

HORSINGTON CHURCH SCHOOL
POLICIES & PROCEDURES COMMITTEE MEETING
12th NOVEMBER 2019

The meeting started at 3.45pm

1. Present: M. Alexander, H. Barker, P. O’Gorman, I. Wood (Chair).
In attendance: R. Jacques (Clerk).
Non-attendee: R. Bradford-Peck.
2. Apologies: None
3. Election of Chair: I. Wood informed the Committee that this would be her last meeting of the Policies and Procedures Committee.

M. Alexander nominated P. O’Gorman to the position of Chair
H. Barker seconded the nomination.

P. O’Gorman was elected as Chair of the Committee w. e. f. 13th November 2019.
4. Conflicts of interest: None declared.
5. Minutes of the last meeting: The minutes of the 18th June 2019 meeting had been circulated prior to the meeting and were approved.
Proposed: I. Wood Seconded: H. Barker
6. Matters Arising:
 - 6.1 Health and Safety annex: M. Alexander confirmed that the signed annex to the policy has been placed on the School website.
 - 6.2 Window replacement work completed: M. Alexander advised the Committee that the works have still not been done and that J. Ham is following the issue up with the contractors.
 - 6.3 Lockdown Procedure: M. Alexander advised the Committee that both a partial and full Lockdown Procedure practices had taken place. Minor issues came to light during both practices and these have now been resolved. She explained the Lockdown Procedure to the Committee. M. Alexander added that once the School is secure teachers email the details of who is in their classroom to J. Ham using an email account that has been set up specifically for this purpose. **A Governor wanted to know** when Parents will be contacted during the process. M. Alexander replied that no communication will be made with Parents until the Police have agreed it is safe to do so. **A Governor asked** what will happen if the alarm is raised when children are outside. M. Alexander explained that the children will be moved to the nearest safe place within the School by the adults supervising them. **A Governor was concerned to know** what sort of incident would trigger a Lockdown Procedure. M. Alexander advised that it could be an intruder on the School site or a bomb threat. She informed the Committee that a School nearby went into Lockdown Procedure fairly recently because an armed intruder was in the School grounds. She added that a full practice of the procedure will take place later this term and that future practices will take place termly.

M. Alexander tabled a Lockdown Procedure Policy which she went through with the Committee. The Committee agreed to ratify the policy.

Proposed: H. Barker

Seconded: P. O’Gorman

The Committee agreed that the policy should be reviewed annually. The Clerk will liaise with J. Ham about entering the policy on to the Policies record. *Clerk to liaise with J. Ham*

7. Health and Safety Issues: M. Alexander reported to the Committee that the only issue of significance is the danger that some of the trees on the School site present. A recent survey revealed that some trees need to be removed and others need to be pruned and trimmed. J. Ham is in the process of collecting quotes for the works. M. Alexander added that everything that was painted white in the School playground is now yellow to comply with safety recommendations.

M. Alexander tabled a Health and Safety checklist that was from a School Policy which, she was of the view, had been superseded by the MAT Health and Safety Policy annex. The Clerk will investigate and feedback at the next meeting. *Clerk to investigate the H & S checklist relevance*

8. Review School Accessibility Plan Appendices 1 and 2: Following confirmation from M. Alexander that the plan is still relevant for the pupils on the current School roll, it was agreed that no change to the Appendices is required. The Clerk will amend the review date and arrange with J. Ham for it to be inserted on the School website. *Clerk to amend appendices*
9. Renewal of Premises Related Contracts: M. Alexander confirmed that there are very few premises contracts now. The only significant contracts being, one for School Maintenance and one for the School Grounds. The contracts in place for these are very unlikely to change as the contractors provide a good service.

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

10.1 Home School Agreement: M. Alexander advised the Committee that although the policy is not statutory, most Schools continued to have such an agreement. The Committee decided, following the insertion of the new School Header and the correct review date, to agree the policy.

10.2 School Security: The Committee noted the many security improvements that have occurred in the School in recent years. The Committee agreed the following changes: Page 1 Policy Details *delete paragraph to item 4* and insert ‘A record of security incidents will be kept in the School Office and considered by the Policies and Procedures Committee’. The Review date to be changed to 12th November 2019.

10.3 Management of Sickness Absence (MAT Policy): The policy was noted by the Committee. **A Governor wanted to know** what happens if a member of staff is ill and unable to attend School. M. Alexander explained that she receives a telephone call from the member of staff and then she organises cover for that person. She added that fortunately the School has a very low staff sickness absence.

10.4 Maternity, Adoption, Paternity and Shared Parental Leave (MAT Policy): The policy was noted by the Committee.

10.5 Use of Mobile Devices: The Clerk informed the Committee that 'use of mobile devices' is now included in the e-Safety Policy which is due to be reviewed in February 2020. M. Alexander explained that she is meeting with S. Holmes, the Lead Governor for e-Safety, at the end of November and that the use of mobile devices will be on their agenda.

A Governor asked when the new IT equipment is to be installed. M. Alexander said that she is not sure but that the order has been placed by the MAT IT team. She added that the MAT has spent over £200,000 on new hardware and software for its Schools and that the School has spent £10,000 of its own reserves towards it.

11. Any Other Business: M. Alexander tabled three policies for the Committee to consider (all to be reviewed bi-annually):

- R.E. Policy
- Collective Worship Policy
- SMSC Policy

The Committee discussed the contents of each policy briefly and M. Alexander agreed to send them to the Clerk who will circulate them. She requested that Committee members email any queries they have about the policies to her.

M. Alexander informed the Committee that J. Ham and herself have been updating the GDPR policies in preparation for an upcoming audit on 26th November. These will be reviewed annually.

The meeting closed at 5pm