

HORSINGTON CHURCH SCHOOL
POLICIES & PROCEDURES COMMITTEE MEETING
5th JUNE 2017

The meeting started at 3.50pm

1. Present: H. Barker, G. Miles, R. Bradford-Peck, I. Rumbelow, I. Wood (Chair).
In attendance: R. Jacques (Clerk).
2. Apologies: None
3. Conflict of interests: None declared.
4. Minutes of last meeting: 27th February 2017, the minutes were approved.
Proposed: I. Wood Seconded: G. Miles
5. Matters Arising:
 - 5.1 Shepherd's hut: I. Rumbelow informed the Committee that the hut is now in place and the security barriers for it have been erected. He added that the furniture for the hut has been ordered and should arrive shortly.
 - 5.2 Redecoration: I. Rumbelow confirmed that redecoration of the hallway, main corridor, staffroom and stairs will take place over the summer holiday. The Staff are currently choosing colours. In answer to a question he confirmed that the toilet area will not be included on this occasion as the School is waiting for the windows to be replaced first.
6. Health and Safety Issues: I. Rumbelow informed the Committee that the new gates are now in place and that these have improved the security of the site. **A Governor wanted to know** if any progress had been made with the perimeter fence. I. Rumbelow replied that situation has become more complicated as the land adjoining the School is now up for sale. The School has approached the land owner and the land agent about the possible purchase of some of the land. Before any purchase can go ahead the Trust will need to clarify who the land will belong to in the event that the School closes. All of this has inevitably delayed the erection of the fence. He added that the Trust has now appointed an Estates Manager who will be responsible for the Health and Safety on School sites.

I. Rumbelow informed the Committee that a surveyor from a Government department has conducted a site inspection and reported that some of the fire doors do not meet current regulations. The survey also identified that the cupboard under the stairs does not meet current fire regulations either and should be made 'fire safe'. The findings of the survey have been reported to the Trust.
7. Policies: The following policies had been circulated prior to the meeting.
 - 7.1 Risk Assessment: The contents were discussed and the following amendment was made: *Review date June 2017*

With this amendment, the Committee unanimously agreed the Risk Assessment Policy.

7.2 Equality Principles: The contents were discussed and a **Governor asked** where the policy had originated from. I. Rumbelow replied that it had come from another School within the Trust. A **Governor wanted to know** if the policy is on the School website and it was confirmed that it is.

A **Governor asked** if the principles are covered in School. I. Rumbelow replied that they are in part but that it is difficult because the children are so young. However, when children ask questions they are given information that is appropriate to their needs.

8. Review the School's Accessibility Plan: The Plan had been circulated prior to the meeting. A **Governor asked** if the School was expecting any children in September with accessibility needs. I. Rumbelow replied that it is not but that this can change at any time. He informed the Committee that the visually impaired child in the School has been able to access the curriculum really well and that adjustments required for the child have become less and less.

Appendix 2 was discussed and it was agreed that it should include sections on Access to P.E. and Access to the curriculum. I. Rumbelow will insert these. It was noted also that the review date should be changed to June 17.

I. Rumbelow

9. Premises related contracts update: It was noted by the Committee that the items relating to this i.e. redecoration, replacement windows and the possible purchase of land, had been discussed during the meeting.

I. Rumbelow reminded the Committee that the School is in its first term of not using BMiS.

10. Terms of Reference: The papers had been circulated prior to the meeting. These were reviewed and agreed.

11. Any Other Business: There was none.

The meeting closed at 4.40 pm