

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Monday, 16th December 2024**

VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill RH15 0DP

**FGB present: Miriam Owen (MO), Adam Rowland (AFR), Simon Virgo (SV), Marion Wilcock (MGW), Rose Griffiths (RG), Deborah Scott (DS), Sue Hawkes (SH), Liz Huffy (LH)
Justina Pughe-Morgan for item 4
Clerk: Louisa Rydon (LR)**

BUILDING UNIQUE FUTURES TOGETHER

MINUTES		
1.	<p>Welcome, Introductions and Apologies</p> <p>MGW gave governors an update on BH and they sent their best wishes. Governors were delighted to confirm Sue Hawkes' (SH) appointment as a co-opted governor. SH introduced herself and reported on her background and particular experience with special needs and autism.</p> <p>Apologies were accepted from Matt Stuart and Shafique Barabhuiya. Rebecka Rornes did not attend the meeting.</p> <p>Following his meeting with AFR and MGW, Michael Oliver had been invited to the meeting but due to illness had been unable to attend. LR to send initiation for January FGB.</p>	LR 6/1/24
2.	<p>Declaration of Interests</p> <p>None to declare.</p>	
3.	<p>Chairman's Action and Report (appendix F)</p> <p>MGW went through her detailed report and was delighted to have been able to attend the enjoyable and well run WM events. Governors were pleased to hear work had started on Phase 2 of the college. They appreciated the programme was due to complete in August and hoped all deadlines would be met as it was a tight timeline. Formal approval of the contractor was expected shortly.</p>	
4.	<p>Approval of 3 year budget forecast (appendix J)</p> <p>JPM informed governors that the WSCC Special Schools funding proposal had only just been released and had been withdrawn due to special schools' concerns. WM had to, therefore, use the current model to set the budget. With known costs, and despite a surplus for this year, the deficit was expected to increase significantly for the following two years. SV clarified that the council had not taken away the surplus which JPM confirmed but they had withdrawn ENF instead. The governors were disappointed that these budget pressures would have an impact on eventual cost saving initiatives such as the solar panels.</p> <p>MGW asked whether the possible extra costs which WM might incur through legal costs, pay awards and the money owed to BLB had been included in the budget. After a detailed discussion and what impact this would have, governors asked JPM to add a new line to the budget for provisional liabilities for complete clarity.</p> <p>Governors discussed the recommendation to increase pupil numbers to the number on roll. They recognised the increased numbers wanting to stay into year 12 and the growing popularity of WM and gave approval to set the numbers at 280.</p> <p>Governors discussed the curriculum budgets for 2024/25 and supported WM in stopping requests as per last year's format.</p> <p>MGW to sign the 3 year budget on behalf of governors by 19/12/24.</p> <p style="text-align: right;"><i>JPM left the meeting.</i></p>	<p>JPM 18/12/24</p> <p>MGW 19/12/24</p>
5.	<p>Notice of AOB</p>	

