

**WOODLANDS MEED  
LEARNING & WELLBEING COMMITTEE MEETING  
Wednesday, 3<sup>rd</sup> March 2021 at 4.00pm  
held on TEAMS**

**COMMITTEE present:** Simon Virgo (SV), Adam Rowland (AFR), Sandra Boyd (SB), Marion Wilcock (MGW), Heather Trott (HT), Rose Griffiths (RG) Matthew Stewart (MS)

**Associate Members present:** Gillian Barton (GB), Chris Carter (CC), Vikki Macrae (VM), Thomas Brown (TB)  
**Clerk:** Louisa Rydon (LR)

**BUILDING UNIQUE FUTURES TOGETHER**

*As per Ofsted recommendation (2018) all reports submitted are concise and focused allowing detailed analysis from Committee*

MINUTES		
1.	<b>Welcome, Introductions and Apologies</b> There were no apologies.	
2.	<b>Declaration of Interests</b> None to declare in the meeting.	
3.	<b>Final discussion and approval of committee Terms of Reference (attached)</b> Terms of reference had been approved by FGB on 30/11/21.	
4.	<b>Approval of last minutes dated 7<sup>th</sup> October 2020</b> The minutes were approved and electronically signed as a true record.	
5.	<b>Matters Arising/Action Grid</b> a) <u>Governor monitoring of nutrition standards – report from WSCC</u> SB had not made contact due to covid restrictions. To next meeting. b) <u>Any progress on comparison achievement data with other special schools</u> TB explained it had not been possible to compare data with other schools but he had been able to look at WM projection data and compare against national special school averages. He commented on how useful the project had been and the committee could see the data on the KPI progress data for the college. The data would be useful for projecting pupils' progress and qualifications and he was pleased to note that WM pupils were making good progress compared through the old data programme CASPA. VM informed the committee that the county moderation process (for primary) had been cancelled for this year, which would affect data comparisons. MGW asked that a process was put in place for next year and VM confirmed the moderators had a meeting booked to discuss the plan for next year. The committee was pleased to note the progress pupils were making and MGW wondered how this information was shared with parents. VM/TB confirmed how parents were informed individually about their child's progress through annual reviews and reports. TB reported on the value of the year 7-9 data they now had and the committee asked how judgements would be made for pupils this year. TB explained the teacher assessment process and how feedback was given on how pupils were doing compared to their predicted grade through the annual review process. The committee recognized the value for parents of being able to compare pupils' progress with their mainstream counterparts.	Agenda 26/5/21

	<p>AFR clarified that comparison data could not be reported as a whole but one year and three year progress was reported for individual pupils. However, he felt the data that had been put together for the teaching school application to show that the progress pupils make above the national average could be put on the website. HT and AFR did also consider whether HT could look at possible options for maths data through the NPQML course she was attending. The committee did appreciate the challenges in making comparisons for special needs pupils with differing levels of need.</p> <p>c) <u>Relationships &amp; Sex Education &amp; Health Education (RSHE) – implementation date moved to April 2021</u></p> <p>TB confirmed the policy was now in place with implementation due by September 2021. Policy for approval at next policy meeting.</p>	<p>Agenda 20/4/21</p>
6.	<p><b>Notice of AOB</b></p> <p>a) <u>National thank a teacher day</u></p> <p>SB asked if there was a different way governors could celebrate this. All staff agreed food would be really appreciated and SB/MGW would consider a way to organize a culinary thank you during the day.</p> <p>b) <u>DfE Remote learning report</u></p> <p>MGW wondered whether governors should organize a parent survey to reflect on how remote learning had been received. TB reported on the positive results from the survey done with parents on the use of SeeSaw. AFR/VM were anxious about requesting too much information from parents and it was agreed that the SeeSaw survey gave excellent feedback on remote learning. If governors wished to write their own survey they were aware they would need to make sure there was no duplication of questions and seek permission first. They did emphasize the important of continuing to raise governor profile.</p> <p>SV commented on the excellent lesson he had joined through Teams and the feedback he had received from pupils had been positive. He could see, though, the challenges round keeping pupils engaged.</p>	<p>SB/MGW 4/5/21</p>
7.	<p><b>Careers monitoring and use of policy</b></p> <p>AFR confirmed Nola Bennett was due to return to school on 8/3/21 and it was agreed to postpone this item to the next L&amp;WB.</p>	<p>Agenda 26/5/21</p>
8.	<p><b>Impact of covid -19 on admission and transition at WM</b></p> <p>AFR had submitted his report and governors carefully discussed the plans in place to give pupils the best possible experience despite covid. MGW reported on the concerns raised with her as chair of governors by a group of parents about the transition process for year 11. GB reported that back in June 2020 she had started to look into offering a bespoke one year provision for year 11s and some year 14s following the covid disruption to their experience. By the end of January, a plan had been finalized and it was unfortunate parents raised their concerns just before the announcement was going to be made.</p> <p>The committee gave GB their full support and recognized the work that had been ongoing on transition arrangements.</p> <p>SV asked for confirmation that the concerns registered did not constitute a complaint and SB had also sought clarification from MGW prior to the meeting. AFR explained that discussion on transition starts with pupils/parents in year 9 but due to covid it hadn't been possible to reinforce these discussions. GB stressed the current year 11s were a strong group and in normal circumstances, they should be moving onto a mainstream college. AFR reported on the changes that had been made to strengthen the transition process going forward. The committee understood the year</p>	

