

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Tuesday, 1st October at 2.00pm**

VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill RH15 0DP

FGB present: Miriam Owen (MO), Adam Rowland (AFR), Simon Virgo (SV), Marion Wilcock (MGW), Matt Stuart (MS), Rose Griffiths (RG), Deborah Scott (DS), Shafique Barabhuiya (SB)
Also present: Sue Hawkes (SH)
Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
<p>1. Tour of the building followed by discussions on section 1 and section 2</p> <p>The governors enjoyed an excellent and informative tour of the new college. They were delighted to see the pupils enjoying the college facilities and appreciated the accessible opportunities for all students. The tour ended with tea and coffee from the school shop, provided by trainee students.</p> <p>Governors had been disappointed to learn ISG had gone into administration. They were determined to get the best results for the college with the snagging works for phase 1 and the completion of phase 2. MGW had spoken with Andrew Edwards. SB had been able to speak with an EY contact close to ISG who had offered their full support. Governors agreed they could communicate directly with the administrators to ensure they got the best result for the college. SB/MGW to initiate.</p> <p>AFR reported on the immediate issue with the hoists which the providers had blamed on a joinery error. AFR/JPM were following up; one hoist was out of action but the others could be managed. Update to Ph&S.</p>	<p>SB/MGW 10/10/24</p> <p>AFM/AFR 22/10/24</p>
<p>2. Welcome, Introductions and Apologies</p> <p>Governors welcomed Sue Hawkes (SH) to the meeting and introductions were carried out. SH outlined her experience and governors were confident she would make a significant contribution to the Board. SH left the room while governors voted unanimously to appoint her as a co-opted governor. (To be ratified once DBS received.)</p> <p>MGW reported that she agreed to a 3 month leave of absence for Bill Hatton. Governors were sorry to hear he was not well and sent him their best wishes for a speedy recovery. BH would continue to be fully involved, though would not attend meetings.</p> <p>MGW was sorry Rebecka Rornes had not attended the meeting. The Board noted her value to the governing body and hoped she would be able to attend future meetings and contribute fully to governance.</p>	
<p>3. Receive Peter Clinch's resignation and record thanks for his contribution</p> <p>Governors had been sorry to learn of Peter Clinch's resignation after two terms of office. They recognised how dedicated he had been and his valuable contribution. LR to write letter recording their thanks.</p>	<p>LR 4/10/24</p>
<p>4. Declaration of Interests</p> <p>None to declare in the meeting.</p>	
<p>5. Election of Chairman of Governing Body for 1 year</p> <p>Governors hoped MGW would be prepared to stand again whilst the building issues remained. She confirmed she would be but noted the importance of succession planning. MGW was duly elected as chair for a further year.</p>	
<p>6. Election of Vice Chairman of Governing Body for 1 year</p>	

	SV confirmed he would be happy to stand for one more year but his 3 rd term of office ended at the end of the summer term so this would be his last year. SV was duly elected as chair for a further year. The governors recognised the importance of succession planning.	
7. Chairman's Action and Report	<p>a) <u>Claim against WSCC</u> A claim for £129,000 had been submitted for the additional costs sustained due to the delays signing over the new college. Governors also noted the importance of ensuring the spec for phase 2 was not reduced in any way, though they understood there were not sufficient funds left in the budget. Andrew Edwards had assured governors WSCC would adhere to the current spec and explained as they had not known ISG was about to fail, they were able to use emergency powers to appoint a contractor. Governors were very aware of the challenge of finding a new contractor and getting the work done but would continue to push WSCC.</p> <p style="text-align: right;"><i>DS joined the meeting.</i></p> <p>b) <u>Survey on SLAs</u> Governors had concerns about the quality of the SLAs provided by WSCC (eg current issue with water leaking into lift shaft which contains chlorine). MGW would raise SLAs at the next Locality Chairs' meeting and ask if they thought they were value for money and if there might be other ways of securing cover.</p> <p>c) <u>Note School Improvement visit 13th November at 9.30am</u> All governors invited. New advisor, Chris Allwright.</p> <p>d) <u>Arrange meeting for Post 19 working party</u> (MGW, SV, SB, DS AFR, JPM) MGW reported on her 'inspirational' visit to PVL in the Burgess Hill Industrial Unit. They were currently employing 2 ex WM students and were taking on 2 under the supported internship scheme. Governors saw this as an excellent start and agreed it should be developed and spread across the community. The post 19 committee would meet and report to the L&WB committee.</p>	<p>MGW 16/12/24</p> <p>All 13/11/24</p> <p>Post 19 13/11/24</p>
8. Notice of AOB	a) <u>Repair to roof parapets on school building (SV)</u> see item 18)	
9. Verbal update from Headteacher	<p>As governors had witnessed, students were thoroughly enjoying and taking full advantage of their new surroundings. Staff had worked hard to ensure the college was ready at the beginning of term. The issues with ISG and stage 2 were having a huge impact on AFRs and JPMs workload. Governors asked that this was discussed at the Project Board meeting, the following week.</p> <p><u>Supported Internships</u> AFR had a meeting set up with Simon Brown, head of SEND at Chichester College at Haywards Heath College to discuss the supported internship provision. Governors recognized the value for WM students as discussed under 7d and SB offered to put the college in touch with a business he was working with.</p>	<p>Project Board 10/10/24</p>
10 Approval of Minutes dated 16th July 2024 (appendix F)	The minutes and confidential minutes were approved and signed as a true record. SH asked for an explanation of the Earwig programme which was given and a full report was due at L&WB.	
11 Matters Arising/action grid	None.	
12 Statutory policies needing FGB approval. Governors asked to review and submit any questions for these to be approved at the policy committee immediately following this meeting. (Appendix B)	<p>a) <u>Safeguarding & Child protection policy</u></p> <p>b) <u>SEND</u></p>	

