

**POLICY COMMITTEE MEETING
ON**

Monday, 13th February, 2017 at 4.30pm

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

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

Present for 1 – 4a: Chris Carter (CC)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome & Apologies Apologies were received and accepted from Boo Savage and David Anning. Chris Carter was welcomed to the meeting and would report on the accessibility policy.</p>
2.	<p>Declaration of Interests MGW: Consultant, Coffin Mew JC: Wife employed in school</p>
3.	<p>Approval of minutes dated 22nd November 2016 The minutes were approved and signed as a true record.</p>
4.	<p>Follow up on items raised at last meeting: a) <u>Accessibility – review governor recommendations</u> CC had attended the meeting as he understood there were concerns about the robustness of the policy. The committee discussed the balance they needed to strike in the policy in view of the challenges surrounding the access to the provision at the college site. AFR confirmed that he gave parents a clear understanding of what could not be provided at the college but that pupils could be bussed back to the school site to access hydro and rebound therapies. The committee felt the current policy was not robust enough and MGW would work with AFR on the wording for final approval at the next meeting. MGW noted that the process to review the policy had taken too long and asked that all policies were sent in advance of meetings. b) <u>Medical Policies – final approval subject to insurance</u> AFR confirmed the insurers were still looking into the details of the policy. The committee understood WM was adhering to the managing medicines policy and asked the FGB to raise the policy at their next meeting. c) <u>SEN Information report</u> Approved. d) <u>Early Years Foundation</u> VM had agreed with the committee's recommendations and the policy was approved.</p>
5.	<p>FGB Request: policy for pupil travel in cars to include where pupil sits and child lock procedures The committee had received the new policy and felt it was a good solution. Approved.</p>
6.	<p>Learning & Wellbeing Request: Review sanction ladder of behaviour policy SV reported that the policy did not include permanent exclusions. It was agreed to add a sentence that once all options had been explored, the school refers to the DFE 2012 Exclusions Guidance with permanent</p>

MGW/AFR
14/3/17

DA 1/3/17

KB 14/3/17

	exclusion as the final step.	
7.	<p>Policies reviewed for approval:</p> <p><u>Assessment</u> Approved.</p> <p><u>Attendance</u> Recognizing the special needs of pupils and the stage letters sent from the Headteacher, as well as the termly information in the headteacher's report, the committee approved the policy.</p> <p><u>Communication</u> Approved.</p> <p><u>Confidentiality</u> Approved.</p> <p><u>Equality Information & Objectives</u> The school governor with an overview of equality to be confirmed at the next FGB. Results from the student survey to be included. Approved subject to these additions.</p> <p><u>E-Safety</u> Approved.</p> <p><u>WSCC Model policies</u></p> <p><u>Paternity – with Woodlands Meed addendum</u> Model policy approved. The committee added a clause to the addendum giving the headteacher final approval on each individual case.</p> <p><u>Probation</u> Approved.</p> <p><u>Retirement</u> Approved.</p> <p><u>Royal Horticultural Policies</u> Approved.</p> <p>LR was asked to formalise all policies and add page numbers on an ongoing basis.</p>	<p>Agenda 1/3/17 AFR/CC 1/3/17</p> <p>LR - ongoing</p>
8.	<p>Policies due for approval at next meeting:</p> <p>The committee discussed the curriculum policies and agreed that they should be presented at their next meeting. Any issues would be forwarded to the learning and wellbeing committee.</p> <p>Curriculum policies Exams Preparing for Employment Acceptable Use</p>	
9.	<p>Date of next meeting Tuesday, 14th March, 4.30pm. College</p>	

SIGNED.....*Marion Wilcock*..... DATE.....14/3/17.....