

**RESOURCES COMMITTEE MEETING**  
**(Finance, Personnel, Premises, Health & Safety)**

on

**Monday, 2<sup>nd</sup> February, 2026 at 2.30pm**

**VENUE: Woodlands Meed College, Birchwood Grove Road**

**Present: Adam Rowland (AFR), Matt Stuart (MS), Simon Virgo (SV), Bill Hatton (BH)**

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

**Associate Member present: Justina Pughe Morgan**

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES		
<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b> Apologies were received and accepted from Miriam Owen and Colin Holden.</p>	
<b>2.</b>	<p><b>Declaration of Interests</b> None.</p>	
<b>3.</b>	<p><b>Notice of AOB</b> None.</p>	
<b>4.</b>	<p><b>Approval of minutes 21<sup>st</sup> October 2025</b> The minutes were approved and signed as a true record.</p>	
<b>5.</b>	<p><b>Matters arising/action grid</b></p> <p>a) <u>Risk assessment in place for the fire alarm not connected to lights?</u> AFM confirmed a suitable replacement company was being sought to carry out the fire risk assessment. SV gave him the contact details for B9.</p> <p>b) <u>Are alert lights for telephones in reception feasible?</u> The company were coming in during half term. JPM to ask.</p> <p>c) <u>Update on solar panels</u> The maximum number of solar panels are being installed on the college roof during half term.</p>	AFM March 2026
<b>6.</b>	<p><b>Discussion on School Fund Audit and Accounts for 2024/25. Confirm appointment of auditor</b> The committee discussed and reviewed the audited report and were happy with the recommendations. JPM recommended continuing to use School Business Services for 2025/26 which governors approved.</p>	
<b>7.</b>	<p><b>Premises, health and safety:</b></p> <p>a) <b>Buildings report on key issues and developments: School and College</b> <i>Is the glazing film on the balustrade included in a policy?</i> AFM confirmed that an external glazing risk assessment had to be completed every 10 years. WM conducted an annual check which AFM confirmed was reported. He was currently looking for a suitable company to carry out the external risk assessment. He confirmed all the glazing as well as the balustrades were included. <i>Can we have confirmation the risk assessments for the pool are uptodate?</i> AFR confirmed the risk assessments/policies for the pool were uptodate and he</p>	AFM March 2026

	<p>brought the filed copies to the meeting. The file is kept in the Office.</p> <p><i>Can we have an update on the chemicals for the new pool regarding the conflicting advice from the council and contractor?</i></p> <p>AFM reported he now carried out the chemical check first thing in the morning and his readings were matching Buckingham Pools. WSCC run a check every three months.</p>	
<b>8.</b>	<p><b>Health and Safety</b></p> <p><b>a)</b> <u>Current update on H&amp;S issues reported, action taken and any outstanding</u> AFR/SV had carried out an inspection.</p> <p>AFM reported that Calberrie was coming in during half term to complete the recommended defect actions.</p> <p>The step ladders (maximum height 2 steps) had been inspected and records kept. A legionella risk assessment is in place and all staff are made aware of the correct procedures for running taps.</p> <p>First aid boxes and fire extinguishers were all up to date. Governors asked that these were added to the minibus checklist.</p> <p>The door stoppers were now all working correctly and fragile roof signs had been put on the shed roofs.</p> <p><b>b)</b> <u>Report against actions on health and safety themed monitoring visits</u> (attached)</p> <p>Governors were pleased to see the positive report and were satisfied all actions were being completed, as above.</p> <p>Governors thanked AFM for his report and work.</p> <p style="text-align: right;"><i>AFM left the meeting.</i></p>	AFM 13/2/26
<b>9.</b>	<p><b>Summary of Staffing Position</b></p> <p>The committee discussed the best financial reporting system to governors for the post 19 provision. They agreed they needed to have clear information on what was being spent and to have clear understanding that there was no impact on WM's core provision. A new tutor was being employed. On discussion, they recommended progress was reported at learning and wellbeing and finance at Resources. AFR to forward SLA as soon as it was received.</p> <p>Governors understood KS5 was expanding and would require extra staffing. HT to report at FGB.</p>	AFR 25/3/26
<b>10</b>	<p><b>Report on current budget</b></p> <p>The committee were aware WSCC had a new system which had caused a delay to receiving this month's figures. They thanked JPM for getting the accounts to them. They discussed the significant delay to the extra funding due for the planned places and asked if there was anything they could do to support WM. JPM felt the funding would soon be received but would let governors know if there was any change. The extra reserves had been allocated to the solar panels and two new (secondhand) minibuses.</p> <p>The committee discussed the unspent subject allowances but with 2.5 months left JPM anticipated the amount would reduce. They were pleased to note the reduction in electricity costs at the school site which could be attributed to the LED lights. The projected carry forward was noted and the committee thanked JPM.</p>	
<b>11</b>	<p><b>Lettings Report</b></p>	

