

**WOODLANDS MEED**  
**FULL GOVERNING BODY MEETING**  
**Wednesday, 26<sup>th</sup> March 2025 at 4pm**  
**VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill RH15 0DP**

**FGB present: Miriam Owen (MO), Adam Rowland (AFR), Simon Virgo (SV), Bill Hatton (BH), Matt Stuart (MS), Sue Hawkes (SH), Deborah Scott (DS), Liz Hutton (LH)**  
**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>            Apologies were received and accepted from Rose Griffiths. Shafique Barabhuiya did not attend the meeting. MS apologised that he would have to leave the meeting after 50 minutes.</p>	
<b>2.</b>	<p><b>Declaration of Interests</b>            None to declare in the meeting.</p>	
<b>3.</b>	<p><b>Chairman's Action and Report</b> (appendix g)            Received.</p>	
<b>4.</b>	<p><b>Notice of AOB</b>            None.</p>	
<b>5.</b>	<p><b>Approval of budget 2025/26</b>            JPM had sent through her report and the draft budget. Governors appreciated that WM had only been able to set a balanced budget by using all the reserves. Governors were aware of WSCC emails stating they would cover any deficit. They felt uncomfortable with this and could not rely on it happening.  <u>Questions</u>            Have there been any issues with the lower ceiling height in the hall?            Yes, there have been several tiles dislodged due to balls hitting them. It was reported that WSCC are coming up with proposals for a netting system to protect them.            Does having an all-weather pitch rather than an astro have an impact?            An astro would be easier to let out but the all-weather pitch is more appropriate for WM pupils.            Has WM seen the information on new government grants for PV panels?            School to investigate.            Will the DFCG need to be spent on the replacement fire alarm?            No the funding has been received so the DFCG can be kept for funding urgent repairs.            The governors approved the total budget of £5,772,092.14 for 2025/26.</p>	<p>JPM 9/7/25</p>
<b>6.</b>	<p><b>Direction of Governing Body</b> (appendix a) <span style="float: right;"><i>(MS left the meeting)</i></span>  <ul style="list-style-type: none"> <li>• <u>Co-chair process</u>                Governors felt this was the most manageable way to organize the chair role, possibly split between education and business to make use of the variety of skillsets on the governing body. They discussed how it would work and SV asked if any governors would be happy to put themselves forward. No-one volunteered but agreed to think carefully about it for the next meeting.</li> <li>• Membership                New governors were needed to ensure succession and management of the workload. AFR agreed to place advertisements (universities/social media etc) for governors and possible chairs.</li> <li>• <u>Committee Structure/Terms of Reference/workload</u> <a href="#">Governance workload: balancing efficiency and effectiveness</a>   <a href="#">National Governance Association</a></li> </ul>               To streamline governor working and allow more time to concentrate on monitoring/visiting the school, meeting times would be rationalised. As the new building completed in September, property, health and safety would merge with resources and meet 3 times a year. Strategy would be an FGB focus along with a section on governance for statutory policies. There would be two FGBs in the Autumn term and then one in the spring and summer. LR to put together new schedule liaising with JPM.</p>	<p>AFR 3/4/25</p> <p style="color: red;">LR/JPM</p>

	By considerably cutting down on meeting times, it was hoped governor workload would be more manageable and it would be easier to attract and retain new governors.	3/4/24
<b>7.</b>	<p><b>Headteacher's Report</b> (appendix b )</p> <p>AFR started by recognising Marion Wilcock's incredible contribution to Woodlands Meed over 9 years. Her hard work, skills and valuable experience would be hugely missed. All governors wished Marion the very best for the future. Governors were unanimous in recognising the huge amount of work Marion gave to Woodlands Meed. Governors had received the HT report, updated School Development plan and Meeds Send Alliance report. They passed on their congratulations for the positive report from the school's link advisor.</p> <p>AFR updated on staffing and recruitment. He asked for governors input on the proposed Life Skills Centre. They continued to stress the importance of an educational focus, with the target being to ensure students left having gained relevant life skills and independence. Governors recommended developing ideas around a life skills centre and a multi use space for educational purposes but stressed the building needed to fit in with the local area and that it remained for educational use. A decision on whether to demolish and rebuild would depend on planning/funding/state of current building. Governors asked to have a tour of the cottage/barn at their next meeting and asked if they could visit another school with a similar centre.</p>	<p>AFR 23/5/25</p> <p>All 23/5/25</p>
<b>8.</b>	<p><b>Approval of Minutes dated 22<sup>ND</sup> January 2025</b> (appendix c )</p> <p>The minutes were electronically signed and approved as a true record.</p>	
<b>9.</b>	<p><b>Matters Arising/action grid</b></p> <p>a) <u>Update governor photos/bio for website</u> (please send to LR)</p> <p>LR confirmed the website was up-to-date. SH asked if a signature box could be included in individual governor emails for professionalism. Justina to send the template for governors to set up themselves.</p>	<p>JPM 3/4/25</p> <p>All 28/4/25</p>
<b>10</b>	<p><b>Any questions on committee minutes</b> (appendices d)</p> <p>a) <u>Property, health and safety</u> <u>Workplace inspection for school</u></p> <p>Received.</p> <p>b) <u>Learning and Wellbeing</u></p> <p>Received.</p> <p>c) <u>Resources</u> <u>SFVS, Scheme of delegation, Statement of Internal control for approval</u></p> <p>Received and approved.</p> <p>d) <u>Policy (verbal report)</u></p> <p>The policy committee had met prior to the FGB and approved the reviewed policies. A new process for approving policies in line with NGA recommendations to be put into process at the next FGB.</p>	<p>LR 23/5/25</p>
<b>11</b>	<p><b>Anything to report on Safeguarding</b></p> <p>To summer term meeting.</p>	
<b>12</b>	<p><b>Report on governor visits &amp; training</b> (appendix e)</p> <p>a) <u>Subject lead governor reports</u></p> <p>Received English reports (SH).</p> <p>b) <u>EYFS spring term visit report</u></p> <p>Received report (RG).</p> <p>MO and SV confirmed they had attended the panels/appeals training. All governors were asked to forward their certificates for filing on sharepoint. SH felt internal training on school resources programmes would be beneficial. DS to send through the dates and SH agreed to do a summer term visit to monitor LUMIO.</p>	<p>DS 3/4/24</p>
<b>13</b>	<p><b>Review and update Risk Register</b> (appendix f)</p> <p>No updates</p>	
<b>14</b>	<b>See Part 2 minutes – held before the meeting.</b>	
<b>15</b>	<b>AOB</b>	

