

**GOVERNANCE COMMITTEE MEETING
(STRATEGY, POLICY & FUNDRAISING & WEBSITE)**

ON

Monday, 24th November at 4pm

VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY

**Committee present: Adam Rowland (AR), Simon Virgo (SV), Bill Hatton (BH), Peter Williams (PW),
Melanie Hart-Murison (MHM)**

All governors invited to attend

Clerk: Louisa Rydon

BUILDING UNIQUE FUTURES TOGETHER

| MINUTES | | |
|---------|---|-------------------------------------|
| 1. | <p>Welcome & Apologies There were no apologies. LR welcomed governors to the first meeting of the new Governance committee. SV confirmed a Strategy Working Party had been set up which would report on their progress at the next meeting.</p> | <p>SV/BH/ MS/AFR 9/3/26</p> |
| 2. | <p>Declaration of Interests None to declare in the agenda.</p> | |
| 3. | <p>Terms of Reference for new committee to be drafted by Headteacher and Co-Chairs LR to combine the relevant sections of the current terms of reference as a starting point for the Strategy Working Party to establish committee terms of reference.</p> | <p>LR 3/12/25</p> |
| 4. | <p>Election of Chair & Vice Chair for the committee Peter Williams was duly elected as chair and Melanie Hart-Murison as vice chair for one year. The committee thanked them for taking on the roles.</p> | |
| 5. | <p>Approval of policy minutes dated 26th March 2025 & Strategy minutes 20th June 2024 LR confirmed the minutes had been approved at FGB and they were signed as true records.</p> | |
| 6. | <p>AOB None.</p> | |
| 7. | <p>Matters Arising/action grid a) <u>Is there an EV policy now the college has completed</u> The committee read the new policy. They were pleased the Charging Points had been installed, and though not being widely used yet, recognised how important they were to have going forward. Policy approved with an annual review.</p> | |
| 8. | <p>Policies due for approval in autumn term <u>Statutory</u> <i>Admissions arrangements – confirmation statement is correct on the website</i> BH had checked the statement which reflected WM practice. <i>Teachers' pay policy to include addendum on school trips (AFR) – (to be recommended to December FGB)</i> The committee raised a concern that the policy did not reflect the current guidance on governor pay committees. LR reported that this had been raised with WSCC Governance who were preparing to share HR guidance in the spring term. AFR confirmed he had talked through his pay decisions with the Co-Chairs. The committee carefully discussed the changes to the TLR (teaching and</p> | |

| | |
|---|--|
| <p>learning responsibility) and appreciated the reasons for payment not being pr-rata. AFR reported on the current criteria for teachers' progression to the UPS (upper pay scale). He highlighted that West Sussex was currently one of only 4 councils to have progression every two years rather than annual and the pressure to change.</p> <p>The committee were unable to approve the policy whilst it did not reflect the new guidance on pay procedures. To be noted at FGB and wait for HR recommendations.</p> <p><i>Safeguarding & Child protection (including annexe on statement of procedures for dealing with allegations of abuse against staff)</i></p> <p>Approved at FGB 29/9/25</p> <p><i>SEND & SEND information report (CC)</i></p> <p>To next meeting</p> <p><i>Relationships & Behaviour (CC)</i></p> <p>To next meeting.</p> <p><i>Governor behaviour principles written statement (Governors)</i></p> <p>To next meeting.</p> <p><i>Health & Safety (AFR)</i></p> <p>SV asked if the glazing film on the balustrades was included. AFR understood there was a glazing policy and the committee asked for clarification from Alex Flucher-Monteiro (AFM) at the next premises meeting.</p> <p>Policy approved.</p> <p><i>Careers Guidance(NB)</i></p> <p>To next meeting.</p> <p><u><i>Non-statutory – do not require governor approval but good practice</i></u></p> <p><i>Early Years Foundation Stage (HT)</i></p> <p>To next meeting.</p> <p><i>Lock Down (AFR)</i></p> <p>On questioning, AFR reported it would be a member of the leadership team's decision to start the lockdown process. There was a test once per year and the fire alarm was tested termly.</p> <p>Policy approved.</p> <p><i>Parking (AFR)</i></p> <p>AFR reported on the first term's use of the car park. In response to concerns, changes had been made to the staggered plates at the exit and a speed bump added. The committee had used these and were confident the plates did not cause any damage to cars. The committee were concerned to learn how some drivers had avoided using the correct exit and recommended a clause was added to the policy: <i>If the rules of use for the carpark are not followed, governors will be informed and users will be asked to park off site.</i></p> <p>Governor visit to included observation car park (4/12/25).</p> <p><i>Swimming pool policy & risk assessments (AFM)</i></p> <p>The committee had seen the documents and asked that all risk assessments were up to date. They discussed the problem AFM faced with the use of chemicals with differing requirements from the contractor and the installer. To be discussed at the next Resources meeting.</p> <p><i>Observation & Classroom monitoring (AFR)</i></p> <p>Policy approved.</p> <p><i>Provider Access (NB)</i></p> <p>To next meeting.</p> <p><i>Supported Internships (NB)</i></p> <p>To next meeting.</p> <p><i>Reviews of marking (TB)</i></p> <p>To next meeting.</p> | <p>FGB 3/12/25</p> <p>Resources 2/2/26</p> |
|---|--|

