

**Aire View Infant School Governing Body
Meeting to be held at 7.00pm on Tuesday 22 November 2016**

Meeting commenced at 7.01pm

Present: Amanda Alcock (*after item 26/16*) Vicky Bottomley (Head), Ellena Cohen (Chair), Georges Droogmans, Theresa O'Connor, Alison Teasdale, Steve Wilkinson

In Attendance: Catherine Pratt (Clerk)

The Chair Welcomed all to the meeting.

Item		Action
	Welcome & Introductions	
22/16	<p>Apologies for absence and their acceptance</p> <p>Apologies were received from and accepted for Jane Ogston, Melissa Whiteley and Lynda Whitton. Ruth Cromptons absence without apology was noted.</p> <p>Amanda Alcock sent apologies for being late, she joined the meeting at 19:14 during item 26/16.</p>	
23/16	<p>Declarations of interest for items on this agenda</p> <p>There were no declarations of interest for items on the agenda.</p>	
24/16	<p>Notification of Any Other Business and requests for order variations</p> <p>The following items of additional business were requested:</p> <ol style="list-style-type: none"> 1. Proposed list of Governor Visits for 2016/17 2. Priority Admissions Area consultation update 3. Convening a Pay Committee 4. School Holidays for 2017/18 <p>It was also asked if there could be an order variation and have item 32/16 before 27/16.</p>	
25/16	<p>Minutes of previous meeting of 27 September 2016 <i>Papers: Minutes & Confidential minutes of 27 September 2016 – Distributed with the agenda.</i></p> <p>The Chair asked if all Governors had received and reviewed the minutes. The GB confirmed they had and agreed the minutes & Confidential minutes were a true record of the previous meeting.</p> <p>The Chair signed on behalf of the Governing Body.</p>	
26/16	<p>Matters Arising not elsewhere on the Agenda <i>Papers: Minutes & Confidential minutes of 27 September 2016 – Distributed with the agenda.</i></p>	

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	<p>04/16 – It was noted that all Governors had completed the declarations of Pecuniary Interest forms except for RC and AA. To be completed</p> <p>06/16 – It was noted that RC/MW & AA need to sign up to the NGA code of conduct. This action is still outstanding.</p> <p>06/16 – Clerk to provide attendance for Governors for 2015/16 to Theresa O'Connor is outstanding.</p> <p>06/16 – LW to collate all skills audits and produce a skills matrix. It was noted that this action was still outstanding and would need the new Governor to provide her completed skills audit.</p> <p>06/16 – All Governors to provide their completed skills audits to LW. It was noted that this item is outstanding</p> <p>07/16 – SW to liaise with PACT HR re: Safer Recruitment Training. VB noted that the course had been booked and 10 Governors and Staff are attending from Aireview. The date scheduled is 30th November 2016 at 13:30. It was asked if the safer recruitment training on line is still valid? It was confirmed that it is but this is a more in depth course. It was asked how much the course cost? The Head stated that it cost £400 but would be split with other schools who are also attending. E.g. Tim Whitehead from Kildwick School</p> <p>07/16 It was noted that the action for the clerk to send the minutes of the previous meetings to the Head and TO'C was outstanding.</p> <p>08/16 Chair to complete prevent training. It was noted that this action was outstanding but that the new Governor should also complete the training.</p> <p>08/16 RC to hand in her certificate of completion for the prevent training.</p> <p>10/16 Governors Self Review Workshop – It was noted that the action for the Chair and Vice-Chair to identify the format for the Working Group had not been completed and the working group had not taken place. Further discussions regarding this are covered under item 31/16.</p> <p>11/16 It was noted that the action for GD to provide a paragraph on the Governors for the school Website is outstanding.</p> <p>14/16 c It was noted that the action for the Clerk to distribute the New Schools vision is outstanding. The Clerk stated that it is currently being revised after further comments from the Heads of Hothfield and Aireview. The Clerk will distribute once finalised</p> <p>It was noted that all other actions from the previous minutes have been completed and there were no actions from the confidential minutes.</p> <p><i>[The meeting progressed to item 32/16 Head Teachers Report]</i></p>	<p>RC/AA</p> <p>RC/MW/AA</p> <p>Clerk</p> <p>LW</p> <p>ALL</p> <p>Clerk Chair AA RC</p> <p>GD</p> <p>Clerk</p>
27/16	<p>Approval of Terms of Reference <i>Papers: Terms of Reference for PPW committee & Resources Committee. – Distributed with the agenda.</i></p>	

