

Premises, Health & Safety Committee Meeting
Minutes of the Meeting held on Tuesday 21st October 2025
at 6:00pm at the Manor Campus



Sherwood Foundation School

Steve Cooper (SC)	Co-opted Governor (Chair)		Apologies
Penelope Fox (PF)	Parent Governor	Present	
Vajeha Haq (VH)	Parent Governor	Present	
David Murden (DM)	Ex-Officio Governor / Headteacher	Present	
Tam Halil (TH)	Premises Manager	Present	
Rosemary Viggiani (RV)	Clerk	Present	

	Item	Action
	The meeting was preceded by a tour of the Hill Campus	
1.	<p>Welcome; Apologies for absence and quorum (3) Apologies were received and accepted from Steve Cooper for work related reasons. All others were present and it was agreed that Vajeha Haq would chair this meeting The meeting was noted as being quorate.</p> <p>Declarations of Interest There were no declarations of interest regarding items on the agenda.</p>	
2.	<p>Minutes of the previous meeting held on 15th May 2025 DECISION: The minutes of the meetings held on 15th May 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>Premises Update <i>The Premises report was circulated prior to the meeting</i> Senior Leader's Report: Building / Premises <i>A report had been circulated prior to the meeting.</i> Governors thanked Tam for his report including an update on Premises, Health & Safety, Staffing and all major projects. Governors asked Tam about his shift towards a more strategic estates management focus? Tam explained how the significant developments across all three sites now requires his role to be more one of overseeing development across the sites and away from the more operational facilities management, setting the groundwork for how the Foundation will work into the future. The potential for the Manor is substantial and there are major developments planned both at the Park and the Hill. One significant development in the management of the sites will be the implementation of iAM Compliant, replacing We Are Every. The growth in premises staff was noted and Governors noted that it is good to have staff on each site. Tam noted that it is working well with all staff taking more responsibility. Items are also being reported by staff as they occur which is helpful. The Head noted that it is encouraging to be looking ahead and moving away from reactive maintenance to a more strategic estates plan noting that Tam has a vision for the sites with pragmatic plans for development. Alongside improved financial management we can get pragmatic, affordable plans in place.</p>	

PF

Item	Action
<p>Tam agreed that there is a lot of work ahead but it is an exciting time. The response from the staff is really encouraging and it is great to see people who are happy to work in a beautiful environment.</p> <p><i>Governors asked about the CCTV with a new system giving better coverage and central monitoring from a central location; where is the central monitoring point?</i></p> <p>Tam said that this will be from his laptop. It is important to be able to prove what has happened in some circumstances and we therefore need to be able to look at CCTV from each site; however, we are not yet at that point. The Reception at each site need to be able to see gates and doors in real time which would be an improvement on the current situation.</p> <p><i>Governors asked what is available currently?</i></p> <p>Tam explained the current situation noting the need for improved door entry at The Hill with remote unlocking.</p> <p><i>With regards to the Hill and with the weather changing, governors asked whether it would be possible to be able to provide some cover in the entrance area of the Hill?</i></p> <p>Tam agreed that this could be looked into.</p> <p>ACTION: Tam to explore whether the entrance way into The Hill Campus can be given any cover for parents and students waiting for entry.</p> <p><i>Governors asked about the privacy fencing at the Hill?</i></p> <p>Tam explained that this is regards to where the parents wait. The aim is to provide have a private screen from the school behind to provide some dignity for students. This had originally been planned and costed but the prices have doubled since the original estimates were provided. They have been making some progress with the ivy and hope to have it finished in the February half-term.</p> <p>Also at the Hill Tam talked about the glazing replacement noting that this can only be done over the summer due to safety matters. However, once this has been completed this should also add to privacy since the glass should look like a mirrors from the outside.</p> <p><i>Governors asked about iAM Compliant noting that it sounds like a useful management tool.</i></p> <p>Tam said that he has had a trial and it looks really helpful. It is designed by Estates / Facilities Managers and should provide a really useful platform. All SLAs and services will go on the software; it will link the Asset Register to SLA's and track all remedial work providing the necessary reminders. It does cost more than We Are Every but will provide a better service and has many training videos for staff. It also provides reports on works completed for Governors and Senior Leaders meetings and has good for documentation for staff to sign – for example you can upload policies and ask staff to sign to say they have received and read them. It will be very helpful for keeping track of documentation</p> <p><i>Governors thanked Tam for an easy to read and informative report.</i></p> <p><u>Update on major projects</u></p> <p><i>These were included in the Premises Report circulated prior to the meeting.</i></p> <p>Tam noted that there are many projects for the other campus' not yet started sg CCTV and the Minibus as discussed above.</p> <p>The situation regarding Minibus replacements was discussed. Tam has applied for funding in the current round of bids with the Local Authority. If we are successful we should take delivery early in the new year. The next round of bids is after Easter. Next year they are rolling out electric vehicles but they would be around £10k more expensive (around £27k). Penelope mentioned that The Friends have some funds available.</p> <p>Tam also described how he is talking with Jack and also developing relationships with the Sea and Air Cadets and there may be opportunities to use their mini-bus and also for them to run clubs for our students.</p> <p>Overall it currently looks like we may be one mini-bus short next year.</p>	<p>50</p>

