

**WOODLANDS MEED  
FULL GOVERNING BODY MEETING  
Monday, 29<sup>th</sup> September 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), Rose Griffiths (RG), Deborah Scott (DS), Sue Hawkes (SH), Liz Huffy (LH)**

**Prospective Governors present: Colin Holden (CH), Melanie Hart-Murison (MHM), Peter Williams (PW)**

<b>BUILDING UNIQUE FUTURES TOGETHER</b>
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<b>MINUTES</b>	
<b>1)</b>	<p><b>Welcome, Introductions and Apologies</b> Welcome and introductions took place. Apologies were received and accepted from Matt Stuart. Shafique Barabhuiya did not attend the meeting.</p>
<b>2)</b>	<p><b>Declaration of Interests</b> None to declare in the agenda.</p>
<b>3)</b>	<p><b>Election of Chair/co-chair of Governing Body for 1 year</b> Governors had expressed a preference for a co-chair model. Simon Virgo and Bill Hatton were duly elected for 1 year. Simon and Bill will meet offline and agree how this will work to ensure clear decision making and ensuring efficient use of time.</p>
<b>4)</b>	<p><b>Election of Vice Chair of Governing Body for 1 year</b> Peter Williams was elected as Vice Chair for one year</p>
<b>5)</b>	<p><b>Chairman's Action and Report</b> (appendix P) Governors thanked SV for his written report and discussed the two remaining issues for the college. They carefully considered the situation with the drainage maintenance and fully supported the reasons for not signing the deed of variation to the development agreement. They were waiting for the sound readings round the MUGA to see if an acoustic wall was required but remained of the opinion that the majority of noise would come from the primary school and there had been 2 schools on the site before the houses were built. <u>College Opening</u> Governors and past governors involved in the project had attended the opening and reported on a really successful and enjoyable day. They had enjoyed the pupils' involvement and the tours arranged to see the college in action.</p>
<b>6)</b>	<p><b>Notice of AOB</b> a) <u>Fireworks</u> SH raised the fireworks evening on 1/11 and the hope WM staff would be able to help. AFR confirmed he and his family were always there and that Anna Hull would be sending out a request for support.</p>
<b>7)</b>	<p><b>Verbal update from Headteacher</b> AFR reported on the start of term on both sites. The additional parking now available at the college had made transport much easier to manage. It also enabled easy access for lettings. As a consequence, local residents were happier. The alarms had gone off on the college site from 8am on the previous Sunday and the reasons were being investigated. Governors were concerned about the impact on local residents. The faulty lights on the sports pitch had been fixed and the plates on the carpark exit were being checked. Due to a recent change in Blacklands Farm's organization, KS5 could not be accommodated for the residential. Mark Rogers had booked an alternative site which governors approved subject to the usual risk assessments. Governors appreciated the change was unavoidable this year, but checked it was always an aspiration to have a site that could accommodate all students.</p>

