

**WOODLANDS MEED  
FULL GOVERNING BODY MEETING  
Tuesday, 26<sup>th</sup> November 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), Rose Griffiths (RG), Zoe Spooner (ZS)  
Vikki Macrae (VM) present for item 8  
Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

| MINUTES   |   |
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| <b>1.</b> | <p><b>Welcome, Introductions and Apologies</b><br/>Apologies were received and accepted from Rob Landauer.</p>  |
| <b>2.</b> | <p><b>Declaration of Interests</b><br/>SB: chair of governors at Windmills<br/>SV: Director of Ofsted registered Childminder Agency<br/>AFR: Special Schools' representative on e-PD (enable learning) Board.</p>   |
| <b>3.</b> | <p><b>Chairman's Action and Report</b> appendix N<br/>MGW had submitted a detailed synopsis of the current situation and governors included item 7 under this agenda item.</p> <p style="padding-left: 20px;">a) <u>Updates to parents/stakeholders</u><br/>Regular updates on the college situation were included in the bulletin and website to keep parents informed.</p> <p style="padding-left: 20px;">b) <u>Media coverage</u><br/>There had been extensive interest in the college and governors had met/were meeting with tv/radio presenters to ensure accurate information was given. Governors thanked ZS for agreeing to be the parent/governor voice.</p> <p style="padding-left: 20px;">c) <u>FoI</u><br/>MGW reported on the lack of response to two Fols and the incomplete responses to two others. They agreed the next stage would be a formal complaint to the ICO.</p> <p style="padding-left: 20px;">d) <u>Children &amp; Young Persons' select committee</u><br/>BH confirmed this was held in public but was not a public meeting. Governors understood they could raise questions in advance and were asked to submit their questions. All governors were encouraged to attend. 4/12/19</p> <p style="padding-left: 20px;">e) <u>Ensemble Reza</u><br/>MGW was delighted to inform governors that Ensemble Reza would be performing The Snowman at Woodlands Meed on 20/12. Time tbc.</p> <p style="padding-left: 20px;">f) <u>Legal fees</u><br/>Governors were relieved to hear that after chasing WSCC, the money spent to finalise the land transfers had now been refunded to WM.</p> <p style="padding-left: 20px;">g) <u>Reports</u><br/>BH explained his reservations about all the reports received and the input from WSCC. Governors discussed the reasons for the letter of objection to building a new college on the site sent by the headteacher of BWG. They were disappointed with the letter, particularly in light of the manner in which staff and students at Newick House had coped with the rebuild of BWG and the meeting AFR/MGW had held with BWG.<br/>PC was completely against any breakdown in communication with BWG and was</p> |

Questions in advance & attend.  
4/12/19  
All 20/12/19

AFR 6/12/19

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|  | not prepared to support any fall out. AFR confirmed he felt he had a good working relationship with the headteacher and would meet with her again to understand the reasons for her letter.  |  |
| <b>4. Notice of AOB</b>  | See part II confidential minutes.  |  |
| <b>5. Approval of Minutes dated 23<sup>rd</sup> September 2019</b> appendix A                | The minutes were signed and approved as a true record.   |  |
| <b>6. Matters Arising/action grid</b>  | <p>a) <u>Receive confirmed Instrument of Governance</u> appendix B<br/>WM's new instrument had been confirmed. There was one vacancy on the Board, (parent) and AFR to ask JPM to arrange another request for candidates. Staff governors to think about possible candidates and to encourage them to put themselves forward.</p> <p>b) <u>Self-Governance Review &amp; visit form</u> appendix C<br/>PC had circulated the latest copy and asked governors for comments. Governors felt they were in a good position but noted the importance of regularly monitoring their progress against the review. SB offered to run a Quiz at the next FGB and the strategy committee would consider the review at their spring meeting. In light of the review, SB was amending the subject visit reports and would send to governors for approval.</p>   | <p>AFR 29/11/19<br/>HT/AR<br/>13/12/19</p> <p>SB 28/1/20<br/>FGB/Strategy<br/>agenda</p> <p>SB 28/1/20</p> |
| <b>7. Report on WSCC progress for new College Buildings &amp; governor action</b> appendix D | Covered in item 3.   |  |
| <b>8. Proposal from AHT</b> appendix E   | <p>VM joined the meeting for this item.</p> <p>Governors were aware of the amount of statutory training staff had to complete each year and the limited time available. VM circulated a list of over 60 training needs assistant heads had identified. She confirmed statutory training was completed but there were many other areas that would benefit staff. Governors discussed the new emphasis on teachers on curriculum provision. They sought assurance that the leadership team had implemented the changes but appreciated teachers needed to be involved.</p> <p>VM confirmed what procedures had to be followed to change the school day. Governors checked the proposed change would give staff enough time for training. Staff governors agreed staff would always want more training but this extra time should go a long way to ensuring proper discussions could take place. HT noted the benefits of another weekly training session for part time staff. SV asked about the impact on parents and transport. VM reported on the experiences of other schools and confirmed the new timings would work for transport. As a parent, ZS felt many parents would welcome an earlier finish on Fridays but until a consultation had taken place they would not know for certain. Governors asked if an afterschool club could be started, but understood that at this stage it would not be possible to staff it.</p> <p>After careful discussion, governors agreed an appropriately worded consultation should take place with parents and staff, highlighting the importance of training to maintain high standards. PC stressed the need for an effective training programme and VM agreed to draw up a list of prioritised training with input from staff.</p> | <p>VM 20/12/19</p>   |
| <b>9. Headteacher's Report</b> appendix F  | <p>Governors thanked AFR for his detailed report and were invited to ask questions:</p> <p>a) <u>Planned place numbers</u><br/>AFR clarified that though the current numbers continued to be above the planned place numbers, he proposed governors accepted the WSCC numbers:</p>   |  |

