

**WOODLANDS MEED  
LEARNING & WELLBEING COMMITTEE MEETING  
VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill RH15 ODP  
Thursday, 8<sup>th</sup> February 2024 at 4.00pm**

**COMMITTEE present: Marion Wilcock (MGW), Rose Griffiths (RG), Rebecka Rörnes (RR)**

**Associate Members present: Gillian Barton (GB), Thomas Brown (TB) Heather Trott (HT), Martin Woods (MW)  
Clerk: Louisa Rydon (LR)**

<b>BUILDING UNIQUE FUTURES TOGETHER</b>
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<b>MINUTES</b>	
<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b></p> <p>The committee were pleased to welcome Rebecka Rörnes onto the committee. Apologies were received and accepted from Adam Rowland, Chris Carter and Nola Bennett.</p>
<b>2.</b>	<p><b>Declaration of Interests</b></p> <p>None to declare in the agenda.</p>
<b>3.</b>	<p><b>Election of Chair and Vice Chair</b></p> <p>The committee were sorry Sandra Boyd had had to resign from the Board and noted the valuable work she had done as chair of the learning and wellbeing committee. Rose Griffiths was duly elected as chair of the committee until the first meeting of the Autumn term. MGW noted the small membership and suggested asking Debs Scott to stand as vice chair. This was unanimously approved and LR to make contact.</p> <p style="text-align: right;"><i>HT joined the meeting.</i></p>
<b>4.</b>	<p><b>Approval of last minutes dated 13<sup>th</sup> November 2023</b></p> <p>The minutes were approved and signed as a true record.</p>
<b>5.</b>	<p><b>Matters Arising/Action Grid</b></p> <p>a) <u>Governor subject allocations</u></p> <p>BH had expressed an interest in English. The committee understood AFR felt a governor for STEM (science, technology, engineering and maths) would be beneficial. Agenda item at next FGB.</p>
<b>6.</b>	<p><b>Notice of AOB</b></p> <p>a) <u>Training</u></p> <p>Certificates for attending PREVENT training were handed out to governors present and LR would distribute the remainder. The committee commented on how informative and valuable the Prevent training had been.</p>
<b>7.</b>	<p><b>Reports for Autumn term</b></p> <p>a) <u>school and college – attendance, behaviour and skills achievements</u></p> <p><i>Attendance</i></p> <p>The committee congratulated staff on the highest every attendance level at the school. They praised the effective work of the Wellbeing Team. RG commented on the 25 pupils at school who had 100% attendance. GB agreed to report on pupils individual attendance going forward. She informed the committee of the individual time tables in place to support pupils which kept them engaged. The committee recognised the benefit for pupils and checked that by attending off site activities it</p>

