

**PREMISES AND HEALTH AND SAFETY COMMITTEE MEETING
FRIDAY, 17 JANUARY 2020 AT 8.30AM**

Membership

Name	Type	Attendance
Dianne Bluemink	Co-Opted Governor	Attended
Alison Vaughan	Co-opted Governor	Attended
Simon Green	Committee Chair Local Authority Governor	Apologies
Samantha Perkins	Co-opted Governor	Attended
Katy Jackson	Parent Governor	Attended
Helen Walsh	Parent Governor	Attended
Maria Panayiotou	Associate Member	Attended
Sally Eustance	Staff Governor	Attended 9until 9.30am)
Emily Gazzard	Associate Member	Attended
Adrian Hall	Headteacher	Attended

Also in attendance:

Tracy Graham – School Business Manager

Andrew Satwick – Resident Facilities' Manager

Hannah Cleary - Clerk

Part I Minutes

(For the action log, see Appendix 1 attached to the minutes)

1. Apologies for Absence and Declarations of Interest

- 1.1. Apologies for absence were received from Andrew Satwick.
- 1.2. There were no new declarations of interest. Forms had been completed by Governors at the Full Governing Body meeting on 24 September 2019.

2. Notification of Urgent Business

- 2.1. There were no additional or urgent items of business raised.

3. Minutes of the last meeting and Matters Arising

- 3.1. The minutes of the meeting held on 11 October 2019 were **approved** as a true record and signed by the Chair.
- 3.2. The action log at Appendix 1 was **reviewed** and **updated** accordingly:

Update on first/accident data and new system – on agenda (minute 4.2 below)

Update on site team capacity – on agenda (minute 4.7 below)

Health and safety walkaround – spring term visit in process of being arranged

- 3.3. The Committee **noted** that Santander were likely to arrange another volunteering day during 2020.
- 3.4. The Committee asked **questions** regarding the lockdown procedure and whether this had been trialled with pupils. The Headteacher confirmed that training had been delivered to all staff on the procedures and trial runs without pupils had taken place. A whole-school trial was due to take place before February half-term; using an appropriate reason that would not cause alarm for pupils. Calling in children early from the playground trials had previously been completed and had been successful.

4. Resident Facilities' Manager Report

- 4.1. The Resident Facilities' Manager report setting out updates on first aid recording; accidents and lettings had been circulated in advance of the meeting.
- 4.2. The new medical tracking system was working well and being used across the whole school. A demonstration of the system would be given at the next health and safety walkaround. Phone calls and emails continued to be sent to parents to advise of any first aid issues and this continued to work well.
- 4.3. There had not been any reportable accidents or near misses since the last meeting.
- 4.4. Lettings continued to grow with a new class box-fit due to start in February; along with an additional Zumba class on a Monday. New Saturday football was also taking place to add to the high number of weekend lettings including birthday parties. A new eco initiative was also being offered via 'party packs' where parents could rent the use of plates, cutlery and fabric bunting which was proving popular.
- 4.5. A new arrangement for making lettings payments was now in place and had meant that some changes to long-standing lettings had taken place to make the most effective use of space. This had enabled the number of weekend lettings to be increased and widen the diversity of clubs available for children.
- 4.6. The Committee asked a number of **questions** regarding the report:
 - Q:** Has any further promotion of lettings been undertaken to parents?
 - A:** Feedback from parents was that they did not wish to receive marketing materials on a regular basis; although details of new clubs are provided in the school newsletter as one-off adverts. There are also some posters displayed around the school. The current clubs on offer are all displayed via the online payment system.
 - Q:** Has any promotion of lettings space been undertaken?
 - A:** The option to let is promoted via the school website and take-up is good. Enquiries are now being received for Sunday lettings. Lettings are now in place for most weekday evenings until 9pm and demand is high for Saturdays.
 - Q:** Is there any wear/tear on the school premises due to lettings?

A: There overall wear/tear is minimal although there have been some issues with the use of school resources or entering other areas not covered by the let arrangements, which is frustrating. School staff are on site at all times and the site is secure but there have been a few isolated issues that have been managed.

- 4.7. The capacity of the site team was being kept under regular review and it was likely that another person would need to be engaged to help support lettings; as at present all lettings and weekend work was falling to the same team members. Once regular Sunday lettings were in place, the current contractor Fazt, would be approached to provide more cover in the short-term whilst other options were also explored for the long-term to ensure the best value for money.
- 4.8. The Committee **thanked** Andrew and the Site Team for their ongoing efforts in maintaining the school to a high standard and covering lettings.

5. Headteacher's Items

- 5.1. The Headteacher provided an update on the roof leaks. Two of the major leaks had already been remedied and temporary repairs made to another leak that had recently been identified. Arrangements were being made for permanent repairs.
- 5.2. The extractor fans had also begun to leak and repairs on these were also being followed up.
- 5.3. The carpets in the library area were due to be replaced as they were coming to the end of their use. The cost of these repairs would be included in the planned maintenance budget for 2020/21.
- 5.4. The new minibus was now in regular use. Risk assessments had been undertaken and checks were made on driving licences every 3 months; any points would automatically mean that person would no longer be driving the bus. Mutual arrangements were in place with APS to use their minibus (and vice-versa) and checks were also made on the insurance and driving licences. Minibus drivers had undertaken test drives without pupils to ensure they had road experience. There was no impact on teaching commitments as a result of driving the minibuses.
- 5.5. The Headteacher confirmed that details of first aid trained personnel were now displayed throughout the school.
- 5.6. An external safeguarding review was due to be undertaken on 22 January 2020.
- 5.7. The Committee agreed that another member of the office team currently undertaking a school business manager's course could attend future meetings to gain experience.

7. Policies for Approval

- 7.1. There were no policies presented for approval.

8. Any Other Business

- 8.1. There were no items of Any Other Business.

9. Dates of Future meetings 2019/20

- 9.1. The Committee **noted** the dates of future meetings:

Meeting	Date
Resources/Premises and Health and Safety Committees	Friday, 20 March 2020 from 8.30am

Resources/Premises and Health and Safety Committees	Friday, 24 April 2020 from 8.30am
Resources/Premises and Health and Safety Committees	Friday, 10 July 2020 from 8.30am

The meeting concluded at 9.00am.

Signed..... Date.....

Appendix 1 – Action Log

Date added	Item	Owner	Date for next review
N/A	N/A	N/A	N/A