stop. They had asked what else they could do to progress but Gerry Dillon had told them they could do nothing though he was paying someone to see what current furniture in the college could be re-used in the new build. Governors' real concern was that a business case decision would be made in September and without an accurate budget for £20m it could be stopped. BH reported on the difficult situations the governor subcommittee were being put under during meetings where they were given information and asked to make immediate decisions. Governors also noted that the meeting scheduled for next week had been cancelled for no reason. MO asked if sustainable/green energy was being considered instead of the high quoted costs but MGW reported Gerry Dillon had said that this was even more expensive so could not be paid for, though it had been contested at the CLC meeting.</p>

	<p>SB commented that councillors had been surprised they had not been kept apprised of the progress by WSCC and that now Anne Jones who was the councillor for the area had been invited to attend the meetings.</p> <p>Governors were aware that Richard Burrett, the cabinet member for education had appointed Gerry Dillon. They had asked for clarification on who Gerry Dillon was taking his instructions from and was he a consultant or an employee?</p> <p>Governors confirmed they needed urgent answers to: Who is making the application to Sports England? Request for Governors to see site of the application Request that Governors will submit a statement to go with the application. Why was meeting cancelled and confirmation of new date needed. What information do Leigh Hunnikin and Graeme Olway need to settle the business case in September?</p> <p>AFR confirmed Leigh Hunnikin had challenged the cancellation of the meeting and asked for updates. PC asked how staff and parents should be informed of the lack of development. Governors agreed it was important that staff and parents were carefully made aware of the situation and of the work governors were doing to pressurise WSCC.</p> <p>Governors thanked MGW and the building sub group for all the work they were doing.</p>	<p>MGW/AFR 17/07/19</p> <p>MGW/AFR 17/07/19</p>
<p>4. Notice of AOB</p>	<p>See item 16a.</p>	
<p>5. Approval of Minutes dated 22nd May (appendix c)</p>	<p>The minutes were approved and signed as a true record.</p>	
<p>6. Matters Arising/action grid</p>	<p>Completed.</p>	
<p>7. Note School Adviser Visit</p>	<p>AFR thanked MGW/SB and BH for their input and reported on the visit focus and next steps. The adviser had noted the strong collaboration of governors with key stakeholders and their community links. MGW was pleased the visit had gone so well and related how complimentary she had been about the head and staff. The governors' strategy document had also been praised and was to be used as an exemplar.</p>	
<p>8. Questions on committee minutes:</p>	<p>a) <u>Learning and Wellbeing</u> (appendix d) Nothing to add.</p>	
<p>9. Progress and Report on New Building</p>	<p>See item 3.</p>	
<p>10 Any questions on headteacher report/SEF</p>	<p>a) <u>Headteacher report</u> appendix e) b) <u>Executive summary</u> (appendix f)</p> <p>AFR confirmed WM was working to the 19/20 budget as planned. MGW/PC asked for clarification on pupil numbers and staffing levels. AFR explained that numbers were lower because of the small year 10 cohort but would be back to 264 in September 2019 due to the high percentage of pupils transitioning to KS5. A teacher and a tutor were being added to the college staff as numbers were rising to 107.</p> <p>Governors concentrated on attendance levels which, though they had risen, were still below the target figure of 92%. They were aware of the measures in place to</p>	

	<p>improve attendance and the reporting to learning and wellbeing. AFR highlighted his concerns with staff absence and asked governors for their opinion on keeping it managed. Governors discussed whether there was any benefit in informing staff of the amount of absence but recognised that staff with very low absence rates could feel demoralised with the information. AFR agreed to do more research and comparisons with other SEN schools.</p> <p>c) <u>SDP 2018/19</u> (appendix g) d) <u>SDP 2019/20</u> (appendix h)</p> <p>Governors thanked AFR for the detailed 19/20 plan which clearly built on 18/19. They appreciated the importance of carrying out their subject visits and agreed to set a target of completed visits by March 2020. Confirmation of subject allocation and introduction to subject leaders agenda item at September FGB.</p>	<p>AFR 27/11/19</p> <p>Agenda 23/9/19</p>
<p>11</p>	<p>Safeguarding Report (Summer report to L&WB appendix j) <i>Information from Simon Virgo:</i> Safeguarding data was presented and discussed at Learning & Wellbeing and no significant changes to report since then. Following the WSCC performance in recent Ofsted inspections we are now scrutinizing and reporting on WSCC responses to MASH referrals to flag up cases where the School Safeguarding team have concerns about the effectiveness of support and actions following a referral.</p> <p>SV and MO were the governor safeguarding reps and governors felt it was important they worked together and clarified they checked the single central register.</p>	<p>SV/MO 20/7/19</p>
<p>12</p>	<p>Receive School Fund Audit (appendix i) Governors were pleased to note that an auditor had been found to do the audits which should make the process efficient going forward. They approved the audit for 16/17 and the resources committee would view the 2017/18 audit at their autumn meeting.</p>	<p>Resources 13/11/19</p>
<p>13</p>	<p>Note of Risk Register Add new build project manager.</p>	<p>LR 20/7/19</p>
<p>14</p>	<p>Governance:</p> <p>a) <u>Discussion on self-governance review</u> (appendix k) SB/MGW had forwarded the working document. They explained it needed to be adapted to fit in with the new Ofsted criteria from September. Governors felt it was a valuable document which they were all responsible for. SB to adapt criteria and PC to cross reference it with governor strategy. For discussion at FGB.</p> <p>b) <u>Completed skills audit</u> (appendix l) The completed matrix is attached to the minutes. Governors felt the range and depth of skills on the governing body was strong and they would use the matrix when recruiting new governors.</p> <p>c) <u>Any progress on parent governors</u> MGW had a governor in mind who was a grandparent. LR understood that if all other avenues to find a parent governor had been exhausted a grandparent could be appointed. LR to confirm. MO noted that a parent had volunteered for Kangaroos and he might be persuaded to join the FGB. She reported on the crèche that used to be run for governors attending meetings and AFR was happy to look into running one again. LR to ask JPM to send out email to all new parents with details of what was involved in being a parent governor and asking for volunteers. Governors discussed the current Instrument which stipulated 5 parent governor posts. To be reviewed at the September FGB.</p> <p>d) <u>Link Governor Report</u> (appendix m) PC thanked governors for informing him of training they had completed and was</p>	<p>SB/PC 23/9/19</p> <p>LR 20/7/19</p> <p>AFR 23/9/19 LR/JPM 23/9/19 Agenda 23/9/19</p>

