



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

Minutes of the Premises Committee Meeting
 held on-line on **Thursday 4th June 2020** at 6:30 pm

Present: Terry Genis (TG, **Committee Chair**), Laura Ovenden (LO, **Headteacher** (HT)), Kieran Collins (KC), Owen Gardner (OG), Nicola Ward (NW, Deputy Headteacher)

Apologies: Chris Caswell (CC)

Absent: Nick O'Shea (NoS)

In attendance: Jane Fitzpatrick (JF, Senior Admin Officer), Allan Harding (AH, Caretaker), Emma Dinsdale (ED), Rachael Purvis (Clerk)

Meeting started at: 6:31 pm

		Action
1.	Welcome and Fire Evacuation Procedure 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 CC. NoS was absent and OG (Chair of Governors) said he would check on NoS. The meeting was quorate.	
2.2	The following conflicts of interest or pecuniary interests were declared: <ul style="list-style-type: none"> • The HT's partner works as a painter and decorator and may tender for work in the coming term. • NW's husband had conducted maintenance work at the school and may be interested in bidding for future work. 	
3.	Minutes of the last meeting	
3.1	The minutes of the previous meeting held on 5 th March 2020 were agreed providing the spelling mistake on page 3 is corrected. The minutes will be signed by the Committee Chair as a true and accurate record once normal meetings resume.	
3.2	Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions (page 5) at the end of these minutes.	
3.3	Matters arising from the minutes and actions list were discussed and are summarised below: <ul style="list-style-type: none"> • <u>First Aid Reporting</u>: The need for a digital first aid reporting system was hastened by the COVID-19 situation. NoS had supplied an on-line solution very quickly. It had been put into service and had proved very successful to date allowing information to be collated from each 'bubble'. <ul style="list-style-type: none"> ○ In this first week of re-opening JF reported that there had only been 10 minor incidents reported: one bumped head (not serious), cuts and grazes and two nose bleeds. This was a significantly lower number than usual, but there was only a quarter of the school present. ○ Staff were able to record incidents on-line using a link on their mobile phone and children were issued with a sticker. In more urgent or major incidents parents were contacted and formal County reporting was made as usual. ○ Accessing the system via a simple link on a mobile phone had meant reports could be made by any member of staff, including from the playground. The usual reporting mechanism would be to use the computers in the classrooms to record the incidents. ○ The system collated the reports into a spreadsheet which would allow governors to easily review the Accident Book, including remotely. ○ The system was free and based on a system NoS used in the Army. ○ The use of 'radio buttons' meant that it was less prone to errors in entries as it prompted full 	

Minutes signed by (PRINT)..... Signature.....

Position..... Date.....

	<p>reporting.</p> <ul style="list-style-type: none"> ○ Governors expressed their thanks to NoS for his support in setting the system up so effectively and quickly. ● <u>School set-up for re-opening:</u> Thanks were expressed to NW for her Power Point slides showing the school set-up for re-opening. ● <u>Premises spreadsheet:</u> JF reported that as far as she was aware it was up to date. It was thought that NoS's Health & Safety (H&S) report had been received as an input. ● <u>Freedom of Information Plan:</u> The plan had been updated and published on the school website by the HT. ● <u>Control check visit dates:</u> Control check visits for First Aid and Fire Safety had not been conducted due to the COVID-19 situation. ○ Q: Could TG do the First Aid visit remotely? This would not be possible as a number of documents needed to be checked. ○ Q: When were the checks due to be done? The Fire Safety and First Aid checks were due in April 2020. The Accident book was checked in March 2020. ○ Q: Could any of the checks be done remotely? It would be possible to ask questions via an on-line meeting. ○ Following discussion, governors agreed that it would be most appropriate to set dates for the checks later in the Summer Term as there were currently too many unknowns. 	
<p>4. 4.1</p>	<p>Premises Management Maintenance & Development</p> <ul style="list-style-type: none"> ● <u>Kitchen Roof:</u> The HT briefed governors that the biggest concern was the kitchen roof. Prior to lockdown a tender had been put out for repairs. However subsequent torrential rain had resulted in a serious leak in the roof in an area that had not previously leaked. The Hampshire team had come out quickly to inspect the damage and as a result had agreed to replace the entire roof, internal ceiling and all light fittings. ○ Originally David Wakelin had set aside £50k for the work but this had now been increased by £35k to include the internal work and asbestos removal. It was noted that the work would now take longer than originally planned and that in order for completion by the start of the autumn term, works would probably need to start before the end of the summer term. Three companies were now re-tendering for the roof, ceiling and asbestos work. ○ Whilst a temporary repair was made to the roof, cooking had taken place elsewhere for one day. ○ Q: Will the new roof be flat? It was expected that it would be flat but with a slope to allow it to drain properly to guttering. It was noted that this should be double checked in the proposals received. ○ Assuming works could be started before the end of term, alternative arrangements for lunches would be organised, either bringing in meals from elsewhere or picnic lunches on the field. ● <u>Caretaker's Office Door:</u> AH was looking to source an alternative door which he will renovate and fit to replace the rotten one to his office. ● <u>Air Skier Repairs:</u> OG reported that he had spoken to his welder contact. He will chase this up to action the required repairs. ● <u>Windows in Canton classroom:</u> The window frames in Canton classroom were rotten and could not be opened. This was now a more serious issue because government guidance for the current situation required windows to be open for air circulation. Instead, doors had to be left open which raised additional safeguarding issues. JF will chase Riley again to get this repair actioned as quickly as possible. <p>Action: Chase Riley to repair the windows in Canton classroom.</p> <ul style="list-style-type: none"> ○ Q: Are these big sash windows? Yes they are very heavy sash windows and the damage means there would be a danger of the glass falling out if an attempt was made to open them. <p>The governors expressed their thanks to all the people working so hard to make the school look</p>	<p>JF</p>

