

# Nanpean Community Primary School



## Minutes

### Health & Safety Committee Meeting

**Tuesday 1<sup>st</sup> May, 2018**

Clerk to Health & Safety Committee – Linda Cackett

Typed: 01.05.2018

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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 1<sup>st</sup> May, 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>P</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, everyone was in attendance.	
<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 23<sup>rd</sup> January, 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 1.0 – Welcome</u></b>  The Clerk confirmed that she had reminded governors regarding apologies being directed to herself.	
<b>3.2.1</b>	<b><u>Item 4.2 – Parking Policy</u></b>  The Headteacher reported Miss Dash has been in contact with Llawnroc regarding parking, options were available, free of charge and free signage provided. They would have no authority over the zig zag lines however, the worst time of the day is 4.00 pm at club collection time. Staff permits will be required, after discussion it was <b>APPROVED</b> to employ the services of Llawnroc, and for a patrol van to be put in place the first two weeks.	Miss Dash



<p><b>3.2.3</b></p>	<p><b><u>Item 5.0 – Governor Monitoring</u></b></p> <p>The Clerk confirmed the agenda item has been removed.</p>	
<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><u>Policies Review and Update</u></b></p> <p><b><u>Asthma Policy 2018</u></b></p> <p>The policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption. A governor asked whether the school has its own inhalers, it was confirmed that the school has three emergency kits, these kits cannot be reused. It was asked whether dates were checked, it was confirmed that they are in date and checked regularly.</p> <p><b><u>Educational Visits Policy 2018</u></b></p> <p>The policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption. The Headteacher added that the ratios were only for guidance. A governor asked if ratios were different for more adventurous sports, the Headteacher replied that this would come under the remit of the provider.</p> <p><b><u>Visitor Policy 2018</u></b></p> <p>The policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption, Miss Dash will add the necessary information from the Single Central Record. The Headteacher reported that a full lockdown procedure was carried out at the school last week. It had gone very smoothly and all the pupils reacted calmly and swiftly. Tomorrow there will a similar procedure but will be carried out when pupils are outside and will brought into the school. The committee appreciated the scenarios that could occur despite the most obvious terrorism. A governor asked whether there had been 100% attendance for the lockdown drill last week and if not how they would be trained, the Headteacher confirmed that there had not been 100% but all pupils would be attended to.</p>	<p>Miss Dash</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 12.03.2018</u></b></p> <p>The compliance audit checklist was circulated prior to the meeting. The Headteacher drew attention to items for action/review highlighted yellow to the committee. The safety glazing survey is now required to be actioned before the end of term.</p> <p><b><u>Premises Quarterly Checklist</u></b></p> <p>The quarterly checklist was circulated prior to the meeting. There has been a recent fire drill.</p>	



<p><b>5.3</b></p>	<p><b><u>Premises Monthly Checklist</u></b></p> <p>The monthly checklist was circulated prior to the meeting. It was asked if there were any pupils with PEEPs (personal emergency evacuation plan), it was confirmed by the Headteacher there was one who is catered for.</p>	
<p><b>5.4</b></p>	<p><b><u>Premises Weekly Checklist – carried out by a governor</u></b></p> <p>The weekly checklist was circulated prior to the meeting.</p>	
<p><b>5.5</b></p>	<p><b><u>Premises Daily Checklist</u></b></p> <p>The daily checklist was circulated prior to the meeting and accurately recorded. A governor asked who carries out the daily checks, it was confirmed that it was the Site Supervisor.</p>	
<p><b>6.0</b></p>	<p><b><u>Health and Safety Audit Report – 28.03.2018</u></b></p> <p>The report was circulated prior to the meeting, 96.5% was an excellent result. The auditor commented on the school's passion for Health and Safety. There was no action plan drawn up as the school did so well, however the school has drawn up its own action plan to ensure that nothing is missed. The Headteacher went through the headlines of the report.</p> <p>Health and Safety is already a weekly agenda item for the staff meetings and the Headteacher will continue to ensure staff are made aware of any changes in Health and Safety. The Headteacher wished to thank Miss Dash for the hard work regarding Health and Safety that she carries out within the school.</p>	
<p><b>7.0</b></p>	<p><b><u>Health and Safety Action Plan</u></b></p> <p>The Action Plan was circulated prior to the meeting, items identified in the recent audit are now included in the Action Plan. Discussion regarding succession planning followed, it was agreed that it will be important to ensure key staff are identified and have had the relevant training. The Headteacher reassured the committee that she has created a very comprehensive handover list to the new Headteacher.</p>	
<p><b>8.0</b></p>	<p><b><u>Safeguarding</u></b></p> <p>The Headteacher reported that there has been 6 new ViSTS (2 families) since the last meeting. Staff are monitoring closely and reporting to the Headteacher.</p> <p>The S175 Annual Return has to be completed by 30<sup>th</sup> June, the Headteacher is meeting with Mrs Watts this week to agree dates to go through the document in detail.</p>	
<p><b>9.0</b></p>	<p><b><u>Chair's Report</u></b></p> <p>Nothing to report.</p>	



<b>10.0</b>	<b><u>Dates for next Health and Safety Committee meeting</u></b> <ul style="list-style-type: none"><li>• Tuesday 25<sup>th</sup> September, 2018</li><li>• Tuesday 22<sup>nd</sup> January, 2019</li><li>• Tuesday 30<sup>th</sup> April, 2019</li></ul> The meeting closed at 5.05 pm	
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These Minutes were passed as true and accurate at the Health and Safety Committee Meeting on Tuesday 25<sup>th</sup> September, 2018.

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

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