



TOWER HILL PRIMARY SCHOOL
Fowler Road, Farnborough, Hampshire. GU14 0BW

Minutes of the Premises Committee Meeting
 held on-line on **Thursday 9th November 2023** at 6:30 pm

Present: Kieran Collins (KC), Terry Genis (TG, **Committee Chair**), Helen Kinal (HK), Laura Mace (LM), Laura Ovenden (LO, **Headteacher** (HT)), Nicola Ward (NW, Deputy Headteacher)

Apologies: Owen Gardner (OG)

Absent: None

In attendance: Jane Fitzpatrick (JF, Business Manager), Andrew Ward (AW, Caretaker, *arrived 6:49pm*), Rachael Purvis (Clerk)

Meeting started at: 6:32 pm

		Action
1.	Welcome The Chair welcomed everyone to the virtual meeting and confirmed that all participants could be heard and could hear each other.	
2.	Apologies for Absence, Declaration of Pecuniary Interests / Conflicts of Interest	
2.1	Apologies for absence were accepted from OG and the meeting was quorate.	
2.2	There were no conflicts of interest or pecuniary interests declared in any of the agenda items.	
3.	Minutes of the last meeting	
3.1	The minutes of the previous meeting held on 8 th June 2023 were agreed and approved. They would be signed and stored electronically in pdf format on Governor Hub.	
3.2	Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions at the end of these minutes.	
3.3	Matters arising from the minutes and the actions list were discussed and are summarised below: <ul style="list-style-type: none"> • <u>Website check</u>: NW was part way through checking and updating the website, before messaging OG to do an independent check. 	
4.	Premises Management	
4.1	Maintenance and Development The Hampshire Health and Safety (H&S) advisor, Rob Sentence, had conducted a site audit earlier that day (9 th November 2023). The HT thanked JF, AW and KC for all their hard work in preparing for the site audit which had gone exceptionally well. A few minor items were raised as actions but overall the inspection was very good. Once the audit report had been received the HT would go through it in detail with governors. The Annual Hampshire Property Services meeting had also taken place on 9 th November 2023. This had been an opportunity to talk through building issues and discuss who was responsible for resolving them. The three main issues discussed were: <ol style="list-style-type: none"> 1. <u>Year 1 access area</u> – a small piece of land at the back of the building for Year 1 access was becoming water logged after heavy rain. A long drain was requested for the area however, county did not consider that they should take responsibility for this issue. JF would therefore request quotes for the drain before deciding on action to be taken. 2. <u>Pathway from the back gate to the playground</u> – the path was getting pushed up, probably by tree roots and could pose a trip and slip hazard in future as the pathway degraded over time. The action agreed was to monitor the path for now and consider possibly re-surfacing or taking out the trees. 3. <u>Paving outside Tansley Tower</u> – the block paving outside Tansley Tower was sinking, possibly in line with the course of the underground drain. It was now noticeably lower at the corner of the building than it had been. This also posed a potential slip and trip hazard, and a place where 	

Minutes signed by (PRINT): TERRY GENIS

Signature: *Terry Genis*

<p>4.2</p>	<p>rainwater could collect. County did accept that they may need to take responsibility for this issue if it was related to the drains and would investigate further. Otherwise, the school would need to take responsibility.</p> <p>The Premises Management spreadsheet had been shared with governors prior to the meeting. The HT and JF only had a couple of issues to highlight to governors.</p> <ul style="list-style-type: none"> • <u>Year 3 Quad area</u>: JF was organising three quotes for work to re-lay the patio in the Year 3 Quad area which had been displaced by tree roots. So far the quotes had been very expensive, approximately £11k, and a third quote was yet to arrive. <ul style="list-style-type: none"> ○ Q: Are there any alternatives to re-laying the patio e.g. resin as used on driveways? This had not been considered. A governor advised that resin might provide a less expensive solution that would drain well and look smart. It would look similar to some play areas and also had the advantage of self levelling. ○ It was noted that part of the cost of the work included the removal of the old slabs. However, the HT and JF felt it was worth considering resin as an alternative. ○ NW reported that it was now very difficult to obtain grants for works such as these as most grant bodies wanted to see evidence that the completed project would benefit the wider community, rather than just the school. ○ Q: Was re-paving the only option available outside the Tansley Tower? This was not known and the concern was that it was unclear if there was an underground problem causing the issue. JF noted that the work on the Tansley Tower was under a 10 year guarantee and therefore this could be used to address the issue if appropriate. • <u>Water stains</u>: There was concern over some patches of wet carpet that it was unclear as to why they had appeared. County had advised monitoring the patches and that they would return to check them in future as needed. <p><i>AW arrived at 6:49pm.</i></p> <ul style="list-style-type: none"> • <u>External decoration work</u>: The external decoration work had now been completed and signed off by County, AW and JF. The project had gone well and there only remained some snagging items to be completed. <p>4.2 Future Work Programme</p> <p>There were no major new projects being considered at the current time. Overall, Rob Sentence had commented that the school was looking good which governors were very pleased to hear.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>5. Health, Safety and Security</p> <p>5.1 Health & Safety (H&S) reporting</p> <p>There had been no reportable accidents or near misses.</p> <p>5.2 CSH&ST Autumn Term Audit</p> <p>The CSH&ST Autumn Term Audit had been completed and submitted. It had focused on:</p> <ul style="list-style-type: none"> ○ <u>Contractors on site</u>: all procedures were in place and contractors had recently been on site to conduct the external decoration works successfully. ○ <u>Working at height</u>: all the necessary risk assessments were in place and AW had received the appropriate training. ○ <u>Events and third party use</u>: KC had clarified with Rob Sentence a couple of questions about the applicability of some of the requirements and established that that the school's current practices for their events such as school discos and fairs were satisfactory. <p>5.3 Control Checks</p> <p>KC updated governors on the control checks:</p> <ul style="list-style-type: none"> • Health and Safety walk-arounds were now taking place half termly. A check had been conducted last half term and another was scheduled to take place before Christmas. An updated checklist was now available to use for the walk-arounds. The checks would be shared between the staff and non-staff governors each term. As suggested by Rob Sentence, children would also be included on the walk-arounds to give a different perspective, e.g. noticing things affected by their height as opposed to adult heights. 	

