

**Premises, Health & Safety Committee Meeting**  
**Minutes of the Meeting held on Wednesday 11<sup>th</sup> May 2022**  
**at 6:00pm at the Sherwood Hill Campus and via Google Meet**



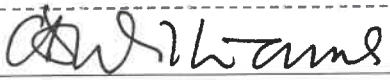
Eileen Bone (EB)	Foundation Governor	Present
Fran Boto (FB)	Co-opted Governor	Present (from 6:09pm)
Claire Hadcocks (CH)	Co-opted Governor	Present
Brian Ikin (BI)	Co-opted Governor (Vice-chair)	Present
David Murden (DM)	Ex-Officio Governor / Headteacher	Present
Chris Williams (CW)	Local Authority Governor (Chair)	Present
Stephenie Shvern (SS)	Parent Governor	Absent
Lucyna Koczon (LK)	Interim Assistant Headteacher	Present
Karen Cunningham (KC)	Operations Manager	Present
Rosemary Viggiani (RV)	Clerk	Present

	Item	Action
1.	<p><b>Welcome; Apologies for absence and quorum (3)</b></p> <p>CW opened the meeting at 6pm and welcomed all to the Sherwood Hill Campus. Apologies were received and accepted from SS.</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 20<sup>th</sup> October 2021</b></p> <p><b>DECISION:</b> The minutes of the meetings held on 20<sup>th</sup> October 2021 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>Terms of Reference</b></p> <p>The proposed Terms of Reference were discussed. The following changes were recommended:</p> <ul style="list-style-type: none"> <li>• Include the oversight of IT – move from the Finance Committee ToR</li> <li>• Top of page 2 – provide support and <u>oversight</u> for the HT.</li> <li>• In terms of major developments, remove the requirement for a project committee; the PHS committee will meet as required to oversee major developments and any proposals must be brought to the committee before bidding for funds to ensure that any knock on impacts are also considered.</li> <li>• To broaden the statement re legislative requirements to ensure that all legislative requirements related to premises are met</li> </ul> <p>The Headteacher reported that he is in discussion with LA to have a new three-storey building attached to the existing building at the Hill. This will be paid for by the LA who are also project managing the build.</p> <p><b>ACTION:</b> DM to inform the Sutton Education Trust that the land is being built upon.</p> <p><i>FB joined the meeting at 6:09pm.</i></p>	5
3.	<p><b>Premises Update</b></p> <p><i>The Premises report was circulated prior to the meeting</i></p> <p>KC talked through the report.</p>	

Item	Action
<p>Key points discussed included:</p> <p><u>Access Control:</u> There is a need to update the existing index system; the proposal put to the Finance Committee should resolve the current issues. Admin staff will be trained in the use of the card reader and a card printer will be required to allow for printing cards with each individual's ID; this should be in place for September.</p> <p><i>Governors asked about the current problems and whether there was a safeguarding risk?</i></p> <p>It was noted that the problems experienced had been around access into the school; there had been no problems with children being able to exit the school. These problems should be resolved with the updated system.</p> <p><u>Expansion to the Sherwood Hills Campus:</u> The school are meeting with the LA to provide the space required from September 2022 with further developments from September 2023.</p> <p>The LA have spoken with Bandon Hill School with regards to Sherwood Park using some of their rooms for office space thus freeing up more space for student at The Hill Campus. There are no details or documentation yet available. It was encouraging that the LA had accepted the need for more 1:1 spaces and additional office space.</p> <p>DM outlined some of the planned changes including some internal changes at the Hill to provide more appropriate access to the medical room with a dining room and a self-sufficient kitchen.</p> <p><b>ACTION:</b> KC/DM to circulate the plans for the changes to The Hill campus when available.</p> <p><i>Governors asked whether the school has to pay a percentage of the costs or whether the LA are providing the full funding?</i></p> <p>DM responded that the LA are funding 100% of the costs and are managing project.</p> <p><u>Other development work:</u> The school and LA are also looking at expansions to The Park but these discussions are at an early stage. .</p> <p>Developments are also being considered at Robin Hood Lane; this would be phase 3 of the LA proposals deliverable with Phase 2 in Sept 2023. This would again be 100% LA funded and would involve the adaption of four classrooms on the ground floor in Robin Hood Lane. It would support KS4 Post 16 learners from The Hill and would have space for a cafe managed as a social enterprise and providing work experience opportunities for our students. There would also be outdoor opportunities which could include chickens or outdoor play equipment.</p> <p>To be viable for the school this would have to input £50k pa into the school's budget; this is currently accounted for in the budget as a £50k clear income but the full cost/income details have yet to be worked up. If this does not come to fruition then the budget will need to be revisited; however, the school cannot take the project on if the finances are not viable. Additional split site funding may not be available but three potential scenarios are currently being costed and should be available for FGB in July.</p> <p>Other potential developments being considered include the development of a Forrest School area as a part of the expansion project; a changing area and the replacement of the Elliot Building. The building is still safe to use at the present time and there are some funds to extend its useful life – but it will need replacing in due course.</p> <p><u>Other matters arising:</u> The lift has been checked; a hoist in the pool needs repair.</p> <p>The school has the funding for the five-year check and arrangements are being made.</p> <p>PAC testing is being outsourced; this is being paid for by the LA and will create capacity in the premises team. We are looking to see if other activities can also be outsourced.</p> <p>Looking to see what we can outsource rather than doing internally.</p> <p>Vehicle servicing and maintenance is up to date as are the gas checks. The air conditioning and ventilation checks will be completed in the next couple of weeks.</p>	6

