

**WOODLANDS MEED  
LEARNING & WELLBEING COMMITTEE MEETING  
VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill RH15 ODP  
Monday, 2<sup>nd</sup> June, 2025 at 4.00pm**

**COMMITTEE present: Adam Rowland (AFR), Rose Griffiths (RG), Deborah Scott (DS), Simon Virgo (SV), Sue Hawkes (SH), Miriam Owen (MO)**

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

<b>BUILDING UNIQUE FUTURES TOGETHER</b>
---

<b>MINUTES</b>	
<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b> There were no apologies.</p>
<b>2.</b>	<p><b>Declaration of Interests</b> None to declare in the agenda.</p>
<b>3.</b>	<p><b>Approval of last minutes dated 3<sup>rd</sup> March 2025</b> The minutes were approved and signed as a true record.</p>
<b>4.</b>	<p><b>Matters Arising/Action Grid</b></p> <p>a) <u>Confirmation Gardening, Art &amp; Performance Arts policies have been reviewed</u> Yes. LR to update policies.</p> <p>b) <u>Governor subject lead visits</u> Governors had agreed that the current system was not working as well as they would like. They stressed the value of governor visits and AFR felt meetings with department heads would give a better educational oversight. LR to set up meeting with SV, RG, SH, AFR and any members of the leadership team to discuss a better format for subject visits.</p>
<b>5.</b>	<p><b>Notice of AOB</b> None.</p>
<b>6.</b>	<p><b>Reports for Spring term</b></p> <p>a) <u>school and college – attendance, behaviour and skills achievements</u> CC reported on behavioural trends and how they were following the usual pattern. Governors questioned the attendance figure and CC confirmed that WSCC were now putting school refusal down as a reason for an EHCP (educational healthcare plan) which was having a considerable impact on attendance data. The governors queried the reasons for this and could not see the connection with special needs pupils. CC agreed WM was not necessarily the right setting. GB reported on three pupils with zero attendance at the College where school refusal was attributed to anxiety and mental health issues. She reported on the amount of work and support in place but felt parental complicity was a barrier along with pupils not being at the right educational place. The wellbeing team was working hard on securing more appropriate placements. GB confirmed in the past they had been able to encourage pupils in with an appropriate provision but this was not working for these pupils. The committee felt it was important evidence was put in place, and AFR confirmed the last two special school Ofsted Inspections in the area had focused on attendance. It was agreed to add another category to the attendance data for pupils who did not attend at all so it could be clearly seen the impact it was having on data. CC was very pleased to report that despite this, overall attendance at the school had risen to 91% for the first time.</p>

LR  
16/6/25

LR  
16/6/25

CC/GB  
20/6/25

	<p>GB reported on the reduction in behaviours recorded and the committee were pleased this was being directly attributed to the new college environment.</p> <p>b) <u>School and College – Curriculum, teaching and learning</u>  TB confirmed the new teaching system was progressing and working well and explained where pupils were performing above targets. Maths and English were now on Seasaw. HT reported that any progress issues were easily highlighted and meetings were arranged with the team to establish the reasons and to work towards solutions. MW confirmed that as the system embedded and teachers became more experienced target setting continued to be more accurate.</p> <p>c) <u>Complex Needs curriculum</u>  MR gave his report and governors asked how many pupils there were. He confirmed 53 and governors were pleased to see that the data clearly showed how the new curriculum was working for pupils. They also noted the number of options for pupils at the college. MR invited governors to attend the end of year celebrations to be held at the school site in Forest School on 16/7.</p> <p>d) <u>Careers Compass Report + new Gatsby Benchmarks + Quality careers mark</u>  NB reported on the achievements over the past 10 years going above and beyond the Gatsby benchmarks. New guidance had been received in May. They were carefully scrutinising what was necessary to meet the new benchmarks and ensure it was relevant to SEND pupils. NB was confident of the progress but did sound a note of caution that it may take a while to ensure they were meeting/exceeding the new guidance. She reassured governors that they were working hard to ensure they did. The Careers Development Conference in June was all about the new guidance. Governors asked if the same employers would continue to work with WM. NB said they would and explained they were now called WM partners and how much was done to build and nurture partnerships. They asked if there were opportunities to set up further partnerships and NB confirmed they were always looking at establishing new links. Marion Wilcock had suggested setting up clear guidelines on who WM wanted to partner with which worked well and ensured the college continued to be aspirational for pupils. The Enterprise Advisor allowed WM to use their company to show what a successful partnership can achieve. They were using Linked In successfully to network with partners and demonstrate the advantages of working with WM. Governors were pleased to learn they ensured there was a two-way feedback process.</p>	
<p><b>7. Developments on Post 19 provision</b></p>	<p>AFR gave some positive news. WSCC had agreed to support WM as a post 19 provider of supported internships. He confirmed it was in the early stages but JPM/NB had written a business plan and the next step would be to agree a Service Level Agreement with WSCC which would provide funding for a 3-5 year period. On questioning, AFR confirmed it would be sensible to start in Mid Sussex.</p>	<p>AFR 8/7/25</p>
<p><b>8. Report on progress of Life Skills programme</b></p>	<p>Governors had agreed the cottage/barn should be used as a multi-use space and NB had updated the plan. Anna Hull felt she now had enough information to start the funding and grant application process. AFR was liaising with Haverstocks and governors hoped they would be able to develop a suitable proposal for the buildings. It was agreed that pre-planning was important and the design of the buildings should fit in with the location and not disrupt the neighbours.</p>	<p>AFR 8/7/25</p>
<p><b>9. Home Learning policy</b></p>	<p>A new policy was being drafted to support pupils who were unable to attend WM for short periods of up to 6 weeks with a learning at home programme. Pupils would be identified on a case by case basis.</p> <p>Governors applauded the proposal and discussed whether this could be used for school refusers but recognized it was not currently applicable. Policy to the next meeting, 8/7/25.</p>	<p>FGB 8/7/25</p>

