



Greenhead College Corporation

Policy Committee minutes

8 November 2010

Present

Martin Rostron
Ros Moors

Charles Kaye
William Redman

Apologies

Apologies were received from Melanie Williams and Mark Partington.

Minutes of previous meeting

The minutes of the previous meeting were accepted.

Policies reviewed

Disability

This was accepted subject to the inclusion of the year on the cover of the document, and changes to references made throughout to the LSC (now changed to YPLA/LA where applicable).

Health and Safety

This was reviewed as part of the annual cycle. The Chair asked that an additional bullet point features which signposts readers to where the procedures (as referred to in this document) can be found.

An amendment was made to 1.2 in which the line '*the governing body will take all reasonable steps to identify and reduce hazards to a minimum*' was changed to '*the governing body require the admin team to establish a H&S management system and a H&S manager to ensure that it is been implemented*'. The Principal confirmed that this is in place.

Child Protection

This policy was reviewed and will be amalgamated with the Safeguarding policy which is currently in the final draft stages (Anton McGrath to work with Clerk on).

Corporate Gifts and Hospitality

A small change was suggested under the 'approval' section, which will now read as '*the following are acceptable, subject to the approval of your line manager, or a member of the admin group...*'; a monetary limit of £25 will also feature.

Fraud and Corruption

This document was discussed in detail. It was felt that it needed splitting down and renaming to reflect its true purpose. The Chair suggested that this becomes a 'Code of Practice covering Ethical Standards' which was accepted. Changes to the language and tense were noted.

Risk

The Risk Policy is reviewed by the Audit committee and will feature as an agenda item together with the risk register at their meeting in the New Year.

Disaster Management

This was felt to be a 'plan' more than a policy and although scheduled to be reviewed internally only, the Chair had asked that a concise version of this was circulated.

The following was suggested:

- *Change the title to 'Disaster Management Plan' on all documentation*
- *Expand the list of people and roles – include reserves, and make everyone aware*
- *Delete some unhelpful phrases and 'prune' the document in parts (noted)*
- *Share the contact numbers of key staff with Chair and Vice Chair (office to action)*
- *Include this document in the Audit Committees review of Risk (in New Year)*
- *Include Martin Rostron (Principal) as the policy owner*

Policy Committee terms of reference (annual review)

The terms of reference were reviewed as part of their annual cycle; they were accepted without further change.

Policy Summary

The summary of policies held by the College ad been circulated for information; some items can be deleted now as they are no longer necessary (Clerk to action).

In addition, advice had been sought from Eversheds regarding what policies the College should have. This guidance document will be shared with the committee at the next meeting.

HR Policy and Procedure audit

The Clerk advised that the College would be audited by RSM Tenon in early December on HR policies and procedures; it was felt after digesting the brief that there will be several recommendations and management points that this committee may need to consider; time will be allocated to this when planning the agenda.

Date of next meeting

Monday 7th February 2011.

The meeting closed at 5.35pm