

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 24th March 2021 at 4.45pm
MEETING HELD ON MICROSOFT TEAMS**

FGB present: Miriam Owen (MO), Adam Rowland (AFR), Simon Virgo (SV), Marion Wilcock (MGW), Peter Clinch (PC), Sandra Boyd (SB), Bill Hatton (BH), Heather Trott (HT), Alan Robinson (AR), Rose Griffiths (RG), Matt Stuart (MS)

School Business manager: Justina Pugh-Morgan present to the end of item 8.

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1)	Welcome, Introductions and Apologies Apologies were received and accepted from Rob Landauer (RL), who had sent some questions for item 7.
2)	Declaration of Interests MGW: consultant for Coffin Mew
3)	Procedure and approval for recording governor meetings In view of LR's unreliable internet connection, it was agreed SV would record governing body meetings. To be deleted once minutes have been written.
4)	Chairman's Action and Report a) Attended Project Board meetings reported in item 8. MGW confirmed the planning application for the new college was due to be heard on 30/3. MGW had registered to speak in favour of the proposal. PC asked if there were any objections and BH replied that wouldn't be known until the day of the meeting. He recommended both MGW and AFR spoke in favour. MGW/AFR to discuss at their 26/3/21 meeting. b) Attended WSCC School Improvement Link Adviser (Clare Prince) meeting recorded in Headteacher's report.
5)	Notice of AOB Confidential item.
6)	Projected end of Year Finance Report 2020/21 JPM had reported to the Resources committee and the final end of year figures would be confirmed once WSCC data transfer had been completed. The predicted carry forward remained in the region of £360,000. BH asked for clarification on the underspend of £447,000 and JPM reported that figure included the ring fenced grants and capital funding.
7)	Review and Approval of WM budget 2021/22 (appendix d) JPM reported on budget. LR read out RL's, as chair of finance, comments: The budget looks good to me. In particular: The reserve of £360,000 is maintained (income and expenditure are balanced) The year-on-year movement in items makes sense to me with helpful explains for the larger movements It was great to see the expected reduction in electricity due to the solar panels (good for our budget and the environment) <u>Governor questions</u> Q: <i>What is the plan for utilising the COVID grant? Are there any restrictions in use, time limit etc?</i> There are no restrictions on the covid grant which would be used for pupils to catch up on learning missed during the pandemic. More funding for the next financial year was anticipated but there had been no confirmation of the amount yet. Q: <i>What is the increase in Governing Body budget for?</i>

	<p>MGW reported on the support WM would need for the Development Agreement, Community Use Agreement and Collateral warranties. The governor property team would progress these as far as possible but in view of the issues over the school build, it was agreed a surveyor and legal support would be a good investment.</p> <p>Q: <i>Is there any capacity for adding to the solar panels at the school site?</i></p> <p>No, we have already increased them to the maximum number.</p> <p>Q: <i>How is the curriculum budget working?</i></p> <p>Now we have three years of data, it is possible to compare and monitor funding for maximum impact.</p> <p>Governors unanimously approved the budget amount of £4,548,466.45 for 2021/22.</p> <p>AFR commented on the positive audit of the School Fund and governors thanked JPM for her excellent work and clear budget presentation.</p>	
8)	<p>Progress and Report on New Building</p> <p>MGW reported on the challenges they were experiencing with WSCC over the new build and was extremely sorry that AFR and the leadership team were being asked to make quick decisions often with limited information and very short notice.</p> <p>There was still no publicized budget for the build, no development agreement, no community use agreement or collateral warranties despite repeated requests. Any savings found were clawed back by WSCC and they had stated that any identified extras needed post the Stage 3 Design would not be funded.</p> <p>JPM reported she had met with the IT team but without a confirmed budget it was hard to justify what equipment was needed. Governors had also wondered on the sense of having a legacy report two years before the current building was decommissioned.</p> <p>Despite being informed the stage 3 design was frozen, there had been a change to the construction access, which now went straight through the SLD pupils' outdoor area.</p> <p>Governors agreed this was absolutely not acceptable and they would continue to hold WSCC to account and fight for the very best options for the students.</p> <p>MGW reported AFR had made an excellent presentation at the Key Principles meeting.</p> <p>AFR reported on the challenges and frustration but he was excited about the new college and was reassured to have Haverstocks on board.</p> <p>SV commented that the emphasis from WSCC officers was on money saving but he felt there was more support from the elected officials.</p> <p>Governors had seen the publicity photo with the Councillors announcing the new build with a £20 million budget. MGW had sent a letter pointing out the inaccuracy of the figure.</p> <p style="text-align: right;"><i>JPM left the meeting.</i></p>	
9)	<p>Headteacher's Report (appendix e)</p> <p><u>Papers received: Governor update, DHT (careers & collaboration) job description, draft term dates 2021/22, Staff Wellbeing graphs, School Improvement Link Adviser visit report, SEF and Send Alliance update.</u></p> <p>AFR was pleased to report on the positive return of pupils. He reported on the efforts of staff to facilitate in school testing for all pupils which was working well.</p> <p>Q: <i>How are staff tested?</i></p> <p>They have home tests. AFR did acknowledge that he was concerned that the amount of testing going on for both staff and pupils could lead to a fatigue with the testing process.</p> <p>There had been no positive tests but governors were aware of cases in the area.</p> <p>Q: <i>Do you think there would be any stigma should a pupil have a positive test?</i></p> <p>AFR reported on previous cases amongst staff and pupils and there had been no problem with the return to school.</p> <p>SB commented on the experience at Windmills that vulnerable pupils who had enjoyed going into school throughout the lockdown were experiencing issues as class numbers rose again. AFR agreed it was something staff were monitoring.</p> <p><u>Platinum Arts Award – MO volunteer as governor with oversight.</u></p> <p><u>Inset Days – approved for 2021/22.</u></p> <p>AFR thanked governors for their strong support for staff throughout the lock down periods.</p>	
10)	<p>Approval of Minutes & confidential minutes 20th January 2021 (appendix a)</p>	