	Item	Action
	<p>The doors at The Park campus are being adjusted to ensure that they don't both open at the same time – a matter that had been identified as a safeguarding risk and was being managed manually at the current time.</p> <p>Other matters were discussed including the fence for The Park campus, minor repairs to play equipment, fire equipment checks and tree checks, maintenance to the pool at the Park and the hydro at the Hill. The lift inspections have been completed and there are no pest issues.</p> <p><b>ACTION:</b> KC to check whether the tree checks will be paid for by the LA.</p> <p>It was noted that the Health and Safety walk round by the LA had been completed at the Park campus and was planned for the Hill.</p> <p>It was noted that the school had renewed the DC Energy Efficiency Certificates.</p> <p><i>Governors asked about changes to the regulations and standards for non-residential settings?</i></p> <p><b>ACTION:</b> KC to follow up to check whether the energy efficiency regulations and standards for non-residential setting are changing.</p> <p>Ground water leaks: the repairs have been completed to resolve the problems in the Sherwood Hill electrical intake. Governors thanked the school for resolving this matter.</p> <p>Electricity supply at the Hill. Money from the LA has been set aside to separate the supply from Bandon Hill. This may be factored into the new build.</p> <p>KC is currently supporting the premises team; she is liaising with the LA and will be looking at policies and risk assessment moving forwards.</p> <p><i>Governors asked about lettings?</i></p> <p>It was noted that there is interest in letting out the Sherwood Park Swimming Pool; this is currently in the budget but is being delayed. Parents are interested in letting the Hill over the summer and there is interest in an LA summer camp at the Park. There is likewise interest in the use of the swimming pool over the summer and on Sundays.</p> <p><b>ACTION:</b> KC to review the Lets to maximise the opportunities over the summer period.</p> <p>It was noted that there is an evacuation drill on both sites every term. The fire risk assessment has been updated to note the oxygen risk in the nurses' office. This had been raised by David Charles in his report that also identified some other minor points including figure guards on some doors.</p> <p>Governors thanked KC for a clear and detailed report.</p>	<p>7.</p> <p>8</p> <p>9</p>
4.	<p><b>Health and Safety Update</b></p> <p><i>To review any H&amp;S matters arising from the Headteacher's report and the annual inspection</i></p> <p>This was covered above; it was noted that David Charles is also due to report on the Hill.</p>	
5	<p><b>Policies to approve</b></p> <p><u>Health and Safety Policy</u> <i>(to recommend to FGB)</i></p> <p>DM gave an update, recommending some minor changes to bring the policy up to date with regards to personnel.</p> <p><b>DECISION:</b> Governors extended the review date for the Health and Safety Policy approving these minor changes in the interim. The policy will be reviewed and come to the committee for approval in the Autumn Term.</p> <p><b>ACTION:</b> DM to review the Health and Safety Policy and present to the PHS Committee in the Autumn Term 2022.</p> <p><u>Food Policy</u> <i>(for approval – or to extend validity of the existing policy)</i></p> <p>The statutory requirements regarding food in school are set out in the government guidance: <a href="https://www.gov.uk/government/publications/standards-for-school-food-in-england/school-food-in-england">https://www.gov.uk/government/publications/standards-for-school-food-in-england/school-food-in-england</a></p>	<p>10</p>