	<p>fabulous and keep it working smoothly, in particular to AH and NW's husband for the ground works and fixing the wooden structures.</p> <p>It was noted that Laura Barber (LB) had been in post for two weeks as the new Assistant Caretaker. She was doing well and had been involved in planting, maintaining the pond area and preparations for the new Environmental Area.</p> <p>Q: Does she need Health and Safety Executive (HSE) training? Her training needs are being looked at in addition to picking up the HT's and AH's continued HSE training need which had to be paused at the beginning of lockdown.</p> <p>It was noted that LB had previous experience in conducting Legionella testing and had now become familiar with procedures at Tower Hill.</p> <p>4.2 Future Work Programme</p> <ul style="list-style-type: none"> • <u>Environmental Area</u>: AH and LB were in the process of readying the site for installation between 8th and 12th June. NW will take photos each day to plot its progress. • <u>Hall Curtains</u>: The HT was getting quotes for new curtains for the school hall. • <u>Year 1 classrooms' decoration</u>: Quotes were currently being sought for re-decoration of the Year 1 classrooms as part of the rolling programme of upkeep of the buildings. • <u>Sensory Room</u>: Fundraising for the Sensory Room had started and works were also progressing as the HT was keen that the room be completed as soon as possible. She shared a picture on her screen of the room design for governors to see which they thought looked very exciting. <ul style="list-style-type: none"> ○ NW encouraged governors to share the 'Donate My School' link from the school website to boost the £2,430 raised to date. https://donatemyschool.com/towerhillprimaryschool2106 • <u>IT Suite refurbishment</u>: The HT shared pictures of two options for the re-design of the IT Suite into three learning zones. She was currently seeking designs and quotes for the work from a number of companies. <ul style="list-style-type: none"> ○ Q: How will this development be funded? The Devolved Capital Fund has money set aside for the project. The HT explained that the project was a priority as when the autumn term starts the school would potentially be full with the addition of a second Year 6 class. Therefore all additional teaching spaces would be needed. Progress would depend on finding the right company to complete the work for September 2020. ○ Governors agreed that the proposals looked very good. 	
<p>5. Health, Safety and Security</p> <p>5.1 Control Checks</p> <p>5.2 CSH&ST Summer Term Audit</p> <p>5.3 Accidents and Incidents</p> <p>5.4 Risk Assessments</p>	<p>See previous discussion under item 3.3.</p> <p>The HT had completed and submitted the CSH&ST Summer Term Audit. It had focused on:</p> <ul style="list-style-type: none"> • Workplace safety – ensuring procedures had been read. • Noise – ensuring Corporate Noise Procedures had been read. • Confined spaces – all had been checked. • Expectant mothers – all had been checked and it was noted there were not any expectant mothers currently on the team. <p>The new on-line Accident Reporting System was discussed under item 3.3.</p> <p>One accident was reported where a child had trapped their finger in the lunch trolley on 24th March 2020 and this had been reported to County.</p> <p>The risk assessment for re-opening the school had been reviewed previously at the FGB meeting on 21st May 2020. Due to COVID-19 priorities other risk assessments had not been reviewed. However KC hoped to have slightly more time going forward to conduct the reviews and aimed to complete</p>	

