

**POLICY COMMITTEE MEETING
ON
Tuesday, 28th January 2020
at 4.00pm**

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

DRAFT MINUTES		
1.	<p>Welcome & Apologies There were no apologies.</p>	
2.	<p>Declaration of Interests None to declare in the agenda.</p>	
3.	<p>Approval of minutes dated 23rd September 2019 The minutes were approved and signed as a true record.</p>	
4.	<p>Matters arising (not covered on the agenda) a) <u>Statutory policies for schools cross referenced with WM policy tracker and highlighted in red</u> Governors noted the new DfE statutory policies required. AFR to check WSCC model policies and governors to review at summer term meeting.</p>	AFR 7/5/20
5.	<p>Policies for review/approval at meeting a) <u>Careers</u> Governors commented on the detail of the policy and noted it was not merely a statement of intent, but included information on how the careers programme should be implemented to cater for each key stage. After careful discussion, the committee recognised the policy was a good guideline for staff. They approved the policy on the understanding L&WB regularly monitored progress and tracked the targets set in the SDP to achieve the measures set out in the Gastby Benchmark tool. As both governors allocated to careers (Rose Griffiths and Sandra Boyd) sat on L&WB, it was agreed the policy should in future be reviewed at the L&WB meeting and recommended to the policy committee for approval. On questioning on how successfully WM liaised with local business, AFR was delighted to announce WSCC had confirmed funding from September 2020 for WM to develop SEND links with employers AFR commented on the excellent progress made by WM on careers and guided governors to the careers page of the WM website. b) <u>Cache</u> AFR to ask for reviewed policy to be submitted to policy meeting in May. c) <u>Exams</u> The committee were satisfied with the procedures in place. They felt the policy was wordy and not well formatted but set out the guidelines appropriately and it was approved. d) <u>Provider Access Policy (new)</u> Having reassured themselves about the name of the policy and who could be a provider, the committee approved the policy. e) <u>Work experience</u></p>	L&WB 2/3/20 LR 2/3/20

	<p>The changes were noted and the policy approved.</p> <p>Note and approve WSCC changes</p> <p>e) <u>Pay</u></p> <p>The committee checked the area populated by WM and recommended the policy for approval to FGB.</p> <p>f) <u>Safer Recruitment Policy</u></p> <p>Approved.</p> <p>g) <u>Addition to Paternity policy</u></p> <p>AFR explained the reasons for the change to the addendum which were approved.</p> <p>h) <u>Confidential reporting</u></p> <p>LR noted the new WSCC model policy and was asked to send it to JPM to add WM details to ensure staff/governors were aware of who they can report their concerns to and the way the concerns will be managed.</p>	<p>JPM 7/2/20</p>
<p>6. <u>Due for Review Summer term</u></p>	<p>CACHE Data protection Freedom of Information Publication Scheme Statement of Procedures for dealing with allegations of abuse against staff Calming Room Guidance</p>	
<p>7. <u>Date of next meeting</u></p>	<p>Thursday, 7th May at 4pm.</p>	

SIGNED.....*Bill Hatton*..... DATE.....7th May 2020.....

ACTION GRID JANUARY 2020		
4a	Obtain WSCC model policies for new DfE statutory policies	AFR
5a	Monitor progress made on careers programme in relation to the Gatsby Benchmark tool/SDP. In future, Careers policy to be allocated to L&WB for recommendation to policy group.	Actioned at March L&WB
5b	CACHE policy for approval at next meeting.	Archived
5h	Personalise WM confidential reporting policy. LR to ask JPM	Done.