

**WOODLANDS MEED  
LEARNING & WELLBEING COMMITTEE MEETING  
VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill RH15 ODP  
Monday, 11th November 2024 at 4.00pm**

**COMMITTEE present: Adam Rowland (AFR), Marion Wilcock (MGW), Deborah Scott (DS), Simon Virgo (SV), Miriam Owen (MO)  
Sue Hawkes (SH) – observer until appointment confirmed**

**Associate Members present: Gillian Barton (GB), Nola Bennett (NB), Chris Carter (CC), Thomas Brown (TB) Heather Trott (HT), Martin Woods (MW) - note associate members do not have voting rights  
Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES		
<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b> Apologies were received from Rose Griffiths (RG), Mark Rogers (MR) and Rebecka Rornes (RR). RG had confirmed she was happy to stand as chair for a further year, subject to appointment.</p>	
<b>2.</b>	<p><b>Declaration of Interests</b> None in the agenda.</p>	
<b>3.</b>	<p><b>Election of Chair and Vice Chair</b> RG was duly elected as chair and DS as vice chair for a further year. DS took the chair for the meeting.</p>	
<b>4.</b>	<p><b>Approval of last minutes dated 6<sup>th</sup> June 2024</b> The minutes were approved and signed as a true record.</p>	
<b>5.</b>	<p><b>Matters Arising/Action Grid</b> a) <u>Review gardening policy at college following opening</u> Staff confirmed the garden was being used effectively as the college opened and Alan Robinson would review the policy. b) <u>Café 34</u> NB/MGW had followed this up and confirmed they were liaising with the Bentwood Hub.</p>	AR 3/3/25
<b>6.</b>	<p><b>Notice of AOB</b> MGW asked for governors' thanks to be passed onto the textiles group who had made the wonderful poppies for remembrance.</p>	
<b>7.</b>	<p><b>Reports for Summer term</b> a) <u>school and college – attendance, behaviour and skills achievements</u> CC apologised that the behaviour/achievement reports for school were not available due to staff member being unavoidably off work but they would be sent to the committee as soon as available. The committee discussed attendance levels and the interventions in place to support pupils. They noted one case which was having an impact on attendance levels at the school. They appreciated how the work being carried out at the college was supporting pupils. The staff discussed how successfully the college achievements had embedded though DS commented on the high number of results for some. After some discussion, it was agreed that it would be beneficial to run an assembly on the different types of achievements and include them in staff training. GB reported on the work done to improve behaviours at college; bullying had been at higher levels due to the high needs of students but following a bullying</p>	CC 2/12/24  SLT 3/3/25

	<p>talk these were reducing. Assemblies and letters home discussing the use of mobile phones had improved pupils understanding of when they could be used.</p> <p>b) <u>School and College – Curriculum, teaching and learning</u>  MW reported on the data the committee had received. He discussed the review taking place on the curriculum to create a skills programmes focusing on the young peoples' need, which would be streamlined as they went through the different stages from EYFS. They were considering moving away from Learning Ladders and he distributed a sample of the maths progression document, being trialled in 5 classes. It was felt Learning Ladders was very good but was too broad for WM pupils.</p> <p>The committee discussed how the programme could meet the Ofsted requirement to explain progression. MW informed the committee that they were not sure how the data would look as they made the transition but that pupil outcomes remained the priority.</p> <p>The committee congratulated staff on the KS4 and 5 results and the work the staff team had done to challenge pupils successfully. They asked how the new facilities at the college would impact achievements. Staff reported on the increasing pupils with complex needs and how the new college allowed for a wider curriculum, access to new skills and increased space. Staff were able to adapt the curriculum to meet pupils' needs. The committee checked how results and progress were shared with parents.</p> <p>c) <u>Complex Needs curriculum &amp; impact of Earwig</u>  Mark Rogers was sorry he had not been able to attend the meeting due to the change of date, but the committee thanked him for his detailed report. They noted how Earwig allowed staff to deliver a curriculum with a broad range of targets meeting the wide range of pupils needs. It was agreed that governor subject learning walks should follow both curriculums.</p>	
<p><b>8.</b></p>	<p><b>Developments on Post 19 provision</b>  MGW reported on the working party meeting. They had been pleased to hear how successful the PVL initiative was and had asked for a criteria for the selection of future firms, (to avoid the issues experienced with the NHS) and an indication of the skills needed by the students.</p> <p>The working party was looking at a proposal to support students post 19 to work with Chichester College under an SLA, with WM delivering Chichester College supported internships in the Burgess Hill area. MGW listed the concerns governors wanted to be addressed and the leadership team had been asked to present a flow chart with a timeline for a September 25 start, setting out the current variables.</p>	
<p><b>9.</b></p>	<p><b>How are supported internships working?</b>  NB reported on the two pupils accepted onto the pilot scheme and was delighted to report on how successful one of these had been. PVL had been a great employer and WM were using the experience to showcase the benefits for students to bridge the gap between education and employment. It was hoped to roll out the scheme to other businesses.</p> <p>DS asked for assurance that pupils involved did not miss out on essential lessons. NB confirmed it was being addressed to ensure that was not the case.</p> <p><i>TB left the meeting after items 12 and 17 were brought forward.</i></p>	
<p><b>10</b></p>	<p><b>Report on Careers Programme, Gatsby benchmarks &amp; destination data 2023/24</b>  The committee thanked NB for her comprehensive Careers programme report. They were delighted to learn of pupils' achievements and the continued progression and thanked NB for the detailed survey results.</p> <p>The committee reviewed the destination data and discussed reasons for four NEET pupils. They noted the case studies and understood there were nationally</p>	

