

WOODLANDS MEAD SCHOOL

**Policy Committee 23<sup>rd</sup> May 2018**

**Woodlands Mead School, Chantonbury Rd, Burgess Hill RH15 9EY**

Those Present; Marion Wilcock (MGW), Martin Woods(MW), Adam Rowland (AR), Simon Virgo (SV)  
 Clerk: Nada Guarguaglini (NG)  
 The meeting opened at 4 pm.

MINUTES		
1.	The welcome was made by Marion Wilcock.	
2.	Apologies were received and accepted from Neil James.	
3.	Declaration of Interests: No declarations of interests were made.	
4.	Minutes of meeting 26 <sup>th</sup> March 2018: The minutes of the meeting were not available. <b>RESOLUTION: The minutes will be approved at the next meeting.</b>	
5.	Matters Arising: There were no matters arising that were not part of the agenda.	
6.	Policies for Review / Approval: Policies were circulated prior to the meeting for Governors to review. Pupil Premium- Minor changes were made by Adam Roland at the meeting. Gardening Policy – no changes. Humanities Policy – reviewed annually. Freedom of Information – Model policy, Marion Wilcock’s digital signature to be inserted. Data Protection Policy – It was noted that the school is working towards being compliant. Justina Pughe-Morgan is the DPP Officer. Publications Scheme – no changes. <b>RESOLUTION: The policies listed below were reviewed and approved by the Policy Committee;</b> <b>Pupil Premium Policy</b> <b>Gardening Policy</b> <b>Humanities Policy</b> <b>Freedom of Information Policy</b> <b>Data Protection Policy</b> <b>Publication Scheme</b>	
7.	The date of the next Policy Meeting will be held on 11 <sup>th</sup> July 2018 at 4 pm at the School, prior to the FGB.	
	The meeting closed at 4.30 pm.	

ACTION GRID POLICY COMMITTEE MAY 2018		
4.	The Chair to receive Policy Meeting minutes for March 2018 from the Clerk.	LR
6.	The Clerk to continue to update page layout for approved policies, including Pupil Premium and Freedom of Information Policies.	LR
6.	The Business Manager to insert the Chair of Governors digital signature on the appropriate policies including Freedom of Information Policy.	JPM / MW
6.	The Clerk to update the Governors Policy Tracker document.	LR
7.	The Chair to ascertain if the Clerk has capacity to formulate and circulate agendas. Liaison with JPW if necessary.	MW/LR/JPW

SIGNED.....*Marion Wilcock*..... DATE.....19/9/18.....