	<p>encouraged by the amount done. Governors thanked Heather Trott for the useful notes she had made at the Getting Started/Being Effective training. All governors were invited to attend the safeguarding training taking place on the Inset day, Monday 2nd September and AFR to confirm timings and time of catch up session. It was recommended SV/MO completed the managing medicines. Governors recommended adding a KPI to the SDP – all governors to complete one physical or online training session per term.</p> <p>e) <u>Governor Visit reports</u> None received.</p> <p>f) <u>Complete Governance Survey</u> (appendix n) Completed and LR to submit to WSCC.</p>	<p>All 2/9/19 SV/MO All 23/9/19</p> <p>LR 19/7/19</p>
15	<p>Agree appointment process for headteacher performance management – October</p> <p>Governors approved using the new link adviser and asked LR to contact her. Contact details from JPM.</p>	LR 19/7/19
16	<p>AOB</p> <p>a) Governors were sad to learn of Shelley Knight's death. Shelley was PA to Gill Perry, head teacher at Newick House and then Woodlands Meed, for many years and was a very valued and hugely liked member of staff. LR to inform previous chair of governors.</p>	LR 16/7/19
17	<p>What impact has the meeting had on pupils?</p> <p>Robust work from sub-committee on new build</p> <p>Comparisons on staff absence and how to reduce it</p> <p>Set governor subject allocations for monitoring</p> <p>Safeguarding reps working together</p> <p>Strong governor skills demonstrated in skills audit</p> <p>Possible parent governor found</p> <p>Positive visit from Link Adviser with good outcomes</p> <p>Governors to carry out more training</p>	
18	<p>Dates for next meetings</p> <p><u>Proposed schedule for 2019/20</u> (appendix o)</p> <p>The meetings were confirmed and LR to forward copy to JPM and all governors with minutes.</p>	LR 16/7/19

SIGNED.....*Marion Wilcock*..... DATE.....23rd September 2019.....

ACTION GRID JULY 2019		
3	Request answers to urgent questions raised for WSCC. Inform parents/staff of current situation and governor work with new build.	MGW/AFR Completed
10a&b	Find comparison figures for staff absence from SEN schools.	AFR C/F
10c&D	Confirm governor subject allocation and initiate connection with subject leader	Agenda 23/9/19
11	Safeguarding governor reps to liaise and check single central register.	SV/MO Date arranged
12	Approve school fund audit 17/18 at resources	Agenda 13/11/19
13	Update risk register	LR Completed
14a	Amend self-governance review and cross reference with strategy. Discussion at next meeting.	PC/SB Agenda

		26/11/19
14c	Check grandparent can be recruited as parent governor. Confirm if crèche is an option during governor meetings. Review governor Instrument.	They can't AFR. TBC Reviewed
14d	Details of INSET training governors can attend and governors invited to attend. KPI – governors to complete one training (physical or online) per term	Completed Aspiration
14f	Submit governor survey	Submitted
15	Set date with link adviser for HT performance management	Completed
16	Contact previous CoG	Done
18	Forward approved meeting schedule	Approved

Appendices

- a) Chair's report
- b) CLC questions
- c) FGB minutes 22/5/19
- d) L&WB minutes 10/6/19
- e) Headteacher report
- f) Executive summary
- g) SDP 2018/19
- h) SDP 2019/20
- i) School Fund Audit 16/17
- j) Safeguarding report
- k) Governance self review
- l) Skills audit to complete
- m) Link Governor report and Heather Trott's training note
- n) WSCC Governance Survey
- o) Proposed dates