	<p>higher levels of NEET that had been attributed to this year group being impacted by covid.</p> <p>The committee noted where students had gone and were pleased the resources were in place to support students into non academic routes as well going onto college. They were encouraged to see more pupils post WM going into employment, though data for ex pupils after 4/5 years continued to drop off.</p>	
<b>11</b>	<p><b>What has been the progress on the Life Skills centre?</b></p> <p>The business plan would be submitted to the FGB on 16<sup>th</sup> December. NB reported on the work needed and that they had asked Haverstocks to provide a design and costs to inform for grant applications and funding.</p> <p>MGW noted her reservations for having a café/Airbnb facility for planning reasons. She also recommended professional costs were added to the quote for the building. The committee asked if it might be more cost effective to buy a pre-fab building for the site. They recognized the value of a life skills centre for WM students and recommended keeping all options open at this stage.</p>	FGB 16/12/25
<b>12</b>	<p><b>Have governor curriculum visits been arranged by subject leaders</b> (held before item 10)</p> <p>Sue Hawkes had been in touch with MW and Matt Stuart had booked a visit for 28/03/25.</p>	Ongoing
<b>13</b>	<p><b>Are there any barriers to a broad and balanced curriculum?</b>(constant agenda item)</p> <p>This item had been added as the new college was built to record any disruption to the curriculum provision. Whilst the committee recognized the building was not yet finalized, they had seen for themselves the benefits pupils were receiving with the new facilities. They looked forward to phase 2 being completed and agreed this agenda item could be removed.</p>	LR 3/3/25
<b>14</b>	<p><b>How is student wellbeing?</b></p> <p>Good. Students in the college are enjoying the new building, school students are enjoying enrichment activities at the college. The committee were pleased to see how quickly pupils had settled into their new environment and that both the common room and library were of a good size. Governors enjoyed receiving the radio show each week and were encouraged to make requests. Forms to be sent to governors.</p>	Sent 13/11/24
<b>15</b>	<p><b>Report on current staff absence, wellbeing &amp; training</b></p> <p>Not received. LR to ask Sandra Feltham to send for distribution to the committee.</p>	LR/SF 15/11/24
<b>16</b>	<p><b>Safeguarding</b></p> <p>a) <u>Number of Mash referrals</u> b) <u>LADO referrals new and ongoing</u></p> <p>CC reported on the reduction in cases during the summer term, as was usual, though he warned cases were increasing again this term.</p>	
<b>17</b>	<p><b>Confirmation to committee that these policies have been reviewed</b> (held before item 10)</p> <ul style="list-style-type: none"> <li>• Collective Worship</li> <li>• Religious Education</li> <li>• Science, health and safety</li> </ul> <p>TB confirmed the three policies had been reviewed.</p>	
<b>18</b>	<p><b>Anything to add to the Risk Register</b></p> <p>No.</p>	
<b>19</b>	<p><b>Impact of governors' action/discussion for pupils</b></p> <p>Strong set of pupil results.</p>	

	Evidence showing impact of careers programme and number of students finding employment. Supported internships developing New college having positive impact on students learning and ability to access extra curricular activities. Potential of cottage for life skills.	
<b>20</b>	<b>Date of Next Meetings to be reviewed</b> Monday, 3 <sup>rd</sup> March at 4pm, College Tuesday, 3 <sup>rd</sup> June at 4pm, College	
<b>21</b>	<b>The following policies are due for review in Spring 25. Confirmation that review has taken place to be received at next meeting:</b> <u>School</u> Humanities <u>College</u> Citizenship Humanities & RE <u>School &amp; College</u> Art Computing Curriculum statement DT English Food Technology Gardening Homework Maths PE PSHE Performing Arts Science	

SIGNED.....*Deby Scott*..... DATE.....3<sup>rd</sup> March 2025.....

ACTION GRID November 2024			
5	Review gardening policy	Alan Robinson	3/3/25
7a	Receive behavior and achievement reports for school	CC	✓
7a	Refresher on different achievements, assemblies and staff training.	SLT	3/3/25
11	Business plan on Life Skills Centre to FGB	NB	✓
12	Governor subject visits to be arranged.	SH/SB/MS	3/3/25
14	Governors encouraged to send requests to pupil radio show	All	3/3/25
15	Receive staff absence, wellbeing & training report	SF	✓