

HORSINGTON CHURCH SCHOOL
POLICIES & PROCEDURES COMMITTEE MEETING
20th NOVEMBER 2018

The meeting started at 3.50pm

1. Present: M. Alexander, H. Barker, G. Miles, I. Wood (Chair).
In attendance: R. Jacques (Clerk).
Non-attendee: R. Bradford-Peck
2. Apologies: None
3. Election of Chair: This item was included in error.
4. Conflict of interests: None declared.
5. Minutes of last meeting: 5th June 2018, the minutes were approved.
Proposed: I. Wood Seconded: H. Barker
6. Matters Arising:
 - 6.1 Ref 8: Window replacement in the old building: M. Alexander informed the Committee that this work had been done during the last week of the summer holidays. The School had not been notified of the work in advance and so had not prepared the affected rooms. This had resulted in the rooms being in a very dirty state at the beginning of term. She added that overall, the windows have made a very positive difference to the classrooms. However, three had been damaged in the installation process and the School is waiting for these to be put right before being able to sign off the work.
 - 6.2 Ref 8: Air Class external covered area: M. Alexander confirmed that she has met with the contractor who will deal with this repair and works will begin as soon as possible.
 - 6.3 Ref 9: Attendance Policy: M. Alexander was pleased to inform the Committee that attendance at the School is very high and that year 3 attendance stands at 98%. She added that the School will be sending a letter home each term explaining the likely consequences to the children and families of term time absence for any reason and that there are very few term time absences that can be authorised. **In answer to a query** M. Alexander agreed that the different autumn half term dates for Somerset with other local authorities will have added to the number of requests.
 - 6.4 Ref 11: **A Governor wanted to know** if the kick bar in the playground had been replaced. M. Alexander replied that it had not.
 - 6.5 Ref 11: **A Governor was concerned** that the Fire Class steps had not been repaired. M. Alexander shared the concern and explained that the School has met with the contractor about them and the steps will be repaired as soon as the contractor is able to do it.
 - 6.6 M. Alexander informed the Committee that the School's funding for repairs to the roof of Air Class external play area has come from its allocation of 'sugar tax'. She asked the Committee to note that some Parents and the PTFA have volunteered to help with repairs and redecoration in School which has helped enormously. She added that one repair which has been covered by the PTFA has freed up funding for another.
7. Health and Safety Issues: M. Alexander confirmed that there were no significant issues at present. She said that she had met with the Health and Safety Lead Governor and that the report will go to the LGB next week. **A Governor asked** how staff are kept up to date with current Health and Safety issues around the School. M. Alexander explained that the Staff

are encouraged to be vigilant around their own area and to report issues as they arise. She added that some staff have taken part in tours of the School to identify hazards and health and safety issues. M. Alexander that the MAT also provides updates from time to time. For example, all staff had watched a video from the MAT on fire safety.

A Governor enquired about the progress being made on the 'lockdown' procedure and **asked** if a practice had taken place yet. M. Alexander replied that the School is now prepared for a partial lockdown procedure practice and this will be done before the end of term. She explained that this will not involve informing parents during the practice but will be for staff and the children. M Alexander informed the Committee that the School is required to purchase window blinds for all classrooms to prevent intruders looking through windows in the event of an incident. She has met with a supplier and is waiting for a quote.

In answer to a question M. Alexander confirmed that the School is planning for a full lockdown procedure practice to take place in the near future and that the experience of the partial one will help with the planning.

8. School Accessibility Plan: Appendices 1 and 2 had been circulated prior to the meeting. The Committee discussed the contents and the following changes were made:

Appendix 2 Column 'Personnel involved'. *Delete* all named staff and *insert* 'All staff' in every box.

Add reviewed date of November 2018 to every page.

Subject to the above amendments the Committee unanimously approved the appendices of the School Accessibility Plan.

9. Renewal of Premises Related Contracts: M. Alexander informed the Committee that she had discussed this item with J. Ham prior to the meeting and that for all of the existing contracts the School has there is in fact no choice. All contracts are approved by the MAT.

10. Policies: The following policies had been circulated prior to the meeting.

10.1 Digital Images: The Committee noted the policy and subject to the reviewed date being amended to November 2018 agreed it.

10.2 Health and Safety: **A Governor raised many concerns** about the wording of the document and that some of the names of individual staff and companies were no longer valid. **Another Governor** asked if the MAT had a health and safety policy that the School should be using. After discussion, the Committee agreed that the policy was not fit for purpose and that it required re-writing in several places. The Clerk was asked to contact the MAT for support with the policy and the Committee asked for it to be an agenda item for the next meeting.

Clerk to seek guidance from the MAT about the Health and Safety Policy. Agenda item for the next meeting.

11. Any Other Business: Governors' Photos: **A Governor wanted to know** if many Governors had been in School in Friday 16th November to have their photo taken for the Governors' noticeboard. M. Alexander confirmed that some but not all had attended.

The meeting closed at 4.30pm