

**WOODLANDS MEED**  
**FULL GOVERNING BODY MEETING**  
**Wednesday, 20<sup>th</sup> January 2021 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), Matt Stuart (MS)  
 Clerk: Louisa Rydon (LR)

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES		
<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b></p> <p>There were no apologies.</p>	
<b>2.</b>	<p><b>Declaration of Interests</b></p> <p>None in the agenda.</p>	
<b>3.</b>	<p><b>Chairman's Action and Report</b></p> <p>To note: Governors have received updates on the progress of the discussions on the new college building and copies of correspondence with parents since the last FGB issued on 20/11/20, 7/1/21 and 15/1/21.</p> <p>Governors had contributed to the Post of Thanks to Staff issued just before Christmas and thanks were passed onto SB and SV for organising the video.</p> <p><u>Project Board Meetings and Client Engagement Meetings</u></p> <p>AFR/SV/SB &amp; MGW attended PB meetings on 15/12/20 and 7/1/21. The relevant points from the discussions at these meetings were reported in the updates.</p> <p>AFR/SV and MGW attended a Client Engagement Meeting on 16/11/20, where detailed discussions took place regarding some design issues.</p> <p>AFR has been in direct contact with the Architects to resolve various design issues as and when they have arisen.</p> <p><u>Covid Update</u></p> <p>Governors thanked AFR for keeping them up to date with the situation at the school. They recorded their thanks again to him and the Covid Team and their congratulations for being one of the first schools in West Sussex to get school mass testing up and running.</p> <p><u>See confidential part II minute</u></p>	
<b>4.</b>	<p><b>Notice of AOB</b></p> <p>Additional clause recommended for Property, health and safety terms of reference. See item 14a.</p>	
<b>5.</b>	<p><b>Discussion and approval of leadership proposal</b></p> <p>Agenda 24/3/21</p>	<p>Agenda 24/3/21</p>
<b>6.</b>	<p><b>Update on impact of covid 19 restrictions and measures in place (appendix C,D,E)</b></p> <p>Governors thanked AFR for his detailed report.</p> <p><i>Governor Questions</i></p> <p><b>Are any students unable to access online learning?</b></p> <p>AFR confirmed the number of families who had been identified with access issues and he was pleased to confirm the steps being taken. The DfE were providing 27 new laptops, phone companies were providing data cards and a press release had been issued highlighting the generosity of a parent who had recognised the issue and made a large donation. Surveys were taking place to get effective feedback from all families and staff were tracking access and engagement with home learning so any concerns were followed up.</p> <p><b>Would free school meals be provided to eligible pupils at half term?</b></p>	

