

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Monday, 12th July 2021 at 4.45pm**

MEETING TO BE HELD ON MICROSOFT TEAMS DUE TO COVID 19

FGB present: 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)

Chris Carter (CC): To present on item 3

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1. Welcome, Introductions and Apologies	
Apologies were received and accepted from Rob Landauer and Miriam Owen. AFR had to attend another meeting and apologised he would have to leave the meeting at 5.45pm	
2. Declaration of Interests	
None to declare in the meeting. (MGW confirmed Coffin Mew was not being used by the school.)	
3. Update on impact of Friday Afternoon Training (appendices A)	
Chris Carter had given governors a report and survey results on the positive impact of the first year of the change to school timetable with Friday afternoon training for staff. Governors were pleased to hear that the extra training sessions had been positive and had ensured all staff received statutory training in a timely manner. CC noted the broadly positive survey results but did appreciate a lot of the training, though necessary was dull. As the programme developed, he hoped more choice could be integrated. On questioning, CC felt it would be positive for governors to join in the training where applicable and would add strength to the governors' role. MGW thanked CC for his presentation and noted the benefits for staff and pupils. MGW proposed and SB seconded that FAT became permanent. Governors voted unanimously to approve the training on a permanent basis and thanked staff for the excellent work. <i>CC left the meeting.</i>	
4. Chairman's Action and Report (note from MGW)	
Once again although work has concentrated on construction of the new college building, of course the general activity for operation of the school and college has continued apace. This is the last meeting of the academic year and we have come through some unprecedented and turbulent times. To our Head and all Staff The Governors would like again to thank Adam and his brilliant team for steering us so successfully through such difficult and stressful times. The work you have done is fantastic and been so well received by parents and pupils. The fact that despite everything covid conditions and building a new college can throw at them, the school has been able to take up new initiatives and build relationships with the community and local business for the benefit of our pupils is inspiring. Thank you all. To Meeds Send Alliance I attended the Meeds Send Alliance meeting, details of which are in the Head's Report. I would like to formally record Governors' thanks to Mark Rogers and Louise Corbett for all the amazing work they do through MSA to enable WM to support SEND in mainstream schools, and to keep the work going through the Covid pandemic. MSA is growing and is one of the few Send Alliances to survive and continue to provide active support.	

	<p>Friends of Woodlands Meed</p> <p>Anna Hull and her team have worked unceasingly to keep WM in the public eye and to fund raise. It of course helps that WM has so many successes to mention! They have built a wonderful rapport with local businesses, and it is heartening to learn that we have a number of potential sponsors to support us going forward.</p> <p>Parents</p> <p>We must also thank parents and carers and the support of the wider public. We should be grateful if our Parent Governors would feed back, how very much we appreciate their support and that we are always here to listen and take on board their comments and concerns. Although unfortunately it has been cancelled twice, we are still trying to make arrangements for a virtual meeting with them all before the end of term to take them with us on our journey for the new building.</p> <p>Next academic Year</p> <p>I am very much hoping that September will not feel like groundhog day, with restrictions etc from rising covid numbers. The safety of our staff and pupils is paramount. We have well tried and tested systems in place and I am sure that Adam and his team will cope with everything Covid can throw at them. We will be welcoming back to the college many of the pupils who missed out on transition to college and life post WM because of the Covid restrictions. This is a one off special support year and will give them the very best support going forward. Once again it will be the new college building which will dominate much of our discussions. We are still hoping work will start during the summer holidays and I know Adam and his team are working flat out to try to make this happen.</p> <p>Marion Wilcock</p>	
5.	<p>Notice of AOB</p> <p>None.</p>	
6.	<p>Progress and Report on New Building</p> <p>To include discussion on steps towards:</p> <p>AFR updated governors on the continuing frustration with WSCC over the new build. As the 'red line' issues governors had raised in order to build a college fit for pupils were taking WSCC so long to agree, there had been a delay to the building. Governors had agreed on the urgency of having these 'red line' issues met. MGW reported on the excellent support governors were receiving from the commissioned surveyors and legal team. Governors were aware of the impact the demolition of areas of the college would have and staff had worked tirelessly to put in place measures to avoid undue disruption to pupils. MGW checked that relations with Birchwood Grove would allow use of their grounds and AFR confirmed they were working on it. WM had also agreed a one year access course with Haywards Heath College and there were ongoing discussions with Burgess Hill School for Girls.</p> <p>MGW confirmed governors would ask for a contingency plan at the Project Board meeting. SV stressed that there should be an expectation to return the college to as it was, if works start and are stalled. There was a concern with the delays that buildings costs were rising and ISG could no longer meet the quoted costs. The drainage details had changed for a third time so this work and the design and construction of the electricity substation were still outstanding. Access to the site had now been finalized.</p> <p>Governors thanked AFR and the staff team for the fantastic work they had done and the governors on the project board for holding WSCC to account.</p>	<p>Project board 13/7/21</p>
7.	<p>Headteacher's report (appendix J)</p> <p>Governors noted the positive support and praise from the LA adviser. AFR said it had been one of the most challenging years' ever with covid causing so much disruption. Staff and pupils were understandably exhausted and looking forward to a celebration at the end of term. AFR highlighted the positive progress shown against the school development plan and governors' impact. Governors would continue to work closely with the SDP.</p> <p>AFR thanked governors for the well received positive messages they had sent to staff.</p>	

