

**MINUTES OF THE PUPIL AND PERSONNEL SUB-COMMITTEE HELD ON
WEDNESDAY, 4 MARCH**

PRESENT: Ms J Brake, Mr R Chapman, Mrs A Dabbs, Mr A Day, Mrs A Jeffery, Mr T Jones, Mrs F Polnyj, Mrs L Proctor, Mr P Quinn, Mr S Uden.

1/09 ELECTION OF CHAIR

Mr Chapman was elected as Chair.

2/09 SIXTH FORM DISCIPLINE PROCEDURES

Mr Jones outlined proposed formal procedures for addressing discipline issues within the sixth form. This was to be recommended to the full Governing Body for approval.

3/09 INVESTORS IN PEOPLE

The school will be re-assessed in the summer of 2009. Mr Paul Quinn is formulating an action plan for this. New developments include an induction day in July for all staff starting in September, and a re-design of the training request form, making more explicit the links to the school improvement plan.

4/09 BEHAVIOUR FOR LEARNING POLICY

This is currently being revised to incorporate recent changes in practice within school. There has been consultation with staff and students. Members of the sub-committee who wished to suggest specific amendments were asked to forward these to Alistair Day by 9 March.

5/09 EQUALITY POLICY AND ACTION PLAN

The rationale and legal requirements were explained, and the generic duties outlined. There is to be a working group to contribute to the discussion of specific duties within the action plan.

6/09 HEAD OF LIFE SKILLS

This is a new role within school from September 2009, leading on PSHE, citizenship and enterprise.

7/09 TERMS OF REFERENCE

These need reviewing. Mr Jones to e-mail these to Robin Chapman as Chair, in the first instance.