Rednal Hill Junior School Governing Body

Minutes of Governors’ Premises Health and Safety and Safeguarding Committee held on Thursday 15th June 2017 at 4:00pm

Present:
Mr Robert Jones (Headteacher)
Ms Miriam Schwarz (co-opted governor)
Ms Ruth Luck (parent governor and Chair)
Ms Dawn Rottenbury (co-opted governor)
Mr Mark Eaves-Seeley (Chair of Governors) joined the meeting at 4.15 ppm.

By invitation: Ms Joanne James (co-opted governor)  
Ms Rebecca McAnulty (DHT)

In attendance: Mrs Janice Moorhouse (clerk)

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| 1. | **Welcome and apologies for absence**  
The Chair welcomed governors to the meeting. | Action |
|   | **Apologies for absence**: Ms Clare Jackman (Associate governor and SBM)  
HT reported Mr James Bashford (parent governor) had resigned from the governing body. |   |
| 2. | **Minutes of the previous meeting**  
The minutes of the meeting held on Tuesday 21st March 2017 were agreed as a true and accurate record of the meeting. |   |
| 3. | **Matters arising from the minutes**  
- Headteacher’s office lintel repairs  
  In response to a governors’ query at the March meeting, the HT reported the lintel would be repaired during the summer holiday. Car parking space would increase when the work was completed.  
  Work to be carried out on the drains and the boiler.  
  Drainage work: HT reported water going into the boiler room. An asbestos related investigation could not be carried out until water was draining away and the boiler room was dry. |   |
| 4. | **Site walk** (identify site issues and see work underway and planned)  
Governors viewed the new intervention classroom. |   |
| 5. | **Lockdown procedure update**  
Off site place of safety: St Stephen’s church.  
HT stated lockdown procedures to secure staff and pupils from an outside threat were in place. BSM to be advised by the HT to implement lockdown by word of mouth of by use of a mobile phone. BSM to lock external gates and doors. Staff, advised of lockdown by word of mouth and walkie-talkies on channel 5, lock external windows and classroom door. |   |
### 6. Site update: financial implications
- Health and Safety Inspection 11\(^{th}\) May 2017 (action plan 3 circulated)

#### Outstanding from previous two inspections
- Low/fragile roof signs to be clearly displayed
- Staffroom: sharps to be relocated to a safer storage area. To consider fitting a keypad locking system.
- Cleaners’ cupboard switch box cover to be reinstated and domestic step ladders removed.
- Adventure playground: general maintenance to be carried out to cover exposed foundations. Playground to be taken out of use until loose and rotting timbers and damaged fixings had been repaired.
- Display instructions for safe use next to whiteboards with projector beams.
- External kitchen door to be secured at all times
- Window restrictors to be installed. **ACTION:** LA to be re-contacted and concerns related to safeguarding raised.

Lunchtime supervision: ensure sufficient supervision in place and located to monitor all areas.
HT reported school was one supervisor short.

HT reported plans in place to address the issues raised in the report.

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### 7. Any Other Business
- No items

**Date of next meeting:** to be arranged

The meeting closed at 5pm