	The minutes were approved and electronically signed as a true record.	
11)	Matters Arising/action grid 1) <u>Deputy Headteacher</u> Governors had approved the new role and received the job description.	
12)	Questions on committee minutes: a) <u>Resources (appendix b)</u> i. Scheme of delegation approval (appendix c) ii. Statement of internal control approval (appendix c) Governors approved the scheme of delegation and statement of internal control as recommended by Resources. b) <u>Premises, health and safety (appendix b)</u> Nothing to add to the minutes. c) <u>Learning and Wellbeing appendix (appendix b)</u> Nothing to add to the minutes. d) <u>Strategy committee appendix (postponed to 31/3/21)</u> PC stressed all governors were encouraged to attend the strategy meetings. LR to send out reminder and calendar link.	LR 26/3/21
13)	Governance: a) <u>Governor roles handbook</u> PC confirmed the document still needed a lot of work to personalise it for WM. SB and LR to support PC on final version. SB felt the document would tie in well with the work SV and SB were carrying out on the governor section of the website. For discussion at next FGB. b) <u>Recommended action following skills audit (appendix f)</u> PC and MGW had reviewed the audit and highlighted areas for improvement. See NGA Skills Audit analysis. Whilst governors acknowledged the steps still to be taken, they noted the significant year on year improvements in governor skills since audits were started in 2014. c) <u>Link Governor Report and Training (appendix g)</u> PC had distributed his report and he strongly encouraged all governors to have a formal training plan based on their specific roles and responsibilities. SB commented on the ease of the current online training. Governors were aware of the importance of being Ofsted ready and supported a governor Ofsted working group and consideration of the customised West Sussex training in Ofsted and metrics. Governors thanked PC for his work as link governor and undertook to carry out the training. d) <u>Any Governor monitoring/virtual visits to report</u> SB/SV/PC and MGW had joined virtual lessons, which they had found useful and thoroughly enjoyable. MGW and AFR to discuss ways governor visits can be managed during the summer term.	PC/SB/LR 30/4/21 All 07/21 PC 07/21 MGW/AFR 6/5/21
14)	Safeguarding RG reported on the safeguarding meeting she and MO had carried out with Chris Carter & Gillian Barton. They looked at the wider issues behind safeguarding so as not to duplicate the reporting to Learning & Wellbeing. Governors were pleased to hear of WM's confidence in WSCC and the proactive change in their approach with all vulnerable students having a connected social worker. Lock down had not resulted in the feared rise in referrals and contact with all vulnerable students had been high. Governors were interested to hear about the Helen Werrett project and looked forward to a detailed presentation at the next learning and wellbeing meeting. SB checked that WM used Cpoms which they had for 5 years.	L&WB 26/5/21
15)	Note of Risk Register and recommendations to improve To add: risk to curriculum disruption during build process. Contractor to be made aware	

	pupils needed access to the full curriculum throughout. Revised risk register to next meeting. <i>HT/AR left the meeting.</i>	LR/MGW 5/5/21
16)	AOB See part II confidential minutes.	
17)	What impact has the meeting had on pupils? Balanced end of year budget with reserve. Approved budget for 2021/22. Holding WSCC to account and budget in place for professional support for new college Successful covid testing in place. Governor support for Platinum Arts award. Progress on governor roles handbook. Recommendations following skills audit in place and governor training recommendations. Considering governor working group to concentrate on being Ofsted ready. Robust safeguarding with WSCC.	
18)	Date of next meetings – all on Teams unless specified Policy: Wednesday, 6th May at 4.00pm FGB: Wednesday, 6th May at 4.45pm P,H&S: Wednesday, 12 th May 3.30pm L&WB: Wednesday, 26 th May 4pm Strategy: Tuesday, 15 th June 4pm FGB: To be changed as current date clashes with Parents Evening. Confirmed 12th July 2021 at 4.45pm.	LR 5/5/21

SIGNED.....*Marion Wilcock*..... DATE.....11th May 2021.....

ACTION GRID MARCH 2021		
12d	Reminder of strategy meeting and papers.	✓
13a	Review and add to governor roles handbook.	Review underway
13b&c	Governors follow recommendations from skill audit. Training & Ofsted working group/WSCC training.	Agenda 11/5/21
13d	Consider how governor monitoring might work in summer term.	Day booked 19/5/21
14	Helen Werrit project – agenda L&WB	✓
15	Add risk to curriculum during building. Simplify risk register by next FGB.	✓ MGW/LR
18	Change July FGB date. Now Monday, 12 th July at 4.45pm	✓

Appendices

- FGB Minutes 20/1/21
- Committee minutes
- Scheme of delegation & statement of internal control
- 2021/22 draft budget
- Headteacher's report
- Skills audit action plan
- Link governor report, training plan and WSCC training programme