	Item	Action
	<p>These state:</p> <p><i>The governing body is responsible for ensuring that the national school food standards are met in England.</i></p> <p><i>The governing body should ensure that it receives regular reports on compliance with the school food standards</i></p> <p><i>Governing bodies are strongly encouraged to work with the senior leadership team to develop a whole school food policy.</i></p> <p>DM assured the committee that the school meets the required Food standards. He will be reviewing the policy in the near future.</p> <p><b>DECISION:</b> Governors recommended that approval of the policy be delegated to the Head who will provide updates to the committee as per the recommendations above.</p> <p><b>ACTION:</b> FGB to approve the change of delegation of the Food Policy to the HT.</p> <p><u>Lettings Policy (for approval – or to extend validity of existing policy)</u></p> <p>Governors noted that the policy needs review.</p> <p><i>Governors sought reassurance regarding the safeguarding of people attending events on school premises. Bodies who hire our facilities must have appropriate procedures in place.</i></p> <p>DM reassured governors that the school has an appropriate lettings agreement.</p> <p>It was agreed that there need to be agreed rates for lets which the committee should approve alongside the policy; it was agreed that the policy should prioritise lets for children with disabilities and that the rates might be adjusted to support these arrangements.</p> <p><b>DECISION:</b> Governors extended the validity of the existing policy subject to review and approval by FGB in July</p> <p><b>ACTION:</b> KC to present an updated Lettings policy to FGB in July; the rates for lettings should also be agreed.</p> <p><u>First Aid Policy (to note approval by FGB in March 2022)</u></p> <p>The Committee noted the approval of this policy at the last FGB.</p>	<p>11</p> <p>12</p>
7.	<p><b>Governor Visits and Training</b></p> <p>FB attended an event on HR Matters. CH had completed the Learning Link Module: Safeguarding – the Governors’ Role. This was very helpful and thought provoking; it is recommended for all governors.</p> <p><b>ACTION:</b> RV to ask all governors to complete the Learning Link Safeguarding Module.</p>	13
8.	<p><b>Confidential items</b></p> <p>There were no confidential matters.</p>	
9.	<p><b>Any other business / Dates of future meetings</b></p> <p>There was no other business.</p> <p><u>Forthcoming Meetings:</u> tbc for 2022/23</p> <p>The meeting closed at 7:15pm</p>	

Signed:  Print Name: Christopher Williams  
Chair: \_\_\_\_\_ Date: 14.09.22

**Action list** – Note: the following actions as greyed out are recommended for closure.

Item	Action point	Who	By when	Update
Actions arising from the Meeting of the 20 <sup>th</sup> October 2021				
1.	BI to contact Kevin Williams at the Borough to confirm the start date for the works on the gate	BI	15/10/21	Action completed and closed
2.	To discuss the options to address the current problems re SHC access control with staff at the SHC	DM/RW	Jan 2022	On the agenda
3.	To investigate ways to expand office space at both sites	DM/RW	Jan 2022	In the premises report; action closed
4.	To carry out H&S evacuation drills at both sites by end of Autumn Term 2021	RW	20/12/21	Action completed and closed
Actions arising from the meeting of 11 <sup>th</sup> May 2022				
5.	DM to inform the Sutton Education Trust that the land is being built upon (re the developments at The Hill)	DM	June 22	
6.	KC/DM to circulate the plans for the changes to The Hill campus when available.	KC/DM	July 22	
7.	KC to check whether the tree checks will be paid for by the LA.	KC	July 22	
8.	KC to follow up to check whether the energy efficiency regulations and standards for non-residential setting are changing.	KC	Sept 22	
9.	KC to review the Lets to maximise the opportunities over the summer period.	KC	July 22	
10.	DM to review the Health and Safety Policy and present to the PHS Committee in the Autumn Term 2022.	DM	Sept 22	
11.	FGB to approve the change of delegation of the Food Policy to the HT.	RV	July 22	



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12	KC to present an updated Lettings policy to FGB in July; the rates for lettings should also be agreed.	KC	July 22	
13	RV to ask all governors to complete the Learning Link Safeguarding Module.	RV	July 22	

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