

**WOODLANDS MEED  
LEARNING & WELLBEING COMMITTEE MEETING  
VENUE: Woodlands Meed School, Chancetonbury Road, Burgess Hill  
Monday, 9<sup>th</sup> March, 2026 at 4.00pm**

**COMMITTEE present: Adam Rowland (AFR), Rose Griffiths (RG), Deborah Scott (DS), Simon Virgo (SV), Sue Hawkes (SH)**

**All governors invited to attend**

**Associate Members present: Gillian Barton (GB), Nola Bennett (NB), Chris Carter (CC), Heather Trott (HT), Martin Woods (MW), Mark Rogers (MR)**

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

<b>MINUTES</b>	
<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b></p> <p>Apologies were received and accepted from Tom Brown and Colin Holden (CH). LR updated the committee on CH's health and they looked forward to welcoming him back to meetings soon.</p> <p>The agenda items were moved as AFR and NB had to leave for a 30 minute period during the meeting and they were absent for items 2a,b,c &amp; 3.</p>
<b>2.</b>	<p><b>Declaration of Interests</b></p> <p>None to declare in the agenda.</p>
<b>3.</b>	<p><b>Approval of last minutes dated 17<sup>th</sup> November 2025</b></p> <p>The minutes were approved and signed as a true record.</p>
<b>4.</b>	<p><b>Matters Arising/Action Grid</b></p> <p>a) <u>Update on curriculum statement</u> Now on the website.</p> <p>b) <u>Report on re-write of supporting pupils with medical conditions policy following governor questions</u> GB/CC had amended the policy including a clear section on insurance. The policy had been approved by the Governance committee.</p> <p>c) <u>Question from Governance committee: Is constantly changing social media covered by the online policy in terms of education and risks?</u> NB confirmed she had reviewed the Social Media Policy and believed it covered risk to staff, as well as the professional use of social media by Woodlands Meed to engage with the community and alumni. She explained that the Relationships and Sex Education/PSHE policy is currently being rewritten in line with the new statutory guidance and would include more detailed information about digital safety. To Governance meeting. RSE statutory changes to be added to the LWB agenda.</p>
<b>5.</b>	<p><b>Notice of AOB</b></p> <p>SV asked for clarification on three points, which staff and governors carefully discussed:</p>

Governance  
24/6/26  
LWB 3/6/26

	<p><b>1. How are injury incidents that happen at work recorded and that RIDDOR guidance is followed correctly?</b></p> <p>AFR confirmed the thorough process that took place once an injury was reported and confirmed the support in place from the leadership team. All absence that is related to a work related injury is recorded using the absence code 1030. If the absence reaches a trigger using the Bradford Absence Calculator, WM can decide to call a Level 1 meeting as a supportive measure to support the employee. WM work closely with WSCC to ensure that injuries that result in more than 7 days off work get referred to RIDDOR.</p> <p><b>2. Who is eligible for the Hepatitis B vaccination?</b></p> <p>AFR confirmed that all staff working on the Orange pathway, EYS and the cover team were offered vouchers to get the vaccine in line with the assessed risk. On questioning, the leadership team had agreed this was the most effective approach and reported on the 3 stages to receive the jab. Governors recognised it was an onerous process and asked about the take up. MR believed the majority of eligible staff had had the vaccination. RG recommended investigating the chemist at Hurstpierpoint which offered pre-bookable appointments. As it was local with long opening hours it might be easier for some staff. It was hoped that if staff had to have the injections during term time, they were encouraged to book appointments at the start or end of the day. AFR confirmed that if a member of staff outside the targeted group specifically asked for the vaccination, they would look into whether a voucher should be given on a case by case basis.</p> <p><b>3. Does the leadership team have any concerns about staffing levels throughout the organization.</b></p> <p>They did not, though they did raise the impact of staff absence. AFR reported how the leadership team reviewed staff to pupil ratios weekly and confirmed their priority was always the safety of the pupils and staff. This academic year the staffing in Otters and 5RW has been increased and PSA's added at school. The leadership team constantly adapted to pupils' needs and as a very last resort it might be necessary to ask a pupil not to come in, but this has not been the case for a long time.</p> <p>Following questions from the committee, MR explained what personal protection equipment was available for staff and that there was a spill kit located outside the classroom. There was a separate bin for hazardous waste and cleaning kits were available to any staff member.</p> <p>The committee thanked the leadership team for their comprehensive answers.</p>	
<p><b>6. Reports for Autumn term</b></p>	<p>a) <u>school and college – attendance, behaviour and skills achievements, overview of staff injuries</u></p> <p>CC was pleased to report on a stable pattern of data. GB highlighted the rise in attendance at college following the new build which had been maintained despite serious attendance issues for three pupils. She gave the background on these and highlighted the exceptional work and interventions put in place by the wellbeing team.</p> <p>The committee were pleased to note that despite the attendance issues of these pupils, the attendance percentage had risen. They also understood the buildings continued to have a positive impact on behaviour with the space for self de-escalation practices. GB commented on how pupils were being given</p>	