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	<p><u>Resources Terms of Reference</u> It was noted that the Terms of Reference for the Resource Committee were approved at the Resource Committee.</p> <p><u>PPW Terms of Reference</u> It was noted that PPW had raised 1 query regarding Standing Orders with the PPW Terms of Reference. The amendment was agreed. It was also proposed that the Terms of Reference needed to be amended in line with the Resources committee regarding delivery timescales for minutes and actions from the minutes. Action: Clerk to amend the Terms of Reference and forward to HT & Chair</p> <p>Subject to amendments discussed, the GB approved Terms of Reference for the Resources and PPW committees.</p>	Clerk
28/16	<p>Update on New Governors and appointment of committee members.</p> <p>The Chair welcomed Amanda Alcock to the Governing Body. The Chair asked the Head if there had been any interest regarding the Staff Governor vacancy? The Head stated that there had been no interest. The Chair requested guidance from the Clerk regarding the current position of the Governing Body in relation to the forthcoming merger with Hothfield Junior School. The Clerk advised that in the light of no interest from staff at Aireview, the Governing Body can carry the vacancy until September 2017 and then open the nominations to members of staff at Hothfield Junior School. The Chair raised a concern regarding no representation from staff in the interim and stated that the representation is currently SLT heavy.</p> <p>It was agreed to revisit the vacancy at the next FGB. Action HT to see if there is any further interest. Clerk to include on the next agenda.</p> <p><u>Appointment of Committee Members</u></p> <p>It was noted that there is a need for additional members for the Resource Committee. The Chair asked what Amanda Alcocks preference for Committee would be. It was agreed that her skills were best suited to the PPW Committee.</p> <p>The Chair requested that all Governors consider whether they would be interested in swapping committees. It was agreed to discuss this further at the next FGB in January. Action: Clerk to email all Governors and add to the agenda for the FGB in January.</p>	<p style="text-align: center;">HT Clerk</p> <p style="text-align: center;">Clerk</p>

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	<p>It was noted that there also needed to be consideration given to the succession planning for the named Governor for Safeguarding. AA stated that she had the experience for this role and would discuss what was involved with SW.</p>	AA/SW
29/16	<p>Policy List and Work Plan <i>Papers: Proposed new work plan November 2016 – distributed with the agenda.</i></p> <p>The Chair noted that JO had spent a lot of time reviewing the work plan and thanked her for her commitment. It was noted that this is the final version of the work plan which has taken into account the recent changes in procedure regarding the ownership of the policies.</p> <p>The GB approved the work plan and asked the Clerk to maintain it. It was requested that the Clerk amend all future agendas to include the policies to be approved at the next meeting and assigned the names of the Governors responsible.</p>	Clerk
30/16	<p>Keeping Children Safe in Education <i>Paper: Keeping Children Safe in Education Part 1 September 2016 & Update by Andrew Hall – Distributed with the Agenda.</i></p> <p>The Chair asked all Governors to sign the register to confirm they had read the Keeping Children Safe in Education Part 1 September 2016. Action: All Absent Governors to sign the register to confirm they had read the document.</p> <p>It was noted that this is an important document and that the new regulations place an emphasis on all staff and Governors reading and adhering to it.</p> <p>The Vice-Chair presented the update by Andrew Hall which summarises the changes in the update. The Vice-Chair ran through the document and picked out the highlights. The following is a summary of discussions held.</p> <p>It was noted that a greater number of issues arise under the safeguarding umbrella annually and the GB need to ensure the safeguarding policy is amended in line with this document. It was noted that all staff need to be updated. Specific areas mentioned were peer on peer abuse, honour based violence and understanding children with SEND. The Governors noted that peer on peer abuse should include the use of social media, that honour based violence is rare at Aireview and that the school has a special relationship with SEND children.</p> <p>The Vice-Chair emphasised the importance to ensure that the school have mechanisms in place to ensure that staff can understand and implement their obligations.</p>	JO, LW, MW & RC

