COLLEGE

GOVERNANCE COMMITTEE MEETING
(STRATEGY, POLICY, FUNDRAISING & WEBSITE)
ON
Wednesday, 25th February 2026 at 4pm
VENUE: Woodlands Meed, Birchwoodgrove Road, Burgess Hill,

Committee: Adam Rowland (AR), Simon Virgo (SV), Bill Hatton (BH), Peter Williams (PW), Melanie Hart-Murison (MHM), Justina Pughe Morgan (JPM)
All governors invited to attend
Clerk: Louisa Rydon

BUILDING UNIQUE FUTURES TOGETHER

MINUTES		
1.	**Welcome & Apologies** There were no apologies.	
2.	**Declaration of Interests** None to declare in the agenda.	
3.	**Approval of Governance minutes dated 24th November 2025** The minutes were approved and signed as a true record.	
4.	**AOB** None.	
5.	**Matters Arising/action grid** a) Update on pay policy Governors were aware of the upcoming change for automatic progression on the UPS scale. WSCC had promised the draft policy in the spring for approval from September, though governors noted the need to wait for the government's pay increases. Since the pay committee stage had been removed from the current policy (2025/26), LR had followed up with Governance who were liaising with HR. Governors were confident they had a good process in place with the headteacher going through his pay recommendations with the co-chairs. Policy has been approved. b) Supporting pupils with medical conditions (total rewrite following governor discussions) The committee confirmed the policy received in the papers was the updated version and following a discussion on insurance it was approved.	
6.	**Report on WSCC self-audit on website** JPM confirmed the self-audit had been completed. She noted it would be updated following the changes to the curriculum.	24/6/26
7.	**Report from Strategy working party** The working party had reviewed the current strategy. They felt this format worked well but the content needed updating, particularly with regard to the completed college. AFR was working on a final draft following the working party discussions. Agenda item at FGB.	25/3/26
8.	**Terms of Reference for Governance (strategy & policy)** The committee approved combining the current strategy and policy terms of reference with the removal of fundraising to Resources. LR to inform Matt Stuart and Resources and Governance terms of reference for approval at FGB.	25/3/26
9.	**Review of Vision and Strategy**	

	Carried over to next meeting following review at FGB.	24/6/26
10	**Proposal for review of model policies (tracker attached)** The committee worked on a proposal to ensure any changes WSCC made to model policies were logged and approved. They recognised that where model policies had been adopted by Woodlands Meed, they were automatically approved by governors. Unfortunately, there was no way to only use electronic links to WSCC so it was agreed that there would be an annual check on each model policy to check for changes. LR to ask the allocated staff member to check for changes annually and report back to the committee.	LR 24/6/26
11	**Policies due for approval in spring term** <u>Statutory</u> SEND & SEND information report (CC) – *approved* & recommended to FGB. Relationships and behaviour development (CC) – *Approved*. Governor behaviour principles written statement (Governors) – *approved and to be reviewed following new strategy approval.* Careers Guidance(NB) - *approved* & recommended to FGB. <u>Non-statutory</u> AI (AFR) – *approved.* Acceptable Use (AFR) – *careful discussion took place in view of constant changes to technology and social media. The committee approved clauses to protect WM, staff and pupils and stakeholders. Approved & to be discussed at FGB.* *Note to review social media policy for next meeting.* Accessibility (CC) - *approved* CPD (CC/GB) - *approved* Children with health needs who cannot attend school (CC)- *approved* Early Years Foundation Stage (HT) – *to next meeting* Home School Agreement (AFR) - *approved.* First Aid – (JJ/RL) –*Recommended for approval at FGB.* Parent/Carer Involvement (CC) - *approved.* Provider Access (NB) – *reviewed for approval at next meeting* Supported Internships (NB) - *approved.* Reviews of marking (TB) - *to next meeting* Examinations (KD/DS)) - *approved.* Examinations Malpractice (NB) - *approved.* Examinations Contingency plan (KD/DS) – *approved.* Assessment, reporting & recording (TB) *to next meeting* Autistic Spectrum Condition (CC) *to next meeting* Independent Travel Training (NB)- *approved.* Positive handling (AR/CoP) *to next meeting* Pupil premium (TB) *to next meeting* Transporting pupil travel in cars – *approved.* Sun Protection (CC/GB) – *approved.*	24/6/26 25/3/26 24/6/26 24/6/26 25/3/26
12	**Impact of governor discussion/action** **Pay policy approved with note that though there is no longer a statutory requirement for a governor pay committee, WM have robust process in place.** **Governor discussions on supporting pupils with medical conditions had led to comprehensive rewrite for the benefit of staff/pupils.** **Website compliant and up-to-date.** **Ongoing work on strategy document for discussion at FGB.** **Procedures tightened for WSCC model policies.**	
13	**Date of next meeting** Monday, 24th June at 4pm	

SIGNED………..*Peter Williams*……………….. DATE…………..24th June 2026………………

ACTION GRID February 2026			
6	Update website as new curriculum is embedded.	SMT	✓
7	Draft strategy to FGB for discussion.	FGB	✓
8	Update terms of reference. Approval of resources change and Strategy at FGB. Strategy/policy to be reviewed following approval of strategy.	FGB Governance	✓ ✓
10	Inform allocated staff of changes to model policy approval.	LR	✓
11	Governor discussion (can be delegated to committee) on behaviour principles statement following Strategy approval. Acceptable Use to be discussed at FGB. Social media policy to be reviewed at next meeting. SEND, Careers & First aid policies – approval at FGB statutory.	Agenda Agenda FGB Agenda FGB	Autumn ✓