Rednal Hill Junior School Governing Body
Minutes of Governors’ Premises Health and Safety and Safeguarding Committee held on Thursday 21st June 2018 at 4:00pm

Present:
Mr Robert Jones (Headteacher)
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. Welcome and apologies for absence
   The Chair welcomed governors to the meeting.
   
   Apologies for absence: Ms Miriam Schwarz (co-opted governor), Ms Joanne James (co-opted governor) and Ms Dawn Rottenbury (co-opted governor)
   
   The meeting was not quorate

2. Minutes of the previous meeting
   The minutes of the meeting held on Thursday 29th March 2018 were agreed as a true and accurate record of the meeting.

3. Matters arising from the minutes
   - Lockdown procedures for wheelchair users:
     As reported at the previous meeting, the DHT stated situations would be dealt with appropriately if/when they occurred.

4. Previous minutes signed
   The Chair signed the minutes. Handed to the HT for filing in school.

5. Personal development, behavior and welfare section of the SDP (HT)

<table>
<thead>
<tr>
<th>Attendance</th>
<th>2015-16 (National 96.1%)</th>
<th>2016-17 (National 96.0%)</th>
<th>Academic year 2017-18 up to 20/06/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>94.9%</td>
<td>94.97%</td>
<td>95.4% PP children 94.7% (PP Children nationally 94.0%) Non-PP children 97.0% Attendance with worst 6 PA removed stands at 96.1%</td>
</tr>
<tr>
<td>Number of pupils who are persistent absentees-absent for 10% or more sessions</td>
<td>13.0% (N 8.8%)</td>
<td>15.3% (N 8.3%)</td>
<td>12.5% (42 children (of the 42 children that are persistently absent 38 are pupil premium)) PP children 11.2% (Nationally 16% plus are persistently absent)</td>
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HT reported attendance better than at the same stage of the 2017 academic year.
Persistent absence: an improving picture and would continue to improve with the loss of pupils from Year 6 with approximately 80% attendance on a weekly basis.

Behaviour (figures for 2017/18)
### School vs National

<table>
<thead>
<tr>
<th>Pupils involved</th>
<th>% on role with 1 or more fixed term exclusions</th>
<th>0.59%</th>
<th>0.56%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils involved</td>
<td>% on role with 2 or more fixed term exclusions</td>
<td>0.59%</td>
<td>0.25%</td>
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<tr>
<td>Number of exclusions</td>
<td>Fixed term exclusions as a % of the pupil group</td>
<td>1.18%</td>
<td>1.21%</td>
</tr>
<tr>
<td>Pupils involved</td>
<td>Permanent exclusion</td>
<td>0%</td>
<td>0.02%</td>
</tr>
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</table>

DHT reported individual strategies in place for those pupils for whom the system was not working.

### Parental involvement

HT reported INSPIRE workshops in place covering core areas. Parent forums were now more influential. Attendance good but still encouraging more parents to attend.

The outcomes from the parental survey were positive and there was a positive result from parent view. Key dates for the next academic year had been posted on the school website.

### New online safety curriculum

DHT reported looking at a different topic each half term in class following an introduction to the topic in an assembly. Topics such as ‘are you social media savvy?’

**Governor asked if the same topic area was worked on in all year groups**

DHT confirmed this was the case with each year group working on the topic in an age appropriate way.

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### 6. Site update

- Windows update
  - HT reported waiting to hear from LA regarding bid for matched funding.
  - Heating update
    - Work ongoing. Old radiators removed. New radiators to be fitted during the summer holiday.
  - Redecoration
    - HT reported delayed due to heating work. For autumn or (early) spring term
      - New cupboard to house reading scheme
    - To be fitted in the library on lower floor.
    - Lockers introduced
    - On lower floor for use of pupils in Year 5 and 6 pupils.

### 7. Policies

- Statutory tests and assessments
  - Written report from Dawn Rottenbury (DR) from a meeting on 7th June 2018 with the BSM.
  - Fire Risk Assessment
    - Fire Risk Assessments completed annually. SBM checks Fire Alarms and Fire doors on a weekly basis. School had three fire drills per year (in agreement with the Infant School). The building should be completely evacuated in under 5 minutes. The last evacuation was timed at 3 mins 40 seconds. Records kept by BSM.
    - Noted: **ACTION:** office staff to be informed which class was out of school swimming/on a trip.
  - Asbestos Management Plan
    - Plan in place, checked and reviewed twice each year. Signing in sheet for contractors advising them of the location of asbestos within the school.
    - **Statutory Testing.**
      - **ACTION:** a copy of the testing schedule to be provided by the BSM. DR observed evidence of BSM’s monthly checks on, for example, safety lighting and alarm points.
  - Legionella
    - Legionella management plan previously undertaken by Carillion. This contract now with Integrated Water Services (IWS). A risk assessment found two small issues that had been dealt with.
Previous visit report dated 17/01/18 reviewed with BSM and Nick Ward from Elite Safety. Majority of action points had been completed, or were in progress. The following needed to be addressed:

**Risk assessments:** HT reported a teacher was responsible for ensuring in place.

**Accident Investigation Training:** Elite Safety can facilitate.

Current SBM Institution of Occupational Safety and Health (IOSH) trained.

Fire Marshall/ warden training (Elite Safety can facilitate this)

HT reported a rota was in place.

Physical walk around school premises completed. The following were highlighted for consideration:

- doors not shut when rooms empty and mobile phone left on table.
- cleaning products in classroom cupboards.

**ACTION:** staff to be reminded not to bring in cleaning products from home.

- **ACTION:** ensure fire procedures are displayed in all classrooms.

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<th>9.</th>
<th><strong>Any Other Business</strong></th>
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<td><strong>ACTION:</strong> BSM to be invited to the next meeting</td>
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**Date of next meeting:** to be arranged

The meeting closed at 4.50pm