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	<p>The difference between safeguarding and child protection was discussed and it was noted that if safeguarding is a filing cabinet, child protection is one drawer of the cabinet for pupils who suffer abuse.</p> <p>The Chair agreed that this was an important definition and it is one question that is raised whenever interviewing staff.</p> <p>The Vice-chair noted that all Governors require the enhanced DBS check but concern has been raised with regards to the interchange ability of nationalities and checks on European staff records should be extended.</p> <p>It was also noted that when agency staff are in attendance there needs to be a check to ensure they are who they're supposed to be.</p> <p>It was noted that the Designated Safeguarding Lead is a crucial role and emphasis was given to ensuring there is cover if member of staff is absent. The Head stated that there are 4 members of staff who are fully trained.</p> <p>It was noted that online safety has been brought into the remit and filtering and monitoring needs to be in place to protect vulnerable children. It was noted that parents need to be educated to ensure controls are also in place at home.</p> <p>It was noted that the Policy needs to include the NSPCC helpline.</p> <p>It was noted that there is new emphasis on GB's utilising staff when working on policies to draw on their knowledge and experience and enable staff to take ownership of the policies.</p> <p>The Vice-Chair noted that a lot of work has been done already but there is still more to do.</p> <p>Action: All Governors to read the Summary report by Andrew Hall</p> <p><i>This concluded discussions under this item. The Governing Body recessed for 10 minutes from 20:15 to 20:25</i></p>	ALL
31/16	<p>Set Governing Body Objectives for coming year</p> <p>The Chair commenced by apologising to the Governing Body for not convening a workshop to carryout the Self Review. She noted that a thorough Self Review had been completed the previous year and the Governing Body had continually reflected at all FGB meetings.</p> <p>The Chair proposed that the Governing Body carryout a Self Review in the Summer term in conjunction with Hothfield GB.</p> <p>The GB unanimously approved this proposal.</p>	

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	<p>After discussions the following GB objectives were set.</p> <ol style="list-style-type: none"> 1. Complete the merger of the Junior and Infant schools into 1 unified Primary school. 2. Maintain the high level of challenge, scrutiny 3. Support the school in achieving the targets set in the SIP <p>It was queried if the targets are SMART? The Chair agreed that when reviewing the IP the targets are SMART.</p> <p>It was queried how the other objective are measurable. It was agreed that the other objectives could be measured through the responses to parent questionnaires and the minutes of the meetings held.</p> <p>The GB Unanimously approved the Governing Body Objectives fro 2016/17.</p> <p><i>The meeting proceeded to item 33/16 Committee/Working Party Reports</i></p>	
32/16	<p>Headteacher's report <i>Paper: Head Teachers Report for Governors November 2016.</i></p> <p>The Chair thanked the Head Teacher for her report. She asked if all Governors had received and reviewed the report. The Governors confirmed they had.</p> <p>The Chair opened the floor to any queries. The following is a summary of discussions held.</p> <p>A Governor noted the Heads comment regarding the introduction of the cornerstone curriculum. It was queried what this curriculum entailed? The Head stated that the scheme is a bought in service which has themes that really engage the pupils. The scheme also provides subject coverage and support resources. The Assistant Head stated that the scheme is really good and has been very well received.</p> <p>The Vice-Chair stated that his only comment on the report is what is not there. He stated that there is only a 1 line mention of the nurture nest and feels that this does not capture the amount that was covered in PPW regarding this. He felt that it was important to record the significant impact the nurture nest has and stated it is worthy of a higher profile. The Head agreed that the nurture nest was an important aspect of the school and had significant impact on all pupils.</p> <p>The Vice-Chair also noted that the use of the term "disadvantaged" was being used as an umbrella for lots of pupils not just those who were registered as Pupil Premium Pupils. The Head stated that she has compiled a list of disadvantaged pupils within the</p>	

