## **POLICY COMMITTEE MEETING**

ON

Thursday, 19<sup>th</sup> January 2023 at 3pm VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY

Committee present: 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	
	There were no apologies.	
2	Declaration of Interests	
	None.	
3	Approval of minutes dated 5 <sup>th</sup> December 2022	
	The minutes were approved and signed as a true record.	
4	Matters Arising/action grid	
	a) Admissions statement on website	
	MGW had compared the statement with the guidance which was available for	
	mainstream. Governors recognised the difference for special schools but	
	recommended the website was clear on the admissions criteria. It was agreed	
	that an extra sentence should be added explaining SENAT are responsible for	
	the admissions process. LR to contact CC.	LR 27/1/23
	b) Template for governors to confirm they've read KCSiE	1 ., ., 2
	Governors had the correct document to read and would sign a form confirming	
	they had read it at the March FGB meeting.	Agenda
	c) Amendment to online policy to include mobile phones (section G)	FGB
	Governors approved the amendment though understood the policy needed to	23/3/23
	be reviewed again in view of the number of wearables (such as smart watches)	11/5/23
	pupils now had access to. To summer meeting.	11/3/23
5	Policies for approval	
	Statutory	FOR
	Staff discipline & Staff grievance (procedures for addressing)(SF)	FGB
	Approved and recommended to FGB.	19/1/23 FGB
	Children with health needs who cannot attend schools (CC)	19/1/23
	Approved and recommended to FGB.	.,,,,,,
	Accessibility (CC)	
	Approved.	
	Supporting pupils with medical conditions (CC)	
	The committee noted they delegated responsibility to AFR and that training and	
	insurance was in place. Approved.	
	<u>First aid in schools SF/RA</u>	
	Approved.	
	Careers guidance (to be sent to L&WB 2/33/23 for FGB approval)	
	<u>Non-statutory</u>	
	Acceptable Use (AFR)	
	Clause added to insure against breach of copyright: I will indemnify the school	Added in
	for any breach of the above undertakings.	meeting

		1
	Approved.	
	Communication (GB)	
	The committee applauded the connection to the Governors' strategy. MGW	
	had some wording changes to make it read as a policy. LR to send to GB.	LR/GB
	Emergency procedure plan (AFR)	27/1/23
	Approved.	2//1/25
	Exams (SF)	
	The committee changed the governor section to:	
	Governors to undertake an annual review of the examination process to	
	include policies and practice.	LR 27/1/23
	Approved.	
	Home School Agreement (AFR)	
	Approved.	
	Lock Down (AFR)	
	The committee discussed the code words and AFR was confident that the	
	words were well known and prompted immediate action.	
	Approved.	
	Transporting pupil travel in cars (SF)	
	The committee clarified that staffs' personal insurance must cover business use	
	and they had to show a valid MOT certificate. The school had a block policy	
	and only specified staff members were able to take pupils. They asked that	
	vaping be added to the section on smoking.	LR 27/1/23
	Approved.	
6	Policies due for approval in summer term	
	Statutory  Forth Core on to colour (TD)	
	Early Career teachers (TB)	
	Relationships & sex education & health education (NB)	
	School Exclusion (AFR)	
	Non-statutory (20 (202)	
	Calming Room guidance (SG/COP)	
	Examinations Malpractice (TB)	
	Assessment & Recording reporting (TB)	
	Freedom on Information publication scheme	
	PMLD (SD/KM)	
	Provider Access (SF)	
7	Impact of governor discussion/action	
	Policies kept up to date through regular governor review.	
8		
	Thursday, 11 <sup>th</sup> May at 3pm	

SIGNED......Bill Hatton.......DATE.....11th May 2023.....

ACTION GRID JANUARY 2023			
4a	Ask CC to add clause with SENAT responsible for admissions process.	LR	<b>√</b>
4b	Governors to read KSIC part 2 and sign form at March FGB	All	✓
4c	School to review online policy in view of wearables. To next policy	LR	LR to chase
5	FGB approval for disciplinary, grievance and children with health needs who cannot attend school required	FGB	<b>√</b>
5	Addition to acceptable use policy added in meeting	AFR	<b>√</b>

5	Wording changes for communication policy to GB.	LR/MGW	✓
5	Amend governor section of exam policy	LR	✓
5	Add vaping to transporting pupils in cars.	LR	✓