

**WOODLANDS MEED**  
**FULL GOVERNING BODY MEETING**  
**Tuesday, 5<sup>th</sup> October at 4.45pm**  
**MEETING 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), Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES		
<b>1. Welcome, Introductions and Apologies</b>	<p>Apologies were received and accepted from Miriam Owen and Rose Griffiths. Marion Wilcock and Heather Trott would join the meeting as soon as internet/meetings allowed.</p> <p>It was with sadness governors learned of Rob Landauer's resignation from the governing body owing to increased work commitments. They recognised the valuable work he had done as a governor and hoped he might be able to support the governing body in future if his commitments allowed.</p>	
<b>2. Declaration of Interests</b>	None to declare in the agenda.	
<b>3. Chairman's Action and Report</b>	MGW would report on actions on the building during the meeting.	
<b>4. Election of Chairman of Governing Body for 1 year</b>	MGW was duly elected as chair for a further year until the first FGB meeting of 2022/23.	
<b>5. Election of Vice Chairman of Governing Body for 1 year</b>	SB was duly elected as co-vice chair, Education and SV was duly elected as co-vice chair, New Build. Both posts were for a further year until the first FGB meeting of 2022/23.	
<b>6. Declaration of Interests Pecuniary/Business Interests and publication of governors' details on website</b> (appendix a)	LR to confirm all forms has been received and to check terms of office on the website form which could then be uploaded onto the website.	LR 15/10/21
<b>7. Notice of AOB</b>	None.	
<b>8. Progress and Report on New Building</b>	<p style="text-align: right;"><i>MGW joined the meeting.</i></p> <p>Governors were extremely disappointed that the ceiling heights in the new building were not sufficient for hoists. They were in full support that unless a solution could be found the building would not be fit for pupils. WSCC had said it only impacted on two pupils, but governors agreed this was not the case, as it would impact on many future pupils. They understood WSCC said the ceiling heights had been constrained by planning issues.</p> <p style="text-align: right;"><i>HT joined the meeting.</i></p> <p>Governors had not been consulted on the final stage 3 document, only receiving it the day before sign off. They were informed of the changes within the 800 page document, but there was no reference to a change in the required ceiling heights. They had agreed to sign off on the document</p>	

	<p>with the proviso the highlighted changes were the only ones.</p> <p>BH felt that planning regulations would allow the building to be increased by the necessary height providing it remained unobtrusive to neighbouring residents without going back to planning.</p> <p>AFR had a meeting with WSCC, ISG and the hoist company arranged and governors hoped a solution could be found.</p> <p>SV reported on the meeting with WSCC to finalise the Development Agreement which has been positive. However, subsequently, WSCC had put items not agreed back into the development agreement which MGW was dealing with.</p>	
<b>9.</b>	<p><b>Verbal update from Headteacher</b></p> <p>AFR reported on a positive start to the autumn term with pupils settling in well and covid risk management plans approved. He reported that two covid cases had been identified and been well managed.</p>	
<b>10</b>	<p><b>Governors' evaluation on their effectiveness for the school development plan and dealing with covid</b></p> <p>Governors thanked HT for leading on the governors' evaluation and she asked governors to list areas where they had been effective and had most impact. HT would complete the evaluation form for 2020/21 and begin the sheet for this year. MGW volunteered to check the impact item on previous minutes to ensure everything was documented.</p> <p>It was agreed that this was not the same as the governor tracker document which needed further work.</p>	HT/MGW 29/11/21
<b>11</b>	<p><b>Approval of Minutes dated 12<sup>th</sup> July and 3<sup>rd</sup> September 2021</b> (appendix b &amp; c)</p> <p>The minutes were approved and electronically signed as a true record and the minutes from 3<sup>rd</sup> September were confirmed as part II minutes.</p>	
<b>12</b>	<p><b>Matters Arising/action grid</b></p> <p>Completed.</p>	
<b>13</b>	<p><b>School Link Adviser Visits timetable</b></p> <p>The meeting for 2021/22 was scheduled for 21/10/21 and MGW would attend with AFR and a full report would go to the next FGB.</p>	FGB 29/11/21
<b>14</b>	<p><b>Verbal Report from Policy Committee</b></p> <p>BH reported on the continuing approval of policies following the time line. Child protection and safeguarding, SEND policy and report and the governor's school behaviour statement had all been recommended to the FGB for full governor approval. LR to send policies and all comments to be submitted by 15/10/21 before they were uploaded onto the website.</p>	All 15/10/21
<b>15</b>	<p><b>Governance:</b></p> <p><b>a) Governor vacancies and recruitment</b></p> <p>There had been no response from parents for the available position. MS had formed some ideas on how to attract parent governors and SB suggested involving media study students in creating a video with MS explaining what was involved. AR to liaise with Rory Matthews and MS/MGW to discuss a way forward.</p> <p>Governors discussed having another attempt at meeting parents at the upcoming parents evening. The proposed coffee morning for parents had been cancelled due to lack of interest and numbers attending the school for parents evening would be checked before committing to a governors' table.</p> <p>Governors were concerned with the gap in financial expertise following Rob Landauer's resignation. All governors were asked to think carefully about contacts they had and to approach them directly. PC noted a possible</p>	<p>AR/MS/MGW 29/11/21</p> <p>AFR 15/10/21</p>

