

WOODLANDS MEED
FULL GOVERNING BODY MEETING
Monday, 30th November, 2020 at 4.45pm
MEETING HELD ON 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), Rose Griffiths (RG)

Invited to the meeting as prospective new governor: Matt Stuart (MS)

Present for item 3: Gillian Barton (GB) and Chris Carter (CC)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies</p> <p>Matt Stuart was welcomed to the meeting and governors were pleased to learn he had been to several committees to give him an insight into how the governing body operated.</p>
2.	<p>Declaration of Interests</p> <p>None in the agenda.</p>
3.	<p>Presentation on Life and Living Skills at WM (appendix G)</p> <p>GB and CC gave a presentation on the Living and Life Skills which had been successfully launched. Governors passed on their congratulations to staff on the successful scheme and were delighted to see how it had been embraced by pupils and staff in such a short time. They noted the input staff had had and asked how parents were also being involved. RG checked that it linked to the Gatsby Benchmark and AFR reported on the impact it was having on long term plans for careers. Reporting to the L&WB committee would reflect the PRACTICE skills.</p> <p style="text-align: right;"><i>CC/GB left the meeting.</i></p>
4.	<p>Chairman's Action and Report (appendix O)</p> <p>MGW had circulated her report and governors thanked her for persevering with WCC to ensure WM gained the college they deserved.</p>
5.	<p>Notice of AOB</p> <p>None.</p>
6.	<p>Progress and Report on New Building</p> <p>AFR reported on the excellent relationship he had with the design team and their willingness to make changes to ensure the design met the needs of the pupils. Governors were happy with the design, and though they agreed the Jane Murray Way site would be a preferable option, it would need to meet the same design standards as that proposed at the BWG site.</p> <p>The next Project Board meeting was scheduled for 15/12 and AFR would raise the current WSCC deficit in the high needs block, mainly due to out of county placements.</p> <p>MGW noted that still WSCC were not allowing governors any input on the contractor and were keeping the costs hidden.</p>
7.	<p>Report from Headteacher and governor questions (appendix M)</p> <p>Attachments:</p> <p>School context – current student and staff numbers (appendix A)</p> <p><i>What happens when pupils leave?</i></p> <p>AFR reported on the options for pupils leaving. Many went onto the college and from year 14 pupils had gone onto 10 different destinations. He highlighted the different avenues available and governors were pleased to learn of the opportunities available.</p>

AFR
15/12/20

	<p><i>Has attendance improved at parental reviews as meetings are now held on Teams?</i> Yes. The figure was 87%. MS commented that the teacher came to his house for the review but he could see the convenience of a video link and it was hoped it would encourage parental involvement. MS asked for clarification on the acronyms in the report and LR would try and source a list.</p> <p>Development plan (appendix B) Covid had had an inevitable impact on the plan but AFR reported on how WM was adapting where possible. Governors were pleased to see covid was not prohibiting new initiatives but they were mindful they should not add to staffs' workload at this time. Governors had been unable to come in for their monitoring visit and AFR suggested a workshop to review governor monitoring. MGW/LR were working on governor job descriptions. LR to organize a meeting date for the new year.</p> <p>TNT an FAT Training (appendix C) The feedback from staff had been extremely positive. Report of impact to Summer term FGB meeting. SB asked if parents had raised any issues about the earlier collection time on a Friday. AFR confirmed that the transport service was working well and that pupils were much more engaged on Friday's now. Governors though appreciated that the earlier finish time would not be suitable for everyone but agreed the benefits were far outweighing any inconvenience.</p> <p>Return to school update Governors were pleased to learn KS5 were pleased to be back in school after isolating. They noted the 30 pupils not attending for health or anxiety reasons. AFR confirmed the government grant of £50,000 was being used to support pupil wellbeing and manage anxiety.</p> <p>Mental Health Wellbeing Survey (appendix D) & Staff absence analysis (appendix E) Measures were in place for the staff who were classified as CEV (clinically extremely vulnerable) and were unable to come into school. Governors applauded the ongoing wellbeing work and were pleased 'the overwhelming majority of staff are happy and feel supported by the line management structures'.</p> <p>Meeds Send Alliance (appendix F) Covid restrictions had had an inevitable impact on the provision and income. AFR to email the proposed recovery plan, and governors agreed now was not an appropriate time to charge schools more. SV suggested approaching Mid Sussex for a covid related grant. AFR thanked governors for their support and in the first instance would request a grant from WSCC. He emphasized the importance of ensuring it was a self-sustaining service that benefited the community.</p> <p>Link Advisor Report (appendix R) Governors congratulated the school on the draft report and were pleased to see how effective the at home working had been during the pandemic.</p> <p>Careers programme The excellent work Diane Goddard was achieving whilst Nola Bennett was on maternity leave was noted and governors passed on their congratulations. WM was the first school in West Sussex to achieve 8 Gatsby Benchmarks at 100% based on planned activity.</p>	<p>LR 4/12/20</p> <p>MGW/LR 20/1/20 LR 7/12/20</p> <p>Gov thanks to Diane Goddard</p>
<p>8. Receive 3 year budget forecast (appendix S)</p>	<p>Justina Pughe Morgan was happy receive any questions by email. RL was reassured by the positive projection that WM would still have reserve, though smaller in 2023. Governors were aware of some struggling SEND schools in West Sussex and raised the possibility of establishing a Federation to support another school. They appreciated the amount of work that would be involved, and now might not be the time whilst there was a huge focus on the new build. Governors requested that a case for a federation was added to the strategy committee agenda so it was on governors' timetable.</p>	<p>Strategy agenda</p>