5.5	<p>them by the end of term.</p> <p>Update on Buildings Provision</p> <p>KC had updated the document 'Arrangements and consideration for low occupancy and closed sites and buildings' which had been circulated prior to the meeting. Re-opening of the partially shut school had been considered in Annexes 3 and 4, ready for 1st June 2020.</p> <p>Q: Are the evacuation routes now through external doors to classrooms? Yes. The use of external doors had meant the closure of the staff car park at certain times when the doors were in use. A practice evacuation using staff alone had been conducted. A full practice would take place shortly.</p> <p>AH reported that he had been working hard to reduce the temperature of the hot water in the system. It had been artificially raised as a result of reduced usage of the system and the hot weather heating the water pipes. He confirmed that all checks for Legionella were being made on a regular basis.</p> <p>Q: Would it be possible to look at removing the cold water tanks? Yes, a direct connection to the mains cold water supply would be an improvement.</p> <p>Action: Add removal of cold water tanks to the Premises Spreadsheet.</p>	JF
6.1	<p>6. Safeguarding</p> <p>6.1 COVID-19 Safeguarding Update</p> <p>The HT reported that the team continued to follow the appropriate safeguarding processes and risk assessments. She was pleased to report that the first week of re-opening had gone well. Thorough cleaning procedures were being followed. Vulnerable child returns were being made weekly to County and checks on those not in school continued as did support to those on Free School Meals. As noted in the arrangements and considerations for re-opening, and the risk assessment, first aid and fire safety procedures had been thoroughly assessed.</p> <p>Q: How many children are in school now? 25% of the whole school population, 101 children, are currently in school. The HT anticipates this will rise on Monday and then week on week following that assuming things continue to go well.</p> <p>Governors were very grateful for all the hard work the staff team had put in to ensuring the safe return of the children.</p> <p>Plans for the return of Years 2, 3, 4 and 5 children were awaited from the government. The school had received a number of calls from parents asking for children from these year groups to be re-admitted and it had been necessary to explain that they could not accept them yet. The HT went on to explain that under the current government arrangements only one more 'bubble' could be added, in terms of available space but that there would not be sufficient staff to resource this.</p> <p>Year 1 'bubbles' were largely full and approximately two thirds of Year 6 children had returned; only 9 children had not returned. All those considered vulnerable in Year 6 had returned. It was known that additional Year 6 children were expected to return in the next couple of weeks.</p> <p>Q: Were there still spaces in the two Year 6 'bubbles'? Yes.</p> <p>Governors recognised that the re-opening of the school that week had been a huge achievement for which the governors were enormously thankful and in particular for all the hard work that had gone into making it happen.</p> <p>6.2 Number of open cases</p> <p>The HT reported the following open safeguarding cases:</p> <ul style="list-style-type: none"> • 9 Early Help Hub • 1 Child in Need • 0 Child Protection Plans • 1 Team Around the Family • 2 Personal Education Plans <p>6.3 Arrange Safeguarding Audit</p> <p>CC was the designated Safeguarding Governor and in his long term absence this year OG had stepped in to conduct the Safeguarding Audit in September 2019.</p> <p>Chris Cartlidge (Special Educational Needs Coordinator, SENCO) would usually work over the</p>	

	<p>summer to prepare for the audit over the summer holidays and would need to coordinate with the Safeguarding Governor at the very latest in September 2020.</p> <p>It was agreed that the Safeguarding Governor appointment for the next academic year should be discussed and / or agreed at the FGB meeting on 9th July 2020.</p> <p>Action: Add Safeguarding Governor appointment to the agenda for FGB meeting on 9th July 2020.</p> <p>Action: Contact CC to discuss his possible return to the governing body.</p>	Clerk OG
7.	Any Notified Business None.	
8.	Date of next meeting: 5 th November 2020 at 6:30 pm – to be confirmed	

The meeting closed at 7:22 pm.

PREMISES COMMITTEE – OUTSTANDING ACTIONS

Date	No	Action	By Whom	Status	Report Status
7/11/19	6.3	First Aid Reporting	HT & JF	Investigate an improved digital first aid reporting system.	COMPLETE
5/03/2020	3.3	Premises Spreadsheet	JF	Transfer issues raised from 2018/19 H&S Annual Inspection visit report to the Premises Spreadsheet.	ON-GOING
5/03/2020	3.3	H&S Inspection Report	NOS	Complete H&S Annual Inspection visit report for 2019/20	COMPLETE
5/03/2020	7.2	Freedom of Information Plan	HT	Investigate whether changes are needed to the Freedom of Information Plan and take to FGB on 26 th March 2020 for approval.	COMPLETE
5/03/2020	8.1	Control check visit dates	JF	Set up control check visits for First Aid (TG) and Fire Safety (NOS)	ON-GOING
4/06/2020	4.1	Window repair	JF	Chase Riley to repair the windows in Canton classroom.	
4/06/2020	5.5	Cold Water Tanks Removal	JF	Add removal of cold water tanks to the Premises Spreadsheet.	
4/06/2020	6.3	Safeguarding	Clerk	Add Safeguarding Governor appointment to the agenda for FGB meeting on 9 th July 2020.	
4/06/2020	6.3	Safeguarding	OG	Contact CC to discuss his possible return to the governing body.	

PREMISES COMMITTEE STANDING AGENDA ITEMS / CONTROL CHECKS 2019/20

Item	Autumn	Spring	Summer	By whom
	Date set	Date set	Date set	
Fire Safety check (annually)		April 20		NOS
First Aid (annually)		April 20		TG
Use of step ladder (annually)			July 20	TG
H&S Risk Assessment (every two years – next check due 20/21)			Jun 21	n/a
Annual H&S Premises Safety Inspection	COMPLETED			NOS
Legionella & COSHH check			Jun 20	TG
Online Safety and IT Asset Audit (annually)		COMPLETED		OG
Pond area (annually)			Jun 20	TG
Accident Record Books (termly)	COMPLETED	COMPLETED	Jun 20	Nov 19: TG Mar 20: OG Jun20: NOS

	No Check due this term
	Check completed
	Check due this term