	<p>candidate who had not been persuaded to date but would be an excellent fit. LR commented that an associate member could be recruited to support purely with finances.</p> <p><b>b) <u>Skills audit</u></b> (appendix d) LR to chase forms and full results to next FGB.</p> <p><b>c) <u>Confirmation of committee membership, governor visits and keystone allocation and monitoring</u></b> (appendix e) Following the meeting, it was noted there was now a vacancy on the headteacher's performance management committee. This year two governors would carry out the role and a third governor would be requested at the next meeting. It was also necessary to find a governor to take over oversight of pupil premium, sports premium and covid catch up funding which was being monitored through L&amp;WB. SV noted his responsibility for health and safety and LR was to remove him from child protection which came under safeguarding.</p> <p><b>d) <u>Code of Conduct for approval (attached for signature)</u></b> (appendix f) All governors agreed to sign up to the code of conduct which MGW signed on their behalf.</p> <p><b>e) <u>Delegated Planner</u></b> (appendix g) Approved.</p> <p><b>f) <u>Approve terms of reference for committees &amp; virtual meeting protocol</u></b> (appendix h) Approved.</p> <p><b>g) <u>Link Governor Report &amp; new governor induction</u></b> PC continued to keep governors abreast of training opportunities. Lead governors were asked to sign up to the 2 part training sessions if they had not already done so. They were encouraged to learn that WSCC had introduced a specific introduction to finance for special schools which they would look out for. All governors were asked to do the NGA safeguarding training on the changes to Keeping Children Safe in Education. PC had completed the governor roles document which governors had been asked to check. HT/SB/RG agreed to meet to discuss Ofsted readiness within 3 weeks to include the appraisal of governance.</p> <p><b>h) <u>2020/21 Governor website report</u></b> (appendix i) LR to check governor terms of office are correct before uploading onto website.</p>	<p>All 29/11/21</p> <p>LR 29/11/21</p> <p>Agenda 29/11/21</p> <p>LR 8/10/21</p> <p>HT/SB/RG 2/11/21</p> <p>LR 8/10/21</p>
<b>16</b>	<p><b>Is WM compliant with the Website checklist?</b> (appendix j) MGW had followed the WSCC checklist. Following the meeting, JPM confirmed she used The Key's checklist as it had an easier format in terms of what information applies to individual schools. She forwarded the most recent version with links and notes which assured MGW of WM's compliance with the exception of the covid catch up funding data which was in hand. Document to next FGB.</p>	<p>Agenda 29/11/21</p>
<b>17</b>	<p><b>Safeguarding</b> Governors received the comprehensive report from MO/RG following their meeting with Chris Carter and Gilly Barton.</p>	
<b>18</b>	<p><b>Note of Risk Register</b> (appendix k) Include in ongoing design issues, ceiling heights. The gas bills had still not been received and there was concern WM would be exposed to the current increases. SV to check with JPM for discussion at Resources.</p>	<p>LR 8/10/21</p> <p>SV 11/11/21</p>

19	<b>AOB</b> None.	
20	<b>What impact has the meeting had on pupils?</b> <b>Governor effectiveness appraisal document for 2020/21 and start for 2021/22</b> <b>Committee for Ofsted readiness arranged to meet.</b> <b>Proposal for students to make advert to explain the role of parent governor and attract them onto the Board. Search for governor with financial expertise.</b> <b>Covid risk assessments in place.</b> <b>Safeguarding governors met with CC/GB and submitted report.</b> <b>Build college fit for all pupils.</b>	
21	<b>Dates for next meetings</b> (appendix I) <i>The learning and wellbeing was moved to avoid a clash with parents' evening and it was agreed would be recorded as LR was unable to attend.</i> Property, health and safety: Monday, 18 <sup>th</sup> October at 3.30pm Pay: Thursday, 21 <sup>st</sup> October at 4pm Learning & Wellbeing: Monday, 8 <sup>th</sup> November at 4pm Resources: Thursday, 11 <sup>th</sup> November at 4.30pm Strategy: Monday, 22 <sup>nd</sup> November at 4pm Policy: Monday, 29 <sup>th</sup> November at 4pm FGB: Monday, 29 <sup>th</sup> November at 4pm	

SIGNED.....*Marion Wilcock*..... DATE.....29<sup>th</sup> November 21.....

ACTION GRID OCTOBER 2021		
6	Collect all signed declaration of interests form	
10	Complete governors' 2020/21 appraisal for discussion and start 2021/22 form	Agenda 29/11
10	Collate governor impact from past FGB minutes for inclusion in appraisal form	Agenda 29/11
14	Approve/comment on Child protection & safeguarding, SEND, governors' school behaviour statement.	✓
15a	Media film to attract new parent governor.	Agenda 29/11
15a	Consider table at parents' evening if enough interest	✓
15a	Approach possible governors/associate members with financial expertise	All
15b	Complete skills audit for discussion at next FGB	Agenda 29/11
15c	Performance management committee for 2022/23	Agenda 29/11
15g	Ofsted readiness discussion	✓
15h	Governor website form – terms of office corrected for upload onto website.	✓
18	Add design issue with ceiling heights and rising gas prices.	✓

## Appendices

- a) Declaration of Pecuniary Details
- b) FGB minutes 12/7/21
- c) FGB minutes 3/9/21
- d) Skills audit
- e) Committee membership
- f) Code of conduct
- g) Delegated planner
- h) Terms of reference for committee & virtual meeting protocol
- i) 2020/21 governor website report
- j) Website checklist
- k) Risk register
- l) Meeting schedule

