

WOODLANDS MEED
FULL GOVERNING BODY MEETING
 Thursday, 7th May 2020 at 4.45pm
MEETING HELD ON MICROSOFT TEAMS DUE TO COVID 19

FGB: 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

MINUTES	
1.	<p>Welcome, Introductions and Apologies There were no apologies.</p>
2.	<p>Declaration of Interests 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>Notice of AOB None.</p>
4.	<p>Chairman's Action and Report Covered under item 6.</p>
5.	<p>Headteacher verbal report to include covid 19 measures, update and staff wellbeing AFR reported on the established routine for pupil attendance and home learning and the ongoing improvements. He confirmed the school would be open for the bank holiday and plans were being made for half term. He hoped there would be clear guidance from the government to allow WM time to implement a considered approach to any return to school.</p> <p><u>Governor Questions</u></p> <p>Governors had been concerned with the pressure Chris Carter was experiencing with regard to vulnerable pupils and school attendance. AFR reported on the clearer guidance from WSCC but did note numbers of vulnerable pupils attending school were slowly increasing. There was an ongoing dialogue with parents and close liaison with social workers.</p> <p>The free school meal service had not been straightforward and AFR explained vouchers were sent by post where necessary.</p> <p>Fortunately, there had been no further reports of deaths of family members within the school community.</p> <p>The staff had reacted extremely well and were doing their utmost to provide an effective provision and fully support pupils during challenging times. Governors flagged staff wellbeing as a high priority and understood WM were following guidance on social distancing and PPE. They recognised the impact PPE might have on some students and MO highlighted the support measures that could be found.</p> <p>AR raised staff concerns of a return to school and the risks. AFR reported on the plans being made to ensure pupils and staff could move safely round the building with effective social distancing. A draft document would be shared with staff and risk assessments carried out.</p> <p>Governors thanked AFR and the staff team for the amazing work they were doing and asked that their appreciation was passed onto all staff.</p>

AFR 8/5/20

<p>6. Report on WSCC progress for new College Buildings & governor action</p>	<p>MGW reported on the new reduced accommodation schedule, which had led to a reduction in key facilities. Governors had understood the need for some flexibility but were pleased the architects had been asked to produce a revised schedule including items they were not willing to compromise on.</p> <p>The business case had been released confidentially to governors and RL was studying it on their behalf. MGW to review the Development agreement and they would report their findings.</p> <p>WSCC (Andrew Edwards) had clarified that the decision to be made on 26/5 was to approve the £19.5m spend on the new build (£.5m had already been spent) and that changes/modifications to the accommodation could then still be made. As requested by governors, MGW had raised their concerns on the reduced numbers with WSCC. In his response, Paul Wagstaff had asked that detailed talks took place between the new Haywards Heath College when it opened and WM. Governors had always had an offsite post 16/19 unit in their strategy and were prepared to keep an open mind</p> <p>BH raised his concern with the modular building and AFR had registered his shock at the proposal. He raised concerns that a modular building would not be flexible enough to meet changing pupils and their individual needs. SV commented on the weak business case and that all mention of the reasons the current buildings was not fit for purpose had been removed. Governors were wary that since WSCC had re-engaged with the development process, they were looking at providing the bare minimum. BH agreed to look into the new modular school at Pound Hall, Crawley and ascertain how it was working and AFR would keep in close contact with Graham Olway who had experience of modular buildings. Governors discussed the proposed plans for the new schools within the Burgess Hill Northern Arc plans and noted the value of ensuring they kept abreast with plans for comparison purposes.</p>	<p>RL/MGW 22/5/20</p> <p>BH/AFR</p>
<p>7. Approval of Minutes dated 21st April 2020 (appendix a)</p>	<p>The minutes were approved and electronically signed as a true record.</p>	
<p>8. Matters Arising/action grid to include January and March minutes</p>	<p>LR took governors through the outstanding actions:</p> <ul style="list-style-type: none"> • Add clause on post 19 provision to strategy. • Add specific fundraising column for new college to Fundraising Plan • Governors had completed the self-governance quiz, which PC would add to the training log. • Pupil voice to be added to L&WB agenda. • Governors asked if there were any substitute plans in place for the school adviser visit. AFR had received feedback on the SIP/SEF by phone but there were, as yet, no alternatives for the visits. 	<p>AFR 2/6/20 AFR 2/6/20 PC 15/5/20 LR 15/5/20</p>
<p>9. Questions on committee minutes:</p>	<p>a) Learning & Wellbeing (appendix b) Nothing to add.</p> <p>b) Resources (appendix c) Nothing to add.</p>	
<p>10 Governance:</p>	<p>a) Governor Training & verbal report from RG on Ofsted training</p> <p>RG briefed governors on the informative two full days Ofsted course run by Tracey Bennett. She noted the importance of governors being prepared for two main questions:</p> <p>What are the three main strengths of your school? What are the main priorities for improvement?</p>	

