

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Tuesday, 8th July 2025 at 4pm**

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

FGB present: Adam Rowland (AFR), Simon Virgo (SV), Matt Stuart (MS), Rose Griffiths (RG), Deborah Scott (DS), Sue Hawkes (SH), Liz Huffy (LH)

To report on Resources: Justina Pughe Morgan (JPM)

Invited to the meeting: Colin Holden, Melanie Hart-Murison, Peter Williams

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES		
1.	<p>Welcome, Introductions and Apologies Apologies were received and accepted from Miriam Owen and Bill Hatton, Shafique Barabhuiya did not attend the meeting. Governors were concerned SB had been unable to attend the previous 3 governor meetings and asked LR to write to him.</p>	LR 10/7/25
2.	<p>Welcome to potential new governors The governors were delighted to welcome Colin Holden, Melanie Hart-Murison and Peter Williams to the meeting. They thanked them for their interest in joining as governors and introductions took place. LR confirmed that SV's term of office was due to expire on 11/7/25. SV had originally planned to complete his term as the college buildings were completed, but whilst new governors were brought on board and as the current chair, he was happy to serve another term. Governors unanimously voted to approve SV as a co-opted governor. LR to inform WSCC.</p>	LR 11/7/25
3.	<p>Declaration of Interests None to declare in the meeting.</p>	
4.	<p>Chairman's Action and Report (appendix G) Governors thanked SV for his report. They asked if the all-weather pitch surface requested by governors had been approved. AFR brought the samples to the meeting and governors appreciated the original surface was not suitable as it was so abrasive. They were pleased to learn that WSCC had been supportive in the change and the correct surface was being used.</p>	
5.	<p>Notice of AOB SV to report on locality visit in item 17.</p>	
6.	<p>Headteacher's Report (appendix H) Governors thanked AFR for his comprehensive report. AFR commented on how proud he had felt when Macbeth was performed in the Amphitheatre. It made the 9 long years of fighting for the new college worthwhile. Governors had the 24/25 School Development plan and targets for 25/26. They also received the Meeds Send Alliance report. Governors discussed their visits for 2025/26 and approved: Autumn: Monitor how new buildings at college are working for pupils and staff Spring: ASC (autism) & curriculum review Summer: Wellbeing team PW highlighted the visits taking place by local businesses and recommended attendees were given the opportunity to have a tour of the college. AFR confirmed they would be happy to arrange them.</p>	
7.	<p>Resources Report (appendix I) JPM had distributed the latest chart of accounts and her report. Governors discussed the government grant which had covered the staff pay awards. JPM</p>	