| | | |
|----|--|------------------|
| | <p>Assessment and recording (TB) To next meeting.</p> <p>Autistic Spectrum Condition (CC) To next meeting.</p> <p>Communication (GB) Approved.</p> <p>Independent Travel Training (GB) To next meeting.</p> <p>Intimate Care (CC/GB) To next meeting.</p> <p>Online safety RA/LH/PT) The committee discussed the ever-changing use of social media and what was available. They suggested whether a clause should be included in the policy on education on the different and changing platforms available. Question to be asked to Nola Bennett for her thoughts at the next learning and wellbeing meeting. Approved.</p> <p>AFR reported that the majority of special schools blocked access to AI. The committee agreed pupils should be taught about AI and AFR had asked Justina Pughe Morgan to investigate how it worked at WM and the risk of fake news and prohibited words getting through the filters in place. AFR confirmed an AI policy was in place.</p> <p>Positive handling (AR/CoP) To next meeting.</p> <p>Pupil premium (TB) To next meeting.</p> | L&WB 25/2/26 |
| 9. | <p>Discussion on how to monitor website is up to date and compliant To be continued as before. JPM to complete the annual WSCC self-audit and create action list. Report annually. To next meeting.</p> | Agenda 9/3/26 |
| 10 | <p>Impact of governor discussion/action Robust review system made clear in top box. Model policies not amended in order to be compliant with WSCC procedures. Statutory policies reviewed to timetable and where applicable on website.</p> | |
| 11 | <p>Date of next meeting Wednesday, 25th February at 4pm – COLLEGE Wednesday, 24th June at 4pm - SCHOOL</p> | |

SIGNED.....*Peter Williams*..... DATE.....25th February 2026.....

| ACTION GRID November 2025 | | | |
|---------------------------|---|------------------------------|---|
| 1 | Report from Strategy Working Party | Working Party (SV/BH/MS/AFR) | ✓ |
| 3 | Set Terms of Reference. | LR/Working Party | ✓ |
| 8 | Inform FGB pay policy not approved until guidance from WSCC HR received on pay committee as the new guidance is not reflected in the policy | PW/Governance | ✓ |
| 8 | Is there a glazing policy or is the new film on the glazing included in a policy? Question to AFM | LR | ✓ |
| 8 | Should there be an additional clause on education to pupils re changing and new online social media sites. Questions to NB. | LR | ✓ |
| 8 | List of policies not received to Leadership team for review | LR | ✓ |

| | | | |
|---|--|--------|---|
| | at next meeting. | | |
| 9 | Review of website following self-audit | Agenda | ✓ |