	<p>Currently the government were not supporting it but there was a mechanism in place at WSCC to support pupils. AFR was pleased to note that the standard of food boxes had been very good but WM had now switched to the voucher system.</p> <p><b>Why is the consent for covid testing so low?</b></p> <p>AFR hoped the numbers would rise from 40% and commented that staff were following up with families. Governors were concerned for the safety of pupils and staff. They recognised the difficulties for some students to undertake the tests but were reassured WM was being proactive and encouraging families to participate.</p>	
<b>7.</b>	<p><b>Progress and Report on New Building</b></p> <p>SV confirmed 100% attention was focused on progressing the Birchwood Grove site now WSCC had made the decision against Jane Murray Way. Governors were fighting for the best design and AFR confirmed the architects were very supportive.</p>	
<b>8.</b>	<p><b>Approval of Minutes 30<sup>th</sup> November 2020 (appendix A)</b></p> <p>The minutes were approved and electronically signed as a true record.</p>	
<b>9.</b>	<p><b>Matters Arising/action grid</b></p> <p>a) <u>Plans for governing monitoring /governor workshop date (appendix F)</u></p> <p>MGW reported monitoring would be raised with WM's link adviser at the upcoming meeting. Governors were pleased to note they were meeting the guidance set out in the WSCC monitoring document during covid. SV commented that the health and safety virtual visit for both sites had been successful. They discussed the benefits of carrying out a governors' virtual tour but at this point did not feel it held much merit. School Council meetings were taking place and SB was able to attend. SB commented on the amount governor monitoring that was already taking place virtually and wondered whether governors could have connections to SeeSaw. Governors agreed it would be beneficial to see online learning and AFR/HT would investigate options for governors to watch recorded Teams lessons.</p>	HT/AFR 29/1/21
<b>10.</b>	<p><b>Verbal report from Policy committee</b></p> <p>BH confirmed the policy committee had met and approved a number of policies as per the minutes.</p>	
<b>11.</b>	<p><b>Governance:</b></p> <p>a) <u>Skills audit</u></p> <p>A pdf version of the skills audit was available giving governors a good indication of any gaps in training. MGW/PC to promote training to strengthen governors' expertise.</p> <p>b) <u>Link Governor Report (appendix G)</u></p> <p>PC thanked new governors for attending the new governor training sessions. All governors were encouraged to attend training and submit a brief report to PC on its effectiveness. It was clarified that the governance SLA ensured there was no charge for WSCC training and if you were unable to attend, as long as cancellations were received before the beginning of the meeting there would be no penalty.</p>	MGW/PC 24/3/21  LR/PC 24/3/21
<b>12.</b>	<p><b>Safeguarding (appendix H)</b></p> <p>MO had submitted a report following discussion with Chris Carter (CC). He had noted the benefit of supporting parents as well as pupils during the covid restrictions and reported on the workshops to help with transitioning pupils back into school.</p>	
<b>13.</b>	<p><b>Note of Risk Register and recommendations to improve (appendix B)</b></p> <p>MGW/LR to simplify the register for discussion at the next meeting.</p> <p>Progress had been made on the job descriptions for governors with some gaps for specific WM orientated roles. PC offered to assist LR in putting the document together for approval at the March FGB meeting.</p>	MGW/LR 24/3/21
<b>14.</b>	<p><b>AOB</b></p> <p>a) <u>Property, health and safety terms of reference</u></p> <p>MGW raised the Development Agreement between WM and WSCC which would set out the terms and conditions on which WSCC would be permitted to construct a new</p>	

	building on WM land. Governors approved giving the Property committee specific delegated authority to negotiate the proposed terms of the Development Agreement and to report to the FGB with recommendations on these terms. Amended terms of reference approved.	P,H&S 27/1/21
15.	<p><b>What impact has the meeting had on pupils?</b></p> <p>Governors working with WSCC and Design Team to provide best college building.</p> <p>Robust covid 19 measures in place and unilateral testing.</p> <p>Governor monitoring met WSCC guidance and beyond. Plans to view recorded Teams lessons.</p> <p>Electronic skills audit in place and any gaps to be targeted with training.</p> <p>Continuous work on safeguarding.</p> <p>P,H&amp;S given remit for negotiating Development Agreement between WSCC and WM.</p>	
16.	<p><b>Date of next meetings – all on Teams unless specified</b></p> <p>Property, health and safety: Wednesday, 27<sup>th</sup> January at 3.30pm</p> <p>Learning and Wellbeing: Wednesday, 3<sup>rd</sup> March at 4pm</p> <p>Resources: Wednesday, 10<sup>th</sup> March at 4pm</p> <p>Strategy: Wednesday, 17<sup>th</sup> March at 4pm</p> <p>Policy: Wednesday, 24<sup>th</sup> March at 4pm</p> <p>FGB: Wednesday, 24<sup>th</sup> March at 4.45pm</p>	

SIGNED...*Marion Wilcock*..... DATE.....24<sup>th</sup> March 2021.....

ACTION GRID JANUARY 2021		
5	Discussion of new leadership proposal.	24/3/21
9	Consider approved governor access to recorded Teams lessons	✓
11a	Recommendations following skills audit.	24/3/21
11b	Complete governor job descriptions.	24/3/21
13	Make risk register more user friendly.	24/3/21
14	P,H&S ToR approved & agenda item at P,H&S	✓