

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 3rd December at 4pm**

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

FGB present: Rose Griffiths (RG), Melanie Hart-Murison (MHM), Sue Hawkes (SH), Bill Hatton (BH), Miriam Owen (MO), Adam Rowland (AFR), Matt Stuart (MS), Peter Williams (PW), Colin Holden (CH)

Justina Pughe Morgan for agenda item 4.

Clerk: Louisa Rydon

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1)	<p>Welcome, Introductions and Apologies Apologies were received and accepted from Simon Virgo, Bill Hatton, Liz Huddy and Deborah Scott. Peter Williams as vice chair, was appointed to chair the meeting.</p>
2)	<p>Declaration of Interests None in the agenda.</p>
3)	<p>Chairman's Action and Report N/A</p>
4)	<p>Notice of AOB</p> <p>a) <u>Approval of 3 year budget Appendix I</u> JPM reported on the projection with explanations and confirmed there were no concerns at present. PW asked if any allowance had been made for the change to the council structure in 2028 and JPM confirmed school funding would continue as it is at present. Approved and signed by chair of Resources.</p> <p>b) <u>Science room at school site</u> During PW's tour of the school AFR had discussed the use of the science room and whether in the future it could be used as an extra classroom. Governors considered how science was taught and across the two sites and agreed this should be kept under review, but at present the room was effectively used to teach pupils.</p>
5)	<p>Headteacher's Report (Appendix A)</p> <p><u>Questions</u> <i>How does the Early Career teacher (ECT) role work and is it a successful way of recruiting?</i> AFR reported on the current Early Career teachers (ECTs); they worked under an experienced teacher and it had proved to be an effective way of attracting good candidates to WM. It gave them a clear insight into special needs teaching at WM and was also good professional development for their mentors. Teaching assistants were still proving hard to recruit. <i>Are you concerned about the replacement of the long-term operations member of staff as there is no overlap period?</i> AFR was delighted to confirm on the second recruitment round, they had been able to employ a very strong employee. There was no overlap but a handover process was in place. As he and JPM were line managers for the role the governors were assured the risk was minimal. They sent their best wishes to Sandra Feltham who was retiring. <i>Can you report on the current stage of the life skills programme?</i> AFR confirmed Haverstocks were revising the building plans based on the recommendations put forward by the governors and the business plan had been updated. Anna Hull was beginning to look at fundraising opportunities, and the governors were aware of the considerable sums needed. They asked if WM was now</p>

	<p>committed to going ahead. AFR said not yet, but governors agreed the aspiration was to get the building underway as it would have such a positive impact for pupils and would develop the Enterprise Curriculum.</p> <p><i>Are there any health and safety concerns with the building?</i> The building/area was only being used for storage and a limited amount of gardening so there were no concerns. The building is secure and kept neat and tidy, the premises team are monitoring it weekly.</p> <p><i>How are the external lettings going? Is there a cost impact?</i> Hirers are given key access so they are made responsible and there are no staff costs. There is good CCTV in place and there are clear guidelines on being mindful of neighbours. The number of lettings are slowly increasing though the pool is fully let and the fees offset the running costs. The INSET days were approved for 2026/27.</p>	
6)	<p>Report from Strategy Working Party The first meeting of the working party (AFR/SV/BH/MS) was set for 12/12. AFR to bring proposal to first meeting.</p>	Working Party 12/12/25
7)	<p>Approval of Minutes dated 29th September 2025 (Appendix B) The minutes were approved and signed as a true record.</p>	
8)	<p>Matters Arising/action grid</p> <p>a) <u>Update on new governor appointments & any questions</u> LR confirmed Colin Holden had been formally approved as a Local Authority Governor. There had been a second approach to parents, but no-one had come forward. On advice from WSCC Governance, Melanie Hart-Murison could take on the parent role as a past parent. The governors were delighted to approve both nominations.</p> <p>b) <u>KS5 proposal</u> AFR reported on the expansion of KS5 in his report. Governors discussed the benefits for pupils. They understood the destination of pupils leaving year 11 changed from year to year (see appendix A of Headteacher's report). AFR reported on the contact with pupils and parents to ensure the right choices were made. Governors understood WM was looking into the feasibility of using the STEM room for a Tutor base to increase numbers from September 2026, and that there would be no impact on the use of the room for science.</p>	
9)	<p>Approve amended terms of reference (Appendix C) <i>Note Governance section under review by working party</i> Terms of reference for learning and wellbeing and resources were approved. Governance section to working party for recommendation to FGB (25/3/26) and pay on hold until advice from WSCC received.</p>	Working party 12/12/25
10)	<p>Any questions on committee minutes (Appendices D)</p> <p>a) <u>Resources, Property, health and safety</u> Nothing to add.</p> <p>b) <u>Learning and Wellbeing</u> Nothing to add.</p> <p>c) <u>Governance</u> <i>Pay policy</i> (Appendix G) – waiting for HR guidance on changes to pay committee LR reported that lots of schools had submitted concerns to WSCC Governance about the conflict in the policy surrounding the pay committee. The guidance was that the pay committee was not required and if any concerns were raised by staff, governors were required to convene a panel. However, this was not reflected in the policy. WSCC Governance were seeking advice and had said they would report back in January. Governors confirmed AFR had gone through his pay recommendations with the co-chairs for complete transparency. Policy approved with caveat about the need for a pay committee. To next Governance meeting.</p>	Agenda Governance
11)	<p>Governance:</p>	

