

THE GOVERNING BODY OF HINCHLIFFE MILL JUNIOR AND INFANT SCHOOL

Minutes of the

4th July 2018. 6pm

Present

In Attendance

R Townsend; A Turner; S Clarke ; C Crossland and L Metcalfe

Apologies

Agenda Item	Discussion and Decisions	Action – who/by
1	<p>Minutes of last meeting</p> <p style="padding-left: 40px;">Minutes reviewed and approved</p> <p style="padding-left: 40px;">Actions covered and discussed.</p>	
2	<p>Policy progress – Policies for review and approval:</p> <ul style="list-style-type: none"> • Data Protection policy <ul style="list-style-type: none"> ○ Discussed that its based on KC standard ○ Also discussed list of systems holding data ○ Netherthong and Hinchliffe Mill will act as each others DPO ○ Q SC asked about who authority of DP officer is responsible as its currently Head / DPO. Committee. RT to discuss with Netherthong. Agreed HT should be accountable. RT to follow up changes and share prior to publishing ○ Q AT- No mention of retention periods. How long picture or details kept. Certain information must be kept till child is 21 eg safeguarding documents. Once a child leaves information is held how long and how disposed. RT to follow up and add section within policy ○ Q AT- Policy doesn't cover right to delete data and what the rights are. RT to follow up. ○ Q CC- Raised about IT suppliers being covered with policies and procedures RT to follow up • Medicine administration <ul style="list-style-type: none"> ○ Q SC- Raised query about wording about school asking parents to provide medicine if timing is essential. RT to look at wording using 'we will endeavour' • Future policies- RT advised discussing with family of schools. Agreed to review as a GB • Q CC- Asked RT to update policy document and share including policy, last reviewed and when next to be reviewed. To be shared prior to July GB 	<p>RT to follow up</p> <p>RT to follow up</p> <p>RT to follow up</p> <p>RT to follow up</p> <p>RT to share at next meeting</p> <p>RT to share</p>
3	<p>Health and Safety</p> <p>H&S KPI report to review and discuss (to be provided at meeting)</p> <ul style="list-style-type: none"> • RT advised completed termly. One to complete before end of term. Agreed to add to next committee meeting 	<p>RT to share with AT</p>

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4	<p>Finance</p> <p>Budget for the year to March 2019 – Final Budget</p> <ul style="list-style-type: none"> • RT shared final budget. This was approved and already signed to Kirklees <p>Update on current financial position in meeting</p> <ul style="list-style-type: none"> • Discussed printer problems. LM gathering quotes, although current contract nearly at an end. CC agreed to look at quotes and feedback <p>MUGA – Funding/quotes update</p> <ul style="list-style-type: none"> • Discussed, quotes, surfaces. Looking to make decision end of September • Discussed financial position including grant. • RT to contact Holmfirth High about their surface <p>Sports/PP review</p> <ul style="list-style-type: none"> • AT asked LM to share sports premium and Pupil premium to be allocated • SC visited school to discuss effectiveness of PP. Gathering statement for each class / year on the impact of PP. <p>Grant Opportunities</p> <ul style="list-style-type: none"> • LM looking at grant for musical instruments 	RT to contact Holmfirth High
	<p>Leadership</p> <ul style="list-style-type: none"> • SDP review <ul style="list-style-type: none"> ○ SC attending school before end of term ○ AT also looking to attend ○ CC to arrange date to attend <p>Discussed next finance meeting dates. Discuss MUGA quotes prior to next full GB 17th October 2018 6.30pm for next Finance committee meeting</p>	