



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

Minutes of the Premises Committee Meeting
held on-line on **Thursday 3rd November 2022** at 6:30 pm

Present: Kieran Collins (KC), Terry Genis (TG, **Committee Chair**), Helen Kinal (HK), Laura Ovenden (LO, **Headteacher** (HT)), Nicola Ward (NW, Deputy Headteacher, *arrived 6:57pm*)

Apologies: Owen Gardner (OG), Laura Mace (LM)

Absent: None

In attendance: Jane Fitzpatrick (JF, Business Manager), Rachael Purvis (Clerk)

Meeting started at: 6:39 pm

1.	Welcome The Chair welcomed everyone to the virtual meeting and confirmed that all participants could be heard and could hear each other.	Action
2.	Apologies for Absence, Declaration of Pecuniary Interests / Conflicts of Interest	
2.1	Apologies for absence were accepted from OG and LM. NW sent her apologies that she would be late. 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 9 th June 2022 were agreed and approved. They will 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>Accessibility Plan</u>: The Accessibility Plan had been delayed in being brought to governors at this meeting because a site audit by the county assessor needed to be undertaken. The audit had now been booked to happen in the following week and the Accessibility Plan would be brought to the next Premises Committee meeting on 2nd March 2023. <ul style="list-style-type: none"> ○ The Chair encouraged the HT to bring any accessibility queries to governors for discussion as required following the audit. ○ The HT noted that there had not been an audit for approximately 10 years and that issues that arose from the audit would need to be considered and planned for carefully especially given budget restrictions. 	
4.	Premises Management	
4.1	Maintenance and Development The Premises Management spreadsheet had been shared with governors prior to the meeting. There were very few outstanding issues on the spreadsheet. The HT and JF highlighted the following issues to governors which had arisen in the last week and took their questions. <u>External Lighting</u> : The school disco was held the previous evening had highlighted the need to improve external lighting on site as it had been difficult to hand children over to parents in the dark. This was in addition to previous lighting issues that had been identified around the pick up from the After School Club and staff locking the small gate at the bottom of the field. <ul style="list-style-type: none"> • External lighting had been added to the Grounds Risk Assessment. • This was now considered an urgent issue with the darker evenings and discussions had been held earlier that day to organise fixing the issues. 	

Minutes signed by (PRINT): TERRY GENIS

Signature: *Terry Genis*

Position: CHAIR PREMISES COMMITTEE

Date: 2nd March 2023

Page 1 of 5

4.2	<p>Finger protection on doors: Following a near miss incident at the school disco, it became clear that the need for rubber/plastic strips to prevent finger entrapment needed to be assessed around the school.</p> <ul style="list-style-type: none"> • JF was in the process of finding out the expectations of schools for finger protection on doors. • The issue was included on the Premises Risk Assessment. • It was noted that some doors were slow closing and therefore less of an issue. However, there were a large number of doors in the older building which could be a cause for concern. • JF would be asking Robert Sentence (County Senior Risk Assessor) if he, or a member of his team, could join the next governor 'walk around' to inspect site Health and Safety and in particular advise on this issue. <p>Hall ceiling stain: A stain covering two ceiling tiles in the school hall had been noticed this week and was thought to have appeared recently.</p> <ul style="list-style-type: none"> • JF would investigate the stain which may have resulted from a leak through the flat roof during the recent heavy rains. <p>The HT and JF noted that there were a couple of issues that needed action on the spreadsheet but they were not major concerns and were in hand.</p> <p>Q: Were door closures an issue in Tansley Tower? No, Tansley Tower doors were safe, it was the old building doors that were an issue.</p> <p>Future Work Programme</p> <p>There were no other future work programmes to discuss.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Health, Safety and Security</p> <p>Health & Safety (H&S) reporting</p> <p>There had been no reportable accidents or near misses this term.</p> <p>It was agreed that it would be helpful to have an analysis of accident reports brought to the Premises Committee twice a year, at the spring and summer term meetings.</p> <p>Q: Can anyone else do the analysis reports other than OG to take the pressure off him? Yes; HK offered to work with OG on the next report.</p> <p>Action: Bring accident reporting analysis to the next Premises Committee meeting in March 2022.</p> <p>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"> • COSHH – all data sheets and assessments completed. • Hot surfaces and hot water – all control measures were in place. • Fire evacuation – a new corporate procedure had been issued. All manuals and the Fire Safety Management Plan were up to date. Evacuation targets were updated. <p>A fire drill had been conducted on 27th September 2022. Full school evacuation had been completed in 4.5 minutes well under the 6 minute target.</p> <p><i>NW joined the meeting at 6:57 pm.</i></p> <p>LM had noted in her fire safety visit in the summer term that TG needed to sign off the Fire Safety Management Plan.</p> <p>Action: Sign off the Fire Safety Management Plan.</p> <p>It was noted that in her fire safety visit report, LM had highlighted the need for follow up training after the lunchtime fire evacuation conducted in the summer term. The HT confirmed that this training had been completed.</p> <p>Control Checks</p> <p>No checks had been conducted so far this term. The Health and Safety check would take place in November 2022 and KC would seek to coordinate this with a visit by Robert Sentence. KC or NW would undertake this governor visit.</p> <p>Q: Do we have an Online Safety Governor? No, but one was needed. It was agreed that this would</p>	<p>HK & OG</p> <p>TG</p>

