

**RESOURCES COMMITTEE MEETING**  
**(Finance, Personnel, Premises, Health & Safety)**  
on  
**Tuesday, 21<sup>st</sup> October 2025 at 2.30pm**  
**VENUE: Woodlands Meed School, Chanctonbury Road**

**Committee present: Miriam Owen (MO), Matt Stuart (MS), Simon Virgo (SV), Bill Hatton (BH), Colin Holden (CH)**

**In attendance: Alex Flucher-Monteiro (AFM) for premises**

**Associate Member: Justina Pughe Morgan**

**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 Adam Rowland.</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</b>  MS was duly elected as chair for one year.</p>	
<b>4.</b>	<p><b>Election of Vice Chair</b>  BH was duly elected as vice-chair for one year.</p>	
<b>5.</b>	<p><b>Review and recommend terms of reference for combined committee alongside the delegated planner</b>  The committee recommended changes to ensure there was no doubling up of responsibilities between committees. They discussed where the remit should go for reporting accidents (Learning and Wellbeing) and health and safety issues (Resources). LR to make changes for recommendation at FGB.</p>	LR 17/11/25
<b>6.</b>	<p><b>Notice of AOB</b>  a) <u>Parent Governor vacancy</u>  JPM to inform LR if any applicants were put forward before the deadline of 24/10. If not, LR to follow up with Leadership and Governance on giving an ex-parent the role. The committee discussed ways of attracting parents to the roles. They noted the difficulty at keeping parents on the Board due to the pressures on them. Possible solutions to look at were meeting times, childcare support during the meeting and a clear route for claiming expenses.</p>	JPM/LR 7/11/25
<b>7.</b>	<p><b>Approval of minutes 19<sup>th</sup> May 2025</b>  The minutes and confidential minutes were approved and signed as a true record.</p>	
<b>8.</b>	<p><b>Matters arising/action grid</b>  Nothing to add.</p>	
<b>9.</b>	<p><b>Premises, health and safety:</b>  a) <b>Buildings report on key issues and developments: School and College</b>  The committee had received AFM's report.  <u>Leak in the lift</u>  The cause of this long-standing problem had been identified and quotes were being</p>	

	<p>sought. The fault had been flagged up prior to the 12-year warranty and WSCC had assumed responsibility with the hope of recouping the money from Wilmot Dixon.</p> <p><u>College Ceiling</u> AFM reported on the area of ceiling outside the pool plant room that had collapsed following the heavy rain. Ron Robson (WSCC) was dealing with it and had noted the same ceiling type was outside the library.</p> <p><u>College carpark</u> Improvements were being made during half term.</p> <p><u>College – remaining leaks</u> To be repaired during half term.</p>	
10	<p><b>Health and Safety</b></p> <p>a) <u>Governor / Heat annual inspection</u> The committee received the reports.</p> <p>b) <u>Current update on H&amp;S issues reported, action taken and any outstanding</u> <i>Emergency lighting – school</i> The committee were aware of the situation and that the individual lights were being repaired. The lights were not connected to the fire system which had been approved by WSCC. The committee were happy with this on the understanding the correct risk assessments were in place.</p> <p><i>Fire Doors</i> The committee discussed the solution for the fire doors that were not closing properly. AFM was sourcing the parts to repair the door closers. The committee flagged as an urgent priority the door near the Refuge Area which would be disconnected and kept permanently closed until it was repaired. AFM confirmed there was a timetable in place for regularly checking the fire doors and the fire extinguishers</p> <p><i>Fire Alarm</i> JPM reported on the difficulty of hearing the phones in the reception area when the fire alarm was sounded. Staff had walkie talkies to ensure the building was cleared. The committee suggested the phones should have a light as well as a ring.</p> <p><i>Sheds</i> AFM to arrange signage.</p> <p><i>Responsibility for drainage system</i> The committee discussed the communication with WSCC on the responsibility for the drainage pump. Governors had the legal agreement for WSCC to sign. <i>AFM left the building.</i></p>	JPM 2/2/26
11	<p><b>Summary of Staffing Position</b></p> <p>JPM reported on the challenges of recruiting teaching assistants. The committee asked whether there were any measures they could take to attract more applicants and whether they were lowering the bar for applicants. JPM confirmed pay in special schools was higher than mainstream and when they took on teaching assistants with less experience, training was always given. The committee asked the learning and well being committee to look at solutions.</p>	L&WB 17/11/25
12	<p><b>Report on current budget</b></p> <p>JPM reported on the additional pupils on role and that she expected to receive the additional place funding. The extra .2 percentage point on TA staff pay increases had been covered by the grant received.</p>	

