

Premises, Health & Safety Committee Meeting
Minutes of the Meeting held on Tuesday 6th February 2024
at 6:00pm via Google Meet




Twanieka Alcindor (TA)	Co-opted Governor		Absent
Fran Boto (FB)	Co-opted Governor	Present	
Penelope Fox (PF)	Parent Governor		Absent
Vajeha Haq (VH)	Parent Governor	Present	
David Murden (DM)	Ex-Officio Governor / Headteacher		Absent
Karen Cunningham (KC)	Operations Manager	Present	
Rosemary Viggiani (RV)	Clerk	Present	

	Item	Action
1.	<p>Welcome; Apologies for absence and quorum (3)</p> <p>It was noted that Chris Williams has recently stepped down as a Governor for personal reasons. There is thus the need to appoint a governor to chair the meeting.</p> <p>It was agreed that FB would Chair the meeting.</p> <p>Apologies were received and accepted from David Murden, Penelope Fox and Twanieka Alcindor for personal reasons.</p> <p><i>It was noted that the meeting was not quorate but Governors decided to carry on with the meeting to provide an update and any decisions would be deferred to a later meeting.</i></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 3rd October 2023</p> <p>As the meeting was not quorate the Minutes of the meeting held on 3rd October 2023 could not be approved but all agreed that they were a true and accurate record of the meeting.</p> <p>ACTION: The minutes of the meeting held on 3rd October 2023 will be re-presented to the next meeting for approval and signature.</p> <p>Matters arising not on the agenda - see Action List as attached below.</p>	25
3.	<p>Premises Update</p> <p><i>The Premises report was circulated prior to the meeting</i></p> <p>Senior Leader's Report: Building / Premises</p> <p><i>KC gave a verbal update.</i></p> <p>KC reported on progress.</p> <p>Lifting equipment: this was previously managed by Steve Snook and is now being managed by Andrea as Steve has left the school. Andrea is being supported by an external consultant who visits monthly.</p> <p>Access control system; Nick Rogers and KC met with the company and talked through the costs and raised concerns about the number of repairs. It has been agreed that they will meet with a specialist company to look at upgrading the entire system. With the major works being undertaken and planned this needs review as there are concerns that the current systems will not be adequate moving forwards.</p> <p>Gate: KC reported that the gate is at the Hill is secure; there have been repairs made to all the gates. Over half term the school are fitting a larger unit to manage the door system and they are not being charged for this.</p>	

Item	Action
<p><i>Governors asked about security?</i></p> <p>KC reported that there are no security concerns.</p> <p>There is a new video phone system and repairs are being undertaken but the situation is as good as it can be in the current circumstances.</p> <p><i>Tree Works:</i> Tree works were undertaken in October and the neighbours are pleased with the improvement; the large trees are no longer overhanging. The school will work around the site over time and as costs allow.</p> <p><i>Swimming pool:</i> The filter has been cleaned and the levels have been much better since. This is a large cost and the work is required every five years to clean the sand filter; this had not been carried out for some time. However, this has now been completed and Nick is happy with the current water quality.</p> <p><i>Governors asked if the Pool is now open to pupils again?</i></p> <p>KC reported that the pool is now re-open; it had been closed due to staffing but there is now a lifeguard in place and the school are advertising for a new swimming teacher.</p> <p><u>Update on major projects</u></p> <p><i>KC gave a verbal update.</i></p> <p>KC is having regular weekly meetings regarding the major projects.</p> <p>The Planning Stage 2 at The Hill has been approved and the project is now going through the Tender process. There had been a problem after Christmas issue with the architect who had had problems with their manpower. However, Sutton are not concerned re the target dates.</p> <p>Phase 3 at The Hill (the Admin Block at the front) is in the early stages; it has been agreed that the concept plans will be carried out and a quantity surveyor will be on site over half term.</p> <p>ACTION: KC to share the plans for Phase 3 at the Hill with Governors through RV when available.</p> <p>Phase 4 at the Park is being discussed. The initial plans were deemed to be unsuitable.</p> <p>The Accessibility Plan is being undertaken and then the school will discuss the options with the LA. There is potential for portacabins in the short term but longer term there will be the need for major works. As the LA want us to take more students there may be the need for a larger scale plan.</p> <p>Space for the Nursing Team at the Park: At the Park the nursing teams felt that there was not enough space; KC met with the LA to look at other spaces for them – potentially moving into the PPA space at the back of the school with the space currently used at the front of the school being repurposed for admin staff. The LA will fund these works and they are going through the process. The plans have been agreed in principle and a risk assessment undertaken with the nursing team. There was a meeting last week and another meeting is planned for after half term to finalised details then the works will go out to tender.</p> <p><i>Governors asked what will happen with regards to the provision of PPA space?</i></p> <p>KC stated that the room at the back is not currently used by more than three people at a time and therefore the current space at the front is likely to be changed to be used for PPA space. The new space is larger and has the larger storage required by the nursing team.</p> <p><i>Fencing:</i> KC reported that the school are getting quotes for fencing at the front of the Park. The LA are willing to fund this in principle; this will be considered in the next funding round.</p> <p><i>Projects over half term:</i> These are mainly repairs and maintenance.</p> <p>General repairs include repairs to the toilets and other general works. There are no other major works this February half-term.</p> <p><i>Governors asked about the room at the Park that was used as the Library?</i></p>	<p>26</p>