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|    | <p>206 school, 53 college. MGW raised her concerns and governors considered the number of expected leavers and the out of county pupils currently on the waiting list, but after careful discussion, governors accepted the proposal. They did note the importance of ensuring Paul Wagstaff was made aware of the numbers during his impending visit.</p> <p>MGW flagged up the proposed WSCC strategy for alternative post 16 arrangements and governors asked that Paul Wagstaff was comprehensively questioned on this issue.</p> <p>Governors noted that despite the poor buildings at the college site, pupils wanted to access the excellent provision. They gave AFR the go ahead to investigate WM setting its own charges for out of county pupils as done by other authorities but not West Sussex.</p> <p>b) <u>WSCC health and safety audit</u><br/>Received.</p> <p>c) <u>Term Dates 2020/21</u><br/>Approved.</p> <p>d) <u>School Improvement adviser visit</u><br/>Governors who had not attended were pleased to note WM's grading.</p> | <p>MGW<br/>28/11/19</p> <p>MGW<br/>28/11/19</p> <p>AFR 24/3/20</p> |
| 10 | <p><b>Discussion on the future of Meeds Send Alliance</b> appendix G</p> <p>Governors agreed the value of the work carried out by the Alliance. MGW explained her reasons for concern about the future in view of the proposals for SSCs. To be raised with Paul Wagstaff.</p>   | <p>MGW<br/>28/11/19</p>  |
| 11 | <p><b>Questions on committee minutes:</b></p> <p>a) Resources appendix H<br/><i>Copy of summary report for 17/18 school fund audit received, as requested by RL.</i><br/>appendix I</p> <p>b) Premises, health and safety appendix H<br/><i>Nothing to add.</i></p> <p>c) Learning and Wellbeing appendix H<br/><i>Nothing to add.</i></p> <p>d) Strategy committee appendix H<br/><i>The proposed terms of reference were approved.</i> appendix J</p> <p>e) Verbal report from Pay committee<br/><i>SV confirmed the meeting had taken place and pay recommendations had been approved.</i></p> <p><i>Governors were aware WSCC had only recently sent the teacher's pay and conditions policy appendix J. JPM was currently personalising the policy for WM and governors would approve it at the January FGB meeting.</i></p> <p><i>Governors thanked MO for stepping up as the fourth member of the committee.</i></p>  | <p>FGB agenda</p>  |
| 12 | <p><b>Governance:</b></p> <p>a) <u>Link Governor Report &amp; new governor induction</u> appendix L</p> <p>PC highlighted the value of governor training and set governors the task to carry out one/two training courses per year. He circulated the training list detailing core courses and confirmed governors could do NGA courses online.</p> <p>In view of the changes to the Ofsted framework, governors were asked to attend any of the extra training put on by WSCC. LR to send out doodle of dates and governors to opt into and book sessions.</p> <p><u>Governor Induction</u></p> <p>ZS confirmed she had been unable to access governor emails/sharepoint/lanyard until she had a DBS in place. LR to ensure new governors were made aware of the urgency of a DBS and all governors to copy ZS into 'current governor' emails.</p>  | <p>All 1/7/20</p> <p>LR/All<br/>6/12/19</p>                        |