	<p>explained the current situation with the support staff pay and that the government were planning to bring the support staff and teachers' pay in line. JPM confirmed they had received the ENF (extra needs funding).</p> <p>Governors approved adding the extra funding to the reserves. They thanked JPM for the extensive work she had done to secure the funds.</p> <p style="text-align: right;"><i>JPM left the meeting.</i></p>	
8.	<p>Approval of Minutes dated 26th March 2025 (appendix A)</p> <p>The minutes were approved and signed as a true record.</p>	
9.	<p>Matters Arising/action grid</p> <p>a) <u>Solar panels</u></p> <p>Governors recognised the importance of fitting solar panels to the college roof. PW highlighted the Solar for Schools arrangement which crucially included batteries. AFR asked governors to forward him details of any grants they heard of whilst he was investigating options. Governors noted the value that the solar panels at the school added.</p> <p>b) <u>Life Skills Centre</u></p> <p>SV explained the proposed educational use for the caretaker's cottage. The architects had prepared plans for a complete rebuild or a renovation. The governors were excited about the project and the need for significant fundraising. Governors were invited to visit the site after the meeting.</p> <p>c) <u>Signature box</u></p> <p>AFR sent governors the contact details for TC-IT who would be able to support governors in adding the signature box to their emails.</p> <p>d) <u>Safeguarding</u></p> <p>A full report had been submitted to the June learning and wellbeing meeting. Governors discussed the positive impact the new college had had on attendance and behaviour. AFR confirmed a pupil voice activity was currently taking place on how pupils enjoyed the college which would give good feedback.</p> <p>e) <u>Training</u></p> <p>Governors had received the details of the termly in-house training. SV highlighted to new governors the importance of accessing WSCC and NGA (National Governors Association) training opportunities which were available once they were appointed.</p>	<p>All 29/9/25</p> <p>All 29/9/25</p>
10	<p>Any questions on committee minutes (appendices B)</p> <p>a) <u>Resources/Property, health and safety</u></p> <p>Nothing to add to the minutes.</p> <p>b) <u>Learning and Wellbeing</u></p> <p>Nothing to add to the minutes.</p>	
11	<p>Draft new meeting structure and governor roles to include recommendations from meeting on curriculum / governor visits (appendix C)</p> <p>SV had distributed a proposal for streamlining governor work and monitoring. Committees would drop from 5 to 3 with 1) learning and wellbeing, 2) resources, property, health and safety and 3) Governance, Strategy and policies. Two governors would be allocated to each area of responsibility with final decisions made at the September FGB.</p> <p>SV, SH, RG, AFR had met with Tom Brown to look at a streamlined process for governor monitoring. They had agreed on a curriculum monitoring with SH and RG as the allocated governors. SV recommended a co-chair arrangement. The three potential governors noted where their skills lay and which areas interested them.</p> <p>Governors unanimously voted to approve the proposal.</p>	<p>Agenda 29/9/25</p> <p>RG/SH 29/9/25</p>
12	<p>Vote to re-appoint Liz Chaplain to advise on Head Teachers APR</p> <p>Approved. LR to contact Liz Chaplain to agree October date. Governor performance management group to be finalised at September FGB. MO confirmed as chair.</p>	<p>LR 10/7/25</p>
13	<p>Safeguarding report</p>	

	of Woodlands Meed and asked for governors' thanks to be passed onto the Woodlands Meed team. Report to be distributed to governors when received.	
18	What impact has the meeting had on pupils? Striving for best facilities for pupils Community links with local businesses promoted Ensuring resources and funding in place Strength of staff/pupil wellbeing and safeguarding Move to more streamlined governor focus Oversight and review of policies strengthened	
19	PART 2	
20	PART 2	
21	Dates for next meetings Monday, 29 th September at 4pm. FGB & Policies Tuesday, 21 st October at 2.30pm, Resources, premises/health & safety Tuesday, 21 st October at 4pm, Pay Monday, 17 th November at 4pm, Learning & Wellbeing Wednesday, 3 rd December 2025, FGB ALL MEETINGS TO TAKE PLACE AT THE COLLEGE. Meeting dates for Governance, Strategy and policies to be set at next FGB	
22	Tour of the cottage Governors enjoyed a tour of the site.	

SIGNED.....*Simon Virgo*..... DATE.....29th September 2025.....

ACTION GRID July 2025			
Minute number	Action	Who	By when
1	Write to SB re governor meeting attendance	LR	✓
2	Inform WSCC of SV's term of office	LR	✓
6	Termly governor visits set for 25/26. Dates to be organised.	AFR	Termly
6	Ensure local businesses are offered tour of sites when visiting.	AFR	Constant
9a	Inform AFR of any known grants for solar panels	All	✓
9c	Governors to liaise with TC-IT for signature box advice	All	✓
11	Set committee membership. Allocate governor areas. Add meeting dates for Governance, Strategy & policy committee	Agenda	✓
12	Arrange HTPM management date	LR	✓
14	Plans for curriculum monitoring to be considered with Tom Brown	RG/SH	Autumn term
15	Demonstration of SeaSaw at L&WB How is the implementation of supporting pupils with medical conditions monitored?	Agenda	17/11/25
16	Update risk register	LR	✓
17	Send Summer Locality Visit report to governors	AFR	On receipt

Appendices

- A. FGB minutes 26/3/25
- B. Summer term committee minutes
- C. Draft new meeting structure & governor roles
- D. Governor visit reports
- E. Policies for approval
- F. Risk register
- G. Chairs' report and governor structure proposal
- H. Headteacher's report, Meeds SEND Alliance end of year report, SDP 24/25 & 25/26
- I. Chart of accounts and current budget report