

**Premises, Health & Safety Committee Meeting**  
**Minutes of the Meeting held on Thursday 13<sup>th</sup> February 2025**  
**at 6:00pm at the Park Campus**



Steve Cooper (SC)	Co-opted Governor (Chair)	Present	
Fran Boto (FB)	Co-opted Governor		Absent
Penelope Fox (PF)	Parent Governor	Present	
Vajeha Haq (VH)	Parent Governor	Present	
David Murden (DM)	Ex-Officio Governor / Headteacher	Present (online)	
Riyaz Dayal (RD)	School Business Leader	Present	
Anna Richardson (AR)	Wellbeing; Trans-disciplinary Specialist	Present	
Tamer Halil (TH)	Facilities Manager	Present	
Rosemary Viggiani (RV)	Clerk	Present	
Kathy Crosthwaite (KC)	Client Catering Officer, L.B. Sutton	Present for Item 0 only	

**Item**

**Action**

**The meeting was preceded by a tour of the Park Campus**

**Pre-meeting with Kathy Crosthwaite, Client Catering Officer, London Borough of Sutton**

Riyaz introduced Kathy; she is looking after the catering contract for the Borough and is available to give an update regarding the options available for the school moving forwards.

KC explained how the school has been a party to the LBS catering contract provided by Caterlink for the past nine years.

Through this contract the school has received a financial benefit; the school has a relatively small number of students over two sites, many of whom have specific catering needs and being part of this larger contract has worked in the school's favour.

The arrangements for The Hill campus were put in place last year – and it had been expected that there would be a new kitchen on site by now.

There are two permanent staff in the kitchen at The Park; at The Hill there are no staff but one person transporting meals from another site who will be returning to their substantive post at the end of the current contract.

When the service goes to tender for the school alone it is expected that the prices will increase substantially.

It is also a difficult time with many uncertainties; there are still plans for development at The Hill and there is also mention of a potential third site at Carew Manor.

KC explained that the school could put this out to tender but that there may be different options. The school could look for a potential shorter contract to deal with the unknowns. She noted that most other schools had already secured new contracts.

KC does not know if Caterlink are interested in tendering.

The school could employ a consultant to help develop the tender but other schools are doing it for themselves. The school was invited to be part of a cluster group using the KCS Framework. All have their own contract but have a common contract specification.

An alternative approach is to use a direct award but this needs a rationale – for example the continuity of existing services. There is a rationale for staying with Caterlink – they are known to the school and they know the needs of the school – but this needs to be developed.

With the KCS framework – there are three shortlisted suppliers – Caterlink, Culinera Limited and Nourish Contract Catering.

An alternative framework – ESPO – has a lot more suppliers on the framework. You give them the documentation to go out to tender; they help with advice and checking.

**Item****Action**

The threshold for tendering is £214,904. If the school is looking for a three year contract you have got to go out to tender if the spend is over this threshold.

There is a question as to whether you can go to three specified companies and the specification will need a lot of work given the level of specificity of need for the children at Sherwood Park School.

RD noted that there is also the potential that, from April, the school will be responsible for kitchen equipment, maintenance, service and purchase of heavy equipment.

KC said that she is employed until April and happy to help / advise on the specification if the school wishes to go down the direct award route.

As regards the equipment she suggested that the school contact the current maintenance company and make sure that all current equipment is serviced. Then there is a need to get on with the tender.

If the school can, and wishes, to go down the direct award route then the first step would be an online meeting with Caterlink to gauge whether they are interested.

AR noted that there is a question re the length of contract and this is dependent upon the build at the Hill. It may start next term and is a nine-month build. In that case we do not want a contract based on there being no kitchen.

KC noted that it is a very difficult position with so many unknowns. It is probably wise to call Caterlink and leave the responsibility with them for a while and then decide whether to tender after that.

AR agreed the it is difficult due to the complexities of the needs and challenges posed by the children. It was difficult when in a joint contract with school next door.

KC said that Carew then adds more complexity and AR added that we will potentially have the Carew kitchens.

DM gave thanks to Kathy; there is now the need to sift out the strategic from the operational with so many unknowns. The school will explore this and work with KC on the different options.

