

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Tuesday, 7th May 2024 at 4pm**

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), Bill Hatton (BH), Rose Griffiths (RG)
Clerk: Louisa Rydon (LR)**

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies</p> <p>Apologies were received from Matt Stuart, Liz Huddy and Deborah Scott. Shafique Barabhuiya and Rebecka Rornes did not attend.</p> <p>Marion Wilcock, Peter Clinch, Bill Hatton, Miriam Owen and Simon Virgo attended on Teams. Rose Griffiths agreed to chair the meeting as she was in the meeting room.</p>
2.	<p>Declaration of Interests</p> <p>None to declare.</p>
3.	<p>College building update and discussion on BLB</p> <p>MGW had met with Andrew Edwards and informed governors of the following: <u>Sectional Completion notices</u> Woodlands Meed were waiting to hear from WSCC on a final date. <u>Outstanding Work</u> Andrew Edwards confirmed he believed the work was going to plan on the programme indicated for completion by 31/5/24. <u>Exam store</u> Andrew Edwards was not aware the exam room had been rejected by the exam board. MGW stressed the work to make the room suitable had to be done before the end of June. <u>Phase 2 programme</u> MGW confirmed governors' decision that they would not accept sectional completion without an acceptable 24 week programme. Governors discussed their options given the development agreement terminated on 15/5/24 and their determination to ensure the programme ran effectively. For discussion at the next Project Board meeting. <u>Deed of Variation</u> Andrew Edwards confirmed WSCC had the WM's draft which they had not responded to. MGW suggested they agreed the template so the dates could be inserted at short notice. <u>Access agreement</u> MGW reminded Andrew Edwards that WSCC's legal department still had the access agreement to give WSCC access to the college to carry out maintenance for the surface water drainage and it was needed for sectional completion. <u>Hydrotherapy pool</u> They were still waiting for the promised report from Buckingham's on the hydrotherapy pool.</p>
4.	<p>Chairman's Action and Report (appendix A)</p> <p>Report attached. (March 24)</p> <p>MGW highlighted the new NGA guidance on governor workload which she recommended was an agenda item for the July FGB.</p> <p>MGW noted she had taken action in relation to an appeal case.</p>
5.	<p>Notice of AOB</p> <p><u>Permission for offsite request process discussed at policy (7/5/24) and note of</u></p>

Project Board

Post 19 cttee
21/5/24
FGB 8/7/24

	<p><u>meeting</u> (appendix I)</p> <p>BH reported on the decision at the policy meeting to recommend approving the requested change to the admission form for parental permission for off-site trips. RG noted the importance of ensuring these systems worked efficiently and from her experience felt this was a useful change.</p> <p>Approved.</p> <p><u>Governors to meet ECTs – see item 15</u></p>	
6.	<p>Headteacher's Report (appendix B)</p> <p>Received by governors March 24.</p> <p>PC asked if Dave Pilbeam's retirement had gone well and the committee were pleased to hear of the gifts he'd received. The new premises manager, Alex Flucher-Monteiro, had taken over and was attending the property, health and safety meetings.</p>	
7.	<p>Approval of Minutes dated 23rd January 2024, 26th March 2024, 2nd May 2024 (appendix C)</p> <p>The three sets of minutes were approved and signed as a true record.</p>	
8.	<p>Governance</p> <p>a) <u>STEM governor visit report</u></p> <p>Governors had thoroughly enjoyed the very informative learning walk and thanked RG for the excellent report.</p> <p>b) <u>Governor visit reports</u> (appendix D)</p> <p>RG had attended the careers fair and written comprehensive reports about the impact and success of the week.</p> <p>c) <u>Discussion on LA governor vacancy</u></p> <p>Governors asked MGW to approach Kirsty Lord again about becoming a governor after this year's election commitment.</p> <p>MGW confirmed it seemed other schools also had to recommend their own candidate to the LA for appointment.</p> <p>d) <u>Governor subject allocations and visit report templates</u> (appendix E)</p> <p>Governors reported on the difficulty they had had using the template reports suggested by the NGA. It was felt they had a mainstream focus and were not always applicable to WM. MGW/RG to look at amalgamating the WM form with the NGA form to develop an effective reporting mechanism.</p> <p>All governors agreed it was important they carried out regular termly visits and that the visit reports were easy to do and tied in with the school development plan.</p> <p>BH had moved from IT to English to replace Sandra Boyd. Subject lead governors for IT and pupil voice were needed. Arrangements for visits should be made early in each term.</p>	<p>MGW 8/7/24</p> <p>MGW/RG 8/7/24</p> <p>Subject leads</p>
9.	<p>Matters Arising/action grid</p> <p>a) <u>Solutions for governors to see policy folder on drive</u></p> <p>There is now a mirror policy file on sharepoint which all governors have access to Policies</p> <p>b) <u>Report from post 19 committee</u> AFR,JPM,MGW, SV, ShB, DS</p> <p>AFR/Nola Bennett and Justina Pughe Morgan were working hard on developing post 19 provision. A meeting with the governor post 19 committee was on 21/5/24.</p> <p>c) <u>External advisor for headteacher performance management</u></p> <p>MGW to make contact and confirm at July FGB.</p>	<p>Post 19 cttee 21/5/24</p> <p>MGW 8/7/24</p>
10.	<p>Any questions on committee minutes in Spring term (appendices F)</p> <p>a) <u>Property, health and safety</u></p> <p>Nothing to add</p>	

