

WOODLANDS MEED
FULL GOVERNING BODY MEETING
Tuesday, 28th January 2020 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)

Vicki Macrae (VM) present for items 1- 6a

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies</p> <p>There were no apologies. Governors were sorry Zoe Spooner had resigned as a parent governor due to personal reasons. They noted how valuable her contribution had been.</p>
2.	<p>Declaration of Interests</p> <p>SB: chair of governors at Windmills SV: Director of Ofsted registered Childminder Agency AFR: Special Schools' representative on e-PD (enable learning) Board.</p>
3.	<p>Chairman's Action and Report</p> <p>a) SB and MGW attended the excellent production of The Snowman by Ensemble Reza which the whole school had enjoyed. AFR reported it was contributing to the Art Mark platinum award WM was aiming for.</p> <p>b) The only communication from WSCC had been a hurried phone call on 20/1/20 from Nigel Jupp saying WSCC were about to issue a statement about funding for the new build.</p> <p>c) Governors had seen the WM press releases and reports in the Mid Sussex Times and on ITV Meridian News with regard to WSCC's continued delay on progress on the new buildings.</p> <p>d) Following the statement from Nigel Jupp at the finance and progress meeting on 22/1/20 that governors had given 'contradictory' statements, MGW had asked for clarification.</p> <p>e) MGW reported on the two surveys that had taken place this week at the college and her concern that the surveyors had received no instruction from WSCC.</p>
4.	<p>Notice of AOB</p> <p>a) Procedure/protocol for visitors - 12 a b) Cladding – 7b & 12 b</p>
5.	<p>Approval of Minutes and confidential minutes dated 26th November 2019 appendix A</p> <p>The minutes were approved and signed as a true record.</p>
6.	<p>Matters Arising/action grid</p> <p>a) <u>Results of consultation on school day timings</u></p> <p>Vicki Macrae reported on the parents' consultation, which concluded on 3/2/20. She gave a synopsis of the comments from parents and governors were able to see the detailed responses. Governors asked that parents were given reminders to complete the consultation in the hope a larger percentage of parents would respond. They also asked that all staff were given the opportunity to give their feedback.</p> <p>Governors were aware that even with the reduction in teaching hours, WM would still offer more hours than all but one special school in West Sussex. VM explained how</p>

MGW
30/1/20

WM
31/1/20

	<p>the reduction would not affect the statutory curriculum offer and pupils would still have access to wide range of options. VM had provided a mock-up of how the extra time would be used for essential training. Governors appreciated the training was vital and considered whether it would be viable to add two hours to staff time at the end of the school day instead. After discussion, it was agreed, for a number of reasons, not to be feasible so governors considered how they could put in measures to support parents. It was agreed, subject to the results of the parents' and transport consultation, WM would write to parents giving the results of the consultation and request interest for a paid after school club so that steps could be taken to look into the options of securing a provision such as Kangaroos and transport arrangements. Final governor approval would be sought at the March FGB meeting.</p> <p>b) <u>Self-Governance Review monitoring quiz</u> SB set six questions for governors to respond to which allowed governors to consider how they were meeting their statutory duties. Governors had the advantage of having previously undergone an external governance review and the standard of governance remained at least good. Governors noted the importance of continually reviewing their performance and AFR suggested putting together a 'response to Ofsted' pack to ensure governors were well prepared for Ofsted. Governors agreed it might also be worth considering under-going another external review in a year or so. SB to send out the quiz and answers to be used as a crib sheet and PC to add this self-review as evidence of governor training.</p> <p>c) <u>Reviewed governor visit report template</u> SB to submit sample form to L&WB meeting, 2/3/20.</p> <p>d) <u>Attendance at WSCC Ofsted training appendix B</u> PC stressed the importance of governors attending the training and the value of having a governor at each of the sessions. Governors to sign up using the new WS log in. Any governor without a login to email Justina Pugh Morgan.</p>	<p>VM/AFR 14/2/20 Agenda 24/3/20</p> <p>AFR SB/PC 31/1/20</p> <p>SB 2/3/20</p> <p>All 13/2/20</p>
<p>7.</p>	<p>Report on WSCC progress for new College Buildings & governor action</p> <p>a) <u>New MP</u> MGW reported on the meeting with the new Mid Sussex MP, Mims Davies, and her optimism regarding funding for the college, which had proved to be unfounded.</p> <p>b) <u>Cladding</u> MGW had raised concern about the type of cladding at the college with the DfE, which had provoked a call from the lead DfE architect (who had written BB104). The architect had been reassured that the college underwent a regular health and safety audit and had sent through a template of the accommodation that should be provided for 100 pupils, which closely matched governors' original business plan. Governors noted that it was not clear within WSCC who made the final decision on numbers for WM college but there were 107 pupils expected in September 2020</p>	
<p>8.</p>	<p>Questions on committee minutes:</p> <p>a) <u>Premises, health and safety appendix C</u> <i>Recommendation to raise Section 496 complaint due to the constant delay surrounding a decision on the new school.</i> SV highlighted the committee's disappointment that WSCC had now said they would not make any decision before the end of February. Governors understood WSCC had sent surveyors at the last minute to the college site without any instructions, despite the fact a survey had already been done. MGW confirmed she had asked Nigel Jupp for a copy of all the WSCC reports on the college building and the deadline had passed twice. With governor agreement, she proposed to take out a Fol for the full reports with a confirming email to Nigel Jupp. As WSCC were still not complying with the statutory accommodation for college students and were ignoring the findings of their own Scrutiny committee, the property, health and safety</p>	<p>MGW 7/2/20</p>