	None.	
16	<b>What impact has the meeting had on pupils?</b> Phase 2 of college building progressing well. Governor visits taking place and plan to reduce meeting times. Go ahead for Lifeskills centre.	
17	<b>Dates for next meetings</b> Resources, Property, health and safety: Monday, 19 <sup>th</sup> May at 2.30pm Learning & Wellbeing: Monday, 2 <sup>nd</sup> June at 4pm Resources/FGB: Tuesday, 9 <sup>th</sup> July at 4pm ALL MEETINGS TO TAKE PLACE AT THE COLLEGE.	

SIGNED.....*Simon Virgo*..... DATE.....9<sup>TH</sup> July 2025.....

ACTION GRID March 2025			
Minute number	Action	Who	By when
5	Investigate new government solar panels grant	JPM	Ongoing
6	Recruit/advertise for new governors	AFR/all	Ongoing
6	Set up new meeting schedule	LR/JPM	✓
7	Planning for lifeskills centre Arrange tour of cottage & visit to life skills centre at another school	AFR	✓
9	Signature boxes for all governors Governors to add to their emails	JPM All	✓ ✓
10d	New policy process	LR/BH	✓
11	Safeguarding report to FGB	MO/RG	Report at L&WB
12b	School training information to governors.	DS	✓

Appendices

- a) Governance
- b) Headteacher's report
- c) FGB minutes
- d) Committee minutes
- e) Governor visit reports
- f) Risk Register
- g) Chair's report

a) **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	
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			
Pay Review	Chair of FGB	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**

<b>Chair</b>	<b>Simon Wilcock (to 09/25)</b>	<b>Ex-Officio member of all committees</b>
<b>Vice Chair</b>		
<b>Headteacher</b>	<b>Adam Rowland</b>	<b>Ex-Officio member of all committees</b>
<b>Link Governor</b>		
<b>Safeguarding Governor</b>	<b>Miriam Owen</b>	<b>Rose Griffiths</b>
<b>SEND Governor</b>		
<b>Health &amp; Safety Governor</b>	<b>Simon Virgo</b>	
<b>Website Governor</b>		
<b>Appointed CLA teacher</b>	<b>Chris Carter</b>	<b>Learning &amp; Wellbeing Committee</b>
<b>Disadvantaged/Sports Premium</b>	<b>Matt Stuart</b>	<b>Gillian Barton</b>
<b>Fundraising</b>		
<b>Confidential Reporting (Whistleblowing)</b>	<b>Simon Virgo</b>	
<b>Accessibility</b>		
<b>Assistive Technology</b>	<b>Bill Hatton</b>	
<b>Data Protection Officer</b>	<b>Justina Pughe Morgan</b>	
<b>RHE</b>	<b>Rose Griffiths</b>	
<b>Careers</b>	<b>Rose Griffiths</b>	
<b>Learning outside the classroom and educational visits</b>	<b>Sandra Feltham/governor needed</b>	
<b>Clerk to the Governors</b>	<b>Louisa Rydon</b>	
<b>SUBJECT</b>		<b>LEAD GOVERNOR</b>
<b>English</b>		<b>Bill Hatton &amp; Sue Hawkes</b>
<b>E-learning including assistive technology</b>		<b>Shafique Barabhuiya</b>
<b>STEM</b>		<b>Matt Stuart</b>
<b>Pupil voice (school &amp; college/school council)</b>		
<b>Family/parent (school &amp; college)</b>		<b>All through parent meetings/surveys etc</b>
<b>Send Alliance/Admissions</b>		<b>Marion Wilcock</b>