	<p>c) <u>Health & Safety</u> As the policy committee had been postponed, governors had reviewed these three policies and they were approved.</p> <p>d) <u>Teachers' Pay</u> – not yet sent out by WSCC. To pay committee. <i>Approved policies to be uploaded onto website and policy meeting to be arranged for later in autumn term.</i></p>	LR 4/10/24
13	<p>Governor papers for signature/completion/approval</p> <p>a) <u>Declaration of Interests Pecuniary/Business Interests</u> (appendix A) LH/RR/BH still to sign.</p> <p>b) <u>Disqualification declaration form</u> (appendix A) LH/RR/BH still to sign.</p> <p>c) <u>Confirmation reading of Keeping Children safe in education part 2</u> (appendix A) Document signed confirming governors had read KCSiE part 2. LH/RR/BH/SH to sign. LR to send to SH.</p> <p>d) <u>Code of Conduct for approval (please note this is an updated version from the NGA)</u> (appendix A) Approved by all governors and signed by MGW.</p> <p>e) <u>Note Delegated Planner</u> (appendix A) Changes were made to points 43, 44 and 45 to bring the admissions procedures under the FGB.</p> <p>f) <u>Any changes to the committee terms of reference & virtual meeting protocol</u> (appendix A) Governors discussed and approved the current terms of reference. While the new building was ongoing, they agreed to keep a separate property, health and safety committee but the long term goal was to combine it with Resources. It was agreed that there should be one strategy meeting per year to coincide with the school development plan. Date to be set in spring term. Strategy terms of reference to be reviewed at next committee meeting.</p> <p>g) <u>Publication of governors' details/attendance on website</u> (appendix A) JPM to post on website as per regulations.</p>	<p>LH/RR/BH</p> <p>LH/RR/BH</p> <p>LH/RR/BH/SH</p> <p>LR 4/10/24</p> <p>Strategy 10/3/25 JPM 20/10/24</p>
14	<p>Governance:</p> <p>a) <u>Current governor vacancies and succession planning</u> Sue Hawke had taken the co-opted vacancy leaving an LA vacancy. MGW recommended Mike Oliver to the Board and JPM had been asked to organise a meeting with AFR. AFR reported that the school doctor, Dr Male, was coming up for retirement and he would work with him in the hope he could be persuaded on to the Board when time allowed. It was agreed the best way to get new governors was to approach people directly. All governors were asked to think about possible candidates. <i>Not discussed at the meeting – MS's term of office is due to expire in November 2024. MS has agreed to reapply for the parent governor position when it goes out to the parent body and the role will be open to all parents.</i></p> <p>b) <u>Governors to confirm committee memberships, subject allocations and training</u> (current list below) Changes highlighted in yellow below. Governors were hoping to improve the subject allocation role and felt it would be ideal to have two governors allocated to the subjects. LR to contact Tom Brown and tell him who the new governors are and that subject leads should set out the aims to inform the discussions during the visit.</p> <p>c) <u>How is induction working (perspective of new governor) and ways to</u></p>	<p>JPM/AFR 16/12/24</p> <p>JPM 10/10/24</p> <p>LR 4/10/24</p> <p>SB/SH 16/12/24 MGW/RG 16/12/24</p>