5.4	<p>be brought to the next FGB meeting on the 24th November 2022.</p> <p>Action: Add appointment of Online Safety Governor to the next FGB meeting agenda.</p> <p>A website review was scheduled for February 2023 and this also needed to be brought to the next FGB meeting in November.</p> <p>Action: Add Website Review to next FGB meeting agenda.</p> <p>TG and HK agreed to undertake the Health and Safety visit. KC would coordinate the date for the visit.</p> <p>The First Aid check was due in April 2023 following the new First Aid Policy that was being presented for review at this meeting.</p> <p>Risk Assessments update</p> <p>KC had circulated four risk assessments as a sample of those recently updated. KC updated the huge number of risk assessments annually on a rolling programme. He had instigated weekly meetings with AW to update the risk assessments together by pooling their expertise and observations. Changes to the risk assessments each year were highlighted with different colours.</p> <p>The risk assessments presented to governors were:</p> <ul style="list-style-type: none"> • <u>Home Visits</u>: limited changes were made, mostly reflecting changed circumstances around Covid. • <u>Premises</u>: changes to this wide ranging risk assessment included: <ul style="list-style-type: none"> ○ addition of a fish tank, ○ the new Business Manager role, ○ the hot water system, ○ formal written procedures for cleaning staff that were now directly employed by the school. • <u>Grounds</u>: changes to this risk assessment included: <ul style="list-style-type: none"> ○ external lighting, as previously discussed, ○ signage about playing on site before and after school, ○ the on-going glazing survey which JF and KC were collaborating on. They were producing a spreadsheet listing all the windows in the school and inserting photos of each window into the sheet. This would be completed for the scheduled check in February 2023. ○ Q: Do you have to take a photo of every single window? Yes, JF had produced a spreadsheet listing every window to which the photos would be added. KC confirmed that following the recent window replacement work all the windows had been checked as safe and the work signed off. ○ The Grounds Risk Assessment was a constantly updated document and KC highlighted to staff that their input was very useful in keeping on top of issues arising. • <u>Moving and handling</u>: A new corporate risk assessment had been issued which superseded the previous one. AW was fully aware of the precautions he needed to employ in handling and lifting large and/or heavy loads. <p>A governor check on risk assessments was scheduled for February 2023.</p> <p>Q: Have you been able to put a line through any risks or are they just updated? Risks are not removed. Moving out of the pandemic had meant that some risks had been modified and reduced. Overall, risks once identified, were kept on the register and changes to them were tracked.</p> <p>The Chair thanked KC for his thoroughness and hard work in maintaining the risk assessments. KC was keen to involve all staff to take 'ownership' of risk assessments throughout the school.</p>	<p>Clerk</p> <p>Clerk</p>
	<p>5.5 Security and data protection update</p> <p>There had been no security or data protection breaches. The school had an on-going task to respond to a GDPR request, as reported at the FGB meeting on 20th October 2022.</p> <p>The Security Policy had been updated and was presented for review at this meeting.</p>	

