POLICY COMMITTEE MEETING

ON

Monday, 2nd October 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					
	None to declare in the agenda.				
3					
	BH was duly elected as chair of the committee.	PC			
	PC was duly elected as vice chair. (PC to chair the spring meeting.)	16/1/24			
4	7. pp. 6 v a. 6 v				
	The minutes were approved and signed as a true record.				
5	The state of the s				
	a) Admissions statement with SENAT clause				
	The committee had made a recommendation to change the clause on the				
	website to accurately reflect that SENAT made the final decision. On looking at	All			
	the website, this had not been done. WM have it in hand to make changes	11/12/23			
	and committee to check website.				
	b) Online policy with statement on 'wearables'				
	Updated with clause 12/6/23				
	c) Wording changes to communication policy				
	The committee had recommended wording changes to make this read as a				
	policy. Approved. d) Managing medicines				
	Suggestion to add that the Safeguarding governor(s) would hold responsibility for				
	oversight of the execution of this policy.				
	It was agreed to add oversight of the execution of this policy to the safeguarding				
	checklist. LR to inform the safeguarding governors, Rose Griffiths and Miriam Owen	LR 11/12/23			
	with copy to Chris Carter.	11/12/23			
6	Policies due for approval in autumn term				
	Statutory				
	Admissions. Arrangements & register of pupils' admissions to school. Annual				
	check that statement on website is correct (MGW/AFR to report to meeting)				
	As per 5a.				
	Behaviour for life and learning (CC)				
	The current policy was approved with the understanding a full review was				
	taking place during this school year.				
	Careers (NB)				
	The committee asked that all names were taken out of policies and the role				
	was used. If names were needed, they suggested adding an appendix. They				
	commented that this policy read more like a manual.				

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	Approved.	
	Governor behaviour principles written statement (Governors)	
	Recommended name change: Behaviour principles written statement.	
	Approved.	
	Safeguarding & Child protection (including annexe on statement of procedures	
	for dealing with allegations of abuse against staff – no changes WSCC	
	document)	
	Approved. PC to investigate governor training in cyber-security as stipulated in	PC
	the policy.	11/12/23
	Early Years Foundation Stage (HT)	
	Approved.	
	Equality Information & Objectives (public sector equality duty) statement for	
	publication (CC/GB)	
	Approved.	
	Health & Safety (AFR)	
	Names to be removed and added to an appendix.	SV
	SV to suggest putting date on first aid kit when last checked. To discuss at next	11/12/23
	visit.	
	Approved.	
	SEND & SEND information report (CC)	
	Approved.	Agenda
	Teachers' pay policy (AFR) – not yet received from WSCC. To Pay or FGB	g a s a
	Non-statutory	
	Assessment and recording (TB) Correct more work needed to MWN. LR to inform TB.	LR
		30/10/23
	Autistic spectrum condition (CC)	A cross of cr
	To next meeting Independent Travel Training (GB)	Agenda
	Approved	
	Intimate Care (CC/GB)	
	There have been no recent changes but GB is carrying out an extensive re-write	
	this term so the policy will be submitted for review at the next meeting.	Agenda
	Moving and Handling (SJ/CG)	
	WSCC advised this is now the model guidance schools are using. LR to put into	100/10/00
	WM format. Approved.	LR 3/10/23
	Observation & Classroom monitoring (AFR)	
	Approved.	
	Online safety RA/MR/LP)	
	Add Woodlands Meed aims. Approved.	LR 3/10/23
	Parking (new addition to page 1)	
	Approved. (Note: this is a strategy not a policy.)	
	Policy procedures (AFR/LR)	LD 2/10/02
	Approved. Add recommendation not to name individuals in policies but the	LR 3/10/23
	role.	
	Positive handling (AR/CoP)	
	Approved.	
	Pupil premium (TB)	
	Approved.	
7		
	Learning outside the classroom	
	Approved. (Peter Clinch was the appointed governor.)	
	Directed time	
	Approved.	
8	Policies due for approval in the Spring term	
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Statutory	
Accessibility (CC)	
Children with health needs who cannot attend sc	nool (CC)
First aid in schools (SF/RA)	` ,
Supporting pupils with medical conditions (CC)	
Non-Statutory	
Acceptable use (AFR)	
CPD (CC/GB)	
Exams (SF)	
Home school agreement (AFR)	
Lockdown (AFR)	
9 Impact of governor discussion/action	
Policies in place with regular reviews and required	policies uploaded to
website.	
1 Date of next meetings	
Tuesday, 23rd January at 3pm	
Tuesday, 7 th May at 3pm	

ACTION GRID October 2023			
3	PC to chair spring meeting	PC	✓
5a	Admissions page on website to be updated and committee to check	All	√
5d	Add oversight of the execution of managing medicines policy to safeguarding checklist	MO/RG/CC/LR	√
4d	Ensure governors receive policies for approval 2 weeks prior to the meeting date	LR	Constant
6	Investigate cyber training options	PC	✓
	Add date of last check on 1st aid boxes	SV	Next walk round
	Pay policy to next governor agenda when rec'd from WSCC	LR	✓
	Correct assessment & recording acronym (MWN)	LR	✓
	Autistic spectrum condition to next meeting	CC	✓
	Intimate care to next meeting	GB	✓
	Put header box in moving & handling	LR	✓
	Add clause to policy procedures – no names in policies just roles	LR	✓