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	<p>was not affecting attendance figures. They agreed that staff were ensuring students were able to access the most appropriate provision.</p> <p><i>Behaviour</i> MGW asked if the use of Bromcom was working effectively as governors were aware of the issues on the financial side. Staff felt Bromcom was a useful tool and led to consistent reporting. GB did highlight that it could lead to over-reporting but all agreed on the importance of comprehensive reporting. GB explained how pupils with more complex needs contributed to the spikes in behaviour, which was generally due to communication issues. This continued to be a focus area.</p> <p><i>Achievements</i> The reward system was working well, school pupils were able to articulate easily what they were being rewarded for. There were also systems in place to ensure quieter pupils were recognised.</p> <p>b) <u>School and College – Curriculum, teaching and learning</u> The committee considered the progress in KS1 and HT/MW explained the difficulties with very accurate target setting. This group of pupils had more complex needs and it took more time for pupils to move to their full potential as they moved from the EYS curriculum. MW reported and demonstrated the benefits of the Earwig tracking system being piloted for complex needs. Staff noted that Seesaw remained an excellent programme for empowering pupils with their learning and giving parents easy access. The committee appreciated how the programmes led to good evidence away from the normal qualifications and marking. TB confirmed the NCFE qualification was more appropriate and streamlined for pupils. CLA data was impacted by very low numbers and pupil premium students were performing well.</p>	
<b>8.</b>	<p><b>Supported Internship Update</b> Report to next meeting. RG noted that there had been no Careers Fair. TB explained they wanted to ensure it remained relevant and beneficial. This year they had a Transition Fair at the parents' evening which had been very well attended. Numbers going into work experience were strong and WM had some excellent links with local companies.</p>	
<b>9.</b>	<p><b>Update on progress of life skills programme in the college cottage and what is the impact?</b> GB was pleased to report on the level of enthusiasm from staff and the excellent ideas being put forward. The building was being cleared and work on meeting the necessary regulations was taking place. Anna Hull was investigating support/sponsorship from local firms and a small subject development budget had been allocated. The governors were excited by the prospect of students benefiting from a real house experience.</p>	
<b>10</b>	<p><b>Update on governor curriculum visits – reports to be sent to FGB</b> Agenda item to be covered in FGB going forward.</p>	LR FGB agendas
<b>11</b>	<p><b>Are there any barriers to a broad and balanced curriculum?(constant agenda item)</b> Space continued to be the issue. WM had managed to secure space at local schools and were doing the best they could to give students a positive outdoor learning experience. Staff were aware that the college building may still not be ready for the Summer term and were continuing to investigate options for students.</p>	
<b>12</b>	<p><b>How is student wellbeing?</b></p>	

	Staff commented on the strong Wellbeing Team who were working so effectively with students. The 'Who's in charge' course for parents had been very successful. The pupil responses in the recent Ofsted survey had been very positive.	
<b>13</b>	<b>Report on current staff absence, wellbeing &amp; training</b> Teachers reported on the high illness levels which were often the case at this time of year. The committee appreciated the pressure this put on staff in school and thanked staff for their commitment. MGW asked if the delay to the college buildings was causing any stress. It was felt that staff were getting on with their job and making sure the pupils got the best possible provision until the college was ready. Governors highlighted the excellent CPD programme.	
<b>14</b>	<b>Safeguarding</b> a) <u>Number of Mash referrals</u> The committee received Chris Carter's comprehensive report. b) <u>LADO referrals new and ongoing</u> None.	
<b>15</b>	<b>Anything to add to the Risk Register</b> Playground as surface deteriorates.	LR 19/2/24
<b>16</b>	<b>Impact of governors' action/discussion for pupils</b> The committee are keeping informed of the changes and developments taking place in the curriculum and have a clear understanding of progress and data reporting. Careers advice kept relevant and good opportunities for pupils. Cottage being prepared for pupils' full use. Some areas already in operation.	
<b>17</b>	<b>Date of Next Meeting</b> Thursday, 6th June at 4pm, College	
<b>18</b>	<b>Confirmation that review of due policies have taken place:</b> <u>School</u> Humanities - reviewed <u>College</u> Citizenship - reviewed Humanities & RE - reviewed <u>School &amp; College</u> Art - reviewed Curriculum statement – is on the website and is regularly reviewed throughout the year. Statutory Information has been added to the pages and relevant information has been changed (Tom Brown) DT - reviewed English - reviewed Gardening – confirmation to next meeting Maths - reviewed PE - reviewed PSHE - reviewed Performing Arts - reviewed Science - reviewed Science health & safety - reviewed	Agenda 6/6/24  LR - curriculum tracker

SIGNED.....*Rose Griffiths*..... DATE.....6<sup>th</sup> June 2024.....

ACTION GRID February 2024			
3	Contact DS re vice chair role.	LR	✓
5	Governor subject allocations – FGB agenda	FGB	✓
10	Governor visits to be on FGB agendas	FGB	✓

15	Add playground surface (college) to risk register	LR	✓
18	Confirmation gardening policy reviewed to next meeting. LR to update curriculum tracker	TB LR	✓