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	<p>school. The focus of these pupils is a priority on the SIP.</p> <p>The introduction of “non-negotiables” was discussed. It was noted that every child will read a minimum of 3 times per week. The Head stated that this is to ensure the pupils who aren’t supported at home are captured at school. It was noted that during the recent Ofsted inspection, the inspector had identified one child who had not read at home since May 2016.</p> <p>The Chair stated that the whole concept of “non-negotiables” is a brilliant idea. It was noted that the Teachers have non-negotiables too. The Head stated that without question, the new system is having an impact on Teaching & Learning.</p> <p>The Chair thanked the Head for the summary table and stated this made it really clear to understand the big picture at a glance. The Head stated that the vast majority of pupils achieve above national average. The Head emphasised that the areas highlighted red related to a small number of disadvantaged pupils.</p> <p>The GB agreed that the impact of the nurture nest is reinforced by the figures and agreed that all pupils have the capacity to achieve.</p> <p>The Chair tabled the revised SIP. It was noted that the SIP has been streamlined and asked if all Governors were happy with the amount of information that was presented. All Governors agreed that the amount of information was sufficient and that the Committees received more detailed reports to interrogate.</p> <p><i>This concluded discussions under this item, the meeting returned to item 27/16 Terms of Reference.</i></p>	
33/16	Committee / Working Party reports	
	<p>a. Pupil Progress and Welfare</p> <p>The Chair of the Committee provided the GB with a summary of the last committee meeting. The Following is a summary.</p> <p>The Chair noted that there had been a great amount of detail received. This included detailed data reports from Nursery, Reception and Key Stage 1. Theresa O’Connor, Alison O’Hara and Wendy Sealey provided a thorough review of the SIP. The Committee scrutinised the priorities and actions were agreed.</p> <p>The Chair stated that the first priority highlighted was reading. A great deal of attention is being focused on improving the reading attainment of pupils. It was noted that Maths is more consistent but that the gender gap is greater with 11 boys below national average.</p> <p>It was noted that within Nursery there is a boy heavy and summer born heavy</p>	

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	<p>cohort. Reading and writing is the focus within this cohort.</p> <p>Within reception it was noted that 10% of girls are out performing the boys. The Chair stated that interventions will be more bespoke to cater to the individuals needs.</p> <p>The Chair stated that Wendy Sealy (SENCO) had provided a presentation to explain her current position and experience. She had been passionate about the nurture nest and emphasised that it was self evident that all schools required a similar approach. The Committee noted the notion of a nurturing school and the benefits to the whole school. There were indications that pupils were returning to a class setting, better equipped to learn. WS also presented issues with SEND pupils for example the challenge in evidencing progress.</p> <p>The Chair reassured the GB that areas of the SIP tackled within the PPW Committee were interrogated thoroughly.</p> <p>The Chair stated that the committee also received a Safeguarding report from the HT.</p> <p>The Committee also received a report regarding the Pupil Premium Fund spend and reviewed the strategy.</p> <p>The Committee reviewed the wider concept of disadvantaged pupils.</p> <p><i>This concluded the report from the PPW Committee.</i></p>	
	<p>b. Resources</p> <p>Alison Teasdale presented the report from the Resource Committee in the absence of the Chair of the Committee.</p> <p>The following is a summary.</p> <p>AT stated that the committee had reviewed the Q2 budget monitor in depth. It was noted that the Carry Forward has been sustained from Q1 with a surplus forecast of £44k.</p> <p>It was queried if Hothfield Junior School's Budget is healthy?</p> <p>It was noted that the Resource and Joint Committee are reviewing the budgets</p> <p>It was queried if the surplus could be committed to be spent in the next year?</p> <p>AT confirmed that it could be but need to be prudent with expenditure, as national funding allocations will be reduced in future years.</p> <p>AT noted that the Site Manager from Hothfield Junior School has started working for Aireview 5 hours a week.</p> <p>It was noted that the resource committee undertook the review of the following policies.</p> <ul style="list-style-type: none"> Attendance Whistle Blowing School Fund Account Audit 	

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	<p>Health & Safety Policy Governor Allowances Staff Absence Attendance.</p> <p><i>This concluded the report from the Resource Committee.</i></p>	
	<p>c. Joint Committee The Chair of Governors updated the GB on the Joint Committee progress since the last FGB. The following is a summary.</p> <p>The Chair noted that the Vision for the new school has been drafted and is currently under review by the Head Teachers. The Head Teachers are now attending the Joint Committee meetings The Consultation of the new School name has been concluded and it has been agreed that the New School shall be called Silsden Primary School. The Uniform, Logo and Motto have been consulted on and the results will be discussed at the next Joint Committee meeting. The wish list from all staff and Governors has been collated Design meetings have commenced in which both Head Teachers and JO & GD will attend.</p> <p>Office staff, Curriculum Leads and SENCOs are collaborating across schools to start the unification process.</p> <p>The Chair stated that at the last FGB she had raised the question for all Governors to consider if they wanted to remain in their position once the schools had merged. It was noted that the Chair had an action to report back to the Joint Committee the intent of all Governors.</p> <p>Action: All Governors to inform the Chair of their commitment to the new school Governing Body.</p> <p>The Chair noted that the discussions regarding the merger of the committees were on-going. It had been agreed to review the merger of the resource committee in January. The merger of the FGBs had also been proposed by Hothfield. The Chair opened the floor to discussions regarding this proposal.</p> <p>The consensus of the Aireview FGB with regards to merging the 2 FGB's before September 2017 was that there is already too much to discuss per meeting and that maintaining the respective FGBs and Committees for now was best for the Schools. It was noted that the purpose of the Joint Committee was to oversee the Schools' merger and that the merger of the 2 Governing Bodies would occur in September 2017.</p> <p>It was noted that the next priority of the Joint Committee is to agree the staffing structure of the new school.</p>	

