

**POLICY COMMITTEE MEETING**  
**ON**  
**Tuesday, 11<sup>th</sup> May 2021 at 4pm**  
**MEETING TO BE HELD BY MICROSOFT TEAMS DUE TO COVID 19**

Committee: 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>Declaration of Interests</b>            None to declare in the meeting.</p>	
3.	<p><b>Approval of minutes dated 20<sup>th</sup> January 2021</b>            The minutes were approved and electronically signed as a true record.</p>	
4.	<p><b>Matters arising (not covered on the agenda)</b></p> <p>a) <u>DfE Statutory policies still in purple on Tracker</u>            AFR confirmed there were no WSCC model policies so WM were writing their own. The committee noted NQT had been replaced by Early Career Framework and they were waiting for guidance for the September start date. Update on next meeting for first aid in school, protection of biometric information of children in schools and colleges Early Career Framework.</p> <p>b) <u>Appeals</u> –            LR had clarified with Sandra Feltham the policy was for pupils to appeal against a result. The committee still felt it was unclear and needed clarification on who is 'us'. LR to follow up.</p>	<p>AFR 12/7/21</p> <p>LR 12/7/21</p>
5.	<p><b>Policies for review/approval at meeting</b></p> <p><u>Statutory</u>  <u>Exclusion</u> – governor 2017 recommendations cross checked and policy recommended for approval            The committee carefully discussed the policy and confirmed the headteacher had delegated authority for fixed term exclusions were delegated and permanent exclusions required governor involvement. SV asked for a change to the wording which governors agreed with. (first line ...is considered as a last resort) LR to add WM title box.            APPROVED</p> <p><u>RSE</u>            The committee agreed they should see the results of the consultations being held and sought clarification on how parents were given the opportunity to opt out. LR to follow up with VM. The policy requires full governing body approval. Committee to discuss policy online for submission to FGB for approval in time for July meeting.  <i>Following the meeting, the committee discussed the policy with NB/VM/TB and recommended its approval and the consultation process would start. The policy would be submitted to the July FGB noting the consultation process.</i></p> <p><u>Non-statutory</u>  <u>Freedom of Information Publication Scheme (Based on ICO scheme - WSCC</u></p>	<p>LR 14/5/21</p> <p>Ctee 12/7/21</p>

	<p><u>advice</u>)  There were no changes to the policy and following the meeting JPM highlighted the small changes to the publication scheme in yellow. Attached to minutes.  <u>PMLD (VM)</u>  Approved.  <u>Assessment, Reporting and Recording (VM/NB)</u>  Approved.  <u>Calming room guidance (COP)</u>  The committee wondered if there should be a consistent term used for the learners/pupils/students throughout all the policies. After discussing different opinions, it was agreed not to change the terminology.  Approved.  <u>Careers</u>  To be discussed and reviewed at the next learning and wellbeing meeting, 27/05/21.  <u>Policies for Examinations 2021/22</u>  <i>Internal Quality assurance</i>  <i>Determining teacher assessed grades</i>  <i>WM examination malpractice policy</i>  The committee raised their concerns about the reading of these three policies. They had noted the quality assurance sections in the PMLD and Assessment, Recording and Reporting policies. They asked TB to relook at these policies to ensure they were clear, concise WM policies.  LR to add the WM boxes to each policy and send to TB for review.</p>	<p>L&amp;WB  27/5/21</p> <p>LR 14/5/21</p>
<p><b>6.</b></p>	<p><b>Policies due for review Autumn 2021</b>  <u>Statutory</u>  Admissions arrangements (AFR/CC)  Behaviour for life and learning (CC)  Governor behaviour principles written statement (Governors)  Safeguarding &amp; covid addendum (CC)  Health and Safety (AFR)  SEND &amp; SEND information report (CC)  Staff discipline, conduct and grievance (SF)  Statement of procedures for dealing with allegations of abuse against staff (CC)  Pay (AFR)  Teachers' appraisal (AFR)  <u>Non-statutory</u>  ASC (CC)  E-safety (CC &amp; RM)  BTEC certification &amp; registration (TB)  Home School agreement (SLT)  Independent travel (GB)  Intimate care (CC/GB)  Observation and classroom monitoring (AFR)  Positive handling (AR/COP)  Covid clause for pupil premium (VM&amp; TB)  Sun protection (SLT &amp; school nurse)  Swimming pool (to be reviewed at property, health &amp; safety committee)</p>	
<p><b>7.</b></p>	<p><b>Policies carried over for approval at July meeting</b>  RSE - FGB  Appeals  Internal Quality Assurance  Determining Teacher assessed grades</p>	

	<p>WM malpractice examination policy</p> <p>AFR to amend policy tracker to update staff responsibilities and LR to forward list to leadership team for the Autumn meeting.</p> <p>As there were a large number of policies due for the Autumn term, LR to ask if any policies would be ready for review at the July meeting.</p>	<p>AFR 7/6/21</p>
<p><b>8. Date of next meeting</b></p>	<p>Monday, 12<sup>th</sup> July at 4pm</p>	

SIGNED.....*Bill Hatton*..... DATE.....12<sup>th</sup> July 2021.....

ACTION GRID MAY 2021		
4a	Update on new statutory policies: first aid in school, biometric information and ECF.	Agenda
4b	Appeals policy to be clarified.	Agenda
5	See results of RSE policy consultations. Review RSE policy via email for approval at FGB	✓
5	Review Internal Quality Assurance, determining Teacher assessed grades, WM malpractice examination to ensure they are clear and concise policies.	Agenda
7	Amend policy tracker. Forward list of Autumn policies to be reviewed.	<p>✓</p> <p>✓</p>