	Item	Action
	<p>KC reported that that matter has that been resolved.</p> <p>They are still using a walkie-talkie system and KC understands that there isn't the capacity for another phone but they have been sent a new switcher system; there is now a phone in the resource room that can now be used to call out. The work on the phone system in changing over from an analogue system is still ongoing.</p> <p><i>Neighbours:</i> KC reported that there have been concerns raised about the parking at the Park. After the Christmas event the neighbours in the road at the back of the Park complained and this has now escalated; a staff member was verbally abused by a member of the public and videoed in their car. The residents have erected private road signs themselves. This is in Gisbourne Close and the two cul-de-sacs – but a member of staff has also been approached on Streeters Lane. KC has put in a report to the Police to try to de-escalate the situation after a parent contacted the council. Technically this is a private road but there is no formal restriction on parking. Residents are now obstructing the parking with bins and the school will follow up with the police. It is not acceptable to abuse staff and parents – and the residents have also been abusive to reception staff and this is clearly not acceptable.</p> <p><u>Annual Inspection: schedule for ensuring that this takes place during the year</u></p> <p><i>Information and a template from the Key had been circulated prior to the meeting.</i></p> <p>KC reported that David Charles from the London Borough of Sutton has been going through the inspection process using the template used by the Local Authority. KC will have a folder to share with Governors once he has completed his work.</p> <p>He is inspecting the Park by the end of February and will then inspect The Hill after that.</p> <p>There will be two separate reports.</p> <p>ACTION: Governors and KC to review the inspection reports from David Charles once available and consider whether the Templates from The Key have any additional matters that would add further value moving forwards.</p> <p><u>Update re Accessibility Plan and any matters arising</u></p> <p><i>KC gave a verbal update.</i></p> <p>KC is in the process of discussions with Sutton – they had agreed to fund an accessibility Survey on the Park and the school has had a quote; the likely person has experience with SEND and seems very appropriate; the school are awaiting approval of the funding and contract from Sutton. This will give rise to a more thorough plan.</p> <p>Governors felt that the current plan was already very thorough and clearly a lot of effort had already been out into it.</p> <p>However, it would be helpful moving forwards to have a RAG rated table of progress against the plan.</p> <p>ACTION: KC to consider providing an update to the Accessibility Plan in the Summer Term in the form of a RAG-rated table summarising what has been achieved and what is still outstanding.</p>	<p>27</p> <p>28</p>
4.	<p>Health and Safety Update</p> <p><u>To review any H&S matters arising; verbal update</u></p> <p>KC noted that she is not able to report from the curriculum perspective but there are no incidents to report as regards premises.</p> <p><u>Plans / update re fire drills and lockdown drills</u></p> <p>Fire drills take place every term with fire alarms tested weekly on both sites.</p> <p>Full fire drills are planned to take place at a time of least distress to the pupils.</p>	

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	<p>Lockdown: A Lockdown Policy is under consideration.</p> <p>It was noted that access to the Hill is secure but the Reception area at the Park is the area of greatest risk; staff there have a panic button.</p> <p>Governors asked about the fire alarm which went off in error on December 7th? The children were out doors for some time and parents were asked to collect their children; the matter was resolved later in the day.</p> <p>KC gave a brief update noting that all doors open automatically in the event of an alarm. As such students then have unrestricted access to the playground.</p> <p>ACTION: KC to consider whether there could be better protocols for the children in the event of a fire alarm in cold weather.</p> <p>It was noted that it is hoped that the new system will resolve the problems with the fire detectors causing false alarms. The school are replacing 17 detectors and it is hoped that this will improve the situation.</p>	29
5	<p>Policies to approve</p> <p><u>Lettings Policy</u></p> <p><i>The Lettings Policy for 2023 was circulated prior to the meeting</i></p> <p><i>Governors asked whether there may be more appropriate fees for the cancellation of bookings less than 28 days before the agreed date?</i></p> <p>At the current time the penalty is 25% of the charge due for a cancellation in the 28 days prior to the booking with the full fee payable if the let does not turn up on the day.</p> <p>KC noted that there had been a thorough review of the policy undertaken at the start of 2023 but she would review this point and bring the policy back to FGB for approval on 26th March.</p> <p>ACTION: KC to review the Lettings Policy, including the penalties for cancellation, and present to FGB for approval on 26th March.</p>	30
6.	<p>Governor Visits and Training</p> <p>There were no visits or training to report.</p>	
7.	<p>Confidential items</p> <p>Trustees agreed that no items needed to be recorded in the Part B Minutes.</p>	
8.	<p>Any other business / Dates of future meetings</p> <p>There was no other business. Governors thanked KC for her time and verbal updates.</p> <p><u>Forthcoming Meetings:</u></p> <p>Premises, Health & Safety: 7th May 2024 Curriculum and Staffing: 12th March 2024 Finance, Audit & Risk: 27th February 2024 FGB: 26th March 2024</p>	
	<p>The meeting closed at 6:55pm</p>	

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

Item	Action point	Who	By when	Update
Actions arising from the meeting of 4 th July 2023				
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.
Actions arising from the meeting of 3 rd October 2023				
	There were no actions arising from this meeting.			
Actions arising from the meeting of 6 th February 2024				
25	The minutes of the meeting held on 3 rd October 2023 will be re-presented to the next meeting for approval and signature.	RV	Summer Term	
26	KC to share the plans for Phase 3 at the Hill with Governors through RV when available.	KC	Spring Term	
27	Governors and KC to review the inspection reports from David Charles once available and consider whether the Templates from The Key have any additional matters that would add further value moving forwards.	KC / Ctte	Summer Term	
28	KC to consider providing an update to the Accessibility Plan in the Summer Term in the form of a RAG-rated table summarising what has been achieved and what is still outstanding.	KC	Summer Term	
29	KC to consider whether there could be better protocols for the children in the event of a fire alarm in cold weather.	KC	Summer Term	
30	KC to review the Lettings Policy, including the penalties for cancellation, and present to FGB for approval on 26 th March.	KC	FGB March	