	<p><i>How do we know, what is the evidence and how do we test it?</i></p> <p>With regard to the new framework governors had to be fully conversant with sequencing and deep dives.</p> <p>AFR was preparing a robust summary of the SEF with one-page documents on leadership, safeguarding and teaching and learning highlighting the key strengths and priorities. The cancelled School Independent Adviser visit in April had been devoted to sequencing and the deep dive and AFR confirmed the need to ensure this visit goes ahead as soon as safely possible. Governors thanked RG for her invaluable report, and AFR for ensuring governors had the tools in place to ensure their monitoring and impact was effective.</p> <p>b) <u>Governor Visit reports</u> (appendix d) Governors received PC's visit report from the autumn term SIA visit. Governor visits would be reinitiated when it was safe to do so.</p> <p>c) <u>Parent Governor recruitment</u> A request for parent governors in December had produced no candidates and with regard to the current restrictions, governors agreed it was prudent to leave a parent governor vacancy on the Board.</p> <p>d) <u>Link Governor Report</u> (appendix e) PC had encouraged governors to participate in on line training whilst covid 19 measures were in place. He had flagged up the DfE governor webinars, which three WM governors at a time could attend. www.govern-ed.co.uk Some governors had experienced difficulties accessing NGA training and PC asked them to attempt it again and to inform him/LR of any issues.</p>	<p>AFR 6/7/20</p> <p>All Summer term</p>
<p>11</p>	<p>Safeguarding (appendix g) The visit to check the central record had been postponed, MO had sought email clarification from Chris Carter on safeguarding practice and his response is attached to the minutes.</p>	
<p>12</p>	<p>Notification of INSET Days and approval (appendix h) Governors approved the same number and timings for INSET days in 2020/21. The dates were Thursday, 3rd September Friday, 4th September Wednesday, 21st October Monday, 25th January Tuesday, 23rd March Governors noted the benefit of attending INSET days.</p>	<p>All</p>
<p>13</p>	<p>Note of Risk Register Availability of PPE for staff when pupils back in school.</p>	
<p>14</p>	<p>AOB None.</p>	
	<p>15 Approval of recommended policies (appendix f)</p> <p>a) <u>Calming Room Guidance</u> AR clarified that a 'dynamic risk assessment' was an immediate response to an incident. Once a pupil had been held, a full management programme was written into their PHP (pupil handling plan). BH noted his concern with referring to other policies within a policy but accepted the connection with behaviour for learning in this instance. Approved.</p> <p>b) <u>Continuing Professional Development</u> BH asked how feedback was given and AFR reported on the use of the surveys which helped inform and plan the priorities going forward. AFR explained how the video technology, IRIS worked to review and improve teaching practice. Approved.</p>	

	<p>c) <u>Data protection</u> WSCC model policy approved.</p> <p>d) <u>Freedom of Information Publication Scheme</u> As a WSCC model policy, governors appreciated the issues with making changes. However, they felt the use of 'school day' and 'working day' was open to misinterpretation and recommended a footnote to explain. LR to liaise with JPM. Approved. On questioning, AFR confirmed the school had responded to several Fols.</p>	LR/JPM 8/5/20
16	<p>What impact has the meeting had on pupils? Safety of pupils paramount in response to covid 19. Strong governor response to business plan for new building. Information on new Ofsted framework and plans in place for effective monitoring and recording evidence/impact.</p>	
	<p>Dates for next meetings – all to be held virtually until further notice Strategy: Tuesday, 2nd June at 4.30pm New date: P,H&S: Tuesday, 9th June at 4.30pm L&WB: Monday, 15th June at 4.00pm Resources: Monday, 22nd June at 4.30pm FGB: Monday, 6th July at 4.45pm</p>	

SIGNED.....*Simon Virgo*..... DATE.....20th May 2020.....

ACTION GRID MAY		
2020		
5	Governor thanks to staff team	✓
6	Report to governors on Building Business Case and Development Agreement	RL/MGW
6	Gather information/experience on school modular buildings	BH/AFR
8	Additional clause on post 19 provision in strategy	AFR
8	Add column for fundraising specific to college to fundraising plan	AFR/AH
8	Add self-governance quiz to Training Log	PC
8	Pupil voice to L&WB committee	Agenda
9a	Ensure SIA visit on sequencing/deep dive is rescheduled.	AFR
9d	Governors to undertake NGA training and join leadership & webinar training. www.govern-ed.co.uk	All
11	Safeguarding email trail to LR for distribution	MO
12	Governors to diarize Inset days and attend if possible	All
13	Add PPE to risk register	LR
15d	Add clarification on working/school day to Fol model policy	JPM/LR
16	Note change of date for P,H&S. Inform Dave Pilbeam.	All ✓

Appendices

- a) FGB minutes 21/4/20
- b) Learning & wellbeing minutes
- c) Resources minutes
- d) Governor visit reports
- e) Link governor report
- f) Policies (for policy committee)
- g) Email from Chris Carter to Safeguarding governor
- h) INSET days and term times 2020/21