	<p>AFR explained that as there were now 12 classes at the college it would be possible to increase the planned places numbers. On the advice from WSCC governors approved moving to 297.</p> <p>AFR reported on the higher demand for KS5 places and he would set out a proposal for the next FGB meeting. MO asked if pupils were still coming from out of county and AFR confirmed there continued to be a few.</p> <p>This term's governor visit would focus on the resources available at the college. There would be an earlier than normal start to allow governors to see how the morning transport was working. JPM to send out date. (4/12/25 8.30 – 11.30)</p> <p>On questioning, DS reported on how the sports pitch and increased space for students was having a really positive impact on pupil behaviour. AFR highlighted the amazing facilities which were giving so many opportunities for pupils. The Macbeth production had been very successful.</p> <p>The governors were pleased to learn the snagging list had mostly been completed and they recognized the incredible amount of work particularly by AFR/Justina Pughe Morgan, staff and governors to finally secure such an impressive building. They also noted how professional Sunninghill had been as they took over phase 2.</p>	<p>AFR 3/12/25</p> <p>JPM 1/01/25</p>
8)	<p><b>Approval of Minutes and Confidential minutes dated 8<sup>th</sup> July 2025</b> (appendix A)</p> <p>The minutes were approved and signed as a true record.</p>	
9)	<p><b>Matters Arising/action grid</b></p> <p>a) <u>Confirm governor roles for Colin Holden, Melanie Hart-Murison and Peter Williams and 'buddy' system</u></p> <p style="text-align: right;"><i>CH/MHM/PW left the room</i></p> <p>The governors were delighted to have three such strong candidates for governor roles. There was a co-opted and an LA position available but, in view of the experience of all three, they did not want to lose anyone. It was agreed to appoint an associate member recognising the skills they all brought.</p> <p style="text-align: right;"><i>CH/MHM/PW returned</i></p> <p>SV explained the situation, and it was agreed they would draw lots. Peter Williams was appointed as co-opted governor, Colin Holden would be put forward as LA governor and Melanie Hart-Murison would take on the associate role. Buddies were appointed to support them and they were welcome to get in touch with any questions or for advice: CH and SH MHM and MO PW and SV CH to attend meetings as an observer until his appointment was approved by the Local Authority. However, SV commented that opinions and views from all members of the governing body were welcome regardless of status.</p> <p>b) <u>Renew Nola Bennett's &amp; Gillian Barton terms of office as associate members</u> Approved.</p> <p>c) <u>Do we need to hold a parent governor election?</u> SB had missed more than 3 consecutive meeting and has not responded to emails sent from the clerk. Governors approved removing him from office and asked WM to carry out a parent election. LR to inform SB.</p> <p>d) <u>Set date for Governance (Strategy &amp; Policy) meeting</u> It was agreed to get the new strategy, ensuring it matched with policies, in place by March with a draft received by Christmas. Small working party to be established and date set for meeting. (AFR/MS/SV/PW). Next governance meeting 24/11/25.</p>	<p>CH/SV/LR 7/10/25</p> <p>LR 7/10/25</p> <p>JPM 17/10/25 LR 1/10/25</p> <p>AFR/MS/SV/ PW</p>
10)	<p><b>Note approval of Safeguarding &amp; Child Protection Sent to governors 22/8/25</b> (appendix B)</p> <p>The policy had been approved by governors and added to the website. Governors were given the option to follow the electronic training offered to staff. LR to send the link. BH raised the link with the whistleblowing policy and it was agreed it was important there was always the option to raise any issues in confidence.</p>	<p>LR 3/10/25</p>
11)	<p><b>Governor papers for signature/completion/approval</b></p>	