		17/3/20
9.	Approval of Minutes 28th September 2020 (appendix H) The minutes were approved and electronically signed as a true record.	
10	Matters Arising/action grid a) <u>Brief report from governors following contact with subject leaders</u> Governors had not wanted to add to the workload of staff during the covid restrictions but looked forward to the workshop to consider governor monitoring. AFR confirmed governors were welcome to contact their subject leaders and SB would liaise with the School Council. b) <u>How do we meet DfE recommendations for monitoring during covid 19 restrictions:</u> The Head and SMT have reported in detail to Governors on the procedures to monitor the quality and impact of remote learning. These have also been reviewed by the Link Advisor, who has confirmed they are excellent. The school have always had robust systems for evaluating internal systems for monitoring pupils' progress with individual personal targets and the reports on those targets to Learning and Wellbeing. The school have specifically reviewed whether the impact of the Covid break has had an effect on the progress of individual pupils. This review indicated a surprisingly low effect, but those pupils who have been affected are receiving targeted support. c) <u>How to raise governors' profile amongst parents over year</u> SB/SV to extend their current project which governors believed would have a positive impact. MS suggested using a relaxed approach to improve communications, and following the success of the WSCC presentation on the new build, governors noted the benefit of having a question and answer session. AFR also highlighted the new website and how key it was to raising the school's profile.	All SB/SV 20/1/20
11	Review committee terms of reference together checking for duplications and that they meet the SDP priorities (appendix I) LR to ensure terms of reference reflected the addition of IT/website to the Resources. The terms of reference for all committees were approved.	LR 4/12/20
12	Questions on committee minutes: a) <u>Resources (appendix J)</u> b) <u>Premises, health and safety (appendix J)</u> c) <u>Learning and Wellbeing appendix (appendix J)</u> d) <u>Strategy committee appendix (appendix J)</u> Nothing to add to the minutes. Confidential part II strategy minutes to be sent to governors in attendance. e) <u>Verbal report from policy committee</u> <u>Approve teacher's pay and conditions policy(appendix N)</u> BH updated governors on the policies approved and governors universally approved the recommended teachers' pay and appraisal policy. f) <u>Verbal report from Pay committee</u> The pay committee had met and acted upon the HT's recommendations.	
13	Report on Health and Safety autumn term visit SV and AFR had met and carried out a visit on both sites. Action points had been noted and are being addressed.	
14	School Link Adviser Visits timetable Visit to be arranged for the summer term.	Summer term
15	Governance: a) <u>Confirmation of reappointment of co-opted governor – PC and appointment of parent governor. The renewal of SB's term of office confirmed from 22/3/21 to 21/3/25</u>	

