

**Premises, Health & Safety Committee Meeting**  
**Minutes of the Meeting held on Thursday 15<sup>th</sup> May 2025**  
**at 6:00pm at the Hill Campus**



Steve Cooper (SC)	Co-opted Governor (Chair)	Present
Fran Boto (FB)	Co-opted Governor	Present ( <i>online until 7:18pm</i> )
Penelope Fox (PF)	Parent Governor	Present
Vajeha Haq (VH)	Parent Governor	Present
David Murden (DM)	Ex-Officio Governor / Headteacher	Present
Riyaz Dayal (RD)	School Business Leader	Present
Tam Halil (TH)	Premises Manager	Present
Anna Richardson (AR)	Wellbeing; Trans-disciplinary Specialist	Present
Rosemary Viggiani (RV)	Clerk	Present

	Item	Action
1.	<p><b>Welcome; Apologies for absence and quorum (3)</b>                      All were present; the meeting was noted as being quorate.</p> <p><b>Declarations of Interest</b>                      There were no declarations of interest regarding items on the agenda.</p>	
2.	<p><b>Minutes of the previous meeting held on 13<sup>th</sup> February 2025</b>  <b>DECISION:</b> The minutes of the meetings held on 13<sup>th</sup> February 2025 were approved as a true and complete record of the meetings to be signed by the Chair.                      Matters arising not on the agenda - see Action List as attached below.</p>	
3.	<p><b>Premises Update</b>  <i>The Premises report was circulated prior to the meeting</i></p> <p><u>Premises' Manager's Report: Building / Premises</u></p> <p><i>PAT Testing:</i> It was noted that David Charles will visit in June and that the testing was last undertaken in 2012.</p> <p><i>Governors noted that, two meetings ago, it was noted that the equipment for PAT testing was not known. Does the school now have a robust inventory?</i></p> <p>RD stated that Audit looked at the asset register. He has shared the asset target from the audit.</p> <p><i>Fire Risk Assessment:</i> An Excel Spreadsheet is being developed; the assessment is due in August and will be arranged for the end of September.</p> <p><i>Compliance:</i> this is being addressed; all are serviced and up to date</p> <p><i>Solar Panels at the Hill:</i> these need to be checked and there will be a cost to get someone to come out to review them. It was noted that Octopus have a good reputation and may give an affordable service</p> <p><i>Ventilation system at the Hill:</i> this has not been looked at for many years and TH is working on a specification for a Service Level Agreement (SLA).</p> <p>SC noted that BTU have been used by Merton (conflict of interest declared).</p> <p><i>ICT Audit:</i> the school had set an ambitious target for the audit to be completed in two or three weeks – this will not be met.</p> <p><i>Governors asked about the offset for depreciation?</i></p>	

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<p>RD noted that this is in the policy in terms of write-off.</p> <p><i>Governors stated that there is a need to present the asset register to governors annually; this can help make the case for the need for replacement to the Local Authority.</i></p> <p>RD noted that this is in the Audit trail and will be in the process.</p> <p><u>Update on major projects / contracts due for renewal</u></p> <p><i>RD gave a verbal update.</i></p> <p><u>Photocopier SLA:</u></p> <p>RD confirmed that the SLA had been finalised today with enough lead time for the decision; there are also no finders fees.</p> <p>The current provider is the most appropriate bid and reduces the current costs from £25k for the Park &amp; Hill to £13k; over five years this represents a £68k saving.</p> <p>This can be signed off at the Strategy Day on 20<sup>th</sup> May.</p> <p><u>Catering Contract:</u></p> <p>There has been a detailed analysis of need at the Park, Hill and Manor. A visit to the Manor with Kathy, the LA contact helping with the bid, revealed there to be no equipment in the kitchen.</p> <p>The actual requirements for one week at the Park and Hill were used as a benchmark for analysis. The Manor will be for 25 students in Year 1 rising to 100; the catering company based their costs on provision of 50 meals.</p> <p>The quotes provided were £15k for the provision and installation of the kitchen equipment at the Manor. The Local Authority have agreed to fund the kitchen refurbishment. There is a meeting next week to finalise the costs; the project will be managed by Darren from the LA and will be ready for September.</p> <p>As regards the costs for the meals, the school do not wish to pass on the full costs to parents and are justifying this on the grounds of equality – given the small number of meals and the higher costs to meet the needs of our pupils. Jack at the LA has agreed to fund the additional costs in principle and will take the proposal to the School’s Forum to see if they support the proposal which will address the potential discrimination and thereby ensure equal access for learners.</p> <p><i>Governors asked whether employing our own catering staff may be a cheaper and more appropriate service and whether this had been considered?</i></p> <p>RD responded that it had been considered and would be a more expensive option.</p> <p>DM confirmed that this would be reviewed in future as the numbers at the Manor increase.</p> <p><u>GLA De-carbonisation Programme:</u></p> <p>This was noted. The school are supportive of decarbonisation and will consider appropriate involvement moving forwards e.g. installation of solar panels etc.</p> <p><u>Cleaning Tender:</u></p> <p>This was scored today. Stuart Collard was invited in as an external third party to help assess the submissions. One tender came out very positive and RD will produce a Governors Rationale Document in due course. There is enough time to give notice and the recommended contractor would save around £30k per annum. The aim is to use some of the saving for extra cleaning staff.</p> <p><u>VOIP:</u></p> <p>This will be installed over the May Half term for the two sites. It is extendable to the Manor.</p> <p><u>ICT Audit:</u></p> <p>This will take place during the holidays.</p>	

