

POLICY COMMITTEE MEETING

ON

Wednesday, 12th July 2017 at 3.30pm

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

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

Associate Member: David Anning

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES		
1.	<p>Welcome & Apologies There were no apologies.</p>	
2.	<p>Approval of minutes dated 24th May 2017 The minutes were approved and signed as a true record.</p>	
3.	<p>Declaration of Interests Marion Wilcock: consultant, Coffin Mew</p>	
4.	<p>Follow up on items raised at last meeting: Accessibility – plan attached for approval Chris Carter and MGW had met to discuss the plan and had reflected on the targets reached in the physical environment and pupils' curriculum access. SV noted the work on safety and evacuation procedures. The committee agreed the 2017/18 plan with the addition of the temporary solutions in place for the huts. Approved. Acceptable Use – cloud based services added to policy & final version uploaded onto website DA had received the information from JSPC and would include it in the policy. Approved. Intimate Care – policy attached for approval Approved.</p>	DA 20/7/17
5.	<p>Policies reviewed for approval: Health & Safety DA to update names and job titles. The committee considered how health and safety was monitored and suggested a report was received termly at the newly proposed Property committee. They also recommended the premises manager was asked to attend the first part of each meeting when health and safety was discussed. The committee had previously raised installing a fob entry to the staff kitchen. AFR highlighted other rooms such as the staff room and main kitchen which were not fobbed. The committee felt a consistent fob system across the school should be the objective and asked DA to investigate costs for discussion at the next property committee meeting. Home School Agreement Approved. PMLD AFR reported on how assessment, recording and development had been incorporated into the policy. He noted that Tapestry had been developed for Early Years and the aspiration was to use it for PMLD. Due to his experience, the committee recommended the new parent</p>	DA 20/7/17 DA Property LR 20/7/17 DA Property FGB 18/8/17

	<p>governor, Neil James was asked if he would monitor PMLD. The committee passed on their thanks to Vicki Macrae for the huge amount of work she had done to bring the policy up to date. Approved. WSCC policies Grievance Capability Confidential Reporting The committee discussed the overlaps in the grievance and the confidential reporting and how staff were guided to follow the correct policy. SV reported on two cases where the whistleblowing governors had sat to ensure that all regulations were met and there were no safeguarding concerns. The committee was confident staff were given every opportunity to raise issues through the policies. Grievance, capability and confidential reporting approved.</p>	
<p>6.</p>	<p>Policies requested for approval at next meeting</p> <p>Lock Down Prevent Behaviour for Learning & Behaviour principles written statement Charging & Remissions Freedom of Information Publication Scheme Swimming Pool Online safety to include sexting section</p>	
<p>7.</p>	<p>Decision on which policies to be added to overarching governor list and which to archive</p> <p>AFR to go through list with leadership team and recommend policies to be archived and those to be added to governor list at the next meeting.</p> <p>Aims and Visions – 2014 – to be reviewed by FGB 2017/18 Appeals process statement for assessment - 2012 ASC - 2013 Audiology – protocol 2012 Behaviour in the workplace – model 2013 CACHE - 2015 CLDD - 2013 Directed time - 2013 Driving – model 2013 Fire Strategy - 2014 First aid & practice - 2015 Food - 2014 Home learning and VLE – only outdated homework policy Independent travel training - 2014 Industrial injuries – model 2014 Leave policies – includes maternity/paternity etc which have own folders. Also discretionary appointments/short term absence Managing Medication – is this now under supporting pupils with medicines Maternity – Model 2011 Occupational violence and aggression – Model 2008 Off site activities strategy – Model 2015</p>	<p>AFR 18/9/17</p>

	Parking strategy – Draft 2012 Policy procedures - 2014 Pool – 2012 + DP policies Recycling – Draft 2012 Residential and practice - nothing Safe Practice – pe and sport – appendices 2008 Security - 2013 Staff Laptop - 2014 Staff Social Committee Guidance - 2014 Swimming – Risk Assessment 2015 Values underpinning our culture - 2015 Work Experience - 2014 Agree Policies to be archived Court Meadow Policies Duplication online safety/e safety Gifted and talented	
8.	AOB The committee were aware of the new regulations for the website. They asked the school website group to ensure the website was compliant and for DA to report back at the next policy meeting.	DA 18/9/17
9.	Date of next meeting Monday, 18 th September, 2017 at 3.30pm. School site.	

SIGNED.....*Marion Wilcock*..... DATE.....18/9/17.....