

## POLICY COMMITTEE MEETING

ON

Wednesday, 24<sup>th</sup> May 2017 at 3.30pm

VENUE: VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY

Committee: John Clifton (JC), Adam Rowland (AR), Simon Virgo (SV), Marion Wilcock (MGW),  
Martin Woods (MW)

Associate Member: David Anning

Clerk: Louisa Rydon (LR)

<b>BUILDING UNIQUE FUTURES TOGETHER</b>
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MINUTES	
1.	<p><b>Welcome &amp; Apologies</b> Apologies were received and accepted from DA.</p>
2.	<p><b>Approval of minutes dated 3<sup>rd</sup> May 2017</b> The minutes were approved and signed as a true record.</p>
3.	<p><b>Declaration of Interests</b> Marion Wilcock: Consultant, Coffin Mew John Clifton: wife employed as HLTA</p>
4.	<p><b>Follow up on items raised at last meeting:</b></p> <p>a) <u>Accessibility</u> MGW had written a review on the policy and had a meeting arranged with Chris Carter in June to agree the final version.</p> <p>b) <u>Acceptable Use</u> AFR to add section on use of cloud based services to policy and final version to be uploaded onto website.</p> <p>c) <u>Intimate Care</u> Chris Carter was in the process of reviewing the policy and it would be brought for approval to the next meeting.</p> <p>d) <u>Solutions for pupil access to family room/kitchen</u> AFR confirmed a fob would be fitted to the kitchen door. The family room had minimal risk so did not need restricted access. Governors understood the fob was currently being costed and that community access in the evenings needed to be addressed.</p>
5.	<p><b>Policies reviewed for approval:</b></p> <p>a) <u>Health &amp; Safety</u> The policy had been reviewed and updated. Governors would study it for approval at their next meeting.</p> <p>b) <u>SEND</u> Policy approved. AFR confirmed Alex Simpson had written a new business plan and terms of reference for the Send Alliance. Governors were delighted to learn of the work he had done and suggested inviting him to the FGB meeting to present on the developments being made.</p> <p>c) <u>Home School Agreement</u> AFR commented on the issues getting hold of a small group of parents and the committee asked him to look at any safeguarding issues and bring the revised agreement to the next meeting.</p> <p>d) <u>Sun protection</u> Policy and letter approved. MW suggested included a sun protection lesson through PSHE during the summer term and AFR reported on the link</p>

	<p>in the policy.  e) <u>PMLD</u>  The committee appreciated it was not a model policy and that Vikki Macrae was currently working on updating it. The discussed how PMLD should be covered on the website and agreed to review and approve the policy at the next meeting.</p>	<p>Agenda 12/7/17</p>
<p>6.</p>	<p><b>Policies to be added to governor list and reviewed</b>  The committee had the full list of policies which AFR agreed to take to the leadership group to recommend policies for archiving or review. Definitive list to be given to LR for inclusion on the governors overarching policy list so a timetable for review could be put in place. Urgent policies to be sent to next meeting.  The committee noted that their Aims and Visions was last done in 2013 and agreed it should be reviewed in Autumn 2017.</p> <p>Aims and Visions  Appeals process statement for assessment  ASC  Audiology  Behaviour in the workplace  CACHE  CLDD  Directed time  Driving  Fire Strategy  First aid &amp; practice  Food  Grievance  Home learning and VLE  Independent travel training  Industrial injuries  Leave policies  Managing Medication  Maternity  Occupational violence and aggression  Off site activities strategy  Parking strategy  Policy procedures  Pool  Recycling  Residential and practice  Safe Practice – pe and sport  Security  Staff Laptop  Staff Social Committee Guidance  Swimming  Values underpinning our culture  Work Experience</p> <p><b>Agree Policies to be archived</b></p> <p>Court Meadow Policies  Gifted and talented</p>	<p>AFR 1/7/17</p> <p>Agenda 12/7/17</p>

7.	<b>Policies for approval on 12/7/17</b> Accessibility Intimate Care Health and Safety Home School Agreement PMLD	
8.	<b>Date of next meeting</b> Wednesday, 12 <sup>th</sup> July at 3.30pm, school	

SIGNED.....*Marion Wilcock*..... DATE.....12/7/17.....