	<p>The committee discussed the photocopying contract. JPM was thoroughly investigating but it appeared using an inkjet printer would carry significant savings. They discussed alternative schemes such as leasing/owning but it was agreed a contract continued to be the best option.</p> <p><u>Solar Panels</u></p> <p>The committee were pleased solar panels could now be afforded at the college and recognized the eventual cost saving. They understood all sourcing of grants had been exhausted and that at this stage installing batteries would not be worthwhile. The committee asked JPM to submit the application for approval at the December FGB.</p> <p><u>Minibus</u></p> <p>JPM reported on the need to replace a minibus. CH recommended approaching Blue Bird Community Transport for possible discounts/secondhand vehicles. Anna Hull (fundraising at WM) was also looking into options.</p> <p>The committee thanked JPM for her work on the budget and were encouraged by the projected reserve funds.</p> <p>CH asked if WM anticipated changes in funding once the new format for the Local Authority was agreed. JPM noted the Authority was funded by the DfE so there should not be any major changes. It was agreed the reforms to SEND funding would be carefully monitored.</p>	<p>JPM 3/12/25</p>
<p><b>13</b></p>	<p><b>Has the NGA membership been renewed?</b> Yes.</p>	
<p><b>14</b></p>	<p><b>Risk Register</b> Nothing to add and due for review at the December FGB.</p>	<p>FGB 3/12/25</p>
<p><b>15</b></p>	<p><b>AOB</b></p> <p>a) <u>Lettings</u></p> <p>On questioning from the committee, JPM raised concerns about one hirer who considered there was too much sand on the all-weather pitch which had led to a drop off in bookings. The manufacturer had been asked to come in to check the level of sand. JPM confirmed she was very clear about the pitch when bookings were made and that it did not meet specifications for matches. The lack of facilities was not seen to have an impact bearing in mind the length of bookings. The committee felt the dry weather up to this point in the autumn may have had an effect on the booking numbers. JPM had used incentives for people to book. MS asked to come and have a look at the surface as it might be a good option for Lindfield Juniors during the winter season. To be kept under review.</p>	<p>Agenda 2/2/25</p>
<p><b>16</b></p>	<p><b>Impact of meeting on pupils</b> <b>Buildings and health and safety kept under constant review</b> <b>Strong financial process in place</b></p>	
<p><b>17</b></p>	<p><b>Date of next meeting</b> <b>Resources, premises, health and safety Monday, 2<sup>nd</sup> February 2.30pm at the college</b></p>	

SIGNED.....*Matt Stuart*..... DATE.....2<sup>nd</sup> February 2026.....

<b>ACTION GRID October 2025</b>			
5	Amend terms of reference & discuss at L&WB.	L&WB	✓
6	Process for parent governor application	JPM/LR	✓
10b	Risk assessment in place for the fire alarm not connected to lights	JPM	3/12/25
10b	Disconnect fire door by refuge area until repairs completed	AFM	✓
10	Investigate lights for telephones in reception.	JPM	2/2/26
11	Situation with teaching assistant recruitment to L&WB	L&WB	✓
12	Begin process for solar panels for approval at FGB	JPM	3/12/25
14	Review of risk register	SV	3/12/25
15	Review of lettings at next meeting	Resources	2/2/26