



Minutes of the Premises Committee **Thursday, 6 June 2019 at 6.30pm**

Members Present:

Terry Genis (TG)
 Chris Caswell (CC)
 Heather Chapman
 Kieran Collins (KC)
 Nick O'Shea (NOS)
 Laura Ovenden (LO)
 Linda Tansley (LT)

Chair

Deputy Headteacher
Headteacher

Apologies:

Owen Gardner (OG)

Vice Chair

In Attendance

Jane Fitzpatrick (JF)
 Flavia Coleman

Senior Administrative Officer
Cover Clerk

1.	Welcome and Apologies for Absence The Chair opened the meeting at 6.35 pm and welcomed everyone. Apologies were received and accepted from OG, due to childcare commitments. The meeting was confirmed as quorate.	Action
2.	Declaration of Pecuniary Interests It was noted that LO might have a conflict of interest related to the re-decoration of YR and Y2 classrooms, to be covered under item 10. No other pecuniary or conflicts of interest were declared.	
3.	Minutes of the meeting held on 6th March 2019 The minutes of the meeting on 6 th March 2019 were agreed as a true and accurate record and signed by the Chair.	
4.	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. <u>Lockdown Procedures (6/3/19 – Item 4/5)</u> JF advised that she believed that the activation of the siren at Broadmoor is to be done away with completely. <u>Control Checks (6/3/19 – Item 5)</u> Reports from TG on the annual first aid and fire safety checks on 2 nd & 3 rd April respectively are awaited.	TG
5.	Health and Safety	

<p>i) <u>Report on health, safety and security</u> The premises work update had been uploaded to the portal.</p> <p>The HT referred to the new actions and advised that the outdoor play equipment had been checked by Universal Services and was not found to be unsafe.</p> <p>With regard to PAT testing, the Site Manager and Assistant Caretaker had attended training and undertake the testing on a rolling basis. The only issue had been damage to the racks underneath the IT work stations; new racks have been obtained and are ready for installation by the site management team.</p> <p>It was noted that fire checks have all been carried out and that the school has been selected for a fire safety survey by the Local Authority [PBRs Fire Safety Team] on the reports and the procedures in practice. It was agreed that it would be useful to remind staff about the penalties for blocking escape routes.</p> <p>The HT recommended that, in taking up the Headship of the school from September 2019, LO should take a 2-day facilities management course to give her a wholesale overview of premises management and risk assessment; JF will check on the date of the next training session.</p> <p>Q. <i>Has Philip looked at the gates and the possibility of finger entrapment?</i> A. <i>Yes, and it will be part of the Premises Risk Assessment review to be completed in the next two weeks.</i></p>	JF
<p>ii) <u>Receive Reports on Control Checks</u> It was noted that TG would carry out the biennial check on risk assessments in the week commencing 17th June and may also carry out the COSHH and legionella annual checks on the same occasion. KC will confirm the date once he has discussed availability with Philip Hinsley, Site Manager.</p> <p>iii) <u>CHS&ST Summer Term Audit</u> The report on the audit, which covered risk assessments, smoking and event and community users, had been uploaded to the portal.</p> <p>It was noted that the risk assessment templates have been refined so that similar subjects/aspects of school procedures and 'life' are now amalgamated, and the general view is that this has made risk assessments easier to carry out and for the documents to be maintained. KC advised that 24 of the 26 templates have been changed to the new format and that a list will be issued to all staff. The H&S standing agenda item will be used for reviewing and informing all about Risk Assessments at staff meetings.</p> <p>With regard to smoking, evidence is that parents are now more mindful of where they smoke outside the school site.</p> <p>There are no longer any hirers of the school hall but the procedures include the use of the hall for performances and fairs and these are being followed appropriately, which has been evidenced by governors when in attendance at such events.</p> <p>iv) <u>Set Dates for 2019/20 Control Checks</u> It was agreed to follow the same format as for 2018/19, with the exception of the annual check on the pond area, which would be moved to the summer term. As an interim measure, pending the allocation of responsibilities in September, the new schedule will show the month in which the check is to be carried out. A proposed</p>	TG/KC

