



Minutes of Governors' Premises Health and Safety and Safeguarding Committee held on Thursday 29<sup>th</sup> March 2018 at 4:00pm

**Present:**

- Mr Robert Jones (Headteacher)  
 Ms Joanne James (co-opted governor)  
 Mr Mark Eaves-Seeley (parent governor and Chair of Governors) **Chair for the meeting**

By invitation: Ms Rebecca McAnulty (DHT)

In attendance: Mrs Janice Moorhouse (clerk)

1.	<p><b>Welcome and apologies for absence</b>                  The Chair welcomed governors to the meeting.</p> <p><b>Apologies for absence:</b> Ms Miriam Schwarz (co-opted governor) and Ms Dawn Rottenbury (co-opted governor)</p>	Action
2.	<p><b>Minutes of the previous meeting</b>                  The minutes of the meeting held on Thursday 19<sup>th</sup> October 2017 were agreed as a true and accurate record of the meeting.</p>	
3.	<p><b>Matters arising from the minutes</b></p> <ul style="list-style-type: none"> <li>• Window update                      HT reported marched funding applied for to replace the lower set of ground floor windows on both sides of the school. Three quotations obtained.</li> <li>• Lockdown update. Policy shared with infants. Slight amendment based on the use of whistles to warn of an intruder. This will allow juniors to fall in line with the infant process and therefore bring consistency.</li> <li>• Volunteer policy circulated. Governors had already approved the policy in Nov of 2017 for use in school.</li> </ul>	
4.	<p><b>Previous minutes signed</b>                  The Chair signed the minutes. Handed to the HT for filing in school.</p>	
5.	<p><b>Review health and safety inspection report</b> (circulated at the meeting)                  Visit on 17<sup>th</sup> January 2018.  <u>High risk level items identified:</u></p> <ul style="list-style-type: none"> <li>• Staffroom not secured when not in use                      HT reported the key pad had replaced with a security fob.</li> <li>• Switch box cover in cleaners' cupboard                      HT reported the box had been isolated. Quote for work awaited.</li> </ul> <p>HT reported the School Business Manager now taking responsibility for monitoring and carrying out actions identified in the reports.</p> <p><b>ACTION:</b> governor, SMT, Premises Committee Lead Gov Dawn Rottenbury to carry out self-audits/'walkabout' with Elite Safety Representative on termly basis.</p> <p>HT reported Ms Rottenbury had completed an initial walk around the school. HT to walk around with Ms Rottenbury when assessment takes place in September.</p>	

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6.	<p><b>Site walk</b> (identify site issues and see work underway and planned)</p> <ul style="list-style-type: none"> <li>• Front office</li> </ul> <p>Governors noted the changes to the entrance hall had made the office more secure.</p> <p>The previous office area had been made into a the SEND room.</p> <ul style="list-style-type: none"> <li>• HT's office</li> </ul> <p>The lintel and steelwork had been repaired in the HT's office. Blinds to be fitted,</p> <ul style="list-style-type: none"> <li>• Photocopying room</li> </ul> <p>Lower room to be cleared and photocopiers moved from the staff room. All paper etc to be stored in the room.</p> <ul style="list-style-type: none"> <li>• Boiler update</li> </ul> <p>Boiler to be replaced summer '18. Asbestos work in the boiler house to take place over the Easter holiday. A full asbestos survey had been carried out. No asbestos above ground.</p> <p>All radiators and pipework to be replaced. Work to take 24 weeks with contractors working from 4pm until midnight. All cost met through Acivico.</p> <p>Nurture room to be refurbished on the upper floor.</p>	
7.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Lone worker policy. A new policy identified in the H&amp;S inspection. Governors approved the policy as presented for use in the school</li> <li>• Lockdown – revised with Infants school Signal for lockdown: repeated whistle (if pupils are outside) and two way radio alert. Governor queried the procedure for wheelchair users DHT stated would be dealt with situation by situation. There are also dedicated staff members that manage wheelchair users in school. Governors approved the policy as presented for use in the school</li> <li>• Supporting Children with Medical Conditions (incorporating administration of medicine in school and managing a medical emergency) LA model policy Governors approved the policy as presented for use in the school</li> <li>• Safer working practice Governors approved the guidance for those working with children and young people in education settings (dated October 2015) as presented for use in the school.</li> <li>• Business Continuity Plan: disaster recovery in the event of a critical incident. HT reported an annual plan covering incidents taking place on site. Governors approved the plan as presented for use in the school</li> </ul>	
9.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Development of Forest School HT reported development planned for the next academic year.</li> </ul> <p><b>Date of next meeting:</b> Thursday 14<sup>th</sup> June 2018 4pm</p> <p>The meeting closed at 4.55pm</p>	

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