

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 8th July, 2020 at 4.45pm
MEETING TO BE HELD MICROSOFT TEAMS DUE TO COVID 19**

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)

Associate member present for 1-5: Justina Pughe Morgan (JPM)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	Welcome, Introductions and Apologies Apologies were received and accepted from Rose Griffiths.
2.	Declaration of Interests SB: chair of governors at Windmills It was recorded that AFR had resigned from the e-PD (enable learning) Board.
3.	Notice of AOB AFR asked for a short meeting with MGW/SV at the end of the meeting to consider opening plans for September. 3 good news items to report – see agenda item 14.
4.	Chairman's Action and Report Governors had received a written report from MGW. (appendix p)
5.	Headteacher Report (appendix m) a) <u>Finance update</u> (appendix n) JPM reported on the current underspend due to the covid 19 but funding would be used for several projects over the summer. Governors were pleased to note the impact renewed DfE funding was having on the budget and thanked JPM for her sound financial management. Governors asked if the need to use the college buildings for longer would require extra funding but AFR believed that the current ongoing maintenance would be sufficient. On questioning, JPM confirmed year 7 catch up funding had ended but sports premium had been granted for a further year. SB commented that some schools were trying to give pay rises by the end of September in recognition of staffs' commitment during covid 19. AFR confirmed appraisals were underway but it would not be possible to bring the pay rises forward within the timescale and that Teachers' terms and conditions had not yet been published. RL asked about SALT funding and AFR confirmed the money had been allocated in the budget to strengthen the staff team with training. Gillian Barton to report at next L&WB meeting. <u>Split site funding</u> Governors had been concerned that the funding had ceased shortly after the two sites had been set up. JPM confirmed this had happened following the changes in the national funding formula and WM was no longer eligible. Governors thanked JPM for looking into it for them. <i>JPM left the meeting.</i>

Autumn
L&WB

<p>b) <u>Questions on Headteacher's Report</u></p> <p>AFR reported on the plans for returning to school in September and the aim to get all staff and pupils back safely. The majority of staff had confirmed they were willing to return.</p> <p>Firstly, a huge thank you to AFR and the staff team for the amount of work they carried out during challenging circumstances with very little guidance received for special schools.</p> <p>AFR confirmed it had been a huge team effort and he was extremely proud of what they had achieved. The covid page on the website had excellent information and WM had been able to support schools with special needs pupils.</p> <p>Q: What happens if a pod has to close? A: Home learning will continue where necessary.</p> <p>Q: Can you clarify the schooling you are planning for the current year 10s? A: Due to the impact of missed school time, I anticipate a larger number of year 11 and KS5 pupils to choose to remain at WM in September 2021. We would like to accommodate them and I have investigated the costs of a mobile classroom for 1 year.</p> <p>Q: Is there increased need in other special schools? A: Yes, I would presume so. Social workers are desperate to be able to provide some form of provision.</p> <p>Q: Would we need to increase staff to manage the extra students? A: No, we would be able to manage for a year and it is definitely achievable with the staff team we have.</p> <p>Q: Is there funding available. A: Yes, but we are waiting for guidance on how the additional funding can be spent. At the moment, we are only investigating the feasibility of a mobile classroom.</p> <p>Q: What are the anticipated numbers for 2020/21? A: 265 with 115 at college.</p> <p>Q: Do you know what is happening with Haywards Heath College? A: We understand it is opening in September with a third capacity. As part of the Chichester group, it is expected to replicate the Brinsbury and Crawley offer but we cannot see how it will free up SEN spaces. Governors asked for HHC and Offer to be agenda item at Autumn FGB.</p> <p>c) <u>Staff Wellbeing</u> appendix o) Governors received the staff wellbeing self-assessment.</p> <p>d) <u>WM Development Plan</u> (appendix a) The progress made on the 19/20 plan had been excellent despite the covid disruption. The 20/21 plan was in place and had clear links to governors' strategic plan. AFR commented on the importance of monitoring the impact of covid 19 on the development plan and asked governors to look at the key developments in each section and particularly review L4. AFR confirmed there were three potential governor visit days planned.</p> <p>e) <u>Health and Safety</u> SV/AFR to complete inspection in Autumn term.</p> <p>f) <u>School Adviser visit</u> Governors noted the new school adviser was Clare Prince who used to work in SENAT.</p> <p>g) <u>Send Alliance</u> The Send Alliance had been supporting locality schools remotely with projects on hold but governors were pleased to learn it was now able to begin to grow slightly.</p> <p>h) <u>WM Strategy</u> (appendix b)</p>	<p>Autumn FGB</p> <p>All 28/9/20</p> <p>SV/AFR autumn</p>
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	See agenda item 9a.	
6.	Report on WSCC progress for new College Buildings & governor action <u>See confidential part II minutes</u>	
7.	Approval of Minutes dated 20th May 2020 (appendix c) and Review of proposed arrangements for opening College Building (appendix d) The minutes were approved and electronically signed as a true record.	
8.	Matters Arising/action grid Completed.	
9.	Questions on committee minutes: a) <u>Strategy</u> (appendix e) Governors had received the reviewed strategy document. LR to add AFR's changes to 5d. The clause on post 19 provision was discussed again and it was agreed to depersonalise it. The strategy was approved and LR to ensure it was uploaded onto the website. b) <u>Premises, health and safety</u> (appendix b) Nothing to add. c) <u>Learning & Wellbeing</u> (appendix f) <i>Appoint pupil premium governor</i> To be appointed at September FGB. Q: Is there a teaching assistant championing staff wellbeing alongside Sandra Feltham? A: Yes, a wellbeing team supporting pupil wellbeing was in place with training as part of the INSET day. d) <u>Note of cancellation of Resources meeting 22/6/20</u> <i>Approve minutes (appendix h) dated 10/3/20 and action grid</i> The minutes of the meeting were approved and electronically signed. <i>Split site funding</i> See agenda item 5a. <i>School fund audit 18/19 deferred to October 2020.</i> Autumn Resources agenda.	LR 20/7/20 Autumn FGB Autumn Resources
10	Governance: a) <u>DfE webinars</u> MGW had attended the series of webinars and had gathered some worthwhile information. She recommended governors accessed the webinars if they had time. b) <u>Discussion & approval for proposed governor visit forms</u> (appendix i) SB has used the template to complete a visit report for school council visits. The form was approved and would be used by governors going forward. c) <u>Governor Visit reports</u> (appendix j) SB report on school council visits. d) <u>Governor Training & Link Governor Report</u> (appendix k) Governors were encouraged to undertake online training and follow webinars. e) <u>Renew associate membership for Vikki Macrae & Chris Carter</u> Approved for a further four years.	All 28/9/20
11	Safeguarding MO had received a report from Chris Carter. Incidences were low but often triggered by covid 19 concerns. The welfare team was ensuring good communication with families was in place. AFR noted the KCSIE was out for review and would be sent to governors once the amended document was received. Governors were asked to attend INSET day training by Teams.	All 3/9/20
12	Agree process for headteacher performance management – October Governors agreed to appoint a new adviser for the process and change the panel.	