	<p>b) <u>Learning and Wellbeing</u> Nothing to add.</p> <p>c) <u>Strategy</u> The committee had requested a fundraising report which had now been received. Follow up taking place and will be discussed at strategy 20/6/24.</p> <p>d) <u>Resources</u> <u>SFVS, Scheme of delegation, Statement of Internal control for approval</u> Discussed and documents approved at FGB, 26/3/24.</p>	<p>Strategy 20/6/24</p>
11.	<p>Anything to report on Safeguarding Report to July FGB. Governors asked for an update on Chris Carter and were pleased he was back at work full time.</p>	<p>FGB 8/7/24</p>
12.	<p>Note of Risk Register (appendix G) Nothing to add.</p>	
13.	<p>Link Governor reports (appendices H) PC had updated the March report and put in the link to the new governor guidance https://www.gov.uk/guidance/governance-in-maintained-schools He noted that the WSCC working party on SEND provision was still open for volunteers with meetings starting on 20th May. Contact kathy.lockyear@westsussex.gov.uk if interested. Following the meeting, Gilly Barton sent through the summer term list of inhouse training taking place which governors were invited to attend.</p>	<p>All: Summer term</p>
14.	<p>Governor Visit for Summer 2024 Thursday, 11th July, 9.30 am. Focus on Complex Needs Curriculum and Next Steps/Earwig. Governors were looking forward to the visit and discussed possible questions.</p>	
15.	<p>AOB a) <u>ECTs</u> Nola Bennett had asked if a small number of governors would meet with her and the current ECTs to discuss the governor role. MGW/PC/RG volunteered. (MGW and PC arranged a meeting with NB on 12/6 at 2pm.)</p>	<p>MGW/PC 12/6/24</p>
16.	<p>What impact has the meeting had on pupils? Approved change in permission for trips freeing up teaching time Improvement to governor visit process established Support for ECTs Progress on post 19.</p>	<p>MGW</p>
17.	<p>Dates for next meetings Learning & Wellbeing: Thursday, 6th June at 4pm Strategy: Thursday, 20th June at 4pm FGB & Resources: Tuesday, 9th July at 2.30pm</p>	<p>LR</p>

SIGNED.....*Marion Wilcock*..... DATE.....16th July 2024.....

ACTION GRID May 2024			
Minute number	Action	Who	By when
3	Discussion on phase 2 at next Project Board meeting	Project Board	✓
4	Consideration of NGA guidance on governor workload at FGB	FGB	1/10/24
8c	Approach Kirsty Lord re LA governor vacancy	MGW	n/a
8d	Amalgamate NGA and WM visit forms to create effective monitoring process.	FGB	1/10/24

	Set governor subject allocations.		
9b	Post 19 committee meeting (AFR,JPM,MGW, SV, ShB, DS) and report to FGB.	Cttee	✓
9c	Approach external advisor for headteacher performance management	MGW	9/7/24
10b	Fundraising report to Strategy	Strategy	✓
11	Safeguarding constant agenda item at all FGBs	LR	25/3/24
14	Governor summer term visit	All	✓
15	Governors to meet ECTs	MGW/PC	✓

Appendices

- A. Chairman's Action & report
- B. Headteacher Report and papers
- C. FGB minutes 23/1/24 & 26/3/24 & 2/5/24
- D. Governor visit reports
- E. Subject allocations and visit report templates
- F. Committee minutes
- G. Risk Register
- H. Link Governor reports
- I. Request for offsite visit process