	None	
6. College phase 2	Reported agenda no 3.	
7. Headteacher's Report (appendix E)	<p>Governors thanked AFR for his comprehensive report and appendices. They congratulated him on the positive report from the link advisor which he'd share with staff along with the SEF.</p> <p>AFR brought governors up to date on the situation with the failed lights and issue with the ceiling at the school site and they asked him to raise it as an urgent matter at the next project board meeting.</p> <p><u>Residential trips</u></p> <p>Governors were disappointed to learn that government funding for the National Citizen Service (KS5) was being withdrawn as they recognized how valuable this had been for pupils. On questioning, AFR confirmed that the trips would go ahead this year and he would carry out a review of residential going forward to give the best options for pupils. Governors approved the 2024/25 residentials for KS2/3/4&5</p> <p><u>Proposed INSET days for 2025/26:</u></p> <p>3/4/5(new pupils)/9/24 3/11/25 13/2/26 30/6/26</p> <p>Approved.</p> <p><u>Life Skills Centre</u></p> <p>The governors had noted the draft documents to attract fundraising. They sounded a note of caution on the use of the building and suggested WM asked Mid Sussex District Council for pre-application planning advice to guarantee the correct planning permissions.</p> <p>SH understood that the barn was needed for storage but AFR confirmed that with the new college facilities they could do without it.</p> <p><u>AI</u></p> <p>Governors discussed the incredible opportunities AI would give SEND pupils. Policy committee to discuss proposed policy at their spring meeting.</p>	<p>AFR 17/12/24</p> <p>AFR 22/1/24</p> <p>Policy agenda 22/1/24</p>
8. Approval of Minutes dated 1st October 2024 (appendix A)	The minutes were approved and signed as a true record.	
9. Report from Working Party on Post 19 provision (appendix G)	<p>MGW had shared the working party's report and AFR had added the requested flow chart to his report. Governors were unanimous in their support for post 19 provision but were aware the legal situation was being checked with Browne Jacobson and were waiting to hear from Chichester College.</p> <p>They were encouraged by the possible WSCC development to set up extra capacity for SEND pupils in empty classrooms across their schools and saw this as an opportunity for the Meeds Send Alliance. AFR confirmed this was in the very early stages but he would keep governors informed.</p>	
10 Matters Arising/action grid	<p>a) <u>Signature on governor declaration of interests, declaration form and confirm reading Keeping Children safe in education part 2</u> (Appendix B)</p> <p>Completed.</p> <p>b) <u>Update governor photos/bio for website</u></p> <p>Governors were asked to check their profile on the website and If they wished to update their photo or biography to send any changes to LR by the 22/1/25.</p>	All 22/1/24
11 Any questions on committee minutes (appendices C)	<p>a) <u>Property, health and safety</u></p> <p>Nothing to add.</p> <p>b) <u>Learning and Wellbeing</u></p> <p>Nothing to add.</p> <p>c) <u>Resources</u></p> <p>i. <u>Utility bills at college (ISG/WSCC)</u></p>	

	<p>A claim had been made.</p> <p><i>ii. Report on re-banding of special school funding</i></p> <p>As per agenda number 4: the proposal had been withdrawn for continued review.</p> <p><i>iii. Receipt of School fund audit (appendix D)</i></p> <p>Governors received the audit and risk assessment. Resources committee to ensure the one recommendation was implemented.</p> <p>d) <u>Policy</u></p> <p>Nothing to report.</p> <p>e) <u>Report from pay committee</u></p> <p>SV confirmed the pay committee had met to discuss and make decisions on pay recommendations.</p>	<p>Resources agenda 18/3/25</p>
<p>12</p>	<p>Governance:</p> <p>a) <u>Governor vacancy (LA) and succession planning</u></p> <p>Governors understood the parent governor application process had completed. As Matt Stuart had been the only application his term would be extended by a further 4 years. Governors were delighted he had agreed to continue as a parent governor.</p> <p>Rebecka Rornes had been appointed as an associate but as she had not been able to attend the previous 3 meetings, governors though disappointed, agreed to end her appointment. LR to inform her. There continued to be an LA vacancy and all governors were asked to recommend possible candidates.</p> <p>b) <u>How is induction working (perspective of new governor) and ways to improve</u></p> <p>MGW stressed the importance of having an effective induction programme. As the work associated with the new build reduced, she hoped there would be time to embed a programme. SH to give her perspective on ways to improve.</p> <p>c) <u>Amalgamate NGA and WM visit forms to create effective monitoring process</u></p> <p>RG/MGW to relook at forms for next meeting.</p> <p>d) <u>Consideration of NGA guidance on governor workload</u></p> <p>Governors were aware that the NGA had raised concerns about governor workload and they had issued advice:</p> <p>Governance workload: balancing efficiency and effectiveness National Governance Association (nga.org.uk)</p> <p>Shining a light on governance workload and pressures National Governance Association</p>	<p>LR/all</p> <p>SH 22/1/25</p> <p>RG/MGW 22/1/25</p>
<p>13</p>	<p>Note Headteacher's performance management taken place</p> <p>MO confirmed the committee had met with the headteacher and external advisor.</p>	
<p>14</p>	<p>Safeguarding report</p> <p>Report from RG/MO attached to the minutes – (appendix K). RG/MO went through the points raised by Chris Carter and Gillian Barton. SV asked if they felt there had been an increase in concerns. They confirmed that CC had felt there were some extremely challenging cases and had explained how they were being very carefully monitored. Governors felt strongly that where social services were involved they brought in necessary help. MGW asked for staff governors' perspective. They confirmed the staff team did an excellent job at ensuring issues were dealt with away from the classroom and effective plans were in place.</p>	
<p>15</p>	<p>Report on governor visits</p> <p>a) <u>Full governor visit – 3rd December</u></p> <p>Governors who had attended reported on the excellent visit. Report written by RG and SH to be added to sharepoint.</p> <p>b) <u>Subject governor visits</u></p> <p>Governors noted the emphasis put on subject visits by the NGA. It was agreed there</p>	

