



**Minutes of the Premises Committee  
Wednesday, 6 March 2019 at 6.30pm**

**Members Present:**

Terry Genis (TG)  
Chris Caswell (CC)  
Kieran Collins (KC)  
Linda Tansley (LT)

**Chair**

**Headteacher**

**Apologies:**

Owen Gardner (OG)

**Vice Chair**

**Absent:**

Nick O'Shea (NOS)

**In Attendance**

Laura Ovenden (LO)  
Jane Fitzpatrick (JF)  
Flavia Coleman

**Deputy Headteacher  
Senior Administrative Officer  
Cover Clerk**

1.	<b>Welcome and Apologies for Absence</b>	<b>Action</b>
	<p>The Chair opened the meeting at 6.40 pm and welcomed everyone.</p> <p><b>Apologies for absence</b> OG was not present at the start of the meeting but subsequently sent apologies due to work commitments, which were accepted.</p> <p><b>Absent</b> NOS was not present and, as he had not indicated that he would be unable to attend, was recorded as absent.</p> <p>The meeting was confirmed as quorate.</p>	
2.	<p><b>Declaration of Pecuniary Interests</b> It was noted that LO might have a conflict of interest related to the summer 2019 re-decoration programme to be covered under item 10.</p> <p>No other pecuniary or conflicts of interest were declared.</p>	
3.	<p><b>Minutes of the meeting held on 8<sup>th</sup> November 2018</b> The minutes of the meeting on 8<sup>th</sup> November 2018 were agreed as a true and accurate record and signed by the Chair.</p>	
4.	<p><b>Matters arising</b> 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> Although it had been agreed to close this item at the last meeting, as the three</p>	

	<p>scenarios had been superseded by the Lock Down Procedure, it was noted that the HT had recorded the need for the disaster scenarios to be reviewed at working group level for the SFVS return, as the Lock Down Procedure would not cover every eventuality. A discussion followed and it was agreed to continue with this action as 'closed' due to it being unrealistic in being able to identify all 'disasters' that could befall the school and that the 'lock down' would ultimately cover all eventualities of danger to personnel. The HT would amend the SFVS accordingly.</p> <p><u>School e-mail addresses for governors (8/11/18 – Item 4)</u> It was noted that all governors now have a school e-mail address. COMPLETED.</p> <p><u>Health and Safety (8/11/18 – Item 5)</u> It was noted that NOS had carried out the annual premises check on 20<sup>th</sup> December but that no report had yet been received. ONGOING. The HT will check whether the reports from the Pond and Fire Safety checks from last summer have been completed. <b>POST MEETING NOTE: Both checks COMPLETED 27<sup>th</sup> June 2018 – reports now on portal H&amp;S checks 2017/18.</b></p> <p><u>Management Partnership meeting (8/11/18 – item 6)</u> JF advised that she had tried to find out what arrangements Broadmoor has made to notify schools when the siren is to be activated but that nothing had been confirmed. However, it was agreed that any entry to site by an intruder would be covered by the Lock Down Procedure and JF will update the Lock Down document accordingly. There was some uncertainty as to whether the state of the skylight above the catering kitchen had been reviewed by the governor during the annual site visit in the autumn term. JF will check. ONGOING.</p>	<p>HT</p> <p>NOS</p> <p>HT</p> <p>JF</p> <p>JF</p>
5.	<p><b>Health and Safety</b> <u>Minutes of Annual Management Partnership meeting 9<sup>th</sup> October 2018</u> Action points from the meeting had been received. These were noted to be more a record of 'actions' from the meeting than minutes.</p> <p><b>Q. Has there been any progress on the external re-decoration?</b> <b>A. At the moment, it is on the LA's list for 2020, and, although we had been given to understand it might be brought forward due to the state of some of the older windows of the school, we have heard nothing more. Reactive maintenance have informed us that work on the skylight will be carried out as a project due to the enormity of the works involved. It was agreed that this should be followed up as a matter of priority as the current dangerous state of the skylight presents a significant health and safety risk.</b></p> <p><u>Control Checks</u> As noted earlier, the Autumn Term 2018 report on the annual healthy and safety premises safety inspection is outstanding.</p> <p>LO advised that she had had difficulty finding a date for the online safety and IT asset audit that was convenient for all parties. As this was a priority, as it is needed to be appended to the SFVS return, CC offered to carry out the check after school on 11<sup>th</sup> March. <b>POST MEETING NOTE: This has now been changed to 18<sup>th</sup> March due to school commitments.</b></p> <p>The Chair will carry out the annual first aid check with the Admin Officer, possibly on 2<sup>nd</sup> April, subject to JF's confirmation of the Admin Officer's availability.</p> <p>The Chair will chase NOS to undertake the annual fire safety check, which was due to be carried out in the week beginning 4<sup>th</sup> March. If NOS is not available, the Chair will carry out the check at the same time as the annual first aid check.</p>	<p>JF</p> <p>NOS</p> <p>CC</p> <p>TG/JF</p> <p>TG</p>

	<p><u>Termly H&amp;S monitoring return to CSH&amp;ST</u> The HT confirmed that the return, covering working at height, violence and aggression, electrical checks regime and asbestos update for staff, had been completed and submitted to the LA on 14<sup>th</sup> February and also uploaded to the portal for governors for consideration at this meeting.</p>	
6.	<p><b>School Premises</b> <u>Review of Accommodation and any Issues</u> The HT advised that the key issues had been detailed on the action points from the Management Partnership meeting.</p> <p>The skylight and the temperature in the kitchen were the main priorities.</p> <p><b>Q. Is service to the children affected?</b> <b>A. Not at this stage, but the kitchen would be put out of use if the skylight was to fall in and we would have to use the resources at another school, as has been the inverse on occasion, including recently.</b></p> <p>The other priority is resurfacing of the playground for the second netball court and improving the drainage, but this is a major project and would have a significant cost implication, so will depend on whether sufficient LA capital funds are available.</p> <p>JF advised that the issue with the boiler in the main school has been resolved but will not be signed off until a period of two weeks has elapsed to ensure that the problem does not recur. The issue has meant that the gas bill has significantly increased.</p> <p>JF also confirmed that all the outdoor equipment is in a good state, apart from the logs in the adventure playground. Although some have already been replaced, more have subsequently been identified as in need of repair or replacement.</p> <p><u>Accessibility Plan 2017-22</u> The HT advised that most of the short and medium-term actions have been completed. The only actions outstanding are the need for the SLT to understand how to use the hearing loop in the office and to complete the installation of push taps in all areas. This could be undertaken in the summer holidays if a review of the budget shows that this is affordable.</p> <p>The HT and the Site Manager have discussed how to address the recommendation in the Disability Discrimination Act that contrasting colours are used to show the divide between the doors and the door frames.</p> <p>The HT advised that the school has received c.£12k in government funding for 'little extras' and that this may be put towards building up sufficient funds to develop more 'futuristic' IT provision in the current IT suite.</p>	
7.	<p><b>Safeguarding</b> <u>Lock Down and Fire Drill reports</u> The HT advised that neither a lock down or fire drill had been carried out to date, but are scheduled for this term.</p> <p><u>Violent Incidents and Assaults on Staff</u> The HT advised that a child had been excluded twice to protect staff who had been subject to a number of violent assaults, which had been reported using the LA on-line reporting system. Regrettably, no outreach support for the child is available, but in-</p>	

