

Premises, Health & Safety Committee Meeting
Minutes of the Meeting held on Tuesday 3rd October 2023
at 6:00pm at the Sherwood Park Campus and via Google Meet




Twanieka Alcindor (TA)	Co-opted Governor	Present (online)
Fran Boto (FB)	Co-opted Governor	Present
Penelope Bradbury (PB)	Parent Governor	Present
Vajeha Haq (VH)	Parent Governor	Present
David Murden (DM)	Ex-Officio Governor / Headteacher	Present
Chris Williams (CW)	Local Authority Governor (Chair)	Present
Karen Cunningham (KC)	Operations Manager	Present
Rosemary Viggiani (RV)	Clerk	Present

	Item	Action
1.	<p>Welcome; Apologies for absence and quorum (3)</p> <p>The meeting was preceded by a tour of the Sherwood Park Campus kindly provided by Karen Cunningham.</p> <p>The Chair (CW) opened the formal meeting at 6:18pm</p> <p>No apologies were necessary, all were present.</p> <p>Declarations of Interest</p> <p>There were no declarations of interest regarding items on the agenda.</p>	
2.	<p>Minutes of the previous meeting held on 4th July 2023</p> <p>DECISION: The minutes of the meetings held on 4th July 2023 were approved as a true and complete record of the meetings to be signed by the Chair.</p> <p>Matters arising not on the agenda - see Action List as attached below.</p>	
3.	<p>Premises Update</p> <p><i>The Premises report was circulated prior to the meeting</i></p> <p><u>Headteacher's Report: Building / Premises</u></p> <p>The Governors thanked KC for arranging the tour prior to the meeting; it was very helpful to see the progress being made in person.</p> <p>It was noted that all had read the report in advance of the meeting; KC provided electronic colour copies of the diagrams for Phase 2. The Head invited questions from the Governors.</p> <p><i>Governors asked about the Elliott Building which is noted as being due for replacement?</i></p> <p>DM outlined that it houses the therapy team on the Park campus. This is a pre-fab construction and is reaching the end of its planned life. Redevelopment on this site enhances the potential for future growth.</p> <p>DM and Anna Richardson met with the Local Authority (LA) this morning in relation to pupil numbers and commissioning and they have agreed to increase our PAN to 180 for next year. This is a very positive step forwards providing security in terms of numbers moving forwards. It should also help to give a greater degree of choice and security as appropriate for individual children at the normal transition points at Years 6/7 and Years 11/12.</p> <p>The new school being built at Angel Hill will cater for a similar cohort to Sherwood Park and again will improve the options available for children at the end of Year 6.</p> <p>Governors noted that children's needs alter as they grow and their priorities change so it is good to see the improved flexibility and choice for our students.</p>	

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	<p>DM concurred noting that such developments can only be helpful in raising expectations and letting go of any stigma around our students and their abilities / needs.</p> <p>The redevelopment on the site of the Elliot Building will allow the school to offer more Post 16 places on that campus to meet the needs of students and families, potentially doubling the capacity on the site in the future.</p> <p><i>Governors asked about safeguarding and the new security fence?</i></p> <p>DM outlined the planned improvements at the Park which are being made to enhance the safety of the students and staff. The new fencing will prevent people getting in and stop the potential for children to run into the road.</p> <p>There will also be improvements that provide better protection from the weather for people waiting to enter. It was noted that improvements to the cover at the pedestrian entrance at the Hill are being explored as a part of the Phase 3 development plans.</p> <p>DM thanked KC for her hard work noting the wide range of roles that she has been undertaking and outlining how it is hoped that the proposed changes in the support staff management will help to reduce stress on individuals and the leadership team whilst improving the management of key areas including Finance, HR, Premises and MIS.</p> <p><i>Governors likewise thanked Karen for her efforts and progress made.</i></p> <p><u>Update on major projects</u></p> <p>This was covered in the report and discussion above.</p> <p>The support provided by the LA in the development and management of these projects was recognised and thanks given.</p> <p>The approach used in the planning of these developments with wide consultation will benefit both staff and students, ensuring that the new developments are fit for purpose.</p> <p><u>Update re Accessibility Plan and any matters arising</u></p> <p>It was noted that the Accessibility Plan covering both sites has been updated and approved by the Head in line with the scheme of delegation. It is available on the school website.</p> <p>The concerns around the lack of accessibility at the Park were noted where there are heavy, manually operated doors. Ideally doors should be operated through electronic, press-button opening systems to give the greatest, most appropriate levels of autonomy to our students.</p> <p>The school are looking for interim solutions for the doors whilst exploring other potential developments.</p>	
4.	<p>Health and Safety Update</p> <p><u>To review any H&S matters arising from the Headteacher's report; verbal update</u></p> <p>DM gave an update regarding the concerns around the doors at the Hill. The system is not fit for purpose and is giving rise to problems which can slow down staff when quick access is required. The use of keys for access can cause other problems with the risk of doors being left open or fire alarms being inadvertently set off. Whilst a better system is required, interim, less expensive solutions are being sought in the short term.</p> <p><i>The Parent governors noted problems where the entry buzzer at the Hill does not always work which can increase the risk for parents and children should an incident arise.</i></p> <p>DM confirmed that this is being addressed.</p> <p><u>Plans / update re fire drills and lockdown drills</u></p> <p>DM provided an update noting that he is planning to speak with the Heads of School to ensure that all staff are up to date with what to do in the event of a lockdown. This is particularly timely given the recent incidents in Sutton.</p>	

