

**POLICY COMMITTEE MEETING  
ON**

**Monday, 18<sup>th</sup> September 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)**

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

<b>MINUTES</b>	
<b>1. Welcome &amp; Apologies</b> Apologies were received and accepted from David Anning.	
<b>2. Election of Chairman</b> MGW was elected to act as chairman for the meeting. The FGB would be asked to increase the group membership for the next meeting.	LR to liaise with Neil James
<b>3. Declaration of Interests</b> MGW: Consultant, Coffin Mew.	
<b>4. Approval of minutes dated 12<sup>th</sup> July 2017</b> The minutes were approved and signed as a true record.	
<b>5. Matters arising (not covered on the agenda)</b> None. Admissions policy was requested as an AOB.	
<b>6. Access to policy drive and editing rights</b> AFR confirmed only he and LR now had access to the policy drive and LR would keep the policy tracker updated. LR to add policies for review to the policy review file for staff access.	
<b>7. Receive confirmation that website is up to date and includes all statutory information</b> AFR reported on the work Justina Pugh Morgan was doing to ensure the website was compliant. The committee recognised the value of purchasing an improved website platform but until finance was secured, they appreciated the school were ensuring it was as well laid out as possible. AFR confirmed the leadership team were meeting the following week to check the accuracy and content of the website.	
<b>8. Policies reviewed for approval:</b>  <b>Prevent – (CC) as part of safeguarding</b> The committee were very aware of the vulnerability of their learners and the importance of having a robust policy in place. Prevent had been added to the child protection policy and SV asked that measures were added for pupils over 18. LR to raise with CC. Revised policy to next meeting.  <b>Behaviour for Learning &amp; Behaviour principles written statement</b> The committee clarified that training had taken place for all staff this term and AFR confirmed that any very newly appointed staff would receive training at half term. The committee checked the calming room facility at the college site was OK and verified behaviour and	CC amend policy: 29/11/17

	<p>use of calming rooms was monitored through the learning and wellbeing committee.</p> <p><b>Send Pathways to Adult Strategy</b> Referred to the next agenda. Item requested by school improvement partner.</p> <p><b>Charging &amp; Remissions</b> To the next meeting.</p> <p><b>Swimming Pool (DP)</b> The policies had been reviewed and were referred to the first premises, health and safety meeting.</p> <p><b>E-safety to include sexting section (CC)</b> The policy had been updated to include a section on sexting. The committee asked about phone access and understood school pupils handed their phones in each day and college students put their phones in their lockers during the school day. The committee discussed who should be the first point of contact and agreed it should be the Safeguarding Team. They also added a clause on governor email use. The policy was approved and LR to inform CC of the change.</p> <p><b>Substance Misuse</b> AFR believed substance misuse was included in another policy. LR to check WSCC samples and bring to next meeting.</p> <p><b>Market Supplement Policy for approval at FGB &amp; confirm staff are informed of changes</b> Agenda item at FGB (18/9/17) and referred to resources.</p> <p><b>WSCC policies</b></p> <p><b>Teachers Pay and Conditions 2017</b> Still in consultation – referred to next meeting.</p> <p><b>Freedom of Information Publication Scheme</b> The committee were aware WSCC were making changes. Once received, the committee would review for publication on the website.</p> <p><b>Lock Down</b> The committee discussed reasons for a lock down policy, including terrorism. LR had requested the model version from WSCC. To be brought to the next meeting. The committee were happy with the evacuation policy in place.</p> <p><b>As per the SIA's request, confirm the format for logging complaints</b> The committee appreciated the requirement to ensure all complaints were logged. They discussed the difference between a complaint being raised and a concern. The committee recommended an agenda item was added to every FGB meeting – Are there any complaints/racial incidents to report? – enabling a log would be kept through FGB minutes.</p>	<p>Agenda 29/11/17</p> <p>Agenda 29/11/17</p> <p>PHS 27/9/17</p> <p>LR 20/9/17</p> <p>LR 29/11/17</p> <p>Resources 9/11/17</p> <p>29/11/17</p> <p>29/11/17</p> <p>29/11/17</p> <p>FGB agendas</p>
9.	<p><b>AOB</b></p> <p><b>Admissions</b> In view of the DfE instruction on Admissions AFR/CC to work towards an admissions policy. AFR particularly noted the importance for KS5.</p>	<p>AFR/CC 29/11/17</p>
10	<p><b>Policies requested for approval at next meeting</b></p> <p><b>Child Protection (to be recommended to FGB)</b> <b>SEND Information Report</b> <b>Confidentiality</b> <b>Emergency Procedure Plan</b></p>	

	<p><b>Substance misuse</b>  <b>Freedom on Information Publication Scheme &amp; Data Protection</b>  <b>Lock Down</b>  <b>Charging and Remissions</b>  <b>Send Pathways to Adult Strategy</b>  <b>Admissions</b></p>	
11	<p><b>Decision on which policies to be added to overarching governor list and which to archive</b></p> <p>MGW/AFR to go through list and recommend 10/11 policies for review at the next three meetings. LR to update policy tracker.</p> <p>Aims and Visions – 2014 – <b>Strategy Group 9/10/17</b>  Appeals process statement for assessment – 2012  ASC – 2013 - <b>Kerry Jack</b>  Audiology – protocol 2012 – <b>Kathryn Spencer</b>  Behaviour in the workplace – model 2013 – <b>Adam</b>  CACHE – 2015 – <b>Cathy P</b>  CLDD – 2013 – <b>Nola and Vikki discuss (Possible archive.....)</b>  Directed time – 2013 - <b>Sandra</b>  Driving – model 2013 <b>David A</b>  Fire Strategy – 2014 – <b>David A</b>  First aid &amp; practice – 2015 – <b>Sandra (cc+GB)</b>  Food – 2014 – <b>Bev and Sophie</b>  Home learning and VLE – only outdated homework policy – <b>VM + NB</b>  Independent travel training – 2014 <b>GB (Maria)</b>  Industrial injuries – model 2014 <b>Adam</b>  Leave policies – includes maternity/paternity etc which have own SFfolders. Also discretionary appointments/short term absence – <b>SF/JPM</b>  Managing Medication – is this now under supporting pupils with medicines – <b>CC/GB</b>  Maternity – Model 2011 – <b>Adam</b>  Occupational violence and aggression – Model 2008 – <b>Adam</b>  Off site activities strategy – Model 2015 - <b>Sandra</b>  Parking strategy – Draft 2012 – <b>David A</b>  Policy procedures – 2014 – <b>Adam + Louisa</b>  Pool – 2012 + DP policies – <b>Dave P</b>  Recycling – <b>Draft 2012 – David A</b>  Residential and practice – <b>Sandra</b>  Safe Practice – PE and sport – appendices 2008 (VM + GB)  <b>Emma/Alan/Penny</b>  Security – 2013 – <b>Dave A</b>  Staff Laptop – 2014 – <b>Dave A</b>  Swimming – Risk Assessment 2015 - <b>DP</b>  Values underpinning our culture – 2015 <b>LG team</b>  Work Experience – 2014 – <b>Maria Lawrence</b></p> <p><b>Policies which have been archived</b>  Court Meadow Policies  Duplication online safety/e safety  Gifted and talented  Staff Social Committee Guidance – 2014</p>	<p><b>MGW/AFR 29/11/17</b>  <b>LR 20/9/17</b></p>

12	<b>Date of next meeting</b> 29 <sup>th</sup> November 2017 at 3.30pm	
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SIGNED...*Marion Wilcock*..... DATE.....21<sup>st</sup> November 2017.....