		<i>TB left the meeting.</i>
<b>10</b>	<p><b>Any reports from governor subject leader visits</b></p> <p>a) <u>Careers</u> RG had submitted her reports. NB thanked RG for the valuable support she gave the careers programme.</p> <p>b) <u>English</u> SH had a further visit booked. She had also visited the Blossom and Brews occasion which she had thoroughly enjoyed and it had been great to see how the funds from the Bonfire Committee were used.</p>	
<b>11</b>	<p><b>Are there any barriers to a broad and balanced curriculum?(constant agenda item)</b> This item had been added due to the works at the college but it was agreed it could now be removed. Reporting would go through the resources, property H&amp;S committee. SV reported on the number of outstanding snagging items (105) and that the work was ongoing. Warranties were in place and Buckingham Pools had agreed the wrong grouting in the college pool had been used as IG saved costs.</p>	LR 17/11/25
<b>12</b>	<p><b>How is student wellbeing?</b></p> <p>a) <u>Consider results of WSCC school health check for pupils with SEND</u> NB confirmed they were still waiting for the results. Report to the next committee meeting.</p>	Agenda 17/11/25
<b>13</b>	<p><b>Report on current staff absence, wellbeing &amp; training</b> AFR read SF's report. Governors were pleased that the absence management process had proved to be robust and the law had found in WM's favour. AFR reported that changes had been made to the Team Teach programme which would be discussed at the FGB meeting. He explained how the Curiosities programme worked.</p>	
<b>14</b>	<p><b>Safeguarding</b></p> <p>a) <u>Number of Mash referrals</u> b) <u>LADO referrals new and ongoing</u> CC reported that the cases had not increased but the level of complexity for the number they had continued to grow. He noted the frustrations with a system that was not working. WM worked so hard for the pupils and ensured they were in a safe space but they were not getting the information they should expect from the other agencies. Governors asked if WM was confident the pupils were in a safe space when they went home. CC confirmed the Wellbeing Team worked so hard to support the pupils and families. Governors thanked the staff for what they were doing in what they understood were extremely difficult situations. CC reported on the new LADO poster with a QR code but he was confident in the system in place at WM.</p> <p style="text-align: right;"><i>MR left the meeting.</i></p>	
<b>15</b>	<p><b>Confirmation to committee that these policies have been reviewed:</b> NB confirmed the Relationships &amp; Sex Education policy was currently under review and would be sent to the next meeting.</p>	
<b>16</b>	<p><b>Anything to add to the Risk Register</b> No.</p>	
<b>17</b>	<p><b>Impact of governors' action/discussion for pupils</b> Attendance data good and plans in place to record data for persistent school refusers. Plan to make governor subject monitoring visits more effective. Evidence that new teaching system is having an impact. Strong developments in complex needs provision. Work on meeting new Gatsby Benchmarks ongoing. Excellent partnerships with local business in place supporting pupils. Progress on post 19 provision with WSCC. Liaising with Haverstocks for design of multiuse space and funding/grant applications to start.</p>	

	<p><b>Developing home learning policy</b>  <b>Effective absence management process proved to work.</b>  <b>Safeguarding team working professionally and hard to ensure safety/wellbeing of pupils.</b></p>	
<b>18</b>	<p><b>Date of Next Meetings</b>  Monday, 17<sup>th</sup> November 2025 at 4pm, College  Wednesday, 25<sup>th</sup> February 2026 at 4pm, College  Tuesday, 3<sup>rd</sup> June 2026 at 4pm, College</p>	

SIGNED.....*Deby Scott*.....DATE.....17<sup>th</sup> November 2025.....

<b>ACTION GRID June 2025</b>			
4a	Update policy approval.	LR	✓
4b	Working party to develop streamlined governor subject monitoring.	LR	SH/RG
6	Add extra category to attendance data for school refusers	CC/GB	✓
7	Developments of post 19 provision to FGB.	AFR	✓
8	Follow up on life skills centre design with Haverstocks and begin funding process	AFR/AH	✓
9	Home learning policy to next policy committee	Agenda	✓
11	Removed constant agenda item	LR	✓
13	Report on results of WSCC health check for pupils	NB	✓
15	Relationships & Sex Education policy to next meeting	Agenda	✓
14	Acronym list to be kept updated on sharepoint	LR	Ongoing