

Nanpean Community Primary School



Minutes

Health & Safety Committee Meeting

Tuesday 23rd January, 2018

Clerk to Health & Safety Committee – Linda Cackett

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HEALTH AND SAFETY COMMITTEE MEETING MINUTES

School:	Nanpean County Primary School
Quorum:	3 - (4 Governors in Committee)
Chair:	Miss Kerry Dash
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 23rd January, 2018 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Miss Kerry Dash – Committee Chair - Co-opted Governor (Ring Fenced-Staff: Non Teacher)	Yes			P
Mr Brett Marsh – Parent Governor	Yes			A
Mr John Sibley – Local Authority Governor	Yes			P
Mrs Carly Wicks – Headteacher	Yes			P
Mrs Linda Cackett – Independent Clerk	No		Clerk	P

1.0	<u>Welcome and consideration of consent for absence</u> The Committee Chair welcomed governors to the meeting, it was noted that Mr Marsh was not in attendance. The Clerk was requested to remind governors that apologies should be tendered directly to herself and that it was important to tender them to ensure that a meeting is quorate.	Clerk
2.0	<u>An opportunity to declare any additional business or pecuniary interest/s</u> None.	
3.0	<u>Minutes of previous committee meeting – Tuesday 26th September, 2017</u>	
3.1	<u>Approval</u> The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.	
3.2	<u>Matters Arising – not already on the agenda</u>	
3.2.1	<u>Item 2.0 – An opportunity to declare any additional business or pecuniary interest/s</u> The Clerk confirmed that the annual form had been updated.	
3.2.2	<u>Item 3.2.3 – Health and Safety Action Plan</u> The Health and Safety Action Plan was circulated after the meeting via email on the 5 th October.	



<p>3.2.3</p> <p>3.2.4</p>	<p><u>Item 4.1 – School Accessibility Plan</u></p> <p>The Headteacher reported that according to the Equality Act and British Standards only one disabled space is required. This space needs to be 2.4 m x 4.8 m with 1.2 m clearance to the side and end.</p> <p><u>Item 8.0 – Safeguarding</u></p> <p>The Safeguarding and Child Protection policy was approved via email after the FGB meeting.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p><u>Policies Review and Update</u></p> <p><u>Allergen and Anaphylaxis Policy 2018</u></p> <p>The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption. It is a model policy from The School Bus and has been amended to specific requirements of the school. It was amended for intolerances; the school does not have any AAI's on site at present.</p> <p><u>Parking Policy 2018</u></p> <p>The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption. The committee felt that the map on the plan was clear and concise, the Headteacher added that she undertakes a lot of traffic management in the mornings that parents do appreciate. However, she cannot be outside every afternoon at the end of the day which is sometimes the worse time with everyone collecting at the same time. She is thinking of adding management of the traffic to undertake this task by the caretaker when he/she is appointed. Mr Sibley reminded the committee that all schools can request a 20 mph zone outside their school. He wondered whether the PCSO could visit once a month to manage the traffic. However, the new PCSO has double the area to cover than her predecessor did. There is a company that can provide traffic management and can issue tickets, they provide the service free of charge and only need to book one person per year to cover their costs. Miss Dash agreed to investigate the company further as it could be beneficial to the school.</p> <p>The Headteacher felt that the additional spaces need to be marked out as per the policy. Further consideration needs to be given regarding taxis, however there is not enough space for taxi separation.</p>	<p>Mr Sibley/ Miss Dash</p>
<p>5.0</p>	<p><u>Governor Monitoring</u></p> <p>The Headteacher explained that there is no separate monitoring to report on, after discussion it was agreed to remove this agenda item from future agendas.</p>	<p>Clerk</p>



<p>6.0</p>	<p><u>Health and Safety training, Accidents, Near Misses, Defects, Fire and Emergency Procedures and Display Screen Equipment – Spring Term Committee Focus</u></p> <p>The informative report was circulated prior to the meeting, the Headteacher explained that since the beginning of term there is a classroom open for children to participate in 'quiet' activities, this has had a calming effect on the playground atmosphere.</p>	
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p><u>Property Compliance</u></p> <p><u>Compliance Audit Checklist as at 11.12.2017</u></p> <p>The compliance audit checklist was circulated prior to the meeting. The Headteacher drew attention to the red overdue/actions. Miss Dash reported that the first two item have been completed already. Mr Sibley is going to undertake a joint health and safety visit with Mr Ellacott on Wednesday 21st March at 12.30 pm. The committee agreed that this will be a valuable visit and beneficial when Mr Sibley undertakes his weekly checks.</p> <p><u>Premises Quarterly Checklist – external</u></p> <p>The quarterly checklist was circulated prior to the meeting.</p> <p><u>Premises Monthly Checklist</u></p> <p>The monthly checklist was circulated prior to the meeting. The Headteacher explained that she adds initials to her checklist when she carries out staff induction.</p> <p><u>Premises Weekly Checklist – carried out by a governor</u></p> <p>The weekly checklist was circulated prior to the meeting.</p> <p><u>Premises Daily Checklist</u></p> <p>The daily checklist was circulated prior to the meeting and accurately recorded. The Headteacher commented that the Site Supervisor reports on a daily basis if she identifies any maintenance or defect issues. Miss Dash is still waiting for the quotation to remove the gate. The Headteacher reported that the 'snagging list' for the new build has not been signed off as yet.</p>	
<p>8.0</p>	<p><u>Safeguarding</u></p> <p>The Headteacher reported that the policy was approved before Christmas. There have been 11 ViSTs received since the last meeting (three families). The Committee Chair asked if Operation Encompass was working, the Headteacher confirmed that it was in operation and working well. It has enabled the school to act in a proactive way which has proven beneficial. The Headteacher felt that the response time for ViSTs has greatly improved since the introduction of Operation Encompass.</p>	



9.0	<u>Chair's Report</u> Nothing to report.	
10.0	<u>Dates for next Health and Safety Committee meeting</u> <ul style="list-style-type: none">• Tuesday 1st May, 2018 at 4.30 pm. The meeting closed at 5.09 pm	

These Minutes were passed as true and accurate at the Health and Safety Committee Meeting on Tuesday 1st May, 2018.

Signed: **Committee Chair**
Miss Kerry Dash

Dated: **Tuesday 1st May, 2018**