

**POLICY COMMITTEE MEETING
ON**

Tuesday, 22nd November, 2016 at 4.30pm

VENUE: Woodlands Meed, Birchwood Grove Road, Burgess Hill, RH15 0DP

**Committee present: John Clifton (JC), Adam Rowland (AR), Boo Savage (BS), Simon Virgo (SV),
Marion Wilcock – chairman (MGW)
Associate Member: David Anning**

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES

1 Welcome & Apologies

There were no apologies.

2 Declaration of Interests

MGW: Consultant for Coffin Mew.

JC: wife employed by WM.

3 Approval of minutes dated 13th September 2016

The minutes were approved and signed as a true record. The format for approving policies was agreed:

Policies into review folder

Sent to governors prior to meeting

Once policies approved LR to take out of review folder, put back into policy folder and archive old policy.

LR to upload relevant policies onto website.

LR to check all policies to ensure model policies are clearly marked.

4 Follow up on items raised at last meeting:

i. Medical Policies – final approval subject to insurance (Ben Dale/David Anning)
DA updated the committee on the information received from Rosemary Chapman at WSCC and confirmed he had requested formal approval regarding paracetamol administration. Policy approved subject to confirmation and insurance agreement.

ii. SEN Information report (Chris Carter)
The committee checked that pupil premium allocation was clearly listed on the website. MGW asked whether the unavailability of therapies on the college site should be referred to and the committee agreed section 6 should be amended to indicate that currently therapies could not be accessed on the college site so pupils were taken to the school. MGW also noted her excellent meeting with Alex Simpson, re Send Alliance and asked that reference was made to efforts being made to make the SEND Alliance more available to parents. Approved subject to the amendments.

JC joined the meeting.

- iii. Confirmation that WM's data protection registration meets current guidelines (David Anning)

DA had forwarded the registration document.

- iv. Behaviour for Learning Statement (input from all Governors)

Governors had been given the opportunity to input into the statement. SV checked that pupils had also been involved. Approved.

MGW commented on the very well thought through behaviour for learning policy and asked AFR to pass on governors' appreciation to KB,

5 Policies reviewed for approval:

- i. Accessibility (Chris Carter)

The committee made suggestions to ensure the policy reflected the interim arrangements in place and made reference to the long term building aspirations. They also noted the improvements being made to the website should be included. The committee commented on the contribution to SEN in WSCC made by the Send Alliance and AFR reported on the possible plans to extend it to Haywards Heath. The committee noted the importance of ensuring the feasibility of the expansion and the commitment that there would be no detriment/extra costs to WM.

Policy to be amended and returned to policy group for approval.

MGW highlighted the newly published WSCC accessibility statement where Woodlands Mead was referred to as PMLD. The committee asked DA to contact Deborah Myers to highlight the error and ensure a correction was made.

- ii. Community Use (David Anning)

The committee clarified that lettings were only in place where there was no detriment to WM. Policy approved.

- iii. CPD (Chris Carter/Gillian Barton)

Approved.

- iv. Sex & Relationships (Gillian Barton)

SV highlighted a necessary change and the policy was approved.

- v. Early Years Foundation (Vikki Macrae)

SV took the committee carefully through his recommended changes. AFR to clear with Vikki Macrae for approval at the next meeting.

6 WSCC Model policies

The committee asked LR to ensure that all model policies carried a note confirming they were WSCC model policies. LR to check all model policies in file had been personalized to WM.

- i. WSCC model child protection policy – September 16

The committee were aware the model policy had been changed in September 16. LR to ask KB to personalize the policy and send to the November FGB for approval. The committee asked for confirmation that staff were asked to read the new policy and sign that they had read it.

- ii. Sickness Absence Policy

Approved.

AFR explained that all personnel policies would now be included in the policy file for easy access.

7 Date of Next Meeting

Tuesday, 10th January 2016. 4.30pm at College.

ACTION GRID – NOVEMBER 2016

Item	Action	Who	Status at next meeting
4ii	Amendments to SEN information report. To next meeting.	Chris Carter	agenda
5	Policies to amend for final approval at next meeting: Accessibility EYFS	Chris Carter Vicki Macrae	agenda
5i	DA to ensure correction made to WSCC Accessibility policy.	DA	agenda
6	LR to ensure all model policies carry WM logo and note they have been adopted unchanged from WSCC.	LR	Ongoing
6i	KB to personalise child protection policy for approval at November FGB. Staff asked to sign they have seen the new policy.	KB	Done

Signed.....*Marion Wilcock* Date.....13/2/17