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	<p><i>This concluded the report from the Joint Committee.</i></p>	
	<p>d. Governor Area Briefing AT reported on the Governor Area Briefing. The following is a summary. AT stated that the report on the Whole Bradford data showed a slow improvement overall. AT received the Ofsted Requirements on Governance Action AT to pass to HT</p> <p>Changes to School funding are continuing with the budget pressures. Funding for nursery is reducing Further information on the national Formula Funding should be published on the 23rd November 2016. It was noted that the Governors need to understand the funding reform for EYFA.</p> <p>The latest news regarding academisation from Michael Jameson reduced the pressure for conversion in favour of School to School collaboration.</p> <p><i>This concluded the report from the Governor area briefing.</i></p>	
34/16	<p>Chair's Action / Correspondence The Chair stated that she had received the following correspondence.</p> <ol style="list-style-type: none"> 1. Cllr Richard Dunbar and Imran Khan had sent a letter of congratulations regarding the recent Ofsted Inspection. 2. Poplars Farm Primary School will be increasing their Published Admission Number 3. Aireview are in a consultation period to introduce a Priority Admission Area as part of their oversubscription criteria. The Chair noted that there are letters available for all Governors to complete and return. <p>The Chair noted she had no formal actions.</p>	
35/16	<p>Governor Visits to School It was noted that a Governance Leadership and Management (GLaM) meeting had been held to review the SIP and streamline reporting.</p>	
36/16	<p>Head teachers Performance Management</p> <p>It was noted that the Head teachers Performance Management Review had been held on November the 4th. It was noted that a Pay Committee will be convened on the 24th November 2016.</p>	
37/16	<p>Policy Review</p> <p>a. Data Protection <i>Paper: Data Protection Policy – Distributed with the Agenda.</i></p> <p>It was noted that the policy is from the Bradford Council School traded service.</p>	

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	<p>The Head stated that Penny Southgate the Financial Administrator was attending the training course.</p> <p>Comments regarding this policy are as follows:</p> <ol style="list-style-type: none"> 1. The School name needs to be inserted 2. Privacy Notice – The Vice-Chair advised the Head that the school need to be absolutely clear to parents regarding any lists that are held by school regarding parents lifestyle or details. He advised that this is a new thing the Government have brought out. It was asked if we currently inform parents. The Head stated she did when a formal meeting is convened i.e. for a CAF. The Chair queried if there was currently a records management policy held? The Head stated that PS holds the statutory list. 3. All Governors need to be registered with the School Commissioners Office as data controllers. Action: HT to confirm with PS <p>The GB Unanimously approved the policy subject to the amendments as detailed above.</p>	HT
	<p>b. Admissions & Nursery Admissions <i>Paper: Admissions & Nursery Admissions Policy – Distributed with the Agenda.</i></p> <p>It was noted that this policy is in line with the Bradford LA Policy.</p> <p>It was asked if the oversubscription Criteria are followed with Nursery admissions? The Head stated that the Nursery has never been over subscribed.</p> <p>The GB unanimously approved the policy</p>	
	<p>c. Complaints <i>Paper: Complaints Policy – Distributed with the Agenda.</i></p> <p>It was queried if the Complaints policy is in line with Hothfields Complaints Policy. It was noted that it is not. Action TO’C to review in line with Hothfields Complaint Policy</p> <p>It was agreed to remove the specific named Governors under item 5 on page 2.</p> <p>It was agreed to amend point 6 to state the policy to be reviewed bi-annually by the Headteacher and approved by the GB as detailed in the Work Plan.</p> <p>It was requested that a flow chart be included showing the process to follow in the event of a complaint.</p>	TO’C

