



Minutes of the Premises Committee **Thursday, 8 November 2018 at 6.30pm**

Members Present:

Terry Genis (TG)
 Chris Caswell
 Owen Gardner (OG)
 Nick O'Shea (NOS)
 Laura Ovenden (LO)
 Linda Tansley (LT)

Chair

Vice Chair

Headteacher

Apologies:

None

In Attendance

Kieran Collins (KC)
 Jane Fitzpatrick (JF)
 Flavia Coleman

Assistant Headteacher (arrived after item 4)
Senior Administrative Officer
Cover Clerk

1.	<p>Welcome and Apologies for Absence The Chair opened the meeting at 6.35 pm and welcomed everyone.</p> <p>Apologies for absence There were no apologies for absence but it was noted that Kieran Collins would be arriving late (dental appointment).</p> <p>The meeting was confirmed as quorate.</p> <p><i>Accident Record books with on-line reporting of accidents and any Violent Incidents from 7 June 2018 to date were made available for governors to check and sign during the meeting.</i></p> <p>Appointment of Vice-Chair Nominations were invited and a self-nomination was received from OG. There were no other nominations and OG was therefore appointed unanimously.</p>	Action
2.	<p>Declaration of Pecuniary Interests None declared.</p>	
3.	<p>Minutes of the meeting held on 7th June 2018 The minutes of the meeting on 7th June 2018 were agreed as a true and accurate record and signed by the Chair</p>	
4.	<p>Matters arising All updated – reported in the record of outstanding actions attached to the minutes or in the relevant agenda item below. Completed actions to be removed from the list.</p> <p><u>Business Continuity Plan test scenarios (7/3/17 – Item 8)</u> It was AGREED that, as this had been ongoing for over a year and that, with the</p>	

	<p>introduction of the lock down procedure, all scenarios were now covered and staff were aware of the actions needed, this action should be closed.</p> <p><u>Control Checks (7/6/18 – Item 5)</u> The checks for Medical and First Aid and Legionella & COSHH had been completed.</p> <p><u>GDPR (7/6/18 – Item 7/9)</u> School e-mail addresses have been set up for governors and passwords allocated. JF will arrange for a password to be generated for Camilla Collins.</p> <p><u>Action:</u> JF to arrange password for Camila Collins.</p> <p>The HT stressed the need for governors to check their school e-mail account regularly as there have been some instances where messages have not been responded to. This was particularly important if there was a situation where governors needed to be contacted urgently. Governors were therefore asked to undertake to check their school e-mail account on a daily basis.</p> <p>The GDPR update and policy had been covered at the July FGB.</p> <p><u>Standing Orders and Terms of Reference (7/6/18 – item 11)</u> These had been approved at the July FGB.</p> <p><i>Kieran Collins arrived at 6.50pm.</i></p>	JF
5.	<p>Health and Safety The premises checklist was circulated to governors prior to the meeting and uploaded to the portal. The following key issues on the checklist were highlighted:</p> <ul style="list-style-type: none"> The annual premises check to be carried out as soon as possible. The HT asked that governors made contact with the Site Manager to organise the annual site visit. OG agreed that he would co-ordinate this visit and update KC with the agreed date. The HT requested that she was also included in notification of the date. <p><u>Action:</u> OG to liaise with the Site Manager on date for annual premises check.</p> <p><u>Control Checks</u> The control checks on Fire Safety, Medical & First Aid and COSHH and Legionella had all been completed with Medical & First Aid, COSHH and Legionella reports uploaded to the portal.</p> <p>Reports from the Pond & Fire Safety Checks from last summer are still outstanding. NOS advised that archiving of old reports was the only issue that he would recommend be effected as identified at the Fire Safety Check on 27 June.</p> <p>Responsibility for monitoring for the remainder of the academic year was agreed and is noted on the calendar for 18/19 included at the end of these minutes.</p> <p><u>Termly H&S Monitoring Return to CSH&ST</u> The termly H&S Monitoring Return to CSH&ST was circulated to governors and uploaded to the portal prior to the meeting. The HT informed the governors that the return covered three areas:</p> <ul style="list-style-type: none"> COSHH Moving and Handling Display Screen Equipment (DSE) 	<p>OG</p> <p>OG/NOS</p>

