

**POLICY COMMITTEE MEETING
ON
Tuesday, 27th November 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 Miriam Owen and Bill Hatton were welcomed to the meeting and thanked for attending. The committee were aware of the work pressures NJ was under and that he was not currently attending meetings. MGW to follow up with email in the hope he was able to pick up his role soon.</p>	<p>MGW 30/9/18</p>
2.	<p>Election of Chairman She agreed to chair the meeting for the in Neil James's absence.</p>	
3.	<p>Declaration of Interests None in the agenda.</p>	
4.	<p>Approval of minutes dated 19th September 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>E-safety – is approval given for photos published online?</u> AFR had verified that approval was sought for publishing pupil photos which included online publication.</p> <p>b) <u>Positive handling – are admin staff trained?</u> AFR thanked governors for their suggestion that administration staff should also be included in training and confirmed a session had been arranged for Team Teach.</p> <p>c) <u>Intellectual Property Rights policy</u> SV recommended looking into a policy to give control over how the Woodlands Brand name and branding is used. The committee agreed they should do and asked SV to research policies and bring back some ideas to the next meeting.</p> <p>d) <u>Absence Leave</u> MW raised a concern that there was not a clear procedure in place to enable staff to request time off correctly and asked that an addendum to the policy was considered. Governors felt it was part of the terms of employment rather than a policy but appreciated staff should have a clear understanding of the process needed. AFR agreed to look into it and report back to the January meeting.</p>	<p>SV 23/1/19</p> <p>AFR 23/1/19</p>
6.	<p>Policies for review/approval</p> <p><u>Acceptable Use (Adam)</u> AFR had worked on the policy and sent it to MGW. AFR/MGW to meet to consider and bring their recommendation back to the next meeting.</p> <p><u>Accessibility (Chris)</u> The policy was overdue for approval. The committee requested it urgently for the January meeting.</p>	<p>AFR/MGW 23/1/19</p> <p>CC 23/1/19</p>

	<p><u>Governors' Behaviour Principles Statement</u> Approved. <u>CPD (Chris, Gillian)</u> Approved. <u>Educational Visits (Sandra)</u> Approved. <u>Health and safety (Adam)</u> AFR had inserted the updated names. The committee recommended one person was responsible for the first aid kits on each site. MW to confirm Gymtech had overall responsibility for PE Education. The committee recommended the policy to full governors for approval. <u>Home school agreement (Leadership)</u> Approved. <u>Observation and classroom monitoring (Adam)</u> The reviewed policy reflected the new grades for teaching and HLTAs. The committee asked if staff were happy with the new grading system and AFR confirmed it was simpler and seemed to have been accepted. AFR asked that the policy was reviewed yearly. LR to amend policy tracker. Approved. <u>SEND & SEND information report (Chris)</u> Overdue for review. Required for January meeting. <u>Sex & relationship (Gillian)</u> AFR reported a new SRE curriculum was due. The policy was approved and would be reviewed when the new curriculum was in place if it was before the next review date. <u>Discipline policy (ADAM)</u> Approved. (LR to add WM box and logo)</p>	<p>FGB 30/11/18</p> <p>CC 23/1/19</p> <p>LR 7/12/18</p>
7.	<p><u>For next meeting</u> Accessibility (CC) Charging and Remissions (SF) Confidentiality (AFR) Emergency Procedure Plan (AFR) Exams (Sandra) Homework (VM/NB) Managing Medicines (CC) Moving and handling (M & H Advisor, WSCC, Sammy Mayfield, Jenny Collingbourne) School Fund (JPM) Safe Practice in PE and sport (CC. Penny+ Kirsty + Alan R) SEND & SEND offer (CC) Transporting Pupils in cars (VM/NB)</p>	
8.	<p><u>Date of next meeting</u> 23rd January 2019.</p>	

ACTION GRID NOVEMBER 2018

5c	Possible intellectual rights property policy	SV
5d	System for staff to request absence	AFR
6	Acceptable Use	AFR/MGW
	Accessibility (Chris)	CC
	Exams (Sandra)	SF
	Homework (Vikki & Nola)	VM/NB
	Managing Medicines (Chris)	CC
	Moving and handling	SM/JC
	School Fund (Justina)	JPM
	Safe Practice in PE and sport (Chris following. Penny+ Kirsty + Alan R)	CC
	SEND & SEND offer (Chris)	CC

SIGNED,.....*Marion Wilcock*,..... DATE,.....23/1/19,.....