

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 25th March at 4pm**

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

FGB present: Rose Griffiths (RG), Melanie Hart-Murison (MHM), Sue Hawkes (SH), Bill Hatton (BH), Liz Huddy (LH), Miriam Owen (MO), Adam Rowland (AFR), Deborah Scott (DS), Matt Stuart (MS), Simon Virgo (SV), Peter Williams (PW), Colin Holden (CH)

Clerk: Louisa Rydon

BUILDING UNIQUE FUTURES TOGETHER

MINUTES		
1)	Welcome, Introductions and Apologies There were no apologies. RG attended on Teams.	
2)	Declaration of Interests None to declare in the meeting	
3)	Chairman's Action and Report (Appendix A) Report attached.	
4)	Notice of AOB See 14.	
5)	Update on budget for 2026/27 (Appendices K) JPM had submitted her report on the 26/27 budget with the final figures. She confirmed the anticipated reserve as £410,860 which was within the allowed amount. Governors studied the report and figures. They appreciated the need for flexibility with fuel and utility costs despite the air source heat pumps and new solar panels. The total budget for 2026/27 was approved at £7,161,913.36.	
6)	Headteacher's Report (Appendix B) Governors thanked AFR for his comprehensive report. SH had been pleased to attend the recent Meeds SEND Alliance meeting. Governors appreciated the success of the Alliance and were proud that their model of mainstream support is now being used as an example of best practice across the county. On questioning, AFR updated governors on the Life Skills Centre progress. Governors were aware of the very positive impact it would have on students and the importance of fitting it in with the community.	
7)	Proposed Strategy following Working Party meetings and staff involvement The steering group had agreed they were happy with the format and layout of the strategy but had recognized the need to bring it up to date now the new college build was completed. The revised strategy was attached and once the input of the leadership team was agreed, it would need governor approval before being added to the website. PW/CH raised the proposed Unitary Authority in Sussex which governors agreed they should consider including in the strategy.	Governance 24/6/26
8)	Approval of Minutes dated 3rd December 2025 (Appendix C) The minutes were approved and signed as a true record.	BH
9)	Matters Arising/action grid a) <u>Approve terms of reference</u> (Appendix D) <i>Fundraising was moved from Strategy to Resources. An annual report on fundraising to be sent to Resources committee in the summer term. The terms of reference were approved.</i> <i>Strategy section of Governance would be reviewed once confirmed revised strategy in place.</i>	LR 12/4/26 Governance Autumn 2026
10)	Any questions on committee minutes (Appendix E)	