RD noted that timing is critical. The other caveat is on the impact on the cost per meal. So few children means that this is not an attractive contract for a school caterer and the current cost of £2.55 per meal will increase and could potentially double.

KC said that the servicing contract is probably OK and should be within that the school are currently paying for the SLA. The ovens are good – the bigger question is with regards to the cost of the catering provision.

As regards the cost per meal DM said that he will flag this with the LA noting that the school is being disproportionately penalised by the LA withdrawing from the SLA. It may be possible to request an uplift in funding to help cover this.

Governors thanks KC for her input.

*KC left the meeting at 6:33pm.*

*Governors noted the clear need to see if the school can extend the current contract. There is a risk that the school could run out of time through a procurement process at this point in time.*

DM agreed to explore this with the current provider and it was agreed that there was the need to be open and honest with them and let them be aware of the potential for Carew.

AR noted the importance of being able to guarantee the safety of the meals – unlike in a mainstream school many factors are important such as the textures; it is a matter of safeguarding for our children.

The potential for a combined contract with the SET was discussed but was seen to be unworkable as the SET are already well down the tendering process and SPS with low numbers and high expectations would mean other schools subsidising SPS making it unworkable.

It was agreed that discussions should be held with the LA about potentially subsidising meals because of the exceptional needs of the children.

**ACTION:** DM and RD to explore the options regarding catering contracts / tendering moving forwards and potential subsidies from the LA and to come back to governors with a proposal as regards the way forwards.

42

1. **Welcome; Apologies for absence and quorum (3)**

Following the discussion above and the tour of The Park Campus, the meeting re-commenced at 7:40pm.

	Item	Action
	<p>Apologies were received and accepted from Fran Boto. The meeting was noted as being quorate.</p> <p><b>Declarations of Interest</b></p> <p>There were no declarations of interest regarding items on the agenda.</p>	
2.	<p><b>Minutes of the previous meeting held on 10<sup>th</sup> October 2024</b></p> <p><b>DECISION:</b> The minutes of the meetings held on 10<sup>th</sup> October 2024 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><b>Premises Update</b></p> <p><i>The Premises report was circulated prior to the meeting</i></p> <p><u>Senior Leader's Report: Building / Premises</u></p> <p>Governors thank TH for his comprehensive report. The report was accepted; being very clear and in a helpful format there were no further questions.</p> <p><u>Update on major projects / contracts due for renewal</u></p> <p>DM gave a verbal update. The catering contract had been discussed as per the discussion above; other contracts had been discussed through the review of actions.</p> <p><u>Update re Carew Manor</u></p> <p>DM gave a verbal update. The consultation is in hand; DM and other managers are visiting Carew tomorrow to review the spaces available and their potential use. AR has met 26 children who have applied for places but reported that they are not fitting the profile the LA has indicated. DM said that there were no insurmountable issues in principle but there are many bridges to cross yet. <i>Governors encouraged the school to err on the side of caution noting that the Board have not yet given their approval for the third site.</i></p>	
4.	<p><b>Health and Safety Update</b></p> <p><u>To review any H&amp;S matters arising</u></p> <p>The H&amp;S Audit at the Hill will take place after half-term. The Fire Risk Assessment is planned. <i>Governors asked about PAT Testing?</i> TH noted that these have not yet been completed. <i>Governors asked for a written update as to why we have fallen behind on the PAT Testing schedule.</i> DM noted that a number of reports will be coming to governors and it will be helpful to have the context summarised to explain what has been delayed and why along with plans for moving forwards.</p> <p><b>ACTION:</b> TH to report to Governors with regards to PAT testing and other checks to provide the context and explain what has been delayed and why along with plans for moving forwards.</p> <p><u>Update re fire drills and lockdowns</u></p> <p>AR gave an update. AR and Jess Baldwin met with David Charles re the changes that are desirable at the Park Campus. Given the risks associated with fire drills with the children at the Park alternative strategies have been discussed and agreed.</p>	44

**Item****Action**

David Charles has helped with the development of robust action plans for staff only drills and he has been in school delivered fire training to all staff at both campus. The school will review the policies for next year.