	<p>No issues had been identified and the Site Manager, Headteacher and/or administrative team have all the pertinent procedures under control.</p> <p><u>Reports on Autumn Lock Down and Fire Drill Practices</u> The HT advised that parents had been notified about the Autumn Term Lock Down following the drill. The procedures had been well received by parents, who were satisfied that the school was taking all the necessary precautions to prevent unauthorised entry. The ability for teachers to lock the outside doors in three areas of the school which were currently on the HT's roate for locking has now been implemented. It was AGREED that there was no need to add this to the policy until its annual review next year unless other revisions arise as a result of the next Lock Down exercise.</p> <p>It is understood that Broadmoor is putting alternative arrangements in place to notify schools when the siren is activated. JF will check on this.</p> <p>Action: JF to check on arrangements for Broadmoor to notify schools when the siren is activated.</p>	JF
6.	<p>Feedback from Annual Management Partnership Meeting The Chair had made notes on the matters discussed at the meeting but no formal minutes have been received, although they were promised for the end of October before Davinia Potterton left HCC. JF will send a reminder to Max Whitlock.</p> <p>Action: JF to send a reminder about the minutes of the meeting to Max Whitlock.</p> <p>The HT advised that the issues raised had been included on the Premises Checklist. The key issue was to ensure that the school was put back on the external decoration programme which Davinia had said was scheduled for 2020. However, due to personnel and financial constraints at the LA, only minimal repairs will be made in the interim,.</p> <p>Governors expressed their concern that the issue with the skylight on the kitchen roof, which is rotting and in need of urgent attention, had not been addressed, as it is a structural issue and a health and safety risk.</p> <p>Action: OG and NoS to review when making the Annual Site Visit this term.</p>	JF OG/NoS
7.	<p>School Premises The markings on the playground were completed over half term and governors agreed that they are very impressive.</p> <p>The HT advised that as many interactive games as possible had been put down to generate social activity and that the children love them. It is also likely that there will be fewer accidents.</p> <p>The corrective work to the playground re-surfacing work, from the main school to the Fowler Road gates, has also been remedied through completely resurfacing the length of the entrance area on the INSET day.</p>	
8.	<p>Reports <u>Accident Books</u> Both the adult and children's accident books were circulated for governors to check and sign. It was noted that there were several instances where the duplicate slips had not been signed by the member of staff. There was also an instance of a head injury where the box to show that the parent/carers had been contacted had not been ticked. Location details were missing in three instances.</p>	

	<p>Governors reviewed the instances for trends but none were identified. All members of staff will be reminded of the necessity of recording full details, however.</p> <p><u>Online Reports</u></p> <p>The HT reported on the following incidents that had been logged since the last meeting:</p> <ul style="list-style-type: none"> • A child had broken their clavicle after the Autumn half term. • A child with a known medical condition had fallen off a beam at the disco, which had caused a bump to their head. Ice packs had been applied to reduce the swelling. • Three children had bitten into and eaten some of a Pritt stick; the incident had been reported to the HSE. • There had been a violent incident involving a child with complex needs and a member of staff. • There had been an off-site incident in July when a child had put themselves at risk which could, potentially, have caused a risk to others. • The medical emergency involving the Clerk had been reported to Children's Services. <p>The books were duly signed by governors and the online reports were signed by NOS.</p>	
9.	<p>Policies</p> <p><u>Security/Lock Down Policy and Procedures</u></p> <p>The revision to the approved policy had been circulated before the meeting and was noted.</p> <p><u>Fire Safety Documentation</u></p> <p>The HT advised that the review of the Fire Safety manual had not yet take place on its usual anniversary date of the last day of the Autumn half-term as the new Office Manager had only just completed their training (on 8th & 9th November). Ideally, the review should be completed in the next two weeks but, if NOS was able to carry out the Fire Safety Check before the next meeting, he would be able to give a verbal report on the check of the manual.</p> <p>A governor commented that, as the fire safety documentation appeared to be in good order when the Fire Safety Check was carried out in the summer term, the delay in the review was not a concern.</p>	
10.	<p>Future Work Programmes</p> <p>As discussed earlier, the external decoration and the kitchen roof were the priorities.</p> <p>Resurfacing of the playground by the netball courts had been raised at the Management Partnership meeting; this would involve additional drainage work.</p>	
11.	<p>Any Other Business</p> <p>No matters were raised.</p>	
	<p>The meeting closed at 7.55 pm.</p>	
	<p>Next meeting: 7 March 2019 at 6.30pm</p>	