

**POLICY COMMITTEE MEETING**

**ON**

**Monday, 20<sup>th</sup> November 2017 at 4.30pm**

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

**Committee present: Adam Rowland (AR), Simon Virgo (SV), Marion Wilcock (MGW), Martin Woods (MW), Neil James (NJ)**

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

<b>MINUTES</b>	
<b>1.</b>	<p><b>Welcome &amp; Apologies</b> Apologies were received and accepted from Simon Virgo and Adam Rowland.</p>
<b>2.</b>	<p><b>Declaration of Interests</b> MGW: Consultant, Coffin Mew</p>
<b>3.</b>	<p><b>Election of Chairman</b> MGW agreed to chair this meeting and Neil James was elected as chairman of the committee from the next meeting.</p>
<b>4.</b>	<p><b>Approval of minutes dated 18<sup>th</sup> September 2017</b> The minutes were approved and signed as a true record.</p>
<b>5.</b>	<p><b>Matters arising (not covered on the agenda)</b> a) <u>Website up to date and includes all statutory information</u> Sue Clarke, the School Link Adviser, had informed governors she was going to carry out a website audit. The committee had seen WSCC's new statutory website list which they had noted did not refer to special schools. They were satisfied the website team met on a regular basis to ensure the WM website met the statutory requirements where appropriate.</p>
<b>6.</b>	<p><b>Policies for review/approval</b> a) <u>Admissions</u> The committee had stressed the importance of having a policy in place in view of the DfE guidance. They discussed the current resources available to meet the needs of the rising number of pupils and noted that governors would have to consider whether WM could remain a generic school. They agreed to bring their next meeting forward to ensure an admissions policy was ready for approval at the January FGB. AFR to write the policy and submit to the committee by 10/1/18. b) <u>Send Pathways to Adult Strategy</u> The leadership team had asked for more time to present the document to the committee. The committee set a deadline for receiving it as 10/1/18. c) <u>Charging &amp; Remissions</u> The committee asked that the school policies previously the responsibility of the school business manager were allocated to individual staff members so they could be kept up to date and reviewed to the timescale requested. The committee checked through the policy and asked that any changes were made in time for their next meeting. d) <u>Child Protection –section requested by committee on post 18 added – section 7, page 12. (to be recommended to FGB)</u> The committee passed on their thanks to Chris Carter for including the additional section they had asked for on young adults and approved it. NJ</p>

AFR 10/1/18

NB 10/1/18

Allocate school business manager policies. Leadership 10/1/18

	<p>noted that reference needed to be made in the title to young adults and that an adult body map and appendices should also be included. They noted the current date on the policy and asked for confirmation that WM had used the most recently amended policy (6/10/17) from WSCC. They requested a final policy should be submitted to the FGB on 29/11/17. LR to inform Chris Carter.</p> <p>e) <u>SEND Information Report</u> Approved and to be uploaded onto the website.</p> <p>f) <u>Confidentiality</u> The policy had been approved by the committee in February 2017 and they asked for a reviewed policy for approval at their January 2018 meeting.</p> <p>g) <u>Emergency Procedure Plan</u> The committee studied the plan and noted the need for a WM review. They recommended David Pilbeam and Simon Virgo reviewed the policy with input from the safeguarding team, and Boo Savage as the safeguarding governor. To January meeting.</p> <p>h) <u>Policy Procedures</u> With an amendment to the recommended length of policies, the policy was approved.</p> <p><b><u>WSCC policies</u></b> <b>Teachers Pay and Conditions 2017</b> The model pay policy was available but had not been populated with WM's sections. <u>Urgently requested for the pay meeting on 29<sup>th</sup> November along with the reviewed teacher appraisal policy.</u></p> <p><b>General Data Protection Regulations/Freedom of Information Publication Scheme</b> The committee were aware of the deadline of 25<sup>th</sup> May 2018 and asked that a General Data Protection Regulation (GDPR) staff working group was established and a designated staff data protection officer was identified. NJ also understood there was some training available which the committee asked was investigated for the data protection officer to attend. The committee were aware the Information Commissioner's Office had published a 12-step checklist to help prepare for the changes which could be found at - <a href="https://ico.org.uk/for-organisations/education/">https://ico.org.uk/for-organisations/education/</a></p> <p><b>Behaviour in the work place &amp; code of conduct</b> The current version on the WSCC website was dated 2011. LR to check this was the most recent policy and AFR to confirm it was the correct policy for WM. For approval at January meeting.</p> <p><b>Lock Down</b> In view of recent events, Simon Virgo had requested a policy was in place. The committee viewed the WSCC model and requested the leadership team review it for approval at the January meeting.</p> <p><b>Access to Pensions on Retirement</b> The committee approved the amended WSCC (May 2017) model policy.</p> <p><b>Drug and Alcohol Misuse</b> The WSCC model policy was December 2008. The committee noted their concern at the age of the policy and asked LR to check that there was nothing more recent. The policy was approved until a more up-to-date version was issued.</p>	<p>CC 29/11/17</p> <p>LR 21/11/17</p> <p>Leadership 10/1/18</p> <p>DP/SV 10/1/18</p> <p>AFR 29/11/17</p> <p>Leadership 29/11/17</p> <p>LR 24/11/17 AFR 10/1/18</p> <p>Leadership 10/1/18</p> <p>LR 24/11/17</p>
<p>7.</p>	<p><b>First polices reviewed from overarching governor list:</b> <b>ASC</b> In view of the number of pupils with autism as a special need, the committee were pleased to see the reviewed policy and it was approved. As several policies had been moved for approval to the January meeting, it</p>	<p>Cathy Pilbeam</p>

