

WOODLANDS MEED
FULL GOVERNING BODY MEETING with RESOURCES
Tuesday, 16th July 2024 at 2pm
VENUE: Woodlands Meed, Birchwood Grove Road, Burgess Hill RH15 0DP

FGB present: Adam Rowland (AFR), Simon Virgo (SV), Marion Wilcock (MGW), Peter Clinch (PC), Bill Hatton (BH), Liz Huffy (LH), Rose Griffiths (RG), Shafique Barabhuiya (SB)
Associate Governor: Rebecka Rornes (RR)
Clerk: Louisa Rydon (LR)
Invited to the meeting: Justina Pughe Morgan (JPM), Robert Aldeman (RA), and students: Kaiser Simpson, Heidi Plinston and Zack Copus

BUILDING UNIQUE FUTURES TOGETHER

| MINUTES | | |
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| 1. | <p>Welcome, Introductions and Apologies</p> <p>Three pupils, Kaiser Simpson, Heidi Plinston and Zack Copus, were warmly welcomed to the meeting. The meeting began with the pupils posing questions to the governors on how they worked and for details of governors' involvement in the new building. Governors thanked the pupils for their searching questions which they answered, and invited them to stay on for some of the meeting to give them further insight.</p> <p>Apologies were received and accepted from Matt Stuart, Miriam Owen and Deborah Scott. PC/BH/SB and LH joined on Teams.</p> | |
| 2. | <p>Declaration of Interests</p> <p>None to declare.</p> | |
| 3. | <p>Demonstration of virtual headsets</p> <p>Governors used the virtual headsets and were able to appreciate the benefits for pupils. Rob Aldeman (RA) noted the value of being able to give pupils a virtual tour of places they were going which considerably reduced anxiety. AFR confirmed the response to the headsets in the staff survey had been very positive. On questioning, RA confirmed he was still finding his way round the technology, but there was further potential to use them in a number of different ways.</p> | |
| 4. | <p>Resources</p> <p>a) <u>Approval of Resources minutes 12th March 2024</u> (appendix A) To Autumn resources meeting.</p> <p>b) <u>See confidential minute</u></p> <p>c) <u>BLB</u></p> <p>Governors were aware of the extra BLB charges. JPM stated BLB had originally set a fixed price contract with no timescales. Governors discussed the benefits of BLB's work to date but agreed that they did not have the funds to retain them for phase 2. They asked JPM and MGW to study the contract and set out what WM owe BLB and put together the compensation claim to lodge with WSCC.</p> | <p style="color: red;">Resources agenda</p> <p style="color: red;">MGW/JPM 20/7/24</p> |
| 5. | <p>College building update</p> <p>AFR hoped that solutions had been found for the number of items preventing the September move. Governors stressed the importance of ensuring the 'must haves' were in place and AFR was confident suitable risk assessments could be put in place if necessary.</p> <p>MGW confirmed she had sent the revised deed of variation to Jonathan Edwards detailing the license periods. Governors unanimously approved going ahead with the handover and asked AFR to inform parents of the move and INSET dates.</p> | <p style="color: red;">AFR 19/7/24</p> |
| 6. | <p>Chairman's Action and Report (appendix B)</p> <p>MGW confirmed she had been working hard on the new building. Other items to report:</p> <p><u>Meeds Send Alliance</u></p> | |

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| | <p>Working well and adapting to meet local needs. Very encouraging 3 new schools have joined from a wider area.</p> <p><u>ECT</u> PC and MGW had met with the ECTs and congratulated the school on the strong team and programme.</p> <p><u>Complex Needs</u> Governors had enjoyed the visit and passed on their thanks to Mark Rogers. During the governor walkround discussions had taken place on the Earwig programme and they had asked for an update on progress at the next L&WB agenda.</p> <p><u>Supported Internships</u> MGW was arranging a meeting with a company on the Burgess Hill Industrial Estate who were supporting WM pupils. She noted that Burgess Hill Town Council had a new maintenance contract with a company supporting work experience and apprenticeships. MGW to pass on details to Nola Bennett. Governors hoped the pupils had enjoyed the meeting as they left at the end of the school day.</p> <p style="text-align: right;"><i>Kaiser Simpson, Heidi Plinston and Zack Copus left the meeting.</i></p> | <p>L&WB agenda</p> <p>MGW 9/9/24</p> |
| 7. | Notice of AOB None. | |
| 8. | <p>Headteacher's Report (appendix C) AFR reported on the new School Development Plan and the direct links to the strategic plan and Ofsted recommendations. He asked governors for their ideas on their focus visits for 24/25. After discussion, it was agreed: Autumn term: impact of new college on the curriculum (including the library) Spring term: Early Years Summer term: Use of assisted technology and how it relates to pupil outcomes.</p> <p>MGW stressed the importance of monitoring the progression of the life skills centre. AFR confirmed Anna Hull was working at securing significant funding. Governors asked that the centre was placed on the P,H&S agenda whilst it was being developed.</p> | <p>P,H&S agenda</p> |
| 9. | <p>Report from Post 19 committee AFR reported on the pupils starting in the September term with PVL. Project DFN had not been suitable. He described a positive meeting with Chichester College, and it was hoped, WM would be able to work under their umbrella. Governors agreed to keep the post 19 committee live so they would be able to discuss any offer from Chichester College.</p> | |
| 10. | <p>Approval of Minutes dated 7th May 2024 (appendix D) The minutes were approved and signed as a true record.</p> | |
| 11. | <p>Governance</p> <p>a) <u>Governor workload recommendations (NGA)</u> (appendix M) To next meeting.</p> <p>b) <u>Governor monitoring forms template using combined NGA and Woodlands Meed format</u> To next meeting.</p> <p>c) <u>Discussion on LA governor vacancy</u> MGW was in contact with a potential candidate. Governors confirmed RR was currently an associate governor and could move into the LA role.</p> <p>d) <u>Governor subject allocations (current version as attached)</u> (appendix F) MGW re-iterated that all governors were welcome to attend committee meetings and would continue to receive the paperwork.</p> | <p>FGB 1/10/24</p> <p>FGB 1/10/24</p> |

