

**LEARNING AND TEACHING COMMITTEE
HELD ON 18 MAY 2016
ACTION POINTS**

ITEM NUMBER	ACTION	LEAD	COMMENT
16.19	<p>Matters Arising Safeguarding training to be arranged for Board Members.</p>	DM/GM	Date being confirmed with Clerk to the Board
16.30	<p>Board Policies Policy 4.2 Skills for Learning, Life and Work – it was agreed that E Harris and E Brownlie would consider this policy and suggest if there were any necessary revisals. Policy 4.3 Work Placements – discussion took place about the need for a named person responsible for a student on placement. It was agreed that E Harris would ask D Marshall to look into this.</p>	<p>EH/EB</p> <p>EH/DM</p>	