

**WOODLANDS MEED  
LEARNING & WELLBEING COMMITTEE MEETING**  
**VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill RH15 ODP**  
**Monday, 13<sup>th</sup> November at 4.00pm**

**COMMITTEE present: Sandra Boyd (SB), Adam Rowland (AFR), Marion Wilcock (MGW), Deborah Scott (DS)**

**Associate Members present: Gillian Barton (GB), Nola Bennett (NB), Thomas Brown (TB) Heather Trott (HT), Martin Woods (MW)**

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

<b>MINUTES</b>		
<b>1. Welcome, Introductions and Apologies</b>	Apologies were received and accepted from Rose Griffiths and Chris Carter.	
<b>2. Declaration of Interests</b>	SB: grand-daughter at WM	
<b>3. Election of Chair and Vice Chair</b>	SB agreed to chair the meeting and it was hoped Rose Griffiths would accept the position of committee chair at the next meeting.	Agenda 8/2/24
<b>4. Approval of last minutes dated 12<sup>th</sup> June 2023</b>	The minutes were approved and signed as a true record.	
<b>5. Matters Arising/Action Grid</b> a) <u>Subject monitoring</u> Dave Cole who supported AFR's appraisal had a checklist to support governor subject links, which MGW has asked for. To be sent to governors. PC had completed visits for Maths and Science. SB was following up on her English summer term visit. The committee felt it would be a good to get a visit schedule in place using Dave Cole's template.		MGW 11/12/23
<b>6. Notice of AOB</b> a) <u>Locality chair meetings</u> MGW reported on the helpful meetings. They were currently launching the Burgess Hill Youth Council. Two pupils from each school would attend 3 meetings per year and represent the town at events. The first meeting was 28/2/24 at 2pm. The topic was redevelopment of the town. The committee felt this was a great opportunity and recommended choosing locals students and one from each site.		SLT 1/2/24
<b>7. Review terms of reference (page 2)</b>	Approved.	
<b>8. Post Ofsted developments</b>	AFR reported on the Ofsted visit and findings. A review had started to note what had been learned and to put plans in place to move forward. Governors recognized WM was at the top end of good and work had to be done to move to outstanding. AFR confirmed the report had been shared with the school community. The SDP would reflect the key priorities as verified by Ofsted. The committee understood	

	<p>the teaching and learning plan was being finalized and asked whether changes were budgeted for. AFR said that any resources needed would be included in the February/March budget setting.</p> <p>The safeguarding review had been seen as effective. SB asked about CPOMS and what happened to the information recorded. GB reported on the importance of having a strong team in place who were able to give a wide range of support and ensure issues were dealt with in the right way. A review with CPOMS was taking place to ensure electronic reviews are received. MGW/MO and BH had attended the Ofsted feedback and reported on findings for governors. The leadership team were working on the recommendations which would inform the development plan that governors would be able to cross check.</p> <p>The committee congratulated staff on the Ofsted report.</p>	
<b>9.</b>	<p><b>Reports for Summer term – see attached reports</b></p> <p>a) <u>school and college – attendance, behaviour and skills achievements</u></p> <p>b) <u>School and College – Curriculum, teaching and learning</u></p> <p>Governors discussed attendance, behaviour and achievements. They noted the changes to the curriculum to meet the needs of WM pupils, particularly those with more complex needs. TB reported on the move to the NCFE examination board and why it was a more suitable qualification system for teachers' use and pupils. NB confirmed that they were still able to provide a flexible offer for high achievers.</p>	
<b>10</b>	<p><b>Has the life skills programme started in the college cottage and what is the impact?</b></p> <p>The garden was being used effectively. GB had life skills as part of her APR (annual performance review) and would be addressing possible uses of the cottage. To remain on agenda.</p>	GB 8/2/24
<b>11</b>	<p><b>Discussion on careers and work experience policy (approved by policy committee 2/10/23)</b></p> <p>NB reported on the policy and the pupil steering group to put together an accessible version for students and their families. The committee noted the value of ensuring all policies were accessible for pupils and governors would be kept updated on progress.</p> <p>Governors had received the destination date for pupils and NB reported on the communication that took place with leavers. She highlighted the rise in NEET pupils after they had left the school and progressed through the system for a number of years. Pupils were returning to WM for support. The committee recognized this as a national issue and discussed the value of supported internships and effective transition routes out of education.</p>	
<b>12</b>	<p><b>Governor curriculum visits by subject leaders to be arranged</b></p> <p>LR to send list of allocated subject governors to TB so they could be invited to subject leadership meetings when appropriate. SB/MGW to discuss governor subject allocations to ensure maximum coverage.</p>	LR 16/11/23 SB/MGW
<b>13</b>	<p><b>Are there any barriers to a broad and balanced curriculum?(constant agenda item)</b></p> <p>Staff particularly noted the lack of outside space whilst the building was ongoing. The committee recognized the amazing job staff were doing keeping pupils occupied and safe in the space available.</p>	

14	<b>How is student wellbeing?</b> GB reported on the two HLTA's recruited and the plan to expand the curriculum offer at the college when space allowed. It was hoped to organize a hospitality event and governors said they would like to be involved.	
15	<b>Report on current staff absence, wellbeing &amp; training</b> The committee had received SF's report. They noted that Ofsted had spoken to staff and received a positive response.	
16	<b>Safeguarding</b> a) <u>Number of Mash referrals</u> There had been 13 new safeguarding referrals. b) <u>LADO referrals new and ongoing</u> No LADO referrals. There were 4 pupils on child protection plans and the committee appreciated the high level of support needed and the amount of time and impact it had on staff.	
17	<b>Anything to add to the Risk Register</b> Lack of outside space at college for pupils.	
18	<b>Impact of governors' action/discussion for pupils</b> Discussion on format for governor subject allocation and visits Two pupils to represent WM on Burgess Hill Youth Council Recommendations from Ofsted report acted upon and in SDP Changed examination board to suit pupils Investigating how to make policies accessible for pupils.	
19	<b>Date of Next Meeting</b> Thursday, 8 <sup>th</sup> February at 4pm, College Thursday, 6 <sup>th</sup> June at 4pm, College	
20	<b>The following policies are due for review in Spring 24. Confirmation that review has taken place to be received at next meeting 8/2/24:</b> <u>School</u> Humanities <u>College</u> Citizenship Humanities & RE <u>School &amp; College</u> Art Curriculum statement DT English Gardening Maths PE PSHE Performing Arts Science Science health & safety	

SIGNED.....*Rose Griffiths*.....DATE.....8/2/24.....

	<b>ACTION GRID November 2023</b>		
3	Chair election	LR	✓
5	Checklist for governor subject monitoring from Dave Cole to be sent to governors	MGW/LR	✓
6	Find two pupils to join Burgess Hill Youth council	SLT	✓
10	Plans for life skills to remain on agenda	GB	✓
12	Discuss format for governor subject allocations and visits	MGW/SB	✓
17	Add lack of outside space to risk register	LR	✓