	<p><u>improve</u></p> <p>Under review. SB and SH to report back to next meeting.</p> <p>d) <u>Amalgamate NGA and WM visit forms to create effective monitoring process</u> To next meeting.</p> <p>e) <u>Consideration of NGA guidance on governor workload</u> To next meeting.</p> <p>f) <u>Governors asked to review their photo/biog on the website</u> All governors to do and send any changes to LR. SH/SB and RR to send their photo and biog to LR.</p> <p>g) <u>Note Training Sessions available to Governors and attend where appropriate</u> (appendix C) Included with meeting papers.</p>	MGW
15	<p>Safeguarding report (appendix H) MO/RG had submitted their report. Governors were pleased to note the impact the new buildings were currently having on behaviour management. They did, however, note the difficulties with arrival and departures every day and the pressure this was putting on staff to ensure pupils were safe at all times. The governors recognised the school needed help with traffic management and agreed it should be raised at the next project board meeting. SV to time the health and safety walk round with the end of the school day.</p>	Project board 10/10/24 SV 16/12/24
16	<p>Confirmation of HTPM adviser and date Date set for 3rd October at 10am, school site – Miriam Owen, Marion Wilcock. SV was nominated as the appeal governor in case of a dispute. Adviser Liz Chaplin, WSCC Liz Chaplin had agreed to use the forms governors had previously used as they were more suited to a special school.</p>	
17	<p>Note of Risk Register (appendix D) Add: Access whilst phase 2 is not done/being done – wellbeing of staff and safety of pupils. Lack of rental of the all-weather pitch for longer term</p>	LR 4/10/24
18	<p>AOB a) <u>School Building Parapets on roof – noted before the 12 year deadline</u> SV brought governors up to date on the work needed. Wilmott Dixon had compromised by agreeing to supply the insulated boards but would not fit them. Governors gave approval to accept the offer and to request the money from WSCC to fit the boards. b) <u>Pictures recording the new build</u> Not discussed.</p>	PH&S 22/10/24
19	<p>What impact has the meeting had on pupils? Pupils are in new college and prepared drinks for meeting. Plan in place to hold WSCC to account for snagging and phase 2 of building following ISG going into administration. Push for new contractor appointment as soon as possible. New governor appointed. Post 19 group to meet. Evidence of supported internship working and aim to develop across the community. Involvement with Chichester College planned and governor support with business contacts offered. Governance reviewed, declarations and code of conduct signed. Subject allocations set and committee membership strengthened. Safeguarding report received after meeting with safeguarding leads.</p>	
20	<p>Dates for next meetings (appendix E)</p>	

Property, health and safety: Tuesday, 22nd October at 2pm Learning & Wellbeing: Monday, 11 th November at 4pm Resources: Monday, 18th November at 4.00pm FGB: Monday, 16 th December at 4pm ALL MEETINGS IN THE AUTUMN TERM TO TAKE PLACE AT THE COLLEGE.	
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SIGNED.....*Marion Wilcock*..... DATE.....16th December 2024.....

ACTION GRID October 2024			
Minute number	Action	Who	By when
1	Liaise with contact at EY over ISG administration	SB/MGW	Ongoing
1	Report on the operation of hoists at college to P,H&S.	AFR/AFM	✓
3	Thank you to Peter Clinch	LR	✓
7b	Speak to Locality Chairs' group about SLAs and alternatives.	MGW	16/12/24
7c	All governors invited to attend School Advisor Visit.	All	✓
7d	Post 19 working party to meet and report to L&WB	MGW/SV/SB/DS/ AFR/JPM	✓
9	Discussion at project board on impact of ISG administration and delayed phase 2 on AFR/JPM workload.	Project Board	✓
12	Arrange autumn term policy meeting.	LR	✓
13a	Declaration of interests: signatures due	LH/RR/BH	✓
13b	Disqualification declaration: signatures due	LH/RR/BH	✓
13c	Confirmation of reading Keeping Children Safe in Education part 2: signatures due	LH/RR/BH/SH	✓
13e	Amend delegated planner (admissions to FGB)	LR	✓
13f	Review Strategy terms of reference to reflect new meeting schedule and role	Strategy	Spring 25
13g	Upload governor membership/attendance to website.	JPM	✓
14a	Arrange meeting between AFR and Mike Oliver (possible new governor)	JPM	✓
14a	Hold parent governor election	JPM	✓
14b	Inform Tom Brown who the allocated governors are. Staff to set out aims of visit for governors.	LR/TB	✓
14c	New induction checklist created. Report on how induction is working/can be improved.	RG SH/SB	✓ 22/1/25
14d	Amalgamate NGA and WM visit forms to create effective monitoring process.	RG/MGW	22/1/25
14e	Consideration of NGA guidance on governor workload at FGB	FGB	✓
14f	Update governor biography/photos on website.	LR/all	22/1/25
14g	Governors to attend inhouse training sessions where appropriate.	All	Termly
15	Request support at Project Board for traffic management at start and end of college day. SV to time health and safety walk round for end of college day	MGW/AFR SV	✓ ✓
17	Add to risk register: traffic management at college; loss of	LR	✓

