

**GOVERNING BODY**  
**ELMSLEIGH INFANT AND NURSERY SCHOOL**  
**MINUTES OF POLICY REVIEW MEETING HELD ON**  
**2ND MAY 2018 4.00 P.M.**

**PRESENT:** Mrs. K. Bannister - Chair

Mrs. Burton, Mrs. Guest, Mrs. Barnett, Mr. Stanhope, Mr. Robinson.

Mrs. Tomlinson

**APOLOGIES**

Received from Mr. Stanhope - attending Friends of Elmsleigh meeting.

Mrs. Collins - appointment

**ADVERSE WEATHER POLICY**

Snow Closure protocol had been added to this policy. KBU confirmed that snow closure days did not count towards possible attendance percentages.

**ANTI-BULLYING POLICY**

**JG stressed the importance of understanding the reasons/triggers for incidents and dealing with same as soon as possible.**

**KBU agreed and advised governors that all children involved are interviewed to ascertain facts. Prompt actions reduces social media comments. KBU added that all teaching staff have an incidents log which is kept up-to-date. Ofsted will inspect this documentation during inspection.**

**ASSESSMENT POLICY**

Policy reflects current practice - assessment for learning tools, classroom monitor software, target setting and next steps, statutory assessments, SEN Pivots assessments, tracking and analysis of trends, interventions and booster groups.

**APPRAISAL POLICY (STAFF)**

Staff objectives are linked to SIP priorities

## **ATTENDANCE POLICY (Pupils)**

Includes strategies to address absenteeism. A daily log is kept with reasons for absence. Term time holidays automatically attract a fine.

Doctor/ hospital appointment letters are requested from parents. School staff now administer x3 per day prescribed medication as well as x4 per day.

JG discussed positive impact of the school's Pastoral Lead and her support of vulnerable families.

## **COMPLAINTS PROCEDURE**

This policy addressed external complaints against members of staff. DCC Model Policy.

## **GRIEVANCE PROCEDURE**

For employees - DCC Model Policy

## **MOST ABLE POLICY**

Wording added 'working without adult direction'.

## **SEN STATEMENT OF PROVISION**

JG re-worded some sections.

## **SPIRITUAL, MORAL, SOCIAL AND CULTURAL (SMSC)**

KBu and Mrs. Cull, RE Co-ordinator had written same.

**RESOLVED:** That the above policies (with amendments) are duly approved

The Chair thanked governors for their attendance and declared the meeting closed at 5:30 p.m.

**Signed** ..... **Dated this**    **day of**                    **2018**

**KELLY BANNISTER, CHAIR OF GOVERNORS**