	<p>a) <u>Resources, Property, health and safety</u> The statement of internal control, scheme of delegation and Schools Financial Values Standards were approved. (Appendix F)</p> <p>b) <u>Learning and Wellbeing</u> Governors received the draft supported internships leaflet for Businesses and were asked to think about how they could spread the word in the business community. (Appendix G) Minutes to be filed in sharepoint.</p> <p>c) <u>Governance</u> Policies requiring full GB approval: Careers, first aid and SEND (Appendix H) - Approved. Acceptable Use (Appendix I) The committee had amended the acceptable use policy and felt it should be made clearer that Woodlands Meed equipment should not be used for personal use. They updated the policy with the wording: <i>I understand that the school digital technology systems are solely intended for educational use and within the policies and rules set down by the school. Approved.</i></p>	<p>L&WB 3/6/26</p> <p>LR 26/3/26</p> <p>22/5/26 AFR/JPM</p>
11)	<p>Governance:</p> <p>a) <u>Progress on Curriculum Oversight</u> SH reported on the successful visit she and RG had with Tom Brown learning about the Pink Pathway. They appreciated the extra work for staff as they had 5 subjects on rotation rather than the usual two. However, governors were reassured this had been staff led as it enabled them to adapt to pupil needs more effectively. They noted the changes being made to the webpage to make it more user friendly. As noted at the L&WB meeting, it was hoped Seesaw could be adapted to keep the assessment data beyond a year as it was such an excellent resource. However, Earwig could be used if no solution had been found by May. The official launch of the new curriculum continued to be Autumn 2026. Visit report filed on sharepoint. WM curriculum meeting 2025 26 (2).docx</p> <p>b) <u>Report on governor visits, including spring term visit & training</u> The spring term visit had been to monitor autism practice. PW commented on the calm atmosphere in school during the visit. Report filed on sharepoint. Governor Spring walk Autism Practice 10 03 2026.docx PW had attended the use of scissors inhouse training. He commented that the courses were a great way of meeting staff. Governors asked that they were informed if the training was in school or virtual so they could organise their attendance. Link in sharepoint to training programme 2026 Summer JPM also offered to send through link for the National College, WM's online training platform. https://nationalcollege.com/enrol/woodlands-meed-school</p> <p>c) <u>Check governor photo/biog on the website</u> CH/PW/MHM to complete.</p> <p>d) <u>Completed skills audit from Governors</u> (Appendix L) LR to follow up.</p>	<p>CH/PW/MHM 24/4/26</p> <p>LR 24/4/26</p>
12)	<p>Safeguarding report Reported at L&WB: 9/3/26</p>	<p>MO/RG</p>
13)	<p>Update and review of Risk Register (Appendix J) SV had reviewed the risk register and bought it uptodate. It was agreed to archive this version and continue with the open cases. LR to action. Governors recommended removing no. 46. They discussed the situation with the cottage/barn and were satisfied correct security was in place and there was a plan in place to use it for educational purposes. With regard to the planned Council changes to a Unitary Authority, governors were conscious of the importance of ensuring WM was viewed positively.</p>	<p>LR 24/4/26</p>
14)	<p>AOB</p>	

	<p>a) <u>Ofsted</u> SH confirmed she and SV had attended the WSCC webinar on Governor Practice on Ofsted Changes. Powerpoint presentation filed in sharepoint. Webinar - Ofsted.pdf</p> <p>b) <u>Governor membership</u> LR highlighted the governors whose term of office was due to expire in 2026/27 and the need to keep recruiting. BH confirmed he would not be putting himself forward for another term.</p>	All
15)	Part 2 agenda item – part 2 minutes.	
16)	<p>What impact has the meeting had on pupils?</p> <p>Approved budget for 2026/27</p> <p>Success of Meeds SEND Alliance recognised and growing.</p> <p>Work on revised strategy ongoing.</p> <p>Life Skills Centre plans developing.</p> <p>Governor visits showing evidence of positives of new curriculum and impact of autism practice.</p> <p>Risk register revised and up to date.</p> <p>Governor attendance at Ofsted webinar.</p>	
17)	<p>Dates for next meetings (Appendix M)</p> <p>Monday, 18th May at 2.30pm, Resources, premises/health & safety (School)</p> <p>Wednesday, 3rd June at 4pm, Learning & Wellbeing (College)</p> <p>Wednesday, 24th June at 4pm Governance (School)</p> <p>Wednesday, 1st July 4pm, FGB (College)</p>	

SIGNED.....*Simon Virgo*..... DATE.....1st July 2026.....

ACTION GRID MARCH 2026			
Minute number	Action	Who	By when
7	Strategy for final approval	Governance FGB	✓
9	Annual fundraising statement to Governance committee	Anna Hull	Sent to resources
10c	Amendments to acceptable use for staff signature and on website.	AFR/JPM	✓
11b	Details of summer term in house training to governors	L'ship team	✓
11c	Complete bio for website	PW/MHM/CH	✓
11d	Complete skills training audit	LR	✓
13	Archive risk register and update new version.	LR	✓
14b	Continue to consider and introduce possible new governors.	All	On-going

Appendices

- A. Chairs action and report
- B. Headteacher's report
- C. FGB minutes
- D. Terms of reference
- E. Committee minutes
- F. Approved resources documents: Statement of Internal Control, Scheme of Delegation, SVFS
- G. Supported Internships leaflet
- H. Recommended policies for approval at FGB level: Careers, first aid and SEND

- I. Acceptable use policy
- J. Risk Register
- K. Budget and report 26/27