	Item	Action
4.	<p>Health and Safety Update</p> <p><u>To receive and review the H&S Audit Report from David Charles</u></p> <p>The report from David Charles from his visit to the Hill Campus on 25th June were shared with the committee shortly before the meeting.</p> <p>Tam explained how it had been difficult to find documents on the school's drives at the time of the visit. To some extent this explained some of the comments – for instance where it was stated that the risk assessments need updating; they could not be accessed at the time of the inspection. Tam will show them to David Charles when he returns in January</p> <p><i>Governors asked about a number of the issues raised in the report – for instance with regards to the photos of a table and other objects in front of fire equipment and fire doors being propped open by fire extinguishers.</i></p> <p>Tam agreed that this was not acceptable but were relatively minor points easily fixed. This is especially the case at the Hill. All fire risk assessments are due in October and will be undertaken during the half term week. Tam will make sure that the H&S file is available on the Google Drive so he can access it.</p> <p><i>Governors asked about the Mental Health / Wellbeing Lead and Working Group?</i></p> <p>The Head noted that these leads are called emotional health aiders and Luka is the qualified lead at the Park. Anna and Jenna are Well Being Leads and the role is specifically around children; there is training for staff.</p> <p>The report to this meeting relates to Staff Well-being and it was noted that this is important for staff.</p> <p>Tam noted that the next visit will be in January where he will be able to feedback and clear the points raised in this report. He is not concerned in that he understands the issues and can address them.</p> <p>Tam noted that there is a need to look at evacuation; over the summer Tam reviewed the Fire Policy from the Key and other platforms for the Manor. He will do likewise for the Park and the Hill – developing evacuation plans etc.</p> <p>David asked Tam if he met with Emma here after the evacuation?</p> <p>Tam confirmed that they had spoken on the phone. It was noted that posters are now displayed on each door and iAm Compliant will also help.</p> <p>David noted that they key requirement is that the Heads of School know how to evacuate and it is for the Heads of School to coordinate this and ensure all staff are aware of the process.</p> <p>Some of the issues with each site were discussed, noting the challenges of where children may be evacuated to and making sure that they do not block access for fire engines or leave people vulnerable and too close to the buildings.</p> <p>Governors asked about the mats surrounding the climbing frame where concerns have been raised as to whether they are sufficiently large to protect against falls?</p> <p>Tam noted that the mats had been custom made following David Charles' previous report but there had been an oversight and they had been made too small. He is aware of this.</p> <p>Anna and Tam also want a climbing Wall at the Manor but this needs funding.</p> <p>Governors asked about the missing defibrillator?</p> <p>Tam noted that this has been been moved and they need to take the holder off the wall to avoid confusion.</p> <p><u>To review any H&S matters arising; verbal update</u></p> <p>This was covered above.</p>	

	Item	Action
5.	<p>Policies to approve</p> <p><u>Lettings Policy</u></p> <p>It was noted that this had been presented to FGB who had agreed the policy in principle providing the FAR Committee are content with the finances and PHS approve the other aspects of the policy.</p> <p>Governors raised concerns as to the policies that external lets might adopt. In particular with regards to restraint, noting that a lot of services in the Borough do not follow the same practices as Sherwood. Governors are proud of the school's commitment to be a restraint free school (noting the necessities in the event of an emergency).</p> <p>It was recommended that lets should be asked to confirm key policies and practices through tick boxes – for example to confirm that they do not use restrictive practices.</p> <p>The policy should also include a statement to the effect of <i>"We reserve the right to decline applications where they do not uphold the values of the school"</i></p> <p>ACTION: Tam to review the Letting Policy to ensure that it aligns with the school's policies and practices; to reference or append the Restrictive Practice Policy and present back to FGB in December.</p> <p>The wider discussion regarding Lettings included the potential to work with an external provider to manage lettings. The Park is currently at capacity for lettings but there is substantial more capacity at the Hill and Manor – subject to some further work.</p> <p>It was noted that the site at the Manor is still open at the front.</p> <p>It was also noted that increased lettings would help financially and governors questioned how the monies used might be used. It seems sensible to use some funds for maintaining the spaces let out and that remaining funds might be allocated for other purposes.</p>	51
6.	<p>Governor Visits and Training</p> <p>It was noted that Governors had had a tour of the Manor before the FGB Meeting.</p> <p>Penelope is regularly on site for other purposes and it would be helpful if she could write this up with a "Governors' Hat" on to feedback to the Board.</p>	
7.	<p>Confidential items</p> <p>Trustees agreed that there were no items to be recorded in the Part B Minutes.</p>	
11.	<p>Any other business / Dates of future meetings</p> <p>There was no other business.</p> <p><u>Forthcoming Meetings:</u> FAR: 25th November 2025 / 27th January 2026 S&C: 2nd December 2025 FGB: 16th December 2025 PHS: 10th February 2026</p>	
	<p>The meeting closed at 7:15pm</p>	

Signed: <u>ppf</u>	Print Name: <u>PENELOPE FOO</u>
Chair	Date: <u>10/2/26</u>

Action list

Item	Action point	Who	By when	Update
Actions arising from the meeting of 6 th 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	On the agenda; action closed
Actions arising from the meeting of 7 th May 2024				
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 was approved by FGB on 20 th May; action closed.
37	RD/DM to confirm the costings in the Lettings Policy with the Governors.	RD/DM	Spring Term 2025	The Lettings Policy was approved by FGB in June 2025 including the pricing schedule and has since been updated and re-presented; action closed
Actions arising from the meeting of 10 th 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	The Cleaning Contract was approved by FGB in July; action closed.
Actions arising from the meeting of 15 th May 2025				
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 th June	The new scheme of delegation has been approved by FGB; action closed
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 th June	An updated schedule of Policies has been developed; action closed.
Actions arising from the meeting of 21 st October 2025				
50	Tam to explore whether the entrance way into The Hill Campus can be given any cover for parents and students waiting for entry.	TH	PHS Feb 2025	
51	Tam to review the Letting Policy to ensure that it aligns with the school's policies and practices; to reference or append the Restrictive Practice Policy and present back to FGB in December.	TH	FGB Dec 2025	