	<p>was not yet a successful system in place and whilst governors appreciated staff wanted to show their subject leads what they were doing, their diaries would not always fit in with the school's timetable. It was agreed to look at creating a system for visits at learning and wellbeing when staff would be able to give their perspective as well.</p> <p>c) <u>Link Governor Report & Training available for governors (spring term)</u>, appendix H)</p> <p>MGW had highlighted the training available through WSCC and all governors were encouraged to attend any relevant in house WM training. Governors to inform LR and MGW when they had completed courses for recording.</p> <p>MGW had signed up to the WSCC conversation with individual chairs and would report back at the next FGB.</p>	<p>LWB agenda 3/3/25</p> <p>All ongoing</p>
16	<p>Review and update Risk Register (appendix I)</p> <p>Nothing to add but to be kept under review.</p>	
17	<p>AOB</p> <p>None.</p>	
18	<p>Part II item – see confidential minutes</p>	
19	<p>What impact has the meeting had on pupils?</p> <p>Phase 2 of building underway</p> <p>3 year budget signed</p> <p>Positive link advisor visit report received</p> <p>Residential trips approved</p> <p>Work on life skills centre continuing</p> <p>Post 19 provision being developed</p> <p>School fund audit approved</p> <p>New co-opted governor & parent governor re-elected</p> <p>Positive governor visit taken place to look at how new college is running.</p>	
20	<p>Dates for next meetings</p> <p>Policy: Wednesday, 22nd January at 3pm</p> <p>FGB: Wednesday, 22nd January at 4pm</p> <p>Property, health and safety: Wednesday, 29th January at 2.30pm</p> <p>Learning & Wellbeing: Monday, 3rd March at 4pm</p> <p>Strategy: Monday, 10th March at 4pm</p> <p>Resources: Monday, 18th March at 4pm</p> <p>FGB: Wednesday, 26th March at 4pm</p> <p>ALL MEETINGS TO TAKE PLACE AT THE COLLEGE.</p>	

SIGNED.....*Marion Wilcock*..... DATE.....22nd January 2025.....

ACTION GRID December 2024			
Minute number	Action	Who	By when
1	Invite Mike Oliver to January FGB	LR	✓
4	Add budget line for provisional liabilities MGW to sign 3 year budget	JPM MGW	✓
7	Raise issues with lighting/ceiling at Project Board	AFR	✓
7	Request pre-planning advice for life skills centre	AFR	New plan
7	Review AI policy	Policy	✓
10	Governors to update photo/biog on website	All	Ongoing
11c	Check school fund risk assessment	Resources	✓

