

**POLICY COMMITTEE MEETING  
ON  
Wednesday, 27<sup>th</sup> March 2019  
at 3.30pm**

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

**Committee present: Adam Rowland (AR), Simon Virgo (SV), Marion Wilcock (MGW), Bill Hatton (BH), Peter Clinch (PC)**

**Clerk: Louisa Rydon**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES	
1.	<p><b>Welcome &amp; Apologies</b> There were no apologies.</p>
2.	<p><b>Election of Chairman</b> After discussing the role, BH was happy to accept the nomination and he was duly elected as chair.</p>
3.	<p><b>Declaration of Interests</b> None.</p>
4.	<p><b>Approval of minutes dated 23<sup>rd</sup> January 2019</b> The minutes were approved and signed as a true record.</p>
5.	<p><b>Matters arising (not covered on the agenda)</b></p> <p>a) <u>How are staff absence requests recorded and monitored?</u> AFR reported on the system in place and that careful monitoring took place. The committee noted that patterns of absence could be easily picked up.</p> <p>b) <u>Transporting pupils in cars. Clarification of policy and how staff are informed.</u> SV and MGW had met with Sandra Feltham to discuss the policy. They were satisfied correct protocols were in place and that staff were fully aware of how the policy worked and the restrictions.</p>
6.	<p><b>Policies for review/approval at meeting</b></p> <p><u>Attendance</u> (GB/CC) The committee checked the procedure for communicating with families/carers if there had been no contact when a pupil was absent. They understood the office got in touch with them as early as possible in the school day. The committee suggested using school roles rather than names in the policy. AFR to amend and policy approved.</p> <p><u>CACHE</u> (CP) Approved.</p> <p><u>Communication</u> (GB) Approved.</p> <p><u>Child protection policy</u> It had been agreed to have a policy for over 18s. SV to follow up with CC. The learning and wellbeing committee had asked that Deprivation of Liberty Safeguards (DoLS) were included in a policy. The committee agreed a record of the assault on both the assailant and victim should be kept so that victims could be monitored. Gillian Barton/Chris Carter to be asked to follow up.</p>
7.	<p><b>Due for Review by May</b></p> <p>Freedom of Information Calming Room guidance Assessment, recording &amp; reporting PMLD</p>

AFR  
22/5/19

SV 22/5/19

GB/CC  
22/5/19

	Sun Protection Science, health & safety LR to inform staff of policies due for review and ask them to ensure any changes made are highlighted in yellow.	
<b>8.</b>	<b>Date of next meeting</b> Wednesday, 22 <sup>nd</sup> May 2019 at 4pm. (note change of time from 3.30 to 4pm)	

**ACTION GRID MARCH 2019**

6	Replace names with roles in attendance policy.	AFR
6	Finalise child protection policy for over 18s.	SV/CC
6	Include DoLS in WM policy.	GB/CC

SIGNED..... *Bill Hatton*..... DATE.....22<sup>nd</sup> May 2019.....