

**MINUTES OF PPC COMMITTEE MEETING OF
WICKHAM COMMON PRIMARY SCHOOL
Wednesday 7th November 2018 at 5pm**

Present:

Debz Allis (DA) – Head Teacher
Heather Walton (HW)
Sarah Fletcher (SF)

Approved Apologies:

In Attendance:

None

		ACTION
1.	<p>APOLOGIES OF ABSENCE</p> <p><u>1.1</u> No apologies for absence <u>1.2</u> Apologies for DA's late arrival were given</p>	
2.	<p>DECLARATIONS OF INTEREST & GOVERNORS REGISTER OF PECUNIARY INTEREST</p> <p><u>2.1</u> No further declarations of business were declared.</p>	
3.	<p>REVIEW ACTIONS AND MATTERS ARISING AND APPROVE PREVIOUS MINUTES</p> <p>3.1 Disclaimer for administration of OTC drugs to include parent declaration of name of drug and what it is for/ dosage and time already given that day/instructions on what/when and how school to administer. Parents to provide syringe spoon. This has to be a parent directive it is not up to the school to decide. School disclaimer to state we are not medical staff and it is not the school's responsibility to cure only to treat. We are First Aid trained that is all.</p>	<p>DA to work with school staff to create disclaimer proforma and to share with PPC Govs for approval asap</p>
4.	<p>POLICIES FOR REVIEW</p> <p>4.1 No policies for review this time.</p>	
5.	<p>SCHOOL COUNCIL</p> <p>5.1 No reports from school council this time. Mrs Taylor now running this. Meeting once a month</p>	
6.	<p>GOVERNOR VISITS</p> <p>6.1 SF from this committee visited Lullingstone Castle and The National Gallery with Year 4. Chn thoroughly engaged and extremely well behaved. Whole trip (both) very well organised and thought through.</p> <p>6.2 HW has attended Open Evenings and The Art Exhibition which she found incredible. She has also attended 2 open mornings where prospective parents come round for a tour. HW spoke to many parents and happily received lots of positive feedback.</p> <p>6.3 GW (from Resources Committee) also attended these events and suggested that DA include more in her presentation next time about the help and support we offer parents.</p>	<p>DA to follow this up</p>

		ACTION
	<p>6.4 SF advised avoiding data on school website.</p> <p>6.5 SF to begin supporting PC with a 'Strings group' very soon. Govs mentioned holding Harvest festival in the afternoon made it rushed and very crowded – next year do in morning</p> <p>6.6 SF has volunteered to attend the Year 6 PGL residential trip next June 2019 for up to 4 days</p>	<p>DA to follow this idea thru next year.</p> <p>Dan Grice trip organiser will get in touch</p>
7.	<p>BREAKFAST & AFTER SCHOOL CLUB –TREE TOPS</p> <p>7.1 DA reported that numbers averaging 18 pupils every morning and between 8-12 after school. DA to send a brief feedback sheet to all current users when sending out pre-booking forms for January 2019. Asking for feedback from parents & children.</p> <p>7.2 HW mentioned a faulty plug socket in school cookery room (Scott Burgess) mentioned it</p>	<p>DA to work with school staff to create feedback proforma and to share with PPC Govs asap</p> <p>DA to ask KW/MH asap</p>
8.	<p>SCR and other Safeguarding matters</p> <p>8.1 DA showed Govs a printed version of the current Single Central Record and they identified gaps/upcoming renewal dates/outstanding DBS check requests chase down</p> <p>8.2 SF asked if the extra-curricular clubs have safeguarding and health & safety policies that match ours in terms of rigour. She felt that they need to confirm more than that their staff are DBS checked. How can we be sure the children on our school site can be kept safe? This detail could be covered in the SLA/Lettings form we have with them under safeguarding and conduct.</p> <p>8.3 SF asked if the school had fully considered the implications of GDPR regulations around the school site EG images/info. DA confirmed that Compass have retained the services of a DPO (data protection officer) who will be doing a tour of each school and then running a staff meeting to inform teachers what they must do</p> <p>8.4 It was agreed that school's safeguarding policy is useful and transparent but in the light of some small changes to the KCSIE Part I it needs a revisit asap to incorporate these EG e-Safety now called On-line safety. And GDPR implications need considering too.</p>	<p>DA to show AR who will follow this up</p> <p>DA to discuss this KW asap</p> <p>DA to chase COO on this</p> <p>DA will work with DSL etc on getting this updated. DA also to put some info in weekly newsletter about on-line safety and parental responsibility.</p>
9.	<p>ANY OTHER BUSINESSS</p> <p>9.1 BG has left the school and as such leaves a gap for a Chair of the PPC committee, SF asked if she would consider doing it, she agreed and was therefore proposed by DA and seconded by HW. SF now chair of this committee.</p> <p>9.2 Staff Survey on Teacher workload and understanding and accepting financial crisis. This committee with the help of Jane Walker Smith (Deputy Chair of Govs and an HR expert) have agreed to prepare a staff survey to go out in the Spring term</p>	<p>Update website and boards</p> <p>DA to liaise with JWS attempt to show a draft of this at FGB on 6th Dec 2018</p>

		ACTION
9.	CONFIDENTIAL ITEMS 9.1 2 X social care referrals this term 1 X internal exclusion	
	AGREE FUTURE DATE FOR NEXT COMMITTEE MEETING The date of the next Committee meeting will be discussed at FGB The meeting closed at 7:30pm Chair NONE in place so DA stood in Date 7 th November 2018	
	APPENDICES A- Disclaimer for administering OTC meds B- Tree Tops feedback sheet	