

**POLICY COMMITTEE MEETING
ON**

Wednesday 19th September 2018 at 3.30pm

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

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

Clerk: Louisa Rydon

BUILDING UNIQUE FUTURES TOGETHER

MINUTES		
1.	<p>Welcome & Apologies Neil James did not attend the meeting.</p>	
2.	<p>Election of Chairman MGW was appointed chair for the meeting and it was hoped new governors would join the committee.</p>	
3.	<p>Declaration of Interests None.</p>	
4.	<p>Approval of minutes dated 23rd May 2018 The minutes were approved and signed as a true record.</p>	
5.	<p>Matters arising (not covered on the agenda)</p> <p>a) <u>Policy meeting on 26/3/18</u> LR confirmed the meeting scheduled for 26/3/18 had not taken place so the leave, directed time, staff absence and safer recruitment policies had been approved by the FGB on 26/3/18</p> <p>b) <u>Update policy tracker following restructure</u> The committee went through the policy tracker and ensured it was accurate and asked LR to remove outdated policies and clarify with policy leads on: Occupational violence and aggression Home learning Safe practice in PE and sport First aid and practice Audiology – does it come under communication? Appeals process statement for assessment – check with Sandra F</p> <p>It was suggested that policies should be grouped together by type and as the system for policy approval became more entrenched, the committee would consider changing the tracker. LR to get signed versions of approved data protection and freedom of information and upload onto website.</p> <p>c) <u>Update on Admissions policy</u> WM had adopted the West Sussex admissions policy and the committee asked AFR if it was working well. He confirmed it was and the committee asked that it was kept under annual review.</p>	<p style="color: red;">LR 14/11/18</p> <p style="color: red;">LR 1/10/18</p> <p style="color: red;">Agenda Sept</p>
6.	<p>Policies for review/approval The committee agreed with SV's suggestion that the race and equalities statement was replaced on each policy with <i>Woodlands Meed Equalities Statement</i> is on the website www.woodlandsmeed.co.uk under policies. LR to amend as policies come up for review. <u>Access Arrangements</u></p>	LR

	<p>Following Ofsted recommendations, SV asked if pupils' learning journey should be included. After discussion, it was agreed the learning journey was well documented in the medium term plans. Approved.</p> <p><u>Acceptable Use</u> To next meeting.</p> <p><u>Accessibility Plan</u> To next meeting.</p> <p><u>Assessment, recording and Reporting</u> The policy was approved and governors noted the change from P levels to Pre keystage statements which would be incorporated into the policy at its next review in May 2019.</p> <p><u>Anti bullying</u> To next meeting and consider linking with behaviour for learning.</p> <p><u>Behaviour for Learning and Behaviour Principles</u> To next meeting.</p> <p><u>Calming Room Guidance</u> The committee considered the guidance on securing a pupil in a calming room and were satisfied the school was following the correct protocol. SV discussed fitting CCTV in calming rooms and the committee asked the learning and wellbeing to explore the options.</p> <p><u>CACHE</u> Approved.</p> <p><u>Curriculum Statement</u> Approved.</p> <p><u>E-Safety</u> SV raised a concern about how the use of photos including staff and pupils was monitored and asked for L&WB to consider effective control. On questioning, the committee were pleased to learn of the rules surrounding pupils' mobile phones at WM. Approved.</p> <p><u>Gifts and Hospitality</u> Approved.</p> <p><u>Health and Safety</u> To next meeting.</p> <p><u>Home School Agreement</u> To next meeting.</p> <p><u>Observation & Classroom monitoring</u> To next meeting.</p> <p><u>PSD College</u> Approved.</p> <p><u>PSHE School & College</u> Approved</p> <p><u>Positive handling</u> The policy stated all staff were trained but this did not currently include the admin team. SV commented on the value of some training for admin staff and LR to check with Carly O'Prey/Alan Robinson on what was on offer. Approved.</p> <p><u>School Fund</u> To resources.</p> <p><u>SEND & SEND information report</u> To next meeting.</p> <p><u>Swimming Pool</u> To P, H&S</p> <p><u>WM Examinations Malpractice</u></p>	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>L&WB</p> <p>AFR 10/10/18</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>LR 14/11/18</p> <p>Resources</p> <p>Agenda</p> <p>P,H&S</p>
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	<p>Approved.</p> <p><u>BTEC policies</u></p> <p><u>BTEC Certification & Registration</u></p> <p>Approved.</p> <p><u>Internal Verification</u></p> <p>Approved.</p> <p><u>Amendments to policies from WSCC</u></p> <p><u>Child Protection</u></p> <p>Recommended to FGB.</p> <p><u>Charging & Remissions</u></p> <p>To resources.</p>	<p>FGB</p> <p>Resources</p>
7.	<p><u>Still to be reviewed/archived</u></p> <p>Obsolete policies had been archived and requests put out to staff to ensure policies were in place where necessary – see 5b</p>	
8.	<p>Date of next meeting</p> <p>LR to send out doodle request.</p>	

Signed.....*Miriam Owen*..... Date.....27th November 2018.