

# Nanpean Community Primary School



## Minutes

### Health & Safety Committee Meeting

**Tuesday 25<sup>th</sup> September, 2018**

Clerk to Health & Safety Committee – Linda Cackett

Typed: 27.09.2018

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**HEALTH AND SAFETY COMMITTEE MEETING MINUTES**

<b>School:</b>	<b>Nanpean County Primary School</b>
<b>Quorum:</b>	<b>3 - (4 Governors in Committee)</b>
<b>Chair:</b>	<b>Miss Kerry Dash</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Tuesday 25<sup>th</sup> September, 2018 at 4.30 pm</b>
<b>Venue:</b>	<b>Nanpean School – Melbur Classroom</b>

**Attendance:**

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

<b>1.0</b>	<b><u>Welcome and consideration of consent for absence</u></b>  None, it was noted that Mr Sibley was not in attendance; the Clerk will contact Mr Sibley after the meeting as it is essential for apologies to be tendered due to the small committee membership.	Clerk
<b>2.0</b>	<b><u>An opportunity to declare any additional business or pecuniary interest/s</u></b>  None.	
<b>3.0</b>	<b><u>Minutes of previous committee meeting – Tuesday 1<sup>st</sup> May, 2018</u></b>	
<b>3.1</b>	<b><u>Approval</u></b>  The minutes were circulated prior to the meeting. They were <b>APPROVED</b> as a true and accurate record of the meeting.	
<b>3.2</b>	<b><u>Matters Arising – not already on the agenda</u></b>	
<b>3.2.1</b>	<b><u>Item 3.2.1 – Parking Policy</u></b>  Miss Dash has employed the services of Llawanroc; the contract has been received and will be returned by the end of next week.	Miss Dash
<b>3.2.2</b>	<b><u>Item 4.3 – Visitors Policy 2018</u></b>  Miss Dash has added the necessary information from the Single Central Record.	



<p><b>4.0</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p> <p><b>4.4</b></p>	<p><b><u>Policies Review and Update</u></b></p> <p><b><u>Accessibility Plan 2016-2019</u></b></p> <p>The Headteacher reminded the committee that a great deal of work was carried out when the Accessibility Plan was created and confirmed that it has been updated, it is a three-year rolling plan. The plan was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption.</p> <p><b><u>Equality Objectives</u></b></p> <p>The Equality Objectives were set in 2015 and due to be reviewed within four years. They were circulated prior to the meeting, discussion followed, the objectives were reviewed and it was agreed that they were all still relevant, the last objective was agreed to now require some analysis.</p> <p><b><u>Intimate Care Policy 2018</u></b></p> <p>The policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption.</p> <p><b><u>Safeguarding and Child Protection Policy 2018</u></b></p> <p>The policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption by the committee, it was agreed for the Clerk to circulate to the Full Governing Board for approval via email. Amendments relating to personnel will be required after October half term. The Safeguarding team now includes 4 members of SLT.</p>	<p>Miss Dash</p> <p>Clerk</p>
<p><b>5.0</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p>	<p><b><u>Property Compliance</u></b></p> <p><b><u>Compliance Audit Checklist as at 02.07.2018</u></b></p> <p>The compliance audit checklist was circulated prior to the meeting. <b>A governor asked whether the storm pump was now working, it was confirmed that it was.</b> There is still an ongoing debate with Highways regarding a collapsed culvert which has been an issue for two years. The area is cornered off with cones. There is a channel draining water from the school to the other side of the road (Imerys). Following discussion, it was agreed that the responsibility of that specific area requires clarification, it was agreed for this to be followed up.</p> <p><b><u>Premises Quarterly Checklist</u></b></p> <p>The quarterly checklist was circulated prior to the meeting.</p>	<p>Miss Dash</p>
<p><b>6.0</b></p>	<p><b><u>COSHH and Risk Assessments – Autumn Term Committee Focus</u></b></p> <p>The reports were circulated prior to the meeting, some training areas have been identified. <b>A governor asked where chemicals are stored, it was confirmed that they are securely stored in appropriately signed areas. The Headteacher raised her concern whether some sort of uniform should be</b></p>	



	<p>provided for the Caretaker, after discussion it was agreed that some type of uniform should be provided. The cleaning and kitchen staff have been provided with uniform and it was agreed that a couple of sets could be provide for the Caretaker, appropriate footwear will be clarified by Miss Dash. The Headteacher wished to record that risk assessment are now carried out by Miss Dash with the necessary member of staff, and thanked her for carrying them out in a holistic manner.</p>	
7.0	<p><b><u>Health and Safety Action Plan</u></b></p> <p>The Action Plan was circulated prior to the meeting, it has been updated and is an excellent working document. The Committee Chair confirmed that all risk assessments are reviewed on an annual basis.</p>	
8.0	<p><b><u>Safeguarding</u></b></p> <p>The Headteacher reported that there has been 9 new ViSTS (3 families) since the last meeting on 1<sup>st</sup> May, 2018. All children have been supported by the school. Operation Encompass seemed to have slowed down, this has been reported to the CAPH Steering Group. Staff continue to monitor closely and report to the Headteacher.</p> <p>The S175 Annual Return Quality Assurance feedback has been received by the school, “a full and detailed submission by the school!” Listening to the voice of the child was highlighted as a positive. The committee agreed that the negative comments were not really relevant as they were referencing in July things that were not coming into effect until September, 2018.</p> <p><b><u>Keeping Children Safe in Education</u></b></p> <p>The Clerk agreed to circulate the latest edition and ask governors to read Section 2 as a minimum requirement as a governor. Governors will be asked to sign a confirmation sheet at the next Full Governing Board meeting.</p>	Clerk All Governors
9.0	<p><b><u>Committee Chair’s Report</u></b></p> <p>Nothing to report.</p>	
10.0	<p><b><u>Dates for next Health and Safety Committee meeting</u></b></p> <ul style="list-style-type: none"> <li>• Tuesday 22<sup>nd</sup> January, 2019</li> <li>• Tuesday 30<sup>th</sup> April, 2019</li> </ul> <p>The meeting closed at 5.10 pm</p>	

These Minutes were passed as true and accurate at the Health and Safety Committee Meeting on Tuesday 22<sup>nd</sup> January, 2019.

Signed: ..... **Committee Chair**  
**Miss Kerry Dash**

Dated: **Tuesday 22<sup>nd</sup> January, 2019**