	Item	Action
	<p>Whilst there is not considered to be any imminent risks to the school, there are lockdown procedures in place and it is timely for the Heads of School to run through the procedures with staff.</p> <p>Overall DM reported that all buildings are very safe and the staff team are capable and ready to address most such risks. DM encouraged all governors to visit and challenge the leadership team to ensure that pupils have the best and safest experience.</p> <p>Governors also discussed how Board Meetings could be made more accessible and beneficial for everyone.</p>	
5	<p>Policies to approve</p> <p>There were no policies to review.</p>	
6.	<p>Governor Visits and Training</p> <p>Governors noted that they are booked on a number of courses this term.</p> <p>PB and FB are booked on the H&S course on 1st November.</p> <p>PB is booked on the Ofsted course on 16th October.</p> <p>CW has booked on five courses.</p> <p>Governors acknowledged the need to visit school more often noting the impact that the pandemic has had on such practices. Visits are invaluable for allowing governors to see the school in practice and ask questions that allow them to triangulate information from other sources.</p> <p>The Clerk encouraged governors to use the resources available on the Key to prompt appropriate questions related to link areas and committee responsibilities.</p> <p>DM likewise encouraged visits noting that governors are always welcome on site.</p>	
7.	<p>Confidential items</p> <p>There were no items to be recorded as confidential.</p>	
8.	<p>Any other business / Dates of future meetings</p> <p>There was no other business.</p> <p><u>Forthcoming Meetings:</u></p> <p>Premises, Health & Safety: 6th February 2024</p> <p>Finance, Audit and Risk: 1st November 2023</p> <p>FGB: 19th December 2023</p> <p>The Pay Committee is being rearranged to ensure a quorum.</p>	
	<p>The meeting closed at 7:25pm</p>	

Signed: 	Print Name: <u>S.D. Cooper</u>
Chair	Date: <u>07th MAY 2024</u>

Action list

Item	Action point	Who	By when	Update
Actions arising from the meeting of 11 th May 2022				
6.	KC/DM to circulate the plans for the changes to The Hill campus when available.	KC/DM	July 22	The plans for Phase 2 were circulated and it was noted that Phase 2 has been agreed. Action closed
Actions arising from the meeting of 8 th February 2023				
19	RV to remind Governors of the need to visit; individual governors to contact the school by contacting Rachael Felberg.	RV	Feb 23	Action completed and closed
Actions arising from the meeting of 4 th July 2023				
21	RV to arrange the next Premises Meeting at the Park Campus.	RV	Autumn Term	The meeting was held at the Park; action closed.
22	DM to speak to Jess with regards to the protocol for visitors waiting in the reception area at the Park.	DM	Autumn Term	DM has spoken to Jess. Interim physical solutions are being sought and will be reported at the next meeting. Action closed.
23	DM / RV to liaise re the role of Associate to the Board following FGB. There is potential to approach Project Managers in the LA with a view to consider recruiting an Associate to the Board to sit on the Committee.	RV / DM	Autumn Term	Still in progress. Action remains open.
24	DM to follow up re training to extend the ability for staff to provide tube feeding in the classroom.	DM	Autumn Term	Training has now been provided; the parent governors reported that they were aware of improved capability and thanked DM and the school. Action closed.
Actions arising from the meeting of 3 rd October 2023				
	There were no actions arising from this meeting.			