	<p>schedule is attached to these minutes (see p7).</p> <p>v) <u>Update on Works to Catering Kitchen Roof</u> The HT advised that the LA had inspected the roof before half term and had reported that the work would need to be put out to tender as it would involve mechanical engineering as well as asbestos removal. The HT had asked if the work could be carried out in the summer holidays and had been told that this was unlikely, due to the nature of the work and the tender and procurement process, and that a start date of the October half term was proposed. Once started, the kitchen would need to be closed for at least 5 weeks and meals brought in. The HT had ruled the proposal out as logistically impossible, given the requirement to provide approximately 250 lunches per day and the issue of where the meals would be stored and served, notwithstanding the urgency of the repair and the risk that the roof could collapse at any time, and insisted that the work is carried out during the summer break.</p> <p>Whilst it was recognised that the repair was a significant task, any solution must be workable for the school and the HT had raised the issue with Max Whitlock at the LA and had made it clear that, if the work could not be undertaken in the 2019 summer holidays, it must be carried out in the 2020 summer break, and that, in the meantime, the LA must provide assurance in writing that there was no inherent or immediate risk in delaying for a year.</p> <p>Governors supported the HT's view that the LA's proposal was unacceptable and the HT will respond to Max Whitlock with the governors' support for the work being carried out in the 2020 summer holidays, provided safety is not an issue and that an inspection is undertaken to identify the level of risk and/or determine if a supporting structure can be put in to make the roof safe for the next 12 months.</p>	LT
6.	<p>School Premises</p> <p>i) <u>Review of Accommodation and any Issues</u> The Senior Admin Officer advised that work to replace the wooden colonnades in front of the office windows would start on 24th July.</p> <p>ii) <u>Review Accessibility Plan 2017-22</u> The plan had been reviewed at the last meeting and no further requirements had been identified. It was noted that the staff will be shown how to use the hearing induction loop.</p>	
7.	<p>Safeguarding</p> <p>i) <u>GDPR Update</u> LO, as DPO, advised that there were no issues to report.</p> <p>ii) <u>Appointment of New DPO</u> It was noted that, with LO's appointment as HT, a new DPO is to be appointed.</p> <p>iii) <u>Whole Support Staff Child Protection Training</u> On behalf of the governors, the Chair had attended the training led by the Workforce Development Team at the last INSET day. Teaching staff who were not involved in whole class report writing had also attended.</p> <p>It was noted that the training of all the SLT is up to date but that a small number of staff are still to be externally trained. They may be able to do this at another school, which would be a more cost-effective solution.</p>	
8.	Reports	

	<p><u>Accident Books/Violent Incidents/On-line Reporting</u> A summary of pupil accidents and violent and/or aggressive incidents since 28th March 2019 had been included in the HT's written contextual report to governors for the FGB on 21st May.</p> <p>Accident Record books, including the Staff Accident Record book, were made available for governors to check and sign during the meeting. As governors had previously indicated that they found it difficult to do this and participate fully in the meeting, NOS offered to review the books on 7th June and to send his report to the Clerk for inclusion with the minutes.</p> <p>Post-meeting note: a copy of the report and recommendations is attached to these minutes.</p> <p>It was agreed to try to take this approach for every meeting, with governors carrying out the checks on a rota basis, or for governors to come in at 6pm to check them before each meeting.</p> <p>It was noted that the number of violent incidents had reduced as the child concerned is now on a reduced timetable and currently receiving specialist school support.</p>	NOS
9.	<p>Policies</p> <p>i) <u>Policy List</u> The policy list as at May 2019 had been uploaded to the portal.</p> <p>ii) <u>Off-Site Visits and Supervision Policies</u> Both policies are due to for review this term and the HT and KC are checking for updates so that the policies can be taken to the FGB in September for approval.</p> <p>The Chair had attended the NE Governors' Forum meeting on 3rd June and advised that the Schools Forum report from Robin Gray had included a reference to the benefits of the Evolve system for off-site visits, which the school uses.</p>	
10.	<p>Future Work Programmes</p> <p>i) <u>YR and Y2 Class Re-decoration</u> Quotes are being obtained for the re-decoration of two YR and two Y2 classrooms in the summer holidays.</p> <p>ii) <u>Headteacher's Office Re-decoration</u> The HT's office is also to be re-decorated in the summer holidays by the site management team.</p> <p>iii) <u>Playground Re-surfacing Update</u> The HT advised that re-surfacing of the playground for the second netball court and improving the drainage is on the Property Services schedule but not as a priority, and this will be pursued at the Management Partnership meetings.</p>	
11.	<p>Any Other Business</p> <p>The school's 100th anniversary celebrations on 22nd May had been reported in the local press and copies of the photos are to be obtained.</p>	
	The meeting closed at 7.45 pm.	
	Next meeting: tbc (Proposed 7th November 2019)	