TH said that they are ensuring that all staff on staff training days know the processes

AR gave a further update re the major incident plans noting that there is no safe way to lock down – indeed there would be additional risks associated with locking staff in with the children. Training has been done but a lot of standard practices and training is not appropriate – you can't hide children in a wheel chair under the table! There is a need for plans for each classroom.

The challenge of notifying staff in the event of an emergency was also discussed. The IT is such that there is no way to notify all staff without the tannoy.

*Governors emphasised the importance of documenting the challenges we have and how we are working to improve the situation and to demonstrate that we are working with the external agencies.*

AR noted that the current plans are more robust at The Hill; there are greater difficulties with the building at The Park. AT The Hill there are some automatic options for lockdown.

AR noted that she had brought up safeguarding at the front for The Park and the accessibility of the Park with the audit today.

**ACTION:** TH / AR to update governors on progress with the development of plans for fire and lockdowns on both campus.

45

Update re manual handling

AR gave an update on progress as regards manual handling. Christian, the school's Manual Handling Advisor has been working with the AR to update the manual handling policy.

AR described the improvements being made as regards the clarity as to who is the lead member of staff and who is the second. All staff are being individually assessed by Christian and staff are signed off as being 1 or 2 or not available to help.

All bathrooms have been redesigned and good progress is being made.

**ACTION:** The PHS Committee to monitor progress re manual handling on an annual basis.

46

It was noted that a bid is being submitted after half term for a manual handling contingency fund to maintain slings and hoists etc.

DM gave an update on other matters including the door guards at the Park which are not currently in the budget and will have to be approved by Governors.

The problems associated with the condition of some classrooms was discussed. The Old Library is unsuitable for Daffodil Class and the use of portacabins is being explored; the LA may fund this.

Discussions are ongoing with the LA as regards contingency / funding for items including the door guards and breakages. The door guards will be around £10k with separate quotes for each school (below £5k for each individual campus).

**ACTION:** TH to report back to governors with regards to discussions with the LA / David Charles regarding funding to cover a number of items including door guards, breakages, improvements to the Old Library and alternative accommodation e.g portacabins.

47

AR updated governors re the Accessibility report and the need for meeting with Jack and David Charles to plan the next steps. There is a need for a long term solution as well as a quick fix.

	Item	Action												
5.	<p><b>Policies to approve</b></p> <p><u>Policies Schedule</u></p> <p>RV noted that she has reviewed the Policies Schedule in the light of the new DfE guidance and is recommending revised levels of approval – pushing approval down to the Head wherever legally possible.</p> <p>RV also wished to clarify the process for scrutiny where the Head approves an updated policy. To clarify that the scrutiny does not have to occur before the Head approves changes but is more about governors being aware of updates and, more importantly their assigned / statutory responsibilities.</p> <p>Governors agreed that if a policy is designated as being delegated to the Headteacher for approval but with some scrutiny by governors as to performance, the Headteacher can make the necessary changes without waiting for scrutiny of any updates by governors.</p> <p><b>DECISION:</b> Governors agreed the following timescales for review and approval:</p> <p><u>Health &amp; Safety</u> (FGB approval) For approval by FGB in the Summer Term 2025</p> <p><u>Manual Handling Policy</u> For approval by the Headteacher in the Spring Term 2025</p> <p><u>Lettings Policy</u> (Scrutiny – HT Approval – due Summer 2024) For approval by the Headteacher in the Summer Term 2025</p> <p><u>Security Policy</u> (Scrutiny – HT Approval – due Summer 2024) For approval by the Headteacher in the Summer Term 2025</p> <p><u>Accessibility Plan</u> (Scrutiny FGB – HT approval – due Autumn 2024 – needs RAG rated plans) For approval by the Headteacher in the Spring Term 2025</p>													
6.	<p><b>Governor Visits and Training</b></p> <p>Governors gave a brief update on their visits and training.</p>													
7.	<p><b>Confidential items</b></p> <p>Trustees agreed that no items should be recorded in the Part B Minutes.</p>													
11.	<p><b>Any other business / Dates of future meetings</b></p> <p>There was no other business.</p> <table data-bbox="199 1411 1037 1568"> <tr> <td><u>Forthcoming Meetings:</u></td> <td>Staffing &amp; Curriculum</td> <td>11<sup>th</sup> March 2025</td> </tr> <tr> <td></td> <td>Finance, Audit &amp; Risk</td> <td>18<sup>th</sup> March 2025</td> </tr> <tr> <td></td> <td>FGB</td> <td>25<sup>th</sup> March 2025</td> </tr> <tr> <td></td> <td>Premises, Health &amp; Safety</td> <td>15<sup>th</sup> May 2025</td> </tr> </table> <p>The meeting closed at 8:47pm</p>	<u>Forthcoming Meetings:</u>	Staffing & Curriculum	11 <sup>th</sup> March 2025		Finance, Audit & Risk	18 <sup>th</sup> March 2025		FGB	25 <sup>th</sup> March 2025		Premises, Health & Safety	15 <sup>th</sup> May 2025	
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Signed: 	Print Name: <u>S. D. Cooper.</u>
Chair	Date: <u>15<sup>TH</sup> MAY 2025.</u>

