

**WOODLANDS MEED  
FULL GOVERNING BODY MEETING  
Monday, 24<sup>th</sup> January 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)**  
**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

**MINUTES**

<b>1.</b>	<b>Welcome, Introductions and Apologies</b> AFR and HT sent apologies for arriving late.	
<b>2.</b>	<b>Declaration of Interests</b> None to declare in the agenda.  <i>AFR joined the meeting.</i>	
<b>3.</b>	<b>Chairman's Action and Report (attached)</b> <ul style="list-style-type: none"> <li>a) <u>Burgess Hill locality governors group</u> Governors noted the first meeting on 7/2/22 and would receive a report at their April FGB.</li> <li>b) <u>WSSC Special Needs Forum</u> Governors asked AFR to monitor, particularly with regard to any effect it might have on the Meeds Send Alliance.</li> <li>c) <u>Update information for governors</u> New standard agenda item at FGBs to report information sent to governors.</li> <li>d) <u>Link Advisors Report</u> As per HT report, it had been agreed not to purchase the extra link advisor visits as a 2i school.</li> <li>e) <u>Governor meetings</u> MGW asked each governor their preference to organise 1 to 1 meetings with her and MGW to arrange. LR and MGW had booked onto the chair and clerk training programme.</li> <li>f) <u>Update on proceeds of sale of Court Meadow</u> MGW was monitoring the Land Registry for details of the sale. It had been noted that WSSC were not intending to use the proceeds for the college project, though they were currently attempting to cut £500k of the final specification.</li> <li>g) <u>New Build</u> Governors had been concerned about the extra documents appended to the ISG Building Contract when it was received in full. They understood WSSC had offered a meeting to explain these changes but a date had not been set. There was a detailed discussion on the cost cutting programme which included the surface for the MUGA and changes to the landscaping. Governors were concerned these had not been raised with them, despite evidence WSSC had been considering these changes for a long time. Governors' priority remained the safety of the pupils and they would contest these changes at the offered meeting. BH agreed to also attend the meeting with his planning expertise. BLB had submitted a document on behalf of governors detailing why the changes were not acceptable. Following the meeting, a decision on a press release would be made.  <i>HT joined the meeting</i></li> <li>h) <u>Proposed prescribed change to the school</u></li> </ul>	<p style="color: red;">FGB 4/4/22</p> <p style="color: red;">MGW/All 4/4/22</p>

	Governors noted FGB approval was needed for any change to the designation of a foundation special school. AFR had informed WSCC that governors did not consider the proposed changes to be in the best interests of the school.	
<b>4.</b>	<b>Notice of AOB</b> a) <u>Meetings with subject leaders</u> Nominated governors to complete proforma and meet with subject leads at proposed dates. HT to organise.	HT 11/2/22
<b>5.</b>	<b>Report on progress of new building</b> (included in item 6)	
<b>6.</b>	<b>Headteacher's update (appendices A to F)</b> a) <u>Term dates 2022/23</u> Governors approved the INSET days and noted the value of collaboration with Manor Green and QE2. b) <u>Autism Awareness Award</u> Governors discussed the current progress and whether it was linked to the WSCC school autism project. It was hoped in the future WM might be involved in the WSCC project which was run by the same people. c) <u>College building</u> AFR was pleased to report how positive it was to work with ISG and the building works scheduled for the Easter holidays were on track. He confirmed the changes made by WSCC to cut the costs were not acceptable and had been submitted to WSCC. WSCC had agreed to a meeting to discuss the issues raised in appendices C, D, E and F and WM were waiting for a date. Governors commented on the importance of the feel and look for the building for staff and students and were concerned by the aesthetics of the new concrete cladding as a cheaper alternative to bricks. Whilst noting the difference of concrete cladding, SV asked that written confirmation of its fire rating was received. The cladding could be googled at GRC Cladding and there were different colour options. Governors agreed they required a visual impression of the new design.	AFR 4/4/22
<b>7.</b>	<b>Governors' action plan following 20 questions</b> SB thanked governors for completing the 20 questions. SB to arrange meetings with PC/BH and MGW to finalise the action plan by the end of the week. The plan would then be circulated for comment, with an update of progress made at next FGB.  <i>15b was brought forward and PC left the meeting.</i>	SB 4/2/22
<b>8.</b>	<b>Report 360 for chair of governors taken place</b> Completed and SB to feedback to MGW.	SB 11/2/22
<b>9.</b>	<b>Approval of Minutes dated 29<sup>th</sup> November 2021</b> The minutes were approved and signed as a true record.	
<b>10.</b>	<b>Matters Arising/action grid</b> a) <u>Equality &amp; Diversity</u> MO had agreed to run full governor training, giving an overview of key messages and objectives. Set for 4pm pre FGB on 4/4/22. LR to set calendar link. b) <u>Finance training</u> MS is undertaking training and will feedback to governors when completed. c) <u>Monitoring pupil and sports premium spend</u> MS to discuss with JPM and report at next resources. d) <u>Governor role document</u> Send any feedback to PC.	LR/MO 4/4/22  MS 4/4/22  Resources 17/3/22 All 4/4/22
<b>11.</b>	<b>Any questions on committee minutes</b> a) <u>Policy</u> (verbal report) BH reported on the meeting which had just taken place. FGB approval was required for three statutory policies:	LR 11/2/22