	LR mentioned Dave Cole and governors agreed Harry James would be an excellent appointment. MGW/SB to discuss. The panel was confirmed as chair of governors, MGW, RL and MO.	
13	Note of Risk Register WSCC capital spending programme review. Covid risk and 2 nd spike.	
14	AOB Good news stories <ul style="list-style-type: none"> The video WM had produced to welcome back pupils after the shutdown had been circulated to every school in West Sussex as an example of good practice. Governors had seen the press report on the amazing work Sarah Smith was doing delivering food parcels. The Arts Festival (13th to 17th July) had an inspiring programme. The link is in the weekly newsletter and governors noted the value of having digital links going forward. 	
15	What impact has the meeting had on pupils? Strong budget position. Investigating extra provision for current year 10s to mitigate loss of schooling in 2020. Extra SALT funding. Reviewed and approved strategy. New governor visit form in place. Robust safeguarding process throughout covid 19. HT performance management process implemented.	
	Dates for next meetings (decision on how meetings will be held to be made in view of covid 19 restrictions, as agendas were set.) Policy (provisional), Monday, 28 th September 2020 4.00pm FGB, Monday, 28 th September 2020 FGB 4.45pm L&WB, Wednesday 7 th October 2020, 4.00pm P,H&S, Wednesday 14 th October 2020, 3.30pm Pay, Thursday, 22 nd October, 4.00pm Resources, Wednesday, 11 th November, 4.30pm Strategy, Monday, 23 rd November, 4.00pm Policy, Monday, 30 th November, 4.00pm FGB, Monday, 30 th November, 4.45pm	

SIGNED.....*Marion Wilcock*.....DATE...28/9/20.....

ACTION GRID JULY 2020		
5a	Report on use and impact of SALT funding	✓
5b	Report on Haywards Heath College and provision impact	✓
5d	Look at key developments in SIP and review L4	✓
5e	H&S inspection Autumn term	✓
9a	Amend strategy and upload on website	✓
9c	Appoint pupil premium governor	TBC
9d	School fund audit 18/19	Resources
10d	Governors to undertake NGA training and join leadership & webinar training. www.govern-ed.co.uk	✓
11	Attend INSET days – to be invited on Teams	✓

Appendices

- WM development plan
- WM strategy

- c) FGB minutes 20/5/20
- d) Notes on arrangement for college opening
- e) Strategy minutes
- f) Premises, health and safety minutes
- g) Learning & Wellbeing minutes
- h) Resources minutes
- i) Proposed governor visit form
- j) Governor visit reports
- k) Link governor
- l) Proposed meeting schedule 2020/21
- m) Headteacher report plus appendices A and B
- n) Finance report
- o) Staff wellbeing
- p) Chair's report