	The committee thanked JPM for the comprehensive lettings report and the clear breakdown in revenue between the two sites. They discussed the benefits of regular bookings and the need to actively market the all-weather pitch. SV felt it might be worth approaching Peter Williams to see if a link could be put on the Burgess Hill town website. JPM raised the problems with last-minute cancellations and the committee felt if it continued to be a problem they should investigate a cancellations policy.	JPM 18/5/26
<b>12 Approve:</b>	<p>a) <u>Statement of Internal Control</u> Approved and signed.</p> <p>b) <u>Scheme of Delegation for financial powers</u> JPM asked the committee to review the amounts needing authorization. On questioning, JPM confirmed the figures had last been reviewed in 2012. The committee agreed an increase: the chair of resources should be notified of invoices from £7,500 £10,000 and the co-chairs as well as the chair of resources for items over £10,001. The scheme of delegation was duly approved and signed.</p> <p>c) <u>SFVS</u> There had been no changes. Approved and signed.</p>	
<b>13 Risk Register</b>	Nothing to add. SV had it in hand to review the risk register before the next FGB meeting.	SV 25/3/26
<b>14 AOB</b>	None.	
<b>15 Impact of meeting on pupils</b>	<p><b>Good result from Health and Safety themed monitoring visit and all actions being addressed.</b></p> <p><b>Constant monitoring of premises to give pupils and staff the best and safe environment.</b></p> <p><b>Procedure set up for monitoring and reviewing post 19 provision to give clarity of expenditure.</b></p> <p><b>Lettings income good with extra facilities added. Ways to increase revenue being investigated.</b></p> <p><b>Strong financial systems in place and best value for money for the benefit of all pupils. Reserve to be used to fund solar panels and minibuses.</b></p> <p><b>School fund audit reviewed and auditor re-appointed for 2025/26.</b></p>	
<b>16 Date of next meeting</b>	<b>Resources, premises, health and safety Monday, 18<sup>th</sup> May, 2.30pm at the School</b>	

SIGNED.....*Matt Stuart*..... DATE.....18<sup>th</sup> May 2027.....

ACTION GRID February 2026			
5a	Appoint firm to carry out fire risk assessment.	AFM	March 2026
5b	Is it feasible to fit alert lights to telephone in reception?	JPM	March 2026

6	Ensure school fund audit and appointment of auditor is regular spring term agenda item.	LR	Annual
7	Appoint firm to carry out glazing risk assessment.	AFM	March 2026
8a	Add annual checks for fire extinguishers and first aid boxes kept in minibuses to checklist	AFM	13/2/26
9	Implement reporting system for Post 19 Provision through Resources and Learning and Wellbeing. SLA to governors when finalized.	L'ship	Ongoing
11	Enquire if link for all-weather pitch could be added to Town Council website. Monitor cancellations and consider policy.	JPM/PW	18/5/26