	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• Children with healthcare needs who cannot attend school</li> <li>• Designated teacher for looked after and previously looked after children.</li> </ul> <p>He noted that the committee had recommended L&amp;WB receive reports on children receiving education off-site and the role of the virtual head teacher for CLA.</p>	
12.	<b>Note of documents received by governors</b> <ol style="list-style-type: none"> <li>a) DfE Document: SEN support: findings from a qualitative survey, 12/21</li> <li>b) Minister's (Will Quince MP) speech on SEND to parents/carers 12/21</li> </ol>	
13.	<b>Anything to report on Safeguarding</b> RG/MO were undertaking the lead governor training and would report on the progress of their interim project at the next meeting.	RG/MO 4/4/22
14.	<b>Anything to report on health and safety (report attached)</b> H&S inspection at school site held in December 2021 with college site scheduled for after Easter.	
15.	<b>Governance:</b> <ol style="list-style-type: none"> <li>a) <u>Response to presentation by MS to attract parent governors</u>  Governors thanked MS for his excellent presentation and commented on the insight of pupils. The video was on the website; MGW was planning to put together a governor newsletter where she would include the link and advertise the role to parents.</li> <li>b) <u>Link Governor Report (held after item 7)</u>  PC had uploaded the revised training schedule onto sharepoint. He noted the skills audit had been concluded, the 20 questions done and HT had worked on the evidence sheet for Ofsted.</li> <li>c) <u>Governor Visits</u>  Nola Bennett was timetabling a visit for governors in March. LR to confirm date.</li> </ol>	MGW 4/4/22  LR 5/2/22
16.	<b>Anything to add to Risk Register</b> Change of surface to the MUGA.	LR 5/5/22
17.	<b>AOB</b>	
18.	<b>Impact of governor action/discussion</b> <ol style="list-style-type: none"> <li>1. Update on Building – Governors are trying to ensure that the new building is Fit for Purpose and that WSCC apply the available funds to the building.</li> <li>2. Impact Review – this reflects that the Governors are continuing to monitor school improvement.</li> <li>3. Actions were agreed for the wider dissemination of information to parents in an effort to build communication links including the video to encourage future parent governors.</li> <li>4. Update on recent SEND Government statements and WSCC publications, ensures all governors are operating on an informed basis.</li> <li>5. Review of Training will ensure Governors monitor the curriculum and are aware of the changes and updates of the curriculum.</li> <li>6. Review of Health and Safety concerns demonstrates constant review of health and safety issues for our pupils.</li> <li>7. Agreeing dates for meetings with subject leaders will ensure we are monitoring the curriculum.</li> <li>8. The Governors review contributed to the current safeguarding project.</li> </ol>	
19.	<b>Dates for next meetings</b> Property, health and safety: Tuesday, 15 <sup>th</sup> February at 4pm Learning & Wellbeing: Thursday, 3 <sup>rd</sup> March at 4pm Resources: Thursday, 17 <sup>th</sup> March at 4.30pm Strategy: Monday, 21 <sup>st</sup> March at 4pm Governor training, Equality and Diversity (Miriam Owen): Monday, 4 <sup>th</sup> April at 4pm	

	FGB: Monday, 4 <sup>th</sup> April at 4.45pm	
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SIGNED.....*Marion Wilcock*..... DATE.....4<sup>th</sup> April 2022.....

	ACTION GRID JANUARY 2022		
Minute number	Action	Who	By when
3a	Update on Burgess Hill Governors' group.	MGW	✓
3b	Monitor any impact of WSCC Special Needs Forum on Send Alliance.	AFR	✓
3e	Arrange 1 to 1 meetings with all governors.	MGW	Ongoing
4	Arrange dates and attendance for subject leader monitoring.	HT	✓
7	Finalise action plan for governors following 20 questions. Update on progress at FGB.	SB	To L&WB 9/6/22
8	Feedback on chair 360	SB	16/5/22
10a	Run equality and diversity training prior to next FGB. LR to organise Teams invite and all governors to attend.	MO LR/All	✓
10b	Feedback on finance training when completed.	MS	✓
10c	Discussion on monitoring pupil premium and sports premium spend at Resources & how to report to FGB	MS/Resources	✓
10d	Governors to send feedback on complete governor role document to PC.	All	✓
11a	Governor approval for first aid, children with healthcare needs who cannot attend school and designated teacher for looked after and previously looked after requested	All	✓
13	Report on lead governor training on safeguarding.	RG/MO	✓
15a	Governor newsletter to include link & advert for parent governor	MGW	✓
15c	Confirm date for governor spring term visit.	LR	✓

#### Attachments

3. Chair's report & appendices G-H  
6.Headteacher's update and appendices A to F  
9.FGB minutes 29/11/21  
12.SEND reports for information  
16 Risk Register