12a	Inform governor re non attendance. Consider candidates for LA role	LR	✓
12b	Governors to inform how induction could work better	SH/SB	Ongoing
12c	Amalgamate NGA and WM visit forms to create effective monitoring process.	RG/MGW	Ongoing
15a	Governors to attend training (WSCC/NGA) & keep record. 3/12/24 visit report to sharepoint	All LR	✓
15b	Format for subject lead visits agenda at L&WB	L&WB	3/3/25
15c	Attend inhouse training sessions where appropriate. Report on individual chair session with WSCC.	All MGW	✓

Appendices

- A. FGB minutes 1/10/24
- B. Governor documents for signature
- C. Committee minutes
- D. School Fund Audit
- E. Headteacher's report
- F. Chair's report
- G. Post 19 report
- H. Link Governor report & WM training
- I. Risk Register
- J. 3 budget papers
- K. Safeguarding report

WOODLANDS MEED Governing Body 2024/25

Resources	Learning & Wellbeing	Policy	Property, health & safety	Strategy
Matt Stuart (c)	Rose Griffiths (c)	Bill Hatton (c)	Simon Virgo (c)	All governors/FGB
Adam Rowland	Adam Rowland	Adam Rowland	Adam Rowland	
Marion Wilcock	Marion Wilcock	Marion Wilcock	Marion Wilcock	
Miriam Owen	Debs Scott	Simon Virgo	Bill Hatton (VC)	
Shafique Barabhuiya	Simon Virgo	Sue Hawkes		
	Rebecka Rörnes	Shafique Barabhuiya		
	Sue Hawkes			
Justina PugheMorgan	Tom Brown		Alexander FlucherMonteiro	Justina PugheMorgan
	Chris Carter			Tom Brown
	Gillian Barton			Nola Bennett
	Nola Bennett			Anna Hull
	Heather Trott			
	Martin Woods			

Quorum for Committees is 3 and associate members have voting rights.

Headteacher Performance Management	Miriam Owen	Marion Wilcock		
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Pay Review	Chair of FGB Marion Wilcock	Simon Virgo (C)	Shafique Barabhuiya	Bill Hatton
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Pupil Admissions	Delegated to Headteacher Discussed by headteacher and chair of governors
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Staff Dismissal Appeal and Pupil Discipline	Governors as directed
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Complaints	Governors as directed
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Safer Recruitment training undertaken	Staff Governors	Simon Virgo	Bill Hatton	Sue Hawkes to do
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Working Group – supported	Adam Rowland Justina Pughe	Marion Wilcock	Simon Virgo	Shafique Barabhuiya	Debs Scott
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internships post 19	Morgan			
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NOMINATED ROLES		
Chair	Marion Wilcock	Ex-Officio member of all committees
Vice Chair	Simon Virgo	
Headteacher	Adam Rowland	Ex-Officio member of all committees
Link Governor	Marion Wilcock	Temporary whilst new governors join
Safeguarding Governor	Miriam Owen	Rose Griffiths
SEND Governor	Marion Wilcock	
Health & Safety Governor	Simon Virgo	
Website Governor	Marion Wilcock	
Appointed CLA teacher	Chris Carter	Learning & Wellbeing Committee
Disadvantaged/Sports Premium	Matt Stuart	Gillian Barton
Fundraising		
Confidential Reporting (Whistleblowing)	Simon Virgo	
Accessibility	Marion Wilcock	
Assistive Technology	Bill Hatton	
Data Protection Officer	Justina Pughe Morgan	
RHE	Rose Griffiths	
Careers	Rose Griffiths	
Learning outside the classroom and educational visits	Sandra Feltham/governor needed	
Clerk to the Governors	Louisa Rydon	

SUBJECT	LEAD GOVERNOR
English	Bill Hatton & Sue Hawkes
E-learning including assistive technology	Shafique Barabhuiya & Rebecka Rornes
STEM	Matt Stuart
Pupil voice (school & college/school council)	
Family/parent (school & college)	All through parent meetings/surveys etc
Send Alliance/Admissions	Marion Wilcock