

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 22nd January 2025**

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

FGB present: Miriam Owen (MO), Adam Rowland (AFR), Marion Wilcock (MGW), Bill Hatton (BH), Matt Stuart (MS), Sue Hawkes (SH), Liz Huffy (LH)
Clerk: Louisa Rydon (LR)
Invited to the meeting: Mike Oliver (MO)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies</p> <p>The governors were delighted to welcome Mike Oliver to the meeting and introductions were carried out.</p> <p>Apologies were received and accepted from Rose Griffiths, Deborah Scott and Simon Virgo. Shafique Barabhuiya did not attend the meeting.</p>
2.	<p>Declaration of Interests</p> <p>None to declare.</p>
3.	<p>Chairman's Action and Report (appendix E)</p> <p>MGW had distributed a detailed report which she went through. Items not on the agenda:</p> <p><u>Locality Chairs</u></p> <p>MGW raised the Satellite project as all schools present highlighted the challenges they were facing with the number of SEND pupils. AFR confirmed he had signed the SLA with WSCC and reported on the current proposal which was still in the early stages. MO asked if it would affect staffing at WM and AFR confirmed he would be able to use HLTAs as cover. He felt the CPD opportunities for staff were excellent. Governors recognised the value of the initiative and were assured that WSCC were providing the funding.</p> <p><u>Life Skills Centre</u></p> <p>Governors agreed they needed to know more about the proposal and costs. MGW raised her concerns that WM had gone ahead without governors' involvement. BH gave his view on the planning and did not feel there would be any gain by spending money on pre-planning. After careful discussion, governors asked for a full presentation of the Haverstocks proposal at the next Property, health and safety meeting to give them the opportunity to raise their questions and concerns, before making a decision at FGB. Nola Bennett to attend and all governors invited.</p> <p><u>Liberal Democrat publication</u></p> <p>MGW distributed copies. It was noted that governors had not authorised the 'Botch the build' article.</p> <p><u>Proposed local authority re-organisation</u></p> <p>Governors recognised a possible postponement of the May elections could lead to a period of uncertainty and that there was no knowing what the approach to education from a new combined authority might be. Add to the risk register.</p>
4.	<p>Notice of AOB</p> <p>None.</p>
5.	<p>Update on College phase 2</p> <p>It was hoped the interim contractor would be confirmed to continue the phase 2 works. Governors were pleased that Mike Oliver was able to report on a positive experience with the company.</p> <p>MGW was in correspondence with WSCC for the 4th Deed of Variation which</p>

P,H&S 29/1/25

LR 27/1/25

	governors were entitled to see and had highlighted new collateral warranties were needed. AFR reported that plans were in place to resolve the identified snagging items during half term and on into the term. Governors recognised the very tight deadline for completion of phase 2.	
6.	Anything to report on post 19 provision Following Chichester College's decision not to proceed, AFR/JPM/MGW to have initial discussion on possible support from Browne Jacobson and funding options.	AFR/JPM/MGW 26/3/25
7.	Approval of Minutes dated 16th December 2024 (appendix A) The minutes were approved and signed as a true record.	
8.	Matters Arising/action grid a) <u>Lighting at school site</u> Work has started and the feedback is good. The lights did not have to be replaced and the ceiling tiles were holding up. MGW reported on the issue with the ceiling height in the college sports hall. The project board had agreed to find a solution. Governors to monitor. b) <u>Pre-planning request for Life Skills Centre</u> P, H&S agenda. c) <u>Update governor photos/bio for website</u> (please send to LR) LR thanked those governors that had completed their bio and took photos at the end of the meeting.	P,H&S 29/1/25 LR 27/1/25
9.	Report from policy committee (held 22/1/25) (appendices B) a) <u>Approval of recommended policies by FGB</u> a) Pay, appraisal, capability The policy committee had reviewed and recommended the pay policy to the FGB for approval. MGW reported on the changes to the appeal procedure and the impact of receiving the new pay policy and appendices from WSCC after the pay committee had met. LH raised some staff concerns that there was performance related pay. AFR confirmed that WM had never used performance related pay as it was not felt appropriate for a special needs setting, but a move to the upper pay scales was performance related. Governors asked AFR to clarify this carefully to staff when he released the model policy and suggested he drew up some FAQs. The three policies: pay, appraisal and capability were approved. LR to update the policies for AFR to send to staff.	AFR 1/2/25 LR 24/1/25
10	Governance: a) <u>Governor vacancy (LA) and succession planning</u> Governors felt Mike Oliver's expertise would be a good fit and hoped he had enjoyed the meeting. LR to follow up. b) <u>How is induction working (perspective of new governor) and ways to improve</u> SH reported on her experience. She would have appreciated more information on the role of a governor before committing, but had enjoyed meeting the head and chair and touring the school. She recommended a buddy system was put in place so all new governors had someone to talk to outside of meetings. Governors appreciated there were ways to improve the induction process and would look at implementing a buddy system. LR to add to the checklist. c) <u>Amalgamate NGA and WM visit forms to create effective monitoring process</u> Ongoing. d) <u>Consideration of NGA guidance on governor workload</u> Governors recognised how much governor time the new build had taken. They appreciated the number of new initiatives taking place at WM which governors were involved with and hoped they would be able to concentrate on these, sharing the work between them.	LR 27/1/25 LR 26/3/25 RG/MGW 26/3/25

	invited and Nola Bennett to present.		
3	Add proposed local authority re-organisation to risk register	LR	✓
6	Follow up on possible support from Browne Jacobson on post 19 provision	AFR/JPM/MGW	✓
8a	Monitor solutions for ceiling heights in college sports hall	P,H&S	✓
8c	Send photos/bio to JPM and follow up with governors	LR	✓
9	Final pay policies to staff along with FAQs and clarification on performance related pay	LR/AFR	✓
10a	Follow up with Mike Oliver	LR	✓
10b	Governors to be sent NGA governor job description when expressing an interest. Add buddy to induction checklist	LR	✓
10c	Amalgamate NGA and WM visit forms to create effective monitoring process.	RG/MGW	✓
12a	Attend online training course – finance for special schools https://schools.westsussex.gov.uk/Event/245493_12/2 , 1815 – 1945 Attend inhouse training sessions where appropriate – Tuesday/Friday	All	✓
12c	Co-ordinate EYFS governor visit for maximum number of governors	LR	✓

Appendices

- A. FGB minutes 16/12/24
- B. Pay policies
- C. Training available through WM
- D. Risk Register
- E. Chair's 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		
	Sue Hawkes	Shafique Barabhuiya		
Justina PugheMorgan	Tom Brown		Alexander Flucher Monteiro	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		
Pay Review	Chair of FGB Marion Wilcock	Simon Virgo (C)	Shafique Barabhuiya	Bill Hatton
Pupil Admissions	Delegated to Headteacher <i>Discussed by headteacher and chair of governors</i>			
Staff Dismissal Appeal and Pupil Discipline	Governors as directed			
Complaints	Governors as directed			
Safer Recruitment training undertaken	Staff Governors	Simon Virgo	Bill Hatton	Sue Hawkes
Working Goup – supported internships post 19	Adam Rowland Justina Pughe Morgan	Marion Wilcock	Simon Virgo	Shafique Barabhuiya Debs Scott

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
STEM		Matt Stuart
Pupil voice (school & college/school council)		
Family/parent (school & college)		All through parent meetings/surveys etc
Send Alliance/Admissions		Marion Wilcock