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| | <p>SB was added to the resources committee. A third governor was needed for the head teacher performance management process and PC said they would need to attend the training.</p> <p>Governors to consider which roles they would like to take up for confirmation at the 1st Autumn meeting. SV noted that with Sandra Boyd's resignation there was a vice chair for Education vacancy.</p> | All 1/10/24 |
| 12. | <p>Matters Arising/action grid</p> <p>a) <u>Appoint external advisor for Headteacher performance management and arrange date</u></p> <p>Urgent. MGW to follow up.</p> | MGW 9/9/24 |
| 13. | <p>Any questions on committee minutes in Summer term (appendices G)</p> <p>a) <u>Property, health and safety</u></p> <p>Nothing to add.</p> <p>b) <u>Learning and Wellbeing</u></p> <p>Nothing to add.</p> <p>c) <u>Strategy</u></p> <p>Nothing to add.</p> <p>d) <u>Policies for approval – managing medicines</u> (appendix H), Supported internships (appendix K)</p> <p>Approved. LR to inform Nola Bennett.</p> <p style="text-align: right;"><i>RG left the meeting.</i></p> | LR 18/7/24 |
| 14. | <p>Anything to report on Safeguarding</p> <p>No.</p> | |
| 15. | <p>Note of Risk Register (appendix I)</p> <p>Governors updated the risk register lines and asked LR to make the amendments.</p> | LR 22/7/24 |
| 16. | <p>Link Governor reports (appendices J)</p> <p>PC asked governors to consider signing up for training for the Autumn term.</p> | All |
| 17. | <p>Governor Visit for Summer 2024</p> <p>Governors had enjoyed the visit and discussed their findings. They had received PC's comprehensive report on the Complex Needs Curriculum and Next Steps/Earwig monitoring and they noted the recommendations.</p> | |
| 18. | <p>AOB</p> <p>LR to ask governors to update their biography and photo, if appropriate on Woodlands Meed website.</p> | LR 9/9/24 |
| 19. | <p>What impact has the meeting had on pupils?</p> <p>3 students involved and contributed to meeting.</p> <p>Virtual headsets having positive impact.</p> <p>Approval for move to college and careful monitoring of risk assessments.</p> <p>Evidence of development of Send Alliance, ECTs, Complex Needs and Supported Internships</p> <p>Clear school development plan linking into Strategic plan and Ofsted.</p> <p>Governor learning walks subjects arranged for 24/25.</p> <p>Tracking and next steps for Earwig, agenda item at L&WB following governor summer term visit.</p> <p>Talks ongoing with Chichester College</p> | |
| 20. | <p>Dates for next meetings</p> <p>Governor tour of College at 2pm.</p> <p>FGB: Tuesday, 1st October at 3pm</p> <p>Policy: Tuesday, 1st October at 5pm</p> <p>Property, health and safety: Tuesday, 15th October at 2pm</p> <p>Resources: Tuesday, 5th November at 4.00pm</p> | LR |

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| Learning & Wellbeing: Thursday, 14 th November at 4pm Strategy: Monday, 25 th November at 4pm FGB: Monday, 9 th December at 4pm ALL MEETINGS IN THE AUTUMN TERM TO TAKE PLACE AT THE COLLEGE. | |
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SIGNED.....*Marion Wilcock*..... DATE.....1st October 2024.....

| ACTION GRID July 2024 | | | |
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| Minute number | Action | Who | By when |
| 4 | Approve resources minutes to next meeting | Resources | 5/11/24 |
| 4c | Check contract with BLB and put together compensation claim for delayed new build to WSCC | MGW/JPM | ✓ |
| 5 | Information to parents on college move and INSET days | AFR | ✓ |
| 6 | Monitoring Earwig | L&WB | 11/11/24 |
| 6 | Pass on details of company with maintenance contract at BH Town Council to Nola Bennett | MGW | ✓ |
| 8 | Development of lifeskills centre to be on P,H&S agenda | P,H&S | 22/10/24 |
| 11a | Consideration of NGA guidance on governor workload at FGB | FGB | 16/12/24 |
| 11b | Amalgamate NGA and WM visit forms to create effective monitoring process. Set governor subject allocations. | FGB | 16/12/24 |
| 11c | Consider governor roles/committee to take on including HTPM committee and vice chair. | All | ✓ |
| 12 | Approach external advisor for headteacher performance management | MGW | ✓ |
| 15 | Amend risk register | LR | ✓ |
| 18 | Update governor biography/photos on website. | LR/all | Ongoing |

Appendices

- A. Resources minutes (12th March)
- B. Chair report
- C. Headeacher report
- D. FGB minutes (7th May)
- E. ..
- F. Governor committee memberships/allocations
- G. Committee minutes
- H. Managing medicines policy for approval
- I. Risk Register
- J. Link governor & training report
- K. Supported internship policy
- L. Complex needs learning Walk report
- M. NGA website links for governor workload