	<p>was agreed CACHE and Driving should be included on the next agenda and the still to be reviewed/archived list would then be addressed at the April meeting.</p> <p>The committee were concerned that the system they had implemented so successfully for the review of policies had not worked effectively for this meeting. They stressed the importance of having a robust process in place and asked that staff with responsibility for recommending policies for approval to the committee ensured they kept to the agreed timetable, as per the policy tracker.</p>	<p>Leadership 10/1/18</p> <p>Leadership 10/1/18</p>
<p><b>8.</b></p>	<p><b>Policies requested for approval at next meeting</b></p> <p><b>Admissions</b></p> <p><b>Send Pathways to Adult Strategy</b></p> <p><b>Charging and Remissions</b></p> <p><b>Confidentiality</b></p> <p><b>Emergency Procedure Plan</b></p> <p><b>Behaviour in the workplace and code of conduct</b></p> <p><b>Lock Down</b></p> <p><b>CACHE</b></p> <p><b>Driving</b></p> <p><b><u>Still to be reviewed/archived – READY FOR 26/11/18</u></b></p> <p>Appeals process statement for assessment – 2012</p> <p>Audiology – protocol 2012 – Kathryn Spencer</p> <p>Behaviour in the workplace – model 2013 – Adam</p> <p>CLDD – 2013 – Nola and Vikki discuss (Possible archive.....)</p> <p>Directed time – 2013 - Sandra</p> <p>Fire Strategy – 2014 – David A</p> <p>First aid &amp; practice – 2015 – Sandra (cc+GB)</p> <p>Food – 2014 – Bev and Sophie</p> <p>Home learning and VLE – only outdated homework policy – VM + NB</p> <p>Independent travel training – 2014 GB (Maria)</p> <p>Industrial injuries – model 2014 Adam</p> <p>Leave policies – includes maternity/paternity etc which have own SF folders. Also discretionary appointments/short term absence – SF/JPM</p> <p>Managing Medication – is this now under supporting pupils with medicines – CC/GB</p> <p>Maternity – Model 2011 – Adam</p> <p>Occupational violence and aggression – Model 2008 – Adam</p> <p>Off site activities strategy – Model 2015 - Sandra</p> <p>Parking strategy – Draft 2012 – David A</p> <p>Recycling – Draft 2012 – David A</p> <p>Residential and practice – Sandra</p> <p>Safe Practice – PE and sport – appendices 2008 (VM + GB) Emma/Alan/Penny</p> <p>Security – 2013 – Dave A</p> <p>Staff Laptop – 2014 – Dave A</p> <p>Values underpinning our culture – 2015 LG team</p> <p>Work Experience – 2014 – Maria Lawrence</p>	<p>AFR</p> <p>NB</p> <p>Leadership</p> <p>Leadership</p> <p>DP/SV</p> <p>AFR</p> <p>Leadership</p> <p>CP</p> <p>Leadership</p>
<p><b>9.</b></p>	<p><b>Date of next meeting</b></p> <p><b>Monday, 15<sup>th</sup> January 2018 at 4.30pm</b></p>	

SIGNED.....*Marion Wilcock*.....DATE.....20<sup>th</sup> January 2018..