

Premises, Health & Safety Committee Meeting
Minutes of the Meeting held on Wednesday 14th September 2022
at 6:00pm at the Sherwood Hill Campus and via Google Meet



Eileen Bone (EB)	Foundation Governor		Absent
Fran Boto (FB)	Co-opted Governor		Absent
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	
Matthew Grew (MG)	Co-opted Governor		Absent
Natalie Taylor (NT)	Associate Member		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>CW opened the meeting at 6pm and welcomed all to the Sherwood Hill Campus. Apologies were received and accepted from Eileen Bone, Fran Boto and Matthew Grew for personal reasons.</p> <p>The meeting was declared quorate.</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 11th May 2022</p> <p>DECISION: The minutes of the meetings held on 11th May 2022 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>Premises Update</p> <p><i>The Premises report was circulated prior to the meeting</i></p> <p>Headteacher's Report: Building / Premises and update on major projects</p> <p>DM talked through the key points in his report including matters relating to Access control, the Jacuzzi and the Forest Area.</p> <p><i>Governors asked a range of questions around:</i></p> <ul style="list-style-type: none"> - access and security - the impact on students - potential H&S risks - further potential improvements - the planned work schedule, the impact of delays and whether some works can be carried out at Easter rather than all being pushed back to next summer. <p>It was noted that there are no health and safety concerns regarding the access system; there are sometimes delays with door opening but there are no risks as regards children being able to exit the site. There are no associated risks as regarding exit during a fire; the delays are also not sufficient to cause distress for the children – it can be a vexing issue but is not a health and safety risk.</p>	

Item	Action
<p>The new card system has been delayed pending new staff joining the school.</p> <p>Costings have been provided to the LA for further developments including an electronic system for signing in; this might be incorporated in the Phase II plan.</p> <p>The problems with regards to the Jacuzzi were discussed and it was noted that they largely stem from the location of the pool and the fact that it is a spa pool that is not fit for purpose in the school environment. The repair costs are a concern as are the heating costs with the increase in energy costs. However, the benefits of a working pool are significant for the children and it would be good to find a solution if possible. The cost of a new fit-for-purpose pool would be of the order of £75,000; the potential for fundraising through FOSPS was considered. It was noted that if a serviceable pool is not financially viable then the space could be effectively used for other purposes.</p> <p>It was noted that the improvements to the Forest School area have been delayed as they might impact on the planned future improvements / admin block. They will be reconsidered in Phase II.</p> <p>It was also noted that the IT cable has yet to be provided at the Park.</p> <p>Concerns were expressed as to whether all the outstanding work can be carried out next summer or whether they might be delayed further.</p> <p>There is the possibility of a further bid e.g. to improve accessibility for the Park and this could be made through the Capital Board in due course.</p> <p>ACTION: KC to follow up developments to the sign-in system with the LA to see whether these can be paid for by the school and reclaimed from the LA at a later date.</p> <p>ACTION: KC to check on the LA work plan for Phase II and other works to identify whether any works can be brought forward to Easter.</p> <p>ACTION: KC to bring proposals for further Capital Bids to the Committee in due course.</p> <p><u>Update re annual inspection report of premises and grounds: schedule for completion</u></p> <p>A Health and Safety walkaround has been undertaken at the Park by the corporate lead at the LA. There was one recommendation to provide a container to secure an oxygen bottle. A similar walkaround is planned for the other campus.</p> <p><u>Verbal update regarding the Accessibility Plan and any matters arising</u></p> <p>The Accessibility Plan is due for an update. It will form an appendix to the SEND Policy and will go to the FGB.</p> <p><i>Governors asked what this accessibility plan covers?</i></p> <p>The Head confirmed that the plan includes all matters relating to the environment / building as well as the accessibility of the curriculum to enable children to engage. It covers compliance with relevant legislation but also offers the opportunity to go beyond this to articulate what we do as a school.</p> <p>Governors thanked DM, KC and the premises team for their work in this area.</p> <p>It was noted that resources in the premises team is very stretched. There have been changes of personnel with one contract not being extended at the end of the academic year. There has been agency cover over the summer but this has also not been extended and a replacement has been taken on. All of this is taking its toll on both staff in the premises team and also on the leadership team that therefore have reduced capacity with regards to premises and health and safety.</p>	<p>14</p> <p>15</p> <p>16</p>
<p>4. Health and Safety Update</p> <p><u>To review any H&S matters arising from the Headteacher's report</u></p> <p><i>Governors asked about the electricity supply at the Hill and whether it had been affected by the recent torrential rain?</i></p>	