	<p>b) <u>Link Governor Report and Training (appendix M)</u> Governors had been proactive with training. PC noted the WSCC lead training and governors agreed to sign up for it: Safeguarding RG/MO Curriculum PC Send/Disadvantaged SB HT agreed to lead on Ofsted readiness. MGW commented that when she had attended a SEND course it had been designed for mainstream not special schools. As governors completed the WSCC survey they had a discussion on WSCC training and what its benefits were.</p> <p>c) <u>Any Governor monitoring/virtual visits to report</u> RG had written up the curriculum visit. (appendix N) Governors asked MGW to check with Rob Landauer that he was able to monitor pupil premium, sports premium and covid catch up funding through resources.</p> <p>d) <u>Complete governor survey (appendix F)</u> Governors completed the survey together for LR to submit online. <i>MS left the meeting.</i></p>	RG/MO PC SB HT MGW/RL 5/10/21 LR 16/7/21
13	<p>Note of Risk Register (appendix G) MGW to review RAG ratings over the summer. LR to add: No contingency plan if contract between WSCC and ISG not reached. Impact on neighbour relations with heavy piling work and if planning conditions are not adhered to. Tree cutting – to be done out of nesting season.</p>	MGW 1/9/21 LR 20/7/21
14	<p>What impact has the meeting had on pupils? Provision of Friday afternoon training now ensures all staff have completed statutory training. Holding WSCC to account for college building for best options for pupils. Governors' impact into school development plan and curriculum visit. Governors' 3 year strategic plan amended and in place. Safeguarding audit showed robust practice. Governor roles being fine tuned to support new governors and succession planning. Plan for governor sessions on their impact on covid and the school development plan.</p>	
15	<p>Date of next meetings (appendix H) The schedule for meetings was agreed. LR to add to calendar. It was agreed the first meeting should be held on Teams. LR to check SV's term of office. <i>Following the meeting, an electronic vote was taken and Simon Virgo was appointed as co-opted governor and Rob Landauer appointed as associate governor for a further four year term. A parent election was scheduled for September.</i></p>	LR 20/7/21

SIGNED.....*Marion Wilcock*..... DATE.....5th October 2021.....

ACTION GRID JULY 2021		
6	Discussions at project board to ensure contingency plans in place for build.	✓
9	Agenda items on governor effectiveness on covid and school development.	✓
10c	Amend strategy tracker with strategic plan changes.	✓
10d	Plan for IT recruitment.	✓
12a	Review governor roles and curriculum leads for final approval of document.	All

12b	Sign up for lead governor training.	Requested
12c	Check RL is happy to monitor pupil premium, sports premium, covid catch up funding through resources.	Requested
12d	Submit completed governor survey.	✓
13	Review RAG ratings on risk register Add items to risk register	✓
15	Parent election for September 2021	✓

APPENDICES

- A. Friday afternoon training(FAT) report
- B. FGB minutes 11/5/21
- C. Summer term committee minutes
- D. RSE policy
- E. Safeguarding audit
- F. Governor survey for completion
- G. Risk Register
- H. Meeting schedule 2021/22
- I. Strategic Plan
- J. Headteacher's Report
- K. Governor Roles – Handbook
- L. Understanding Governors' Role - Ofsted
- M. Link governor report and training list
- N. Governor curriculum visit report