<p>6.</p> <p>6.1</p>	<p>Policy Reviews</p> <p>The Chair thanked the HT for all her hard work in preparing the policies for circulation to governors prior to the meeting. The policies brought for review are listed below followed by questions raised:</p> <ul style="list-style-type: none"> • Health & Safety Policy • First Aid Policy • Internet Access - Acceptable Use • Online Safety Policy • Social Media Policy • Password Policy • Security Policy <p><u>First Aid Policy and First Aid Needs Assessment:</u></p> <ul style="list-style-type: none"> • Q: The policy indicates that there are three people with training in paediatric first aid, but the assessment only refers to one. I assume that is because two of the three who are trained don't work in Year R? If that is the case do we have enough cover and/or want to reference the other two members of staff who are paediatric first aid trained? The HT reported that following a member of staff leaving there was no longer a paediatric first aider in Year R, however there were still three within the school which was sufficient. It was noted that legally there must always be one paediatric first aider on site at all times. The HT would update the policy to reflect the changed situation. <p><u>Security Policy:</u></p> <ul style="list-style-type: none"> • Q: What happens to CCTV images from the cameras? The CCTV images are over written as there is limited storage. JF was in the process of confirming whether storage was for 30 or 60 days and would report back. It was noted that if an incident occurred then they would look back at the CCTV immediately and images could be downloaded separately as required. A governor advised that the Data Protection policy should specify how long images were held for. • Q: Is it worth stating that when the technology fails the school has a robust written record of visitors to site? Yes, the HT agreed this was very important. It was noted that currently the system was down and the purchase of a new system was being investigated. JF had asked Arbor and Harrap IT to quote for a new system. It was expected that it would not take long to install once a decision had been made. • Q: Would this be a completely new system? Yes, an update to the existing system would not be worthwhile. It would function in a similar way to the old system by issuing a photo ID to visitors but with a barcode to scan then out. • Q: Staff have photo ID passes that they wear on lanyards; should governors have these? Yes, they could be provided for governors as well in future. Only members of staff who had joined recently did not currently have photo ID passes due to the system being down. • The current system worked on an iPad and it was agreed by the HT and JF that new iPads for the security system and first aid reporting system should be considered. • The HT had corrected the typos flagged up referring to the Judo and Dance clubs which now took place in the afternoon. <p>The Chair flagged up the need for all governors to be aware of the contents of a number of the policies reviewed as they directly affected governors as well as staff.</p> <p>Action: Brief governors at the next FGB meeting on key issues affecting them from the policies reviewed.</p> <p>DECISION: Governors approved the policies listed above subject to the changes agreed in the discussions (as noted above).</p> <p>The Chair praised the inclusion of the appendix listing personnel in the Health and Safety Policy as a very helpful way to easily update staff changes.</p>	<p>TG</p>
<p>7.</p>	<p>Any Notified Business</p> <p>There was no other business.</p>	

8.	Date of next meeting: 2 nd March 2023 at 6:30 pm online.	
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The meeting closed at 7:25 pm.

PREMISES COMMITTEE – OUTSTANDING ACTIONS

Date	No	Action	By Whom	By When	Report Status
09/06/2022	6.1	Bring the new Accessibility Plan to the next Premises Committee meeting on 3 rd November 2022.	HT	2 nd Mar 22 meeting	ON-GOING
3/11/2022	5.1	Bring accident reporting analysis to the next Premises Committee meeting in March 2022.	HK & OG	2 nd Mar 22 meeting	
3/11/2022	5.2	Sign off the Fire Safety Management Plan.	TG	ASAP	
3/11/2022	5.3	Add appointment of Online Safety Governor to the next FGB meeting agenda.	Clerk	24 th Nov 22 FGB	
3/11/2022	5.3	Add Website Review to next FGB meeting agenda.	Clerk	24 th Nov 22 FGB	
3/11/2022	6.1	Brief governors at the next FGB meeting on key issues affecting them from the policies reviewed.	TG	24 th Nov 22 FGB	

PREMISES COMMITTEE STANDING AGENDA ITEMS / CONTROL CHECKS 2022/23

Item	Autumn	Spring	Summer	By whom
	Date set	Date set	Date set	
Fire Safety check (annually)		April 22		
First Aid (annually)		April 22		
Use of step ladder (annually)			Jun 22	
H&S Risk Assessment (every two years – next check due 20/21)		Feb 22		
Annual H&S Premises Safety Inspection	Nov 22	Feb 22	May 22	
Legionella & COSHH check			Jun 22	
Online Safety and IT Asset Audit (annually)		Feb 22		
Pond area (annually)			Jun 22	
Accident Record Books (termly)	Nov 22	Feb 22	May 22	
Website Review		Feb 22		

	No Check due this term
	Check completed
	Check due this term