POLICY COMMITTEE MEETING

ON

Thursday, 11th May 2023 at 3pm VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY

Committee: Adam Rowland (AR), Simon Virgo (SV), Marion Wilcock (MGW), Bill Hatton (BH)

Peter Clinch (PC)

Clerk: Louisa Rydon

BUILDING UNIQUE FUTURES TOGETHER

	MINUTES	
1.	Welcome & Apologies	
	No apologies.	
2	Declaration of Interests	
	None to declare.	
3	Approval of minutes dated 19th January 2023	
	The minutes were approved and signed as a true record.	
4	Matters Arising/action grid	
	a) Admissions statement with SENAT clause	
	The committee wanted to ensure they had the correct wording. MGW had	
	written to Helen Johns for confirmation but had no reply at the time of the	
	meeting. The committee agreed the clause 'Woodlands Meed have adopted	LR 9/6/23
	the WSCC special needs admission system and SENAT make the final decision.'	LIK 7/0/20
	LR to clear with Chris Carter for inclusion on the website. SV asked if SENAT	
	could override a decision made by the school. AFR confirmed SENAT	
	considered the school's recommendations.	
	b) Online policy with statement on 'wearables'	LR 26/5/2
	LR to chase.	
	c) Wording changes to communication policy	
	The committee confirmed they thought the content was good but did not feel it	
	read as a policy. MGW had looked at the curriculum policies which were not	
	consistent with the communication policy. MGW/PC agreed to work with	MGW/PC
	Gillian Barton on the policy.	11/7/23
	d) <u>Timing of policies sent to committee</u>	
	Governors were concerned they were receiving policies so close to the meeting	LR
	date. LR to set deadline two weeks before the meeting.	constant
5	Policies for approval	
	<u>Statutory</u>	
	Early Career teachers (NB)	
	The committee checked the lines of communication and were pleased to learn	
	how effective the new programme was. Approved.	
	Relationships & sex education & health education (NB)	
	The committee had received two policies: PSHE and Relationships and Sex	
	Education. AFR explained the reasons why WM had adopted both policies.	
	Approved.	
	School Exclusion (AFR)	
	The committee confirmed that all exclusions were reported through learning	
	and wellbeing and that the numbers were very low with no permanent	

exclusions as this stage. The committee discussed the process and the importance of having a full story in place should a number of exclusions lead to a fixed term exclusion.

Approved.

Non-statutory

Calming Room guidance (SG/COP)

The committee checked there were no locks on the rooms. Pupils could take themselves to the calming room and pupils would be escorted as a last resort. They clarified when a risk assessment was put in place and how often they were

reviewed.

Approved.

Examinations Malpractice (TB)

Approved.

Assessment & Recording reporting (TB)

To next meeting.

Freedom on Information publication scheme

Approved.

PMLD (SD/KM)

The committee were pleased to see how the policy had been updated and passed on their thanks to the authors.

Provider Access (NB)

The committee asked for details of the apprenticeships and how pupils gained work experience. AFR explained the opportunities in place.

Approved.

Parking Strategy

Approved.

The committee discussed the options for the college parking and raised their concerns about the costs of consultants WSCC had used for the transport scheme.

6 Policies due for approval in autumn term

<u>Statutory</u>

Admissions. Arrangements & register of pupils' admissions to school. Annual check statement on website is correct (MGW/AFR)

Behaviour for life and learning (CC)

Governor behaviour principles written statement (Governors)

Safeguarding & Child protection (including annexe on statement of procedures for dealing with allegations of abuse against staff)

Early Years Foundation Stage (HT)

Equality Information & Objectives (public sector equality duty) statement for publication (CC/GB)

Health & Safety (AFR)

SEND & SEND information report (CC)

Teachers' pay policy (AFR)

Non-statutory

Assessment and recording (TB)

ASC (CC)

Independent Travel Training (GB)

Intimate Care (CC/GB)

Moving and Handling (SJ/CG)

Observation & Classroom monitoring (AFR)

Online safety RA/MR/LP)

Policy procedures (AFR/LR)

Positive handling (AR/CoP)

Pupil premium (TB)

TB Autumn

7.	Impact of governor discussion/action Governor interest and awareness of policies to ensure value.	
8.	Date of next meeting W/C 2 nd October 2023	

SIGNED......Bill Hatton......DATE....2nd October 2023......

ACTION GRID MAY 2023			
4a	Recommended clause. Check with CC	LR	~
4b	Clause on wearables to be added to policy	LR	✓
4c	Work on communications policy	MGW/GB/PC	✓
4d	Ensure governors receive policies for approval 2 weeks prior to the meeting date	LR	Constant
5	Assessment & recording policy to next meeting	TB	✓