	income from delay to all weather pitch		
18a	Confirm WSCC for fitting provided replacement parapets at school site	P,H&S	✓
20	Amend governor meeting schedule	LR	✓

Appendices:

- A. Governor papers for signature/approval
- B. Safeguarding and SEND policies
- C. Training sessions available for governors
- D. Risk Register
- E. Meeting schedule 2024/25
- F. July FGB minutes
- G. Chair's report
- H. Safeguarding report

WOODLANDS MEED Governing Body 2024/25

Resources	Learning & Wellbeing	Policy	Property, health & safety	Strategy
Matt Stuart (c)	Rose Griffiths (c)	Bill Hatton (c)	Simon Virgo (c)	All governors/FGB
Adam Rowland	Adam Rowland	Adam Rowland	Adam Rowland	
Marion Wilcock	Marion Wilcock	Marion Wilcock	Marion Wilcock	
Miriam Owen	Debs Scott	Simon Virgo	Bill Hatton (VC)	
Shafique Barabhuiya	Simon Virgo	Sue Hawke		
	Rebecka Rörnes	Shafique Barabhuiya		
	Sue Hawke			
Justina PugheMorgan	Tom Brown		Alexander FlucherMonteiro	Justina PugheMorgan
	Chris Carter			Tom Brown
	Gillian Barton			Nola Bennett
	Nola Bennett			Anna Hull
	Heather Trott			
	Martin Woods			

Quorum for Committees is 3 and associate members have voting rights.

Headteacher Performance Management	Miriam Owen	Marion Wilcock		
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Pay Review	Chair of FGB Marion Wilcock	Simon Virgo (C)	Shafique Barabhuiya	Bill Hatton
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Pupil Admissions	Delegated to Headteacher <i>Discussed by headteacher and chair of governors</i>			
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Staff Dismissal Appeal and Pupil Discipline	Governors as directed			
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Complaints	Governors as directed			
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Safer Recruitment training undertaken	Staff Governors	Simon Virgo	Bill Hatton	Sue Hawkes to do	
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Working Goup – supported internships post 19	Adam Rowland Justina Pughe Morgan	Marion Wilcock	Simon Virgo	Shafique Barabhuiya	Debs Scott
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NOMINATED ROLES

Chair	Marion Wilcock	Ex-Officio member of all committees
Vice Chair	Simon Virgo	
Headteacher	Adam Rowland	Ex-Officio member of all committees
Link Governor	Marion Wilcock	Temporary whilst new governors join
Safeguarding Governor	Miriam Owen	Rose Griffiths
SEND Governor	Marion Wilcock	
Health & Safety Governor	Simon Virgo	
Website Governor	Marion Wilcock	

Appointed CLA teacher	Chris Carter	Learning & Wellbeing Committee
Disadvantaged/Sports Premium	Matt Stuart	Gillian Barton
Fundraising		
Confidential Reporting (Whistleblowing)	Simon Virgo	
Accessibility	Marion Wilcock	
Assistive Technology	Bill Hatton	
Data Protection Officer	Justina Pughe Morgan	
RHE	Rose Griffiths	
Careers	Rose Griffiths	
Learning outside the classroom and educational visits	Sandra Feltham/governor needed	
Clerk to the Governors	Louisa Rydon	

SUBJECT	LEAD GOVERNOR
English	Bill Hatton & Sue Hawkes
E-learning including assistive technology	Shafique Barabhuiya & Rebecka Rornes
STEM	Matt Stuart
Pupil voice (school & college/school council)	
Family/parent (school & college)	All through parent meetings/surveys etc
Send Alliance/Admissions	Marion Wilcock