	<p>11 parents had been reassured with the one-off offer for all year 11 pupils to have an extra year at WM. They noted the increase in pupil numbers for one year to 130 and AFR was confident this was achievable while noting the demands on core services. The committee asked to have a report on the use of the Covid Government catch up funding (first £47K) at their summer term meeting.</p> <p>MS asked if there had been any impact on the admissions numbers for 2021/22 following delays in ECHPs but CC confirmed numbers were high.</p> <p>The committee had seen the proposed timetable for the bespoke year 11 provision, and RG asked what extra vocational subjects would be offered. TB confirmed they would liaise with pupils and respond to their needs to provide a relevant offer.</p> <p>SB was able to assure governors that discussions were being had with current year 9s to make transition arrangements clear.</p>	<p>Agenda 26/5/21</p>
9.	<p><b>Reports for Autumn term – reports received for Achievement/Progress/ Attendance/EHPs/Behaviour/Exclusions</b></p> <p>a) <u>School</u></p> <p>VM reported that children had returned to school in the autumn term keen to return to normal. Baselineing had taken longer to ensure accuracy after so much time off school and it had been effective. There continued to be a problem with transfer of data from Early Years to KS1. VM was working closely with Learning Ladders to find a solution and was hopeful that the tech issues could be overcome.</p> <p>CC confirmed attendance remained fairly constant at around 92%. The committee noted three gaps in reporting on the reasons for absence. CC they were not a cause for concern and he would complete the form. The committee asked if pupils had been absent with covid but they understood they had been off for coughs/colds self-isolation. No positive tests had been made but the committee appreciated the challenges for children to take the tests.</p> <p>b) <u>College</u></p> <p>TB reported on the good data and noted the value of being able to look at trends. He explained the reasons for lower achievement in work skills and computing and detailed the measures put in place to raise progress.</p> <p>The committee understood the calming rooms had not been needed on either site. They noted the exclusions and understood that comparison data showed behaviour incidences had been low in the Autumn term.</p> <p>The committee thanked staff for the comprehensive reports.</p>	
10	<p><b>Are there any barriers to a broad and balanced curriculum?</b>(constant agenda item)</p> <p><u>Covid 19</u> had had an inevitable impact though it had not been so dramatic with the majority of students in during the Autumn term.</p> <p><u>Ipads</u> – RG asked how many pupils still required ipads. TB confirmed just 24 more were needed, at the college site, and catch up funding would be used.</p> <p><u>New build</u> - SV hoped there would be benefits for pupils with the contractors starting earlier on site and AFR confirmed they would liaise with contractors to set up appropriate opportunities for pupils to learn.</p>	
11	<p><b>Report on current pupil and staff well being &amp; training</b></p> <p>AFR confirmed a staff wellbeing report had been completed and the results would be shared with governors at the next FGB.</p> <p>The committee were pleased to see the amount of training that had been done throughout the pandemic. They asked if the Friday pm sessions were making a difference and GB reported on the phenomenal level of pecs training as an example. A review on the impact of the Friday training would be received by governors at the summer FGB.</p> <p>SV asked about the take up of the vaccine amongst staff. AFR confirmed it was not information that WM could ask for but anecdotally the take up seemed to be good.</p>	

	On questioning, he confirmed the number of staff not in school for shielding reasons and that there were some staff who were very anxious about returning. GB highlighted the work done by the staff covid testing teams on each site. The committee noted their excellent work and were pleased to learn they had been thanked. AFR also flagged up the work of the SMT who had worked tirelessly and adapted well to the changing situations.	
<b>12</b>	<b>Safeguarding</b> CC reported on the autumn term. He was asked if there had been a rise in safeguarding concerns due to covid and lockdowns. He confirmed the autumn term had been more normal with pupils in school and numbers had not risen.	
<b>13</b>	<b>Note curriculum policies reviewed &amp; tracker up to date</b> The following policies had been reviewed. Computing Citizenship Curriculum statement DT English Food technology Gardening Homework Humanities Humanities & RE Maths Performing Arts PE PSHE Science	
<b>14</b>	<b>Anything to add to the Risk Register</b> No.	
<b>15</b>	<b>What impact has the meeting had on pupils</b> <b>Comparison data demonstrates progress of WM pupils is above national average</b> <b>Evidence of successful lessons on Teams</b> <b>Ipads to be secured for all pupils</b> <b>Well being report. Staff survey results to FGB</b> <b>Positive impact of Friday pm training.</b> <b>Curriculum policies up-to-date.</b>	
<b>16</b>	<b>Date of Next Meeting</b> Thursday, 27 <sup>th</sup> May at 4pm.	

SIGNED.....*Sandra Boyd*..... DATE.....27<sup>th</sup> May 2021.....

ACTION GRID March 2021		
5a	Source WSCC report on nutrition standards in schools.	Agenda 27/5/21
5c	Relationships & sex education policy for approval at policy meeting	✓
6a	Arrange thank you for national thank a teacher day – Tuesday, 4 <sup>th</sup> May	Agenda 27/5/21
7	Roll over agenda item	Agenda 27/5/21
8	Report on use of first tranche of covid catch up funding.	Agenda 27/5/21