



Minutes of Governors' Premises Health and Safety and Safeguarding Committee held on Thursday 19<sup>th</sup> October 2017 at 4:00pm

**Present:**

Mr Robert Jones (Headteacher)  
 Ms Joanne James (co-opted governor)  
 Ms Dawn Rottenbury (co-opted governor)

By invitation: Ms Rebecca McAnulty (DHT)

In attendance: Mrs Janice Moorhouse (clerk)

1.	<p><b>Welcome and apologies for absence</b>                  The HT welcomed governors to the meeting.</p> <p><b>Apologies for absence:</b> Ms Miriam Schwarz (co-opted governor) and Mr Mark Eaves-Seeley (parent governor and Chair of Governors)</p> <p><b>Absent:</b> Ms Ruth Luck (parent governor and <b>Chair</b>)</p>	Action
2.	<p><b>Minutes of the previous meeting</b>                  The minutes of the meeting held on Thursday 15<sup>th</sup> June 2017 were agreed as a true and accurate record of the meeting.</p>	
3.	<p><b>Matters arising from the minutes</b>  <u>Item 6:</u> site update: gate on back playground: HT reported the gate was not accessible, was locked and there was no key.                  HT's office lintel repairs: HT reported a date for the repair to be carried out had not been set. EdSI (Education and Skills Infrastructure) had agreed to pay for the work to repair the lintel.                  Window restrictors: HT reported restrictors had not been fitted and windows needed replacing.</p> <p><u>Item 5:</u> practice lockdown: HT reported this had not taken place.                  HT reported a response awaited to a request to use St Stephen's church as a place of safety.                  Governors noted doors in some classrooms not closing fully following decoration work. Contractor to return during half term to carry out work to ensure full closure.</p>	
4.	<p><b>Previous minutes signed</b>                  See item 2</p>	
5.	<p><b>Site walk</b> (identify site issues and see work underway and planned)                  Governors viewed the newly decorated areas of the school.</p>	
6.	<p><b>Lockdown procedure update</b>                  HT and DHT to attend a police run lockdown briefing on Monday 13<sup>th</sup> November.                  Governor(s) to be invited to attend.                  DHT reported child friendly videos related to lockdown being shown in all classes.</p>	

	Staff and BSM had been briefed on procedure.	
7.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Lockdown policy</li> </ul> <p>Governors agreed to adopt the policy as presented for use in the school.  <b>ACTION: the policy to be reviewed following the lockdown training on 13<sup>th</sup> November.</b>  <b>Governor queried procedures for pupils requiring 1:1 support.</b></p> <p>HT reported this was included in the policy. Arrangement with designated staff were in place.</p> <ul style="list-style-type: none"> <li>• Accessibility plan</li> </ul> <p>DHT reported a statutory requirement. Plan written by the SENCo supported by the appropriate LA Officer.</p> <ul style="list-style-type: none"> <li>• Safer working practice</li> </ul> <p>DHT reported this was a non-statutory policy going alongside the LA Code of Conduct covering teachers, support staff and volunteers.</p> <ul style="list-style-type: none"> <li>• Governors approved the policy for Safer working practice for use in the school.</li> <li>• Volunteers' policy</li> </ul> <p><b>ACTION: policy to be circulated to governors.</b></p> <p>DHT reported the policy included an application form requesting references, a confidentiality agreement for signing and a code of conduct for volunteers. Volunteers to undertake the on-line safeguarding training.</p>	<p>HT/DHT</p> <p>HT/DHT</p>
8.	<p><b>Site update</b> and financial implications</p> <ul style="list-style-type: none"> <li>• Drainage</li> <li>• Boiler</li> </ul> <p>HT reported the three boilers to be changed as part of the central heating refurbishment in both school. Boilers were beyond economical repair. Heating system currently working on one boiler.</p> <p>HT reported water going into the boiler room. The water was impregnated with asbestos. An asbestos related investigation could not be carried out until water was draining away and the boiler room was dry. The area had been sealed off. A window to be inserted to be able to see if water was still/had stopped dripping. A land drain to be put in place to prevent water running off the back field. Work to be carried out during half term.</p> <p>New pipework to be fitted to both schools once new boilers are in place. All new pipe work to be above ground.</p> <ul style="list-style-type: none"> <li>• Windows</li> </ul> <p>HT reported matched funding was available for window replacement. Work to be carried out as a rolling programme.</p> <p>HT to meet to discuss with Finance Officer Schools Financial Services Friday 20<sup>th</sup> October</p> <p><b>ACTION: HT to report back to governors</b></p> <ul style="list-style-type: none"> <li>• Litmus</li> </ul> <p>HT reported the four companies sourced by Litmus tendering for the contact would be in school on 6<sup>th</sup> November for a food tasting event. Chair of Governors, staff from Infant School and pupils to attend the tasting session.</p>	<p>HT</p>

	<p>HT reported the outcome should be a significant saving and an improvement in the quality of the food served. More fresh vegetables and locally sourced food would be served.</p> <p>HT reported the entire kitchen staff would remain working in the school.</p>	
9.	<p><b>Any Other Business</b></p> <p>No items</p> <p><b>Date of next meeting:</b> Thursday 29<sup>th</sup> March 2018 4pm</p> <p>The meeting closed at 5pm</p>	