

**POLICY COMMITTEE MEETING
ON
Monday, 23rd September 2019
at 4.00pm**

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

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

Clerk: Louisa Rydon

BUILDING UNIQUE FUTURES TOGETHER

DRAFT MINUTES	
1.	<p>Welcome & Apologies Apologies were received and accepted from Bill Hatton.</p>
2.	<p>Declaration of Interests None in the agenda</p>
3.	<p>Election of chairman for 1 year Bill Hatton had confirmed he would be happy to stand as chairman of the committee for a further year. He was duly nominated and successfully appointed as chairman. SV was asked to chair this meeting.</p>
4.	<p>Approval of minutes dated 22nd May 2019 The minutes were approved and signed as a true record.</p>
5.	<p>Matters arising (not covered on the agenda)</p> <p>a) <u>Length of Policies</u> Bill Hatton had raised a concern about the length of policies and the committee agreed the aspiration was for two sided policies written by Woodlands Meed. However, they were unable to change the content of WSCC model policies.</p> <p>b) <u>Sun protection</u> Approved.</p>
6.	<p>Policies for review/approval at meeting</p> <p><u>Admission Arrangements</u> Governors noted WM followed the WSCC admissions policy which was kept under review annually to ensure the policy was working for WM.</p> <p><u>Behaviour for learning</u> AFR confirmed the policy would be updated during the school year as per the school development plan. The committee approved the policy as it was and would wait for information on changes.</p> <p><u>Governor statement on behaviour principles</u> Approved.</p> <p><u>Governors' expenses</u> Approved.</p> <p><u>Home School agreement</u> Approved.</p> <p><u>Health and safety</u> Approved.</p> <p><u>Pay</u> Not yet received from WSCC. The pay committee would meet as planned on 24/10/19.</p> <p><u>Teacher appraisal</u> Approved.</p> <p><u>ASC</u></p>

Under review

	<p>Approved. <u>E-safety</u> Carried forward to next meeting. New computer lead in place to work on policy. <u>BTEC Certification & registration</u> Approved. <u>Internal verification</u> Approved. <u>Examinations malpractice</u> Approved. <u>Appeal Process & statement for assessment</u> Approved. <u>Intimate Care</u> Approved. <u>Observation & classroom management</u> Approved. <u>Positive handling</u> Referred to L&WB. LR to contact authors to ensure it was ready for approval. <u>See Saw</u> No policy required. <u>Note and approve WSCC changes</u> <u>Safeguarding & Child Protection</u> WSCC had amended the policy during the summer holidays. Chris Carter had incorporated the changes for WM. LR to add Miriam Owen's name as co-governor responsible with SV. Approved.</p>	<p>To resources 12/11/19</p> <p>LW&B 9/10/19</p> <p>LR 24/9/19</p>
7.	<p><u>Due for Review Spring term but ready for today's meeting</u> <u>Acceptable use</u> SV suggested adding a clause to ensure there was no breach of school copyright or any other copyright. Clause added to policy and approved. <u>Accessibility</u> Approved <u>SEND & SEND Information report</u> Approved. <u>Emergency procedure plan</u> Approved. <u>Independent travel training</u> Approved. <u>Parking Strategy</u> Approved. <u>Work experience</u> To January meeting.</p>	<p>Agenda 28/1/20</p>
8.	<p>AOB <u>Statutory Policies</u> LR noted the new document received from the DfE. LR to cross check with current Woodlands Meed list and highlight changes at next policy meeting. The committee did note the new obligation to have a Biometric policy. LR to check with Leadership and Governance.</p>	<p>LR 26/11/19</p>
9.	<p>Date of next meeting Immediately prior to first FGB meeting of Spring term. (Provisional date 28/1/20)</p>	

SIGNED.....*Bill Hatton*..... DATE.....28th January 2020.....

ACTION GRID SEPTEMBER 2019

6	Changes to behaviour policy to be notified to committee when ready.	AFR
6	E-safety ready for review at Resources	12/11/19
6	Positive handling for review at L&WB	9/10/19
6	Add Miriam Owen to safeguarding/cp governor roles with SV	LR
7	Work experience on next policy agenda	LR
8	Compare DfE new statutory policy guidelines with WM current version and new list to next policy meeting.	LR