	<p>a) <u>Progress on Curriculum Oversight</u> (Appendix J) RG and SH reported on their meeting with Tom Brown and were able to give a clear and concise view of the changes being made to rebrand the curriculum with 4 different coloured pathways. Governors discussed the real benefits for pupils and parents and studied the 2025/26 curriculum document. RG and SH would meet with TB again in the spring term to hear parents' feedback and see how the document will be displayed on the website. (RG/SH report attached to minutes).</p> <p>b) <u>Check governor photo/bio on the website</u> CH/MHM and PW to send short biography to LR for website.</p> <p>c) <u>Note Training Sessions available to Governors and attend where appropriate</u> Details of in-house training were sent termly to governors. Governors had access to the National Governors Association (NGA) and WSCC training. New governors were encouraged to take Getting Started and Being Effective. AFR recommended all governors taking an Ofsted course in view of the new approach to school inspection.</p> <p>d) <u>Completed skills audit from Governors</u> (Appendix E) Governors were asked to complete the skills audit by the end of February for discussion at the next FGB.</p>	<p>Agenda 25/3/26</p> <p>CH/MHM/PW 19/12/25</p> <p>All 25/3/26</p> <p>All 28/2/26</p>
12)	<p>Note Headteacher's performance management taken place and pay reviews for staff MO confirmed the headteacher's performance management had taken place. AFR confirmed the pay review for all staff had been done and he had informed the co-chairs of his recommendations.</p>	
13)	<p>Safeguarding report Reported at learning and wellbeing (17/11/25)</p>	
14)	<p>Review Risk Register (appendix F) AFR felt the risk register needed a complete overhaul. SV to review it before the next meeting.</p>	SV 25/3/26
15)	<p>AOB</p> <p>a) <u>Locality Visit</u> AFR thanked RG for her support in attending the meeting. He reported on the new format and that it had gone well.</p> <p>b) <u>Governor monitoring visit</u> Scheduled for 4/12/26 – PW/SH/MO/RG to attend. Report to next meeting.</p>	All 25/3/26
16)	<p>What impact has the meeting had on pupils? 3 year budget approved. Consideration of use of science rooms to benefit pupils. ECT programme working well. Life Skills Centre plans are progressing. Lettings programme growing.</p>	
17)	<p>Dates for next meetings (appendix H) Monday, 2nd February at 2.30pm, Resources, premises/health & safety (school) Wednesday, 25th February at 4pm, Governance (college) Monday, 9th March at 4pm. 4pm, Learning & Wellbeing (school) Wednesday, 25th March 2025, FGB (school)</p>	

SIGNED.....Peter Williams..... DATE.....25th March 2021.....

ACTION GRID DECEMBER 2025			
Minute number	Action	Who	By when
6	Strategy working party first meeting.	AFR/SV/BH/MS	✓

9	Governance terms of reference for recommendation by working party to next FGB	AFR/SV/BH/MS	✓
10c	Report back on need for pay committee.	Agenda	✓
11a	Report on parent feedback and curriculum document on website.	RG/MO	✓
11b	Write bio for the website	PW/MHM/CH	20/4/26
11c	Undertake relevant governor training	All	On-going
11d	Complete skills audit by end of February	All/LR	20/4/26
14	Review risk register	SV	✓

- A. Headteacher's report & appendices
- B. FGB minutes, 290925
- C. Amended terms of reference
- D. Committee minutes
- E. Skills audit for completion
- F. Risk Register for review
- G. Pay policy
- H. Updated meeting schedule
- I. 3 year budget
- J. Governor curriculum pathways visit