

**Monday, 5<sup>th</sup> December 2022 at 4pm**  
**VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

**Clerk: Louisa Rydon**

MINUTES	
1	<b>Welcome &amp; Apologies</b> Apologies were received from Marion Wilcock.
2	<b>Declaration of Interests</b> None.
3	<b>Election of chairman</b> Bill Hatton was duly elected as chair for a further term.
4	<b>Approval of minutes dated 4<sup>th</sup> October 2022</b> The minutes were approved and signed as a true record.
5	<b>Matters Arising/action grid</b> a) <u>Admissions (MGW to check the website)</u> To next meeting. b) <u>Child protection and safeguarding policy with statement of procedures for dealing with allegations of abuse against staff – attached</u> It was clarified that this document was an appendix to the policy. The committee understood governors needed to confirm they had read and understood part 1 of the policy. AFR had shown MGW the format used by staff to sign and this could be adapted for governors. LR to liaise with MGW. Governors were included in the single central record. c) <u>Online policy – policy wording &amp; inclusion of use of phone in WM regulations</u> The committee noted the improvements made to the policy. There was still no mention of phones and they asked for mobile phones to be added: Use of ipads, tablets and mobile phones... LR to raise with policy writers. Policy approved with this addition. d) <u>Positive handling</u> BH felt there was no direct link to governance in the policy wording. The committee highlighted the analysis that takes place at termly learning and wellbeing meetings and asked to change 'reported' to 'reviewed'. LR to raise with policy writer. Subject to the change, the policy was approved. e) <u>Pupil premium – wording changes following governor recommendations</u> Small typo amended. Approved. f) <u>Changes to Learning outside the classroom and educational visits (following PC/SF discussion)</u> PC was the allocated governor for outside learning and residential trips and had discussed the policy with Sandra Feltham. He had noted the systems in place for residential trips which were brought to governors for approval in the headteacher's report.
6	<b>Policies for approval</b> a) <u>Pay (AFR) – policy &amp; guidance</u>

	<p>The pay policy had been sent through to school by WSCC and the WM sections had been inputted. There continued to be two grades to judge teachers against and it was noted there were now two members of staff with a TLR (teaching &amp; learning responsibility). The committee were satisfied that a capability policy was in place and carefully discussed how the pay committee ensured there were robust procedures in place for all pay decisions. They noted the requirements on governors in the policy to be fair and objective with no unlawful bias. The pay committee were rigorous in the process followed but PC would investigate if there was any training.</p> <p>Approved.</p> <p>b) <u>Behaviour in schools (CC)</u></p> <p>BH asked for the link to governance to be made clearer and paragraph numbers to be added. The committee suggested changing 'report' to review and discuss as detailed scrutiny of behaviour happened at termly learning and wellbeing meetings. Approved.</p>	PC 19/1/23
7	<p><b>Policies due for approval in spring term</b></p> <p><u>Statutory</u></p> <p>Staff discipline, conduct and grievance (procedures for addressing) (SF)</p> <p>Children with health needs who cannot attend schools (CC)</p> <p>Accessibility (CC)</p> <p>Supporting pupils with medical conditions (CC)</p> <p>First aid in schools SF/RA</p> <p>Careers guidance (to L&amp;WB for FGB approval)</p> <p><u>Non-statutory</u></p> <p>Acceptable Use (AFR) – ready for review</p> <p>Communication (GB)</p> <p>Emergency procedure plan (AFR) – ready for review</p> <p>Exams (SF)</p> <p>Home School Agreement (AFR) – ready for review</p> <p>Lock Down (AFR) – ready for review</p> <p>Transporting pupil travel in cars (SF)</p>	
8	<p><b>Impact of governor discussion/action</b></p> <p><b>Governors are actively involved in policies and are checking they reflect the role of governors in monitoring.</b></p>	
9	<p><b>Date of next meeting</b></p> <p>Thursday, 19<sup>th</sup> January at 3pm</p>	

Signed.....*Bill Hatton*..... Date.....19<sup>th</sup> January 2023.....

ACTION GRID DECEMBER 2022			
5a	Check admissions statement on website.	MGW	✓
5b	Devise template for governors to sign confirming they have read and understood Keeping Children Safe in Education	MGW/LR	✓
5c	Ask for clause on mobile phones to be added to online policy on ipad and tablet section.	LR	✓
6b	Is there any governor training available for the new pay policy requirements on diversity?	PC	✓