	<p>Governors were delighted that MS was happy to become a parent governor and thanked him for taking the time to attend committees and learn more about the role before committing. PC and SB's second terms of office were approved.</p> <p>b) <u>Revised committee/allocation list & discussion on governor roles job description (appendix P)</u></p> <p>MGW/LR had amended the committee allocation list to make it clearer. They were also in the process of writing job descriptions for each governor role. Governors approved the versions they had seen and asked LR to continue building on the role descriptors.</p> <p>c) <u>Skills audit</u></p> <p>LR to set up electronic version with support from JPM.</p> <p>d) <u>Link Governor Report to include information on use of NGA (appendix Q)</u></p> <p>Governors thanked PC for his updated list and noted the wealth of information and training opportunities available on the NGA website.</p>	<p>LR 20/1/20</p> <p>LR 20/1/20</p>
16	<p>Is WM compliant with the Website checklist? - new guidelines published November 2020 (appendix K)</p> <p>The website met the new guidelines and JPM would ensure careful crosschecking took place as the new website came online.</p>	
17	<p>Safeguarding</p> <p>MO to receive report from CC and organise meeting with RG who had agreed to join MO as safeguarding governor.</p>	<p>MO 20/1/20</p>
18	<p>Note of Risk Register and recommendations to improve (appendix L)</p> <p>The current register had become unwieldy. MGW had submitted her recommendations and LR/NGW to update the register before the next meeting.</p>	<p>MGW/LR 20/1/20</p>
19	<p>AOB</p> <p>AFR heard during the meeting that possible contractors had been interviewed by WSCC the previous Wednesday for the new college build. All governors were extremely disappointed they had not been informed of or involved in the process. They were concerned WSCC would use cost as the main reason for appointment without consulting with governors. They were adamant the quality of the design was paramount and Haverstocks should remain as the design team. MGW to raise governor concerns at the Project Board meeting on 15/12/20.</p>	<p>MGW 15/12/20</p>
20	<p>What impact has the meeting had on pupils?</p> <p>Life & living skills embedded and embraced by pupils.</p> <p>Continued pressure on WSCC for best possible building with full governor involvement.</p> <p>Range of different destinations available to pupils leaving WM.</p> <p>Workshop arranged to review governor monitoring during covid.</p> <p>Extra training for staff has positive impact.</p> <p>Pupil wellbeing supported with government grant.</p> <p>Surveys and absence data demonstrate staff are happy and well supported.</p> <p>School link adviser recognised strong work taking place at school grading WM good with outstanding elements.</p> <p>3 year budget plan in place with positive balance.</p> <p>Plans in place for raising governor profile.</p> <p>Health and safety autumn visit taken place.</p> <p>Full complement of governors.</p> <p>Job descriptions being written for all governor roles.</p>	
21	<p>Confirmation HT performance management taken place</p> <p>MO confirmed the meeting had taken place and was in the process of submitting the final report. Follow up pay committee meeting to be arranged.</p>	<p>MO 15/12/20</p>

22	Date of next meetings – all on Teams unless specified Policy: Wednesday, 20 th January at 4pm FGB: Wednesday, 20 th January at 4.45pm Property, health and safety: Wednesday, 27 th January at 3.30pm Learning and Wellbeing: Wednesday, 3 rd March at 4pm Resources: Wednesday, 10 th March at 4pm Strategy: Wednesday, 17 th March at 4pm Policy: Wednesday, 24 th March at 4pm FGB: Wednesday, 24 th March at 4.45pm	
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SIGNED.....*Marion Wilcock*..... DATE.....20th January 2021.....

ACTION GRID NOVEMBER 2020		
6	Raise high needs block deficit in WSCC at Project Board meeting and disappointment with involvement in choice of contractor and costings.	✓
7	Source education acronyms	✓
7	Arrange governor monitoring workshop date for all governors. Continue working on governor role descriptors.	20/1/21 To March FGB
7	Pass on congratulations and thanks to Diane Goddard for work on careers programme.	✓
8	Put future options for WM forming a federation on the strategy agenda	17/3/21
10c	Work on raising governor profile with parents	SB/SV
11	Update all ToR with FGB approval & add clause on IT/website to Resources	✓
17	Receive report from CC on safeguarding & arrange meeting with RG, joint safeguarding governor.	✓
18	Bring risk register up to date.	To March FGB
21	Arrange pay committee meeting	✓

Appendices

M. Headteacher's report

- A. School context
- B. Development plan
- C. TNT and Fat training
- D. Mental Health wellbeing survey
- E. Staff absence analysis
- F. Meeds Send Alliance

G. Life and Living Skills

H. FGB minutes

I. Terms of Reference

J. Committee minutes

K. Website checklist

L. Risk register & recommendation

M. Headteacher's report

N. Pay policy (will be reviewed at policy committee for recommendation at FGB)

O. Chair's report

P. Committee/allocation list

- Q. Link Governor report
- R. Link Advisor visit report
- S. 3 year budget forecast