Item	Action
<p>This will review infrastructure for all three sites; Jack has agreed it in principle but it will be tight to meet September deadlines</p> <p>There is a weekly meeting on a Friday to review progress on the Manor with Gantt charts used to monitor progress and keep all parties informed. There are fortnightly bids meetings and the challenge of getting appropriate sign off from Governors was noted.</p> <p><b>ACTION:</b> RD to liaise with the LA Finance Department to clarify and confirm the appropriate authorisation / delegation levels and processes for Board sign-off.</p> <p><u>Accessibility Audit:</u></p> <p>AR noted that there have been many discussions re the use of the building at Carew; with much of the building not being used in the first year the LA have proposed sharing the space with The Link and Carew Academy. The school have declined this citing that this is a risk to our plans. It would limit the options for next year and it has been agreed that the LA will not to go down that route.</p> <p>However, it has been noted that there are another 18 children without places an are on The Link's pathway and the school has been asked to consider opening another class. AT the current time this looks feasible but notes that this would be outside of the scope of the current offer and might risk the other 25 students having a great experience. It is a different curriculum offer and pathway and the school are interested in supporting this as the school could do a good job for the additional students. One potential proposal is for the LA to pay the school to do outreach to these students in their mainstream schools then look at bringing them in next year. This has only just been proposed but would be one way to develop our outreach which is in line with the aims and plans for developing the services offered by Sherwood Park School.</p> <p><i>Governors asked about the school's capacity to provide these services?</i></p> <p>AR responded that there would be additional funds available to support this if the school were to agree.</p> <p><i>(FB left the meeting at 7:18pm)</i></p> <p>The school have already done trials of outreach through the Well-being practitioner / therapy and could potentially use hours of the new Assistant Head. The school would cost it and recruit into what is needed. The school have been talking with the LA re their inclusion offer and how to enable children to be supported in mainstream. It helps in managing the relationship with the LA as to how we say no because there is always the risk that they can direct us to take a student. We always put forward the risks re facilities, time and recruitment. The school is learning to set out the case more clearly.</p> <p><u>Update re Carew Manor</u></p> <p>DM gave a verbal update noting many of the points recorded above.</p>	48
<p>4. <b>Health and Safety Update</b></p> <p><u>To review any H&amp;S matters arising</u></p> <p><i>Verbal update on new developments &amp; snagging</i></p> <p>There was nothing to report at present; the Health &amp; Safety report will be updated in June.</p> <p><u>Update re fire drills and lockdowns</u></p> <p><u>Update re manual handling</u></p> <p>There were no further updates to report.</p>	



## 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
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	LA representative confirmed that the funds were still assured; action closed
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	This is in process; the tenders are in and the final evaluation pending. Bring to FGB on 20 <sup>th</sup> May. Action remains open
34	RD to ask that the H&S audit report from Action HR is RAG rated in future.	RD	Spring 2025	Action closed – the author has proposed numbering them instead.
37	RD/DM to confirm the costings in the Lettings Policy with the Governors.	RD/DM	Spring Term 2025	For FGB in June; the pricing schedule needs GB approval; 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	Summer Term 25	Action remains open.
Actions arising from the meeting of 13 <sup>th</sup> February 2025				
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	Action closed
43	RD to report back to Governors at Finance and PHS re snagging, including that around the soundproof panels.	RD	March 2025	Action closed
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	Action closed

Item	Action point	Who	By when	Update
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	AR gave an update on the outstanding issues noting the links with the Accessibility Audit. It was noted that there are robust fire drills and procedures and the school are addressing the issues for non ambulatory pupils. Governors were assured that the procedures are robust and staff have been briefed. Lock down is an issue on both campus. It was noted that the Hill is normally locked down due to the nature of the security already in place. The Heads of school have been on Lockdown training but it is not applicable to our school where there are dangers associated with locking staff and students in and this is being addressed through a working party. Action closed.
46	The PHS Committee to monitor progress re manual handling on an annual basis	AR	Summer Term 25	Both existing policies are fit for purpose and regularly reviewed. Action closed
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	An update was provided on progress. Action closed.
Actions arising from the meeting of 15 <sup>th</sup> May 20252025				
48	RD to liaise with the LA Finance Department to clarify and confirm the appropriate authorisation / delegation levels and processes for Board sign-off.	RD	FGB 17 <sup>th</sup> June	
49	Reschedule the Security Policy, Accessibility Plan, Health & Safety, Manual Handling and Positioning and Lettings Policies for later scrutiny / approval as appropriate.	RD / RV	FGB 17 <sup>th</sup> June	