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	The GB approved the policy subject to amendments. TO'C to Amend.	TO'C
	<p>d. Attendance Policy & Targets <i>Paper: Attendance Policy & Targets – Distributed with the Agenda.</i></p> <p>It was queried under “Monitoring Attendance” if the <90% was over a specific time period? The Head stated that the attendance rate was cumulative throughout the year and if attendance was ever below 90% then this would be referred to the Schools monitoring group. It was acknowledged that if an absence due to illness occurred at the start of the academic year, this could affect a pupils attendance rate and trigger monitoring when there was little concern that that pupil was a Persistent Absenter. It was agreed that it is better to catch all then miss a pupil of concern. The Chair noted that the policy stated attendance would be monitored but queried how frequently. The Head noted that she provided regular updates to the Governors regarding attendance rates and continually monitored the rates within school.</p> <p>The GB approved the policy.</p>	
	<p>e. EYFS <i>Paper: EYFS Policy – Distributed with the Agenda.</i></p> <p>The GB approved the Policy unanimously.</p>	
38/16	Training	
	<p>a. Courses attended It was noted that no courses had been attended.</p>	
	<p>b. Courses Booked It was noted that AA was booked on the New Governor Induction Course. It was noted that safer recruitment training had been booked It was noted that JO and AT were due to attend the SFVS training.</p>	
	<p>c. Modern Governor Governors were reminded to access the Modern Governor Website for online training modules.</p>	
39/16	<p>Any Other Business referred from item 24/16 above</p> <p>The following items of additional business were requested:</p> <ol style="list-style-type: none"> 1. Proposed list of Governor Visits for 2016/17 The Vice-Chair tabled the draft schedule of visits. He stated that the visits are designed around the SIP. He welcomed any feedback to be returned before the next FGB. 2. Priority Admissions Area consultation update – Covered under item 34/16 	

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	<p>3. Convening a Pay Committee – Covered under item 36/16</p> <p>4. School Holidays for 2017/18 The Head tabled the School Holiday dates for 2017/18. Explanation was given for the arrangement of the INSET days. The School Holiday dates for 2017/18 were approved.</p> <p><i>This concluded discussions under any other business.</i></p>	
40/16	Date of next meeting – Tuesday 31st January 2017 at 7pm.	

Meeting closed at 22:00

Summary of Actions

Item		Action
26/16	RC & AA to complete declarations of pecuniary interest form and hand in to school as soon as possible.	RC/ AA
26/16	All absent Governors to sign up to the code of conduct at the next FGB	RC/ MW/ AA
26/16	Clerk to provide details of attendance from last year	Clerk
26/16	Lynda Whitton to collate all additional skills audits and liaise with Matthew Clayton-Stead to finalise the matrix.	LW
26/16	All Governors who had not completed the skills audit to forward them to Lynda Whitton for inclusion.	All
26/16	Clerk to send amended minutes to VB & TO'C.	Clerk
26/16	Chair to complete prevent training.	Chair
26/16	RC to hand in certificate of completion for Prevent training to the school for filing	RC
26/16	GD to provide a paragraph for the Website on the Governors	GD
26/16 c	Clerk to forward draft vision to all Governors	Clerk
27/16	Clerk to amend the Terms of Reference and forward to HT & Chair	Clerk
28/16	Head Teacher to see if there is any interest in the Staff Governor Vacancy	HT
28/16	Clerk to include on the next FGB agenda	Clerk
28/16	Clerk to email all Governors re: changing committees	Clerk
28/16	Clerk to include committee membership on the next FGB agenda	Clerk
28/16	AA/SW to review Named Governor for Safeguarding role	AA/S W
29/16	Clerk to amend all future agendas to include policies to be approved at the next meeting	Clerk
30/16	All absent Governors to sign the register to confirm they have read the KCSIE update	JO/M W/LW/ RC
30/16	All Governors to read the summary report from Andrew Hall	All
37/16 a	The HT to confirm that all Governors are registered as data controllers with PS	HT
37/16 c.	TO'C to review the complaints policy with HJS and unify	TO'C

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37/16 c	TO'C to amend the Complaints policy inline with comments	TO'C

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