

**POLICY COMMITTEE MEETING
ON**

Wednesday, 23rd January 2019 at 3.30pm

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

Committee: Adam Rowland (AR), Simon Virgo (SV), Marion Wilcock (MGW), Bill Hatton (BH)

Clerk: Louisa Rydon

BUILDING UNIQUE FUTURES TOGETHER

| MINUTES | | |
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| 1. | <p>Welcome & Apologies AFR was on his way back from the Special Head's meeting and would join the meeting as soon as possible. The committee agreed to go through the agenda and defer any decisions to AFR when he arrived.</p> | |
| 2. | <p>Election of Chairman MGW to chair the meeting. Election of chair would take place when more committee members were appointed.</p> | Agenda 27/3/19 |
| 3. | <p>Declaration of Interests SV: Director, Ofsted registered childminding agency.</p> | |
| 4. | <p>Approval of minutes dated 27th November 2018 The minutes were signed and approved as a true record.</p> | |
| 5. | <p>Matters arising (not covered on the agenda) a) <u>Suggestions for Intellectual Property Rights – discussed at Property committee (16/1/19) and recommended to FGB 23/1/19)</u> FGB agenda. b) <u>System to ensure staff aware of procedure to request absence – addendum added to policy</u> Following a request from the policy committee for universal guidelines on how to request absence, the committee were pleased to note the new procedure in place. When AFR joined the meeting, they asked how these absence requests were recorded and monitored. AFR thanked governors for raising this and would ask Sandra Feltham to ensure requests were recorded and monitored so any concerns could be flagged.</p> | AFR/SF 27/3/19 |
| 6. | <p>Policies for review/approval at meeting <u>Acceptable Use (AFR)</u> SV asked that any document going out of WM was marked copyright of Woodlands Meed recognising anything created using WM resources belongs to WM. It was agreed this would be met by taking out the Intellectual Property Rights. Approved. <i style="text-align: right;">BH joined the meeting.</i> <u>Accessibility (CC)</u> Approved. <u>Charging and Remissions (SF)</u> Approved. <u>Confidentiality (AFR)</u> Policy archived as it is not a model and not required due to GDPR policy, acceptable use policy, child protection policies all in place. <u>Emergency Procedure Plan (AFR)</u> The committee were confused by the new name, Educational Establishment plan and felt it might not be easily found in the event of an emergency. In light of</p> | AFR/SF |

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| | <p>recent news items, SV wondered if possible Brexit impact should be included and asked the school to check with WSCC. It was agreed to keep the name Emergency procedure plan with (Educational Establishment Plan) in brackets. <u>Exams (Sandra)</u> Approved. <u>Homework (VM/NB)</u> Approved. <u>Managing Medicines (CC)</u> The committee noted the recent WSCC changes and approved the policy. <u>School Fund (JPM)</u> Approved. <u>Safe Practice in PE and sport (CC. Penny+ Kirsty + Alan R)</u> To be called PE policy. Approved. <u>SEND & SEND report (CC)</u> The committee recommended the policy to the FGB for approval. Agenda item at FGB and then email comments/approval sought from governors. <u>Transporting Pupils in cars (SF)</u> The committee noted the changes to the insurance process and asked for confirmation of how drivers were made aware of the policy and how they were checked for compliance. They asked for a report from Sandra Feltham on how the policy was implemented. (SF contacted the committee following the meeting to arrange a discussion.) Policy to be approved at March meeting. <u>Internal verification BTEC (Nola + Sandra)</u> AFR confirmed every course has a different Internal Verifier. Approved. <u>Social Media (AFR)</u> The committee recognised the value of having a robust policy in place and clear guidelines for staff. Approved.</p> | <p>27/3/19</p> <p>FGB 23/1/19</p> <p>All Agenda 27/3/19</p> |
| <p>7. <u>Due for Review by February</u></p> | <p>Attendance (GB/CC) CACHE (CP) Communication (GB) To be recommended for approval at March policy meeting.</p> | |
| <p>8. <u>Date of next meeting</u></p> | <p>Wednesday, 27th March 2019 3.30pm – school site.</p> | |

ACTION GRID JANUARY 2019

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| 2 | Election of chairman at next meeting. | Agenda |
| 5b | Ensure absence requests and reasons are recorded and monitored. | SF/AFR |
| 6 | Emergency procedure plan (Educational establishment plan) – any need to add Brexit impact. | AFR |
| 6 | SEND policy & report for approval at FGB | FGB 23/1/19 |
| 6 | Discussion with Sandra Feltham & changes recommended to policy for approval at March meeting. | Agenda |

SIGNED.....*Bill Hatton*..... DATE.....27/3/19.....