	<p><b>a) <u>Declaration of Interests Pecuniary/Business Interests</u> (appendix C)</b> Signed and returned by governors. (MS to do.)</p> <p><b>b) <u>Disqualification declaration form</u> (appendix D)</b> Signed and returned by governors. (MS to do.)</p> <p><b>c) <u>Confirmation reading of Keeping Children safe in education (KCSiE)part 2</u> (appendix E)</b> Governors signed the attendance sheet confirming they had read the KCSiE. MS to do.</p> <p><b>d) <u>Code of Conduct for approval</u> (appendix F)</b> Approved and signed by SV on behalf of all governors.</p> <p><b>e) <u>Committee terms of reference to be reviewed and any comments/changes brought to next committee meeting</u> (appendix G)</b> To be amended in view of committee changes. Document sent to each committee for review and approval at the next FGB.</p> <p><b>f) <u>Virtual meeting protocol</u> (appendix H)</b> Approved.</p> <p><b>g) <u>Are there any amendments needed to the Delegated Planner</u> (appendix I)</b> LR to update committee delegation. Approved.</p> <p><b>h) <u>Publication of governors' details/attendance on website</u> (appendix J)</b> Approved an uploaded to website.</p> <p><b>i) <u>Skills audit to be returned by 1/12/25</u> (appendix K)</b> Governors were asked to complete the skills audit in time for the next FGB.</p>	<p>MS 21/10/25</p> <p>MS 21/10/25</p> <p>MS 21/10/25</p> <p>Cttees Autumn</p> <p>LR 3/10/25</p> <p>LR 3/1025</p> <p>All 3/12/25</p>
12)	<p><b>Governance:</b></p> <p><b>a) <u>Follow up on governor proposal - committee membership</u> (appendix O)</b> The new committee structure was approved and a review would take place after the first year. New governors were invited to attend all committees.</p> <p><b>b) <u>Do we need a pay committee following advice from WSCC Governance?</u></b> Governors heard the latest advice from Governance. They agreed they did not need a pay committee but would have a panel in place should the need arise.</p> <p><b>c) <u>Progress on Curriculum Oversight</u></b> RG/SH to meet with Tom Brown and report back to governors.</p> <p><b>d) <u>Check governor photo/biog on the website</u></b> LR to liaise with Justina Pughe Morgan and new governors.</p> <p><b>e) <u>Note Training Sessions available to Governors and attend where appropriate</u></b> Link to in house training dates in sharepoint. <a href="#">Inhousetraining.Autumn2025.docx</a> SH and MO had attended the recent WSCC training on headteacher performance management. Governors noted the value of the online training on the National Governors Association which new governors would get a link for. They were also encouraged to sign up for training provided by WSCC.</p> <p><b>f) <u>Note seminar for Governors of Special Schools – 23<sup>rd</sup> October</u></b> Done.</p> <p><b>g) <u>New Ofsted requirements for information</u> (appendix L)</b> Governors had received the new guidance to familiarise themselves with.</p>	<p>RG/SH 4/12/25</p>
13)	<p><b>Anything to report on Safeguarding?</b> Continually under review but a quiet start to the term.</p>	
14)	<p><b>Confirmation of HTPM adviser and date</b> Date set for 9<sup>th</sup> October at 9.30am, school site – Miriam Owen, Rose Griffiths and Sue Hawkes on committee. The committee asked LR to check why there were 2 WSCC advisors. Following the meeting Chris Allright confirmed he would be shadowing Louise Stallard which the committee and headteacher were happy with.</p>	
15)	<p><b>Note of Risk Register</b> (appendix M) Nothing to add. SV to review for next meeting.</p>	<p>SV 3/12/25</p>
16)	<p><b>AOB</b> None.</p>	

17)	<b>What impact has the meeting had on pupils?</b> <b>3 new governors with good and varied experience</b> <b>Provided a college that sets the standard for special needs schools</b> <b>New college facilities were adding significantly to pupils school experience.</b> <b>Committee structure tightened up for more focused governance</b> <b>KS5 trip had been approved following a necessary change of venue.</b>	
18)	<b>Dates for next meetings</b> (appendix O) Please note meetings will now be held at both College and School. Tuesday, 21 <sup>st</sup> October at 2.30pm, Resources, premises/health & safety - School Monday, 17 <sup>th</sup> November at 4pm, Learning & Wellbeing - College Monday, 24 <sup>th</sup> November at 4pm, Governance - School Wednesday, 3 <sup>rd</sup> December 2025 at 4pm FGB - School	

SIGNED.....*Peter Williams*..... DATE.....3<sup>rd</sup> December 2025....

ACTION GRID September 2025			
Minute number	Action	Who	By when
7	KS5 proposal	AFR	✓
7	Governor focus visit set for 4/12/25 at 8.30 – 11.30am	All	✓
9a	Forms for appointment of LA governor	CH/SV/LR	✓
9a&b	Inform WSCC of governor re-appointments and new appointments	LR	✓
9d	Establish strategy working party	SV/AFR/MS/PW	✓
10	Safeguarding training link to governors	LR	✓
11	MS to sign annual governor forms	MS	✓
11e	Terms of reference for approval at committee meetings	LR	✓
11g	Update delegated planner with new committee names	LR	✓
12d	Curriculum oversight planning with Tom Brown	RG/SH	✓
16	Review risk register	SV	✓

- A. FGB minutes 8/7/25
- B. Child protection & safeguarding policy
- C. Declaration of Interests for signature
- D. Disqualification Declaration form
- E. Keeping Children Safe in Education (read part 2 at a minimum)
- F. Code of Conduct
- G. Terms of Reference
- H. Virtual meeting protocol
- I. Delegated planner
- J. Governor details 2024.25
- K. Skills Audit
- L. Ofsted requirements 2025
- M. Risk Register
- N. Meeting Schedule
- O. Governor committee membership
- P. Chair's report