PREMISES COMMITTEE – OUTSTANDING ACTIONS

Date	No	Action	By Whom	Status	Report Status
8/11/18	5	Health And Safety	NOS	Report from annual premises check 20/12.	COMPLETED Report on portal
8/11/18	6	Management Partnership meeting.	OG/NoS	OG/NoS to review the state of the skylight above the catering kitchen during the Annual Site Visit in the Autumn Term	COMPLETED
6/3/19	4/5	Management Partnership meeting 9/10/18	JF JF	<ul style="list-style-type: none"> JF to update the Lock Down procedure to reflect the action to be taken if the Broadmoor siren is activated. JF to check if the state of the skylight had been checked during the annual H&S site visit in the autumn term and follow up with the LA on progress on the project. 	COMPLETED COMPLETED
6/3/19	5	Control Checks	CC TG TG/NOS	<ul style="list-style-type: none"> CC to carry out the check on online safety and the IT asset audit on 18/3. TG to carry out the annual first aid check on 2/4, subject to confirmation of the Admin Officer's availability. TG to chase NOS to undertake the annual fire safety check or to carry out the check on 2/4 himself. 	COMPLETED – Report on portal COMPLETED – report awaited COMPLETED – report awaited
6/3/19	8	Accident Books	TG	TG to review on 8/3	COMPLETED
6/3/19	9	Policies	TG/OG LT	<ul style="list-style-type: none"> TG to review Supporting Children with Medical Conditions and Equalities policies in readiness for approval at FGB 20/3 if OG not available. The HT to send both documents to TG. 	COMPLETED COMPLETED
6/6/19	5i	Health and Safety	JF	JF to check on the date of the next 2-day facilities management course.	
6/6/19	5ii	Control Checks	TG/KC	TG to carry out the check on risk assessments in the week commencing 17 th June and may also carry out the COSHH and legionella checks at the same time. KC to confirm the date.	
6/6/19	5v	Works to Catering Kitchen Roof	LT	LT to respond to Max Whitlock/ David Wakelin with the governors' support for the HT's view that the LA's proposal to carry out the work in the October half term was unacceptable and support for the work being carried out in	

				the 2020 summer holidays should it not be possible in the summer 2019 holiday, subject to reassurances about the level of risk.	
6/6/19	8	Accident Books/ Violent Incidents/ On-line Reporting	NOS	NOS to review the accident books and send the report to the Clerk for inclusion in the minutes.	COMPLETED 07.06.19

PREMISES COMMITTEE STANDING AGENDA ITEMS / CONTROL CHECKS 2018/19

Item	Autumn	Spring	Summer	By whom
	Date set	Date set	Date set	
Fire Safety check (annually)		3 rd April 19		NOS/TG
First Aid (annually)		2 nd April 19		TG
Use of step ladder (annually)			W/C 1 July 19	CC
H&S Risk Assessment (every two years – next check due 18/19)			W/C 17 June 19	TG
Annual H&S Premises Safety Inspection	20.Dec 18 REPORT AWAITED			NOS
Legionella & COSHH check			W/C 17 June 19	TG
Online Safety and IT Asset Audit (annually)		18 Mar 19		CC
Pond area (annually)		W/C 7 Jan 19 Re-arranged for Summer (2) 19		NOS
Accident Record Books (termly)	8.Nov 18 COMPLETED	8.Mar 19 COMPLETED	7.Jun 19 COMPLETED	NOS <i>All committee members</i>

Key

	No Check due
	Check due

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		
First Aid (annually)		April 20		
Use of step ladder (annually)			July 20	
H&S Risk Assessment (every two years – next check due 20/21)			Jun 21	
Annual H&S Premises Safety Inspection	Dec 19			
Legionella & COSHH check			Jun 20	
Online Safety and IT Asset Audit (annually)		Mar 20		
Pond area (annually)			Jun 20	
Accident Record Books (termly)	Nov 19	Mar 20	Jun 19	<i>All committee members</i>

Key

	No Check due
	Check due