	<p>recommended full governors filed a section 496 complaint. Governors were aware they had already filed a successful s496 for the land transfer and discussed whether a judicial review would be an option. MGW confirmed all the paperwork was in place for a judicial review but it would have to be taken out by individual governors, so could not be done without expert advice.</p> <p>After careful discussion and seeking AFR's opinion on WM's relationship with WSCC, and WSCC's commitment to SEND, governors took a vote. Proposer SV, Seconder BH. Unanimous approval to take out a section 496. MGW to action.</p> <p>b) <u>Policy (verbal report)</u> <i>Approve teacher's pay and conditions policy</i></p> <p>The policy recommended the WSCC policy and it was duly approved.</p>	<p>MGW 7/2/20</p>
<p>9.</p>	<p>Governance:</p> <p>a) <u>Parent Governor recruitment</u> appendix D LR confirmed there was one parent governor vacancy. An unsuccessful request for parent governors had taken place in December. Governors considered how to attract parent interest and agreed to attend parents evening to explain the role and to target those parents who had actively responded to the parent consultation on the school day. It was also noted parents should be informed that many companies now gave time off for voluntary work.</p> <p>Governors had the option to switch RL into the parent governor position and recruit a co-opted governor. To be considered if no parent came forward.</p> <p>b) <u>How to implement effective governor induction programme</u> appendix D An induction procedure was in place and when a new governor was appointed, governors would check its effectiveness.</p> <p>c) <u>Confirmation all governors have a Section 128 in place</u> Sandra Feltham had ensured all governors had a section 128.</p> <p>d) <u>Link Governor Report</u> appendix E PC reiterated the value of undertaking the training targeted through the skills audit and reminded governors that they had full access to NGA online training. He distributed a printed hard copy of the WSCC training dates.</p> <p>e) <u>Governor Visit reports</u> PC to complete report using current form for the autumn term governor walk.</p> <p>f) <u>Agree date for Spring term Governor Walk</u> Governors had been asked to respond to a doodle to organise the most suitable date. RL asked if in future governor walk rounds could be arranged on the same day as FGB to allow for maximum attendance. LR to make request to JPM for summer term date.</p>	<p>MGW/SB 25/2/20</p> <p>FGB 24/3/20</p> <p>PC 7/2/20</p> <p>LR 31/1/20</p>
<p>10</p>	<p>Safeguarding Nothing to report.</p>	
<p>11</p>	<p>Note of Risk Register All risks had been noted.</p>	
<p>12</p>	<p>AOB</p> <p>a) <u>School Visit protocols</u> The recent visits arranged hastily by WSCC had not met required guidelines. WM had not been informed of the names of the visitors and two did not have DBS. Governors requested that WM enforced visitor protocols.</p> <p>b) <u>Cladding</u> SV confirmed the cladding on the college was the same at the building fire in Bolton and had been categorised with a D rating. To give governors peace of mind, they suggested asking the fire service to visit. AFR to ask Dave Pilbeam to organise and SV to attend.</p> <p>c) <u>Councillor with SEND interest</u></p>	<p>WM 31///1/20</p> <p>FR 7/2/20</p>

	MGW to follow up with councillor who had been so inspirational and happy to come in and talk to pupils.	MGW 24/3/20
13	<p>What impact has the meeting had on pupils?</p> <p>Continued fight for adequate buildings provision for college students</p> <p>Plans advancing to meet training needs of staff, find solutions for parents with shortened school day and to meet statutory curriculum.</p> <p>Evidence of strong governance with self-review</p> <p>Governors booked onto WSCC hosted Ofsted sessions</p> <p>Strong safeguarding steps for visitor protocols and fire safety.</p>	
14	<p>Dates for next meetings</p> <p>Monday, 2nd March 3.45pm: Learning and Wellbeing</p> <p>Tuesday, 10th March 4.30pm: Resources</p> <p>Thursday, 19th March 4.30pm: Strategy</p> <p>Tuesday, 24th March 4.45pm: FGB</p> <p>Thursday, 7th May: 4.15pm Policy</p>	

SIGNED.....*Marion Wilcock*..... DATE.....21st April 2020.....

ACTION GRID JANUARY 2020		
3d	Seek clarification on what Nigel Jupp meant by 'contradictory statements' from governors.	MGW
6a	Reminder to parents & staff to complete consultation before deadline.	School
6b	Create governor Ofsted pack.	Summer
6b	Send self-governance quiz & responses to governors. Add to training log.	SB PC
6c	Reviewed governor visit report to L&WB.	SB/LW&B agenda
8a	Fols with WSCC for reports on college. Submit S496 to DfE on building delay	MGW
9a	Attend parents evening to promote governor presence and attract new parent governor	MGW/SB
9a	Consider switching RL to parent governor if still vacant position at next FGB and appoint co-opted governor	FGB Agenda
9e	Complete governor visit report following Autumn walk round	PC
9f	Agree walk round date. Request future dates coincide with FGB meetings.	LR/JPM
12	Ensure visitors complied with school visit regulations.	School
12b	Arrange fire service visit to advise on cladding.	AFR/DP
12c	Arrange for councillor with SEND interest to come in and talk to students.	MGW
	Carried forward from 23/9/19	
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. FGB minutes 26/11/20
- B. WSCC Training dates
- C. Premises, health and safety minutes
- D. The Key Document (abridged) for Governor Induction
- E. Link Governor report