

**Monday, 2nd October 2023 at 3pm**  
**VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

**Clerk: Louisa Rydon**

	<p>Approved.  Governor behaviour principles written statement (Governors)  Recommended name change: Behaviour principles written statement.  Approved.  Safeguarding &amp; 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 the policy.  Early Years Foundation Stage (HT)  Approved.  Equality Information &amp; Objectives (public sector equality duty) statement for publication (CC/GB)  Approved.  Health &amp; Safety (AFR)  Names to be removed and added to an appendix.  SV to suggest putting date on first aid kit when last checked. To discuss at next visit.  Approved.  SEND &amp; SEND information report (CC)  Approved.  Teachers' pay policy (AFR) – not yet received from WSCC. To Pay or FGB  <u>Non-statutory</u>  Assessment and recording (TB)  Correct more work needed to MWN. LR to inform TB.  Autistic spectrum condition (CC)  To next meeting  Independent Travel Training (GB)  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.  Moving and Handling (SJ/CG)  WSCC advised this is now the model guidance schools are using. LR to put into WM format. Approved.  Observation &amp; Classroom monitoring (AFR)  Approved.  Online safety RA/MR/LP)  Add Woodlands Meed aims. Approved.  Parking (new addition to page 1)  Approved. (Note: this is a strategy not a policy.)  Policy procedures (AFR/LR)  Approved. Add recommendation not to name individuals in policies but the role.  Positive handling (AR/CoP)  Approved.  Pupil premium (TB)  Approved.</p>	<p>PC 11/12/23</p> <p>SV 11/12/23</p> <p>Agenda</p> <p>LR 30/10/23</p> <p>Agenda</p> <p>Agenda</p> <p>LR 3/10/23</p> <p>LR 3/10/23</p> <p>LR 3/10/23</p>
7	<p><b>Policies sent to committee that have been amended during the term</b>  Learning outside the classroom  Approved. (Peter Clinch was the appointed governor.)  Directed time  Approved.</p>	
8	<p><b>Policies due for approval in the Spring term</b></p>	

	<u>Statutory</u> Accessibility (CC) Children with health needs who cannot attend school (CC) First aid in schools (SF/RA) Supporting pupils with medical conditions (CC) <u>Non-Statutory</u> Acceptable use (AFR) CPD (CC/GB) Exams (SF) Home school agreement (AFR) Lockdown (AFR)	
9	<b>Impact of governor discussion/action</b> <b>Policies in place with regular reviews and required policies uploaded to website.</b>	
1	<b>Date of next meetings</b> Tuesday, 23rd January at 3pm Tuesday, 7 <sup>th</sup> May at 3pm	

SIGNED.....*Bill Hatton*..... DATE.....23<sup>rd</sup> January 2024.....

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 Add date of last check on 1 <sup>st</sup> aid boxes  Pay policy to next governor agenda when rec'd from WSCC Correct assessment & recording acronym (MWN) Autistic spectrum condition to next meeting Intimate care to next meeting Put header box in moving & handling Add clause to policy procedures – no names in policies just roles	PC SV  LR LR CC GB LR LR	✓ Next walk round  ✓ ✓ ✓ ✓ ✓ ✓