	<p>the skills to cope in situations they might not have been able to manage previously. The committee highlighted the increase in the number of skills achievements pupils were receiving and discussed the effective way they were being recorded in Bromcom.</p> <p>There was clear recording of staff injuries reporting across the two sites with the majority being superficial and actions in place.</p> <p>b) <u>School and College – Curriculum, teaching and learning</u></p> <p>There were no concerns or issues to report at the school and the committee studied the actions in place to ensure progress was maintained.</p> <p>At the college, the committee appreciated that the increased pupil numbers had impacted the data but were pleased to see that performance had remained stable. RG asked about the Essential Assessment programme and MW confirmed it had worked well for English and they were now exploring options for expanding to Maths.</p> <p>c) <u>Complex Needs curriculum</u></p> <p>MR was pleased to report on the positive impact the Orange pathway was having for pupils and their development. Governors asked about the Grid by Smart Box programme and MR explained how it worked and the real benefits for students. They supported purchasing further licences in the upcoming sale. Governors were impressed by the wellbeing work done to recognise staff work in challenging situations and it was agreed it might be something that could be rolled out across the whole school and college.</p> <p>d) <u>Careers Compass Report + new Gatsby Benchmarks + Quality careers mark.</u></p> <p>The committee were aware that as the benchmarks had changed WM were not currently meeting all the new benchmarks 100%. However, NB was confident that current work being undertaken would see increases at the next assessment.</p>	
7.	<p><b>Demonstration on how Seesaw works</b></p> <p>HT demonstrated the effective way pupils, teachers and parents were able to showcase learning, communication and assess progress on the programme. Governors understood it was an excellent teaching tool, though raised concerns that there was currently no way of keeping and then building on the data year on year. HT reported that the company had said they could provide this service but had not done so to date. The committee felt there must be a way to export the CSV file and access the data in a meaningful way and HT agreed to further investigate.</p>	L&WB 3/6/26
8.	<p><b>Developments on Post 19 Supported Internship Curriculum</b></p> <p>AFR was pleased to report on the support from WSCC and the ongoing positive work. RG commented on the powerful and clear leaflet. NB asked that governors discussed the leaflet at FGB and looked at further ways of attracting employers to the programme.</p>	FGB 25/2/26
9.	<p><b>Report on progress of Life Skills Centre</b></p> <p>Haverstocks were currently working on designs for the centre and Anna Hull was beginning to look at ways to raise the necessary funding. Governors understood that once the plans were in place and there was an understanding on planning permissions, it would be possible to investigate grants to support the local fundraising.</p>	
10	<p><b>Report on progress on governor monitoring</b></p> <p>RG/SH had reported in depth to the December FGB. They had a visit planned to see the Pink pathway this term and would give a verbal report at the March FGB before submitting a written report. MR invited RG/SH to see how pupils on the</p>	

	pink pathway were integrated into classes at the college. DS confirmed the website would be updated with the new curriculum for the summer term.	RG/SH 25/3/26
11	<p><b>Report on current staff absence, wellbeing &amp; training</b></p> <p>The committee passed on their thanks to Rhiannon Liddel who had recently taken over as operations manager for her comprehensive and very clear report. They discussed the high level of absence and what proof was required to take days off. The leadership team highlighted the impact staff absences had on the day to day running of the school. They did appreciate that WM relied heavily on employing mothers, who were often required to take days off to support their children as well as highlighting the issues with securing medical appointments. AFR pointed out that absence was always higher in the winter months and it was hoped there would be a marked drop in absence for the remainder of the school year. Governors would continue to review the figures and understood RL was looking at strategies to decrease the number of absences.</p>	
12	<p><b>Safeguarding</b></p> <p>CC reported on the new safeguarding referrals/incidents. He confirmed there had been no staff LADO involvement. Governors noted that most concerns currently went direct to social workers. CC was carefully monitoring the CPOMs reporting.</p>	
13	<p><b>Confirmation to committee that the curriculum policies due for review in Spring have been reviewed:</b></p> <p>Tom Brown had confirmed all policies would be reviewed by the end of term. If there were any changes, he would inform the committee at the next meeting.</p> <p><u>School</u> Humanities <u>College</u> Citizenship Humanities &amp; RE <u>School &amp; College</u> Art Curriculum statement DT English Gardening Maths PE PSHE Performing Arts Science Science, health and safety.</p>	TB 3/6/26
14	<p><b>Anything to add to the Risk Register</b></p> <p>No. SV has reviewed the risk register for discussion at FGB.</p>	25/3/26
15	<p><b>Impact of governors' action/discussion for pupils</b></p> <p><b>Protecting pupils and staff online/social media.</b></p> <p><b>Strong data for attendance, behaviour and skills achievements.</b></p> <p><b>Looking at adding maths to the Essential Assessment programme.</b></p> <p><b>Orange pathway working well and demonstrable impact for pupils.</b></p> <p><b>Thinking about ways to ensure data on Seesaw can be saved and built on.</b></p> <p><b>Post 19 programme moving ahead positively.</b></p> <p><b>Skills centre design started and funding streams investigated.</b></p> <p><b>Strong governor monitoring on new curriculum.</b></p> <p><b>Different strategies being considered to improve staff absence.</b></p>	
16	<p><b>Date of Next Meeting</b></p> <p>Wednesday, 3<sup>rd</sup> June at 4pm, College</p>	

SIGNED.....*Rose Griffiths*..... DATE.....3rd June 2026.....

ACTION GRID March 2026			
4c	Social media policy to governance committee. Statutory changes to RSE to next L&WB	24/6/26 3/6/26	✓ ✓
7	Update on how data can be stored from Seesaw	3/6/26	HT/TB
8	Promote supported internships & leaflet	25/3/26	Ongoing
10	Report on curriculum monitoring (pink pathway)	RG/SH	✓
13	Confirmation spring term policies have been reviewed and if there were any changes.	TB	3/6/26
14	Reviewed risk register to FGB.	FGB	✓