

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

on

Monday, 18th May, 2026 at 2.30pm

VENUE: Woodlands Meed, Birchwood Grove Road, Burgess Hill

Committee present: Miriam Owen (MO), Adam Rowland (AFR), Matt Stuart (MS), Simon Virgo (SV), Bill Hatton (BH), Colin Holden (CH)
Peter Williams (PW) present as vice chair

Associate Member: Justina Pughe Morgan

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1. Welcome, Introductions and Apologies	
Apologies were received and accepted from Alex Flucher-Monteiro.	
2. Declaration of Interests	
None to declare in the meeting.	
3. Notice of AOB	
a) <u>Woodlands Meed car parking spaces</u> JPM alerted the committee to the new APCOA parking regulations at The Burgess Hill Academy. They understood the Deeds clearly stated that 58 spaces were allocated for Woodlands Meed staff parking. They noted that no changes had been made to the deeds, though there had been changes to the ownership of the Academy which was now The Sussex Learning Trust. Governors recognized the difficulties this might raise for staff parking and, after detailed discussion, suggested JPM ask for admin rights to ensure that all staff cars were registered directly by WM. She would then also have the authorization to challenge any charges. JPM to follow up with Jonathan Brown (WSCC).	JPM 22/5/26
4. Approval of minutes 2nd February 2026	
The minutes were approved and signed as a true record.	
5. Matters arising/action grid	
a) Waiting for report following fire risk assessment. b) It was not feasible to connect alert lights for phones but appropriate procedures in place during emergencies. c) School fund audit and appointment of auditor annual agenda item at Spring meeting. d) Waiting for replies from glazing companies. e) Fire extinguishers & first aid boxes now on minibus checklist. f) Reporting system for Post 19 Provision through Resources and Learning and Wellbeing. SLA to governors when finalized. g) PW recommended contacting Burgess Hill Town Council directly to add link for all-weather pitch to their website. WM to continue the flexible hiring process with regular monitoring	
6. Premises, health and safety:	
a) Building report on key issues and developments: School and College	

	The committee had received AFM's report. <u>Pool</u> The committee were concerned that as had been the case at the school site, the college pool had ongoing faults/improvements which had to be addressed. <u>Food tech room</u> It was hoped the reason for the excess temperature in the food tech room had been found. However, AFM continued to monitor it as there might be a need for a mechanical cooling system. <u>Facilities for visually impaired pupil</u> The committee were pleased to see the recommendations made, though were disappointed these hadn't been included in the original building specification as requested. They understood there would be an individualized risk assessment in place.	
7.	Anything to report on health and safety The inspections had taken place including a new one for the DT food tech and science room and the recommendations were being addressed.	
8.	Summary of Staffing Position The committee asked if there was any reason behind the need to recruit so many teachers for the autumn term. AFR reported on the understandable reasons teachers were moving on and the extra classroom. Governors were pleased to hear that the college facilities were having an impact on the calibre of teachers applying and that three had completed their training with WM. AFR confirmed the SLA (service level agreement) with WSCC had been approved for the 16-19 programme and they were currently advertising for job coaches. The committee carefully discussed the number of teaching assistants hired through agencies. They recognized the benefits to WM and that though the cost seemed high, the quality of staff were good and in the long term it saved time and money for WM.	
9.	Report on current budget JPM had sent through the current budget in advance of the meeting with clear comments on each item. A new budget line for the post 19 provision had been included to facilitate monitoring by the committee. They understood the teacher and support staff pay awards had still not been confirmed but there was sufficient funding in the budget.	
10	Lettings Report JPM was pleased to report the rise in lettings income to £105,000. The committee appreciated the extra work lettings caused for the admin team. They understood a large portion of income was from the pool and the importance of keeping both pools in good condition. Further marketing for the all weather pitch was in hand for next year and following negotiation on prices there were more holiday clubs.	
11	Receive written fundraising report from Anna Hull and any questions The committee passed on their thanks to Anna Hull for her comprehensive report and were impressed by the number of projects and initiatives taking place. LR to ask AH for a report for the Autumn meeting with updated fundraising targets.	LR Autumn
12	Risk Register Nothing to add.	
13	AOB Discussed in 3a.	
14	Impact of meeting on pupils	

	Finances are in a good position Safe environment for pupils Strong teachers recruited including staff trained at WM. Agency recruitment for teaching assistant staff working well. Increased lettings income.	
15	Date of next meeting To be confirmed at full governors 1/7	

SIGNED.....*Matt Stuart*..... DATE.....6th October 2026.....

	ACTION GRID June 2026		
3	Clarify parking procedures for WM staff at Sussex Learning Trust and ask Jonathan Brown at WSCC for advice.	JPM	Reported at FGB 21/9/26
11	Report from Anna Hull including updated fundraising targets to next meeting.	LR	Received
	Ensure school fund audit and appointment of auditor is regular spring term agenda item.	LR	Annual