

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Wednesday, 1st July 2026 at 4pm**

VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill

FGB present: Rose Griffiths (RG), Bill Hatton (BH), Liz Huffy (LH), Miriam Owen (MO), Adam Rowland (AFR), Deborah Scott (DS), Simon Virgo (SV), Peter Williams (PW)

Clerk: Louisa Rydon

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1) Welcome, Introductions and Apologies	
SV opened and chaired the meeting. Apologies were received and accepted from Melanie Hart-Murison (MHM), Sue Hawkes (SH), Matt Stuart (MS) and Colin Holden (CH). LH joined on Teams.	
2) Declaration of Interests	
None to declare in the agenda. Staff governors (DS/LH) to leave for part 2 A & B, RG to leave for part 2 B.	
3) Chairman's Action and Report (Appendix A)	
Received.	
4) Notice of AOB	
None.	
5) Headteacher's Report (Appendix B)	
Governors thanked AFR for his comprehensive report. AFR updated governors on recruitment and AFR thanked PW for being involved in the recent interviews. They were pleased to note the feedback had been positive following the link advisor's visit (focus on safeguarding). All governors were concerned there had been no response to date from WSCC or TBHA on the new parking charges at TBHA and agreed there were no grounds for enforceable charges on WM staff.	
6) Approval of Minutes dated 25th March 2026 (Appendix C)	
The minutes were approved and signed as a true record.	
7) Matters Arising/action grid	
a) <u>Governance</u> - Any feedback from new governors appointed in 2025/26. PW thanked governors for the opportunity to be a governor at WM and was pleased to be able to make a difference and give something back to the community. LR reported that CH had given similar feedback and he had asked for a guide to the computer system for governors. AFR confirmed the changes taking place with all documents being on the remote drive from the beginning of the Autumn term. Governors were welcome to meet with "TC-IT Services" <tc-it@woodlandsmeed.co.uk> (mon,wed,fri) who were extremely helpful and would be happy to go through any issues with them. SV stressed the importance of strictly using the governor email for WM purposes only. Governors asked if there were any concerns about the migration to the new IT system. AFR felt TC-IT were extremely professional and had undertaken very careful planning. He assured governors there would be a way to access the system during the Summer holiday two week system shutdown should the need arise. To be added to the risk register. - Skills audit (appendix E), governor profiles, risk register LR thanked governors for completing the skills audit (see 9c) and sending their governor profiles. The closed items on the risk register had been archived.	
8) Any questions on committee minutes (Appendix D)	

	a) <u>Resources, Property, health and safety</u> Nothing to add. b) <u>Learning and Wellbeing</u> Nothing to add. c) <u>Governance</u> Nothing to add.	
9)	Governance: a) <u>How will we fill governor vacancies?</u> <i>Election required for teacher governor (October 26) and support staff governor (January 27)</i> LR to ask that elections are held at the beginning of the autumn term for the two staff governors. <i>Partnership governors (October 2026)</i> BH confirmed he would not put himself forward for a further term but MO was happy to continue as a partnership governor. RG's term of office ended in January and she confirmed she would not carry on as a co-opted governor. Governors thanked BH and RG for their enormous commitment and were pleased they would attend meetings up until their term of offices concluded. They really appreciated MO continuing. AFR confirmed an advertisement for governors had been uploaded to LinkedIn and all governors were asked to contact possible candidates for the vacant roles. (1 x partnership, 1 x co-opted). b) <u>Report on governor visits, including summer term visit</u> Governors had enjoyed the recent wellbeing team visit. LR to contact SH for a report. c) <u>Has the skills audit identified any gaps in training</u> Governors had been pleased to see the strong results of their skills survey. LR to run the audit again, once the new governors were in post. All governors are encouraged to continue accessing training through WSCC and the NGA links. d) <u>Consider appointment of adviser for Headteacher's APR and confirm for October 2026</u> Governors approved asking Louise Stallard from WSCC to run the performance review again. LR to make contact and set a date before October half term.	JPM/LR 7/9/26 LR 1/9/26 LR 1/9/26
10)	Safeguarding report Pupil Voice safeguarding survey (Appendix H) Governors thanked RG for the learner voice safeguarding survey she had completed with the WSCC advisor and the DSLs. Governors commented on the very positive results. RG confirmed it had been 4 years since the last survey and she reported on the changed format and the robust questioning. Governors were reassured that pupils had a good awareness of internet safety despite the huge advances in technology in the past 4 years. They noted the changing behaviours seen in the college and considered the impact the new building was having with so much space and easy access to outside areas. AFR had been pleased to show the Mayor round the school highlighting the 50% reduction in behaviours during the first term.	
11)	Update and review of Risk Register (Appendix F) Add migration of IT system.	LR 8/7/26
12)	Part 2 A (DS&LH left the meeting) B (RG left the meeting)	
13)	AOB None.	
14)	What impact has the meeting had on pupils? Skills audit demonstrates strong governor skills Staff recruitment with governor involvement Planning for governor recruitment Summer term governor visit focusing on wellbeing Positive results from learner voice survey particularly highlighting the benefits of the new	

	college building for pupils	
15)	Dates for meetings 2026/27 (Appendix G) <u>Autumn term</u> FGB: Monday, 21 st September 4pm at school Resources: Tuesday, 6 th October 2.30pm at college L&WB: Monday, 19 th October 4pm at school Governance: Monday, 16 th November 4pm at college FGB: Wednesday, 2 nd December 4pm at college	

SIGNED.....*Peter Williams*..... DATE.....21st September 2026.....

ACTION GRID JULY 2026			
Minute number	Action	Who	By when
7	Governors to contact tc-it@woodlandsmeed.co.uk if they have any problems with new computer system	All	Ongoing
9a	Carry out staff governor elections	JPM/LR	✓
9b	Request short report from SH for summer wellbeing visit.	LR/SH	✓
9c	Re-run skills audit once new governors in post	LR	New governors appointed.
9d	Set date for HTPM and confirm Louise Stallard as advisor	LR	✓

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