Item	Action point	Who	By when	Update
<b>Actions arising from the meeting of 13<sup>th</sup> February 2025</b>				
42	DM and RD to explore the options regarding catering contracts / tendering moving forwards and potential subsidies from the LA and to come back to governors with a proposal as regards the way forwards.	DM / RD	March 2025	
43	RD to report back to Governors at Finance and PHS re snagging, including that around the soundproof panels.	RD	March 2025	
44	TH to report to Governors with regards to PAT testing and other checks to provide the context and explain what has been delayed and why along with plans for moving forwards.	TH	Summer Term 25	
45	TH / AR to update governors on progress with the development of plans for fire and lockdowns on both campus.	TH / AR	Summer Term 25	
46	The PHS Committee to monitor progress re manual handling on an annual basis	AR	Summer Term 25	With annual updates thereafter
47	TH to report back to governors with regards to discussions with the LA / David Charles regarding funding to cover a number of items including door guards, breakages, improvements to the Old Library and alternative accommodation e.g portacabins.	TH	Summer Term 25	

## Action list

Item	Action point	Who	By when	Update
Actions arising from the meeting of 6 <sup>th</sup> February 2024				
27	Governors and RD 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.	RD	Spring Term 2025	Action remains open
28	RD 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.	RD	Spring Term 2025	Action completed and closed
Actions arising from the meeting of 7 <sup>th</sup> May 2024				
31	RD to request written assurance from Sutton that the funds for Phase 2 will still be guaranteed even if the delay means that construction is not completed until part way through the 2025/26 financial year.	RD	Spring Term 2025	There have been issues with the LA Contractor leading to secondary impacts e.g. re catering; this needs to be progressed; action remains open
32	RD to check when the photocopier contract is due for renewal and to confirm back to the Board. RD to check photocopier contracts for any penalties arising if the contract continues beyond the current contract timescales.	RD	Spring Term 2025	The contract expires September; RD will look at the schedules, get two further quotes and report back to Finance. It was noted that timescales are short if we have to tender. Action remains open
33	RD to progress quotes for an updated access system.	RD	Summer 2024	Action completed and closed
34	RD to ask that the H&S audit report from Action HR is RAG rated in future.	RD	Spring 2025	Action remains open
37	RD/DM to confirm the costings in the Lettings Policy with the Governors.	RD/DM	Spring Term 2025	RD confirmed that there is no VAT on swimming pool lets; he is reviewing the pricing for Lets as we are currently high compared with other facilities. There are discussions ongoing about making the pool accessible to the community. RD is reviewing the policy and ratings matrix; action remains open
Actions arising from the meeting of 10 <sup>th</sup> October 2024				
40	RD to include Contracts on the Risk Register, including the Cleaning Contract and provide an update to the next FAR and Premises Committees.	RD	Spring Term 2025	RD is building up the Risk Register. See discussions in these Minutes re the catering contract.
41	RD to follow up with regards to the soundproofing panels and report back on the issues and progress to Governors.	RD	Spring Term 2025	Action completed and closed