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|           | <b>b) <u>Governor Visit reports</u> appendix M</b><br>PC: science and maths reports. He mentioned the request from Tom Brown for a governor responsibility for PSHE and SB/RG would include it alongside their work with careers.   |             |
| <b>13</b> | <b>Safeguarding</b><br>MO/SV confirmed they had checked the Single Central Register and all documentation was correctly in place. Following the meeting, SV sent a visit report which was included in the terms' visit folder.<br>SV reported on the peer review of safeguarding carried out with QEII. Report of debrief to next meeting.  | FGB agenda  |
| <b>14</b> | <b>Note of Risk Register</b><br>MGW asked that the implications for the school/Meeds Alliance following the WSCC Send Strategy was added.<br><i>Prior to AOB (confidential) HT and AR left the meeting.</i>   | LR 29/11/19 |
| <b>15</b> | <b>What impact has the meeting had on pupils?</b><br><b>Continued push for new build college.</b><br><b>Plan to increase training hours for staff.</b><br><b>Governors given training target</b><br><b>Single central register follows correct procedures.</b>  |             |
| <b>16</b> | <b>Dates for next meetings</b><br>Wednesday, 22nd January 3.30pm: Property, health and safety<br>Tuesday, 28th January 4pm: Policy<br>Tuesday, 28th January 4.45pm: FGB<br>Monday, 2nd March 3.45pm: Learning and Wellbeing<br>Tuesday, 10th March 4.30pm: Resources<br>Thursday, 19th March 4.30pm: Strategy<br>Tuesday, 24th March 4pm: Policy (tbc)<br>Tuesday, 24th March 4.45pm: FGB |             |

SIGNED.....*Marion Wilcock*..... DATE.....28th January 2020.....

| ACTION GRID NOVEMBER 2019 |  |                                   |
|---------------------------|--|-----------------------------------|
| 3d                        | Submit questions to Children's Select Committee in advance of meeting.<br>Governors asked to attend if they can. 4/12/19 | All                               |
| 3e                        | Attend The Snowman. Time tbc. 20/12/19   | All                               |
| 5                         | Conversation with BWG head on reasons for objection to new college and to maintain good relations.                       | AFR                               |
| 6a                        | Hold parent governor process/election.<br>Staff governors to approach possible parent governors when paperwork sent out. | AFR/JPM<br>HT/AR                  |
| 6b                        | Quiz (governance self-review) FGB 28/1/20.<br>Amend visit report.<br>Review at Strategy. 19/6/20                         | SB - FGB<br>SB<br>Strategy agenda |
| 8                         | Receive feedback/results of consultation.  | FGB agenda                        |
| 9a/10                     | Meeting with Paul Wagstaff to add questions on :<br>pupil numbers, post 16 provision, Meeds Send Alliance                | MGW/governors                     |
| 9a                        | Investigate charging for out of county pupils attending WM   | AFR                               |
| 11                        | Approve personalised pay policy 2019/20  | FGB agenda                        |
| 12a                       | Complete 1/2 training courses by end of summer term.<br>Doodle for Ofsted training.                                      | All<br>LR                         |
| 13                        | Review of safeguarding peer review by QEII   | SV/MO                             |

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|   | <b>Carried forward from 23/9/19</b>   |     |
| 9 | Find comparison figures for staff absence from SEN schools. To remain in Action Grid until completed – aim for 2nd spring term FGB meeting) | AFR |

### Appendices

- A. September FGB minutes
- B. Confirmed Instrument of Governance
- C. Self -Governance review & visit form
- D. Update on new college
- E. AHT proposal
- F. Headteacher report
- G. Send Alliance paper
- H. Committee minutes
- I. Summary of 17/18 school fund audit
- J. Strategy Terms of Reference
- K. Teachers' pay and conditions policy
- L. Link Governor report
- M. Governor visit reports
- N. Chair's report