5.4	<ul style="list-style-type: none"> • Accident reporting would take place next term. <p>Action: Prepare accident data analysis for next Premises Committee meeting.</p> <ul style="list-style-type: none"> • The COSHH check had been completed by TG. • KC would contact governors to arrange the spring term checks. <p>Risk Assessments update</p> <p>All Risk Assessments were up to date. Rob Sentence had asked about the cycle of risk assessment reviews and KC had explained that the reviews had been spread across the year to make the workload manageable. A check on the risk assessments would be conducted in the summer term.</p>	OG
5.5	<p>Governors thanked KC for all his hard work in keeping the risk assessments updated.</p> <p>Security and data protection update</p> <ul style="list-style-type: none"> • The Security Policy was due for review – see item 6. • There had been no security or data protection breaches. 	
6.	<p>Review Policies</p> <p>The following policies had been prepared and sent to governors prior to the meeting for review.</p> <ul style="list-style-type: none"> • Health & Safety Policy • Security Policy • Online Safety Policy • Internet Access – Acceptable Use Policy • Social Media Policy • Password Policy <p>The Password Policy had been included for information for governors as it was an operational policy but had relevance to the other online policies being reviewed.</p> <p>The Chair reminded governors that the Social Media Policy and other policies did also apply to governors. He would highlight the key points for governors at the next Full Governing Body (FGB) meeting on the 30th November 2023.</p> <p>Action: Highlight online safety policy issues for governors to be aware at the FGB meeting on 30th November 2023.</p> <p>DECISION: All the policies listed above were approved by governors.</p> <p>The Chair thanked the staff and the HT for preparing the policies.</p>	TG
7.	<p>Any Notified Business</p> <p>There was no other business.</p>	
8.	<p>Date of next meeting: 29th February 2024 at 6:30 pm online.</p>	

The meeting closed at 7 pm.

PREMISES COMMITTEE – OUTSTANDING ACTIONS

Date	No	Action	Whom	When	Report Status
8/6/2023	5.4	Conduct a website check and then invite a governor to conduct a check.	NW	ASAP	ON-GOING
9/11/2023	5.3	Prepare accident data analysis for next Premises Committee meeting.	OG	29 Feb 2024	
9/11/2023	6	Highlight online safety policy issues for governors to be aware at the FGB meeting on 30 th	TG	30 Nov 23	

	November 2023.		FGB	
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PREMISES COMMITTEE STANDING AGENDA ITEMS / CONTROL CHECKS 2023/24

Item	Autumn		Spring		Summer		By whom
	Date set		Date set		Date set		
Fire Safety check (annually)			April 24				OG
First Aid (annually)			April 24				LM
Use of step ladder (annually)					Jun 23		TG
H&S Risk Assessment			Mar 24				HK
Risk assessments			Mar 24				HK
Annual H&S Premises Safety Inspection			Mar 24				LM
Half termly H&S walk arounds	Oct 23	Nov 23	Jan 24	Mar 24	May 24	Jun 24	Rota of staff and non-staff governors
Legionella & COSHH check					COSHH completed Nov 23		TG
Online Safety and IT Asset Audit (annually)					Jun 24		OG
Pond area (annually)					Jun 24		OG
Accident Reporting (twice yearly)	Postponed to Feb 24				May 24		OG & HK
Website Review	Nov 23						NW & OG

	No Check due this term
	Check completed
	Check due this term