Item	Action
<p>DM said that it had not been affected to date.</p> <p>The external Health and Safety visit from the LA was noted.</p> <p>It was also noted that other external checks / maintenance are undertaken. E.g. Zurich maintain the mechanical and electrical equipment, lifts, hoists etc. They were in over the summer.</p> <p>DM confirmed that all compliance matters are being addressed despite the reduced capacity in the team.</p> <p>One matter of concern was raised with regards to the hooks for the swings in the regulation rooms. These had previously been replaced but there have been incidents and all are being checked and replaced.</p> <p><i>Governors asked about the consequences relating to these incidents?</i></p> <p>DM stated that, if the hooks fail, the child would fall but land on a padded floor. The risk is the hook also falls and could cause an injury. The underlying problem is that the equipment as originally fitted is not fit for purpose but is not being checked / replaced. There have been three incidents in 18 months – there have been no injuries but the LA has been informed in each case. There are now daily checks of the equipment and both the premises staff and therapy team have been trained to be able to undertake these checks.</p> <p><i>Governors asked what the swings are used for?</i></p> <p>DM explained that the movement supports children with vestibular (balance) issues and helps them to regulate their feelings, thoughts and emotions. It is very important for these children.</p> <p>There were no other matters to report.</p> <p>In the subsequent discussion covering a variety of matters including the Jacuzzi and the swings, two learning points agreed.</p> <ol style="list-style-type: none"> 1) The importance of getting the initial specification for equipment correct to ensure that it will be fit for purpose in the school; 2) How make sure that best value for money is obtained and the importance of getting the right maintenance for the right items. There is a need to recognise the full potential costs / benefits. <p>It was noted that the premises budget was under spent at the end of last year; it was agreed that it is important to ensure that monies are used where necessary. It also ties in to the culture in the department; there needs to be a culture of compliance.</p> <p><u>Plans / updates re fire drills and lockdowns</u></p> <p><i>Governors asked about Lockdown plans and practices?</i></p> <p>DM explained the purpose of such practices; the school has a lockdown plan that was developed about two years ago and will be reviewed again this year.</p> <p>The school does not undertake practices with the children in school which would be too challenging for the children in this setting; the LA is aware. However, it has been discussed with the leadership and staff and practices outside of school times would be possible.</p> <p>The plan has two scenarios – Codes Green and Orange:</p> <p>Code Green is where the action would be to evacuate the building;</p> <p>Code Orange is where staff should take children into a classroom and stay there.</p> <p>This would be announced over the tannoy and this reaches the playgrounds as well.</p> <p>There was one practice about four years ago and this can be revisited once the plan has been reviewed and updated.</p>	

	Item	Action
5	<p>Policies to approve</p> <p><u>Health and Safety Policy (to recommend to FGB)</u></p> <p>A draft was circulated prior to the meeting. However, it had not been in time for all committee members to review it. It was noted that this policy needs to go to FGB for final approval.</p> <p>DECISION: Governors approved the Health and Safety policy for recommendation to FGB subject to any comments received prior to the meeting.</p> <p>ACTION: All committee members to review and comment on the Health and Safety Policy prior to its approval at FGB.</p> <p><u>Lettings Policy</u></p> <p>Update of the policy is delayed due to workload issues; the current policy remains in force.</p>	17
6.	<p>Governor Visits and Training</p> <p>Governors discussed the training that they had attended.</p> <p>CH has undertaken the Learning Link Safeguarding Training and also attended the in-house Safeguarding for staff along with FB.</p> <p>CH noted how thorough and engaging the in-house training was and congratulated the staff who ran the session.</p> <p>All governors who attended the Strategy Day in June had also participated in the Ofsted Training provided that morning.</p> <p>FB and Gemma Davies (GD) had also attended the Awards at the Hill and CW had attended the Sports Day.</p> <p>DM thanked governors for their attendance at these events which has been much appreciated by the staff; staff have noticed the improved, more meaningful governor engagement.</p> <p>The clerk noted the planned Ofsted Training with the SET which is also useful for networking between the schools within the SET.</p> <p>Governors asked about the events schedule for the year?</p> <p>ACTION: RV to recirculate the events schedule with the agenda for the next FGB.</p> <p><i>CW asked about the lanyards that Governors are issued with. They are currently labelled as Visitors. Would it not be more appropriate for Governor lanyards be labelled as Governors?</i></p> <p>DM responded that these will be updated with the new entry cards.</p>	18
7.	<p>Confidential items</p> <p>Trustees agreed that there were no confidential items.</p>	
20.	<p>Any other business / Dates of future meetings</p> <p>There was no other business but the uncertainties around the budget for utilities and pay rises were noted. It was further agreed that the school's strategy of managing and reporting the budget for these areas separately is sound to be able to show robust financial management in all other areas where expenditure is within the management's control.</p> <p><u>Forthcoming Meetings:</u></p> <p>Premises, Health & Safety: 8th February 2023</p> <p>Finance: 28th September; 19th October; 23rd November 2022</p> <p>FGB: 5th October; 14th December 2022</p> <p>Pay: 18th October 2022</p> <p>Curriculum and Staffing: 16th November 2022</p> <p>The meeting closed at 7:30pm</p>	

Signed:		Print Name:	Chris Williams
Chair		Date:	10.05.23



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 th October 2021				
2.	To discuss the options to address the current problems re SHC access control with staff at the SHC	DM/RW	Jan 2022	Action closed.
Actions arising from the meeting of 11 th 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	Action completed and closed.
6.	KC/DM to circulate the plans for the changes to The Hill campus when available.	KC/DM	July 22	Phase 1 completed; Plans not yet confirmed for Phase 2; action remains open,
7.	KC to check whether the tree checks will be paid for by the LA.	KC	July 22	KC confirmed that they will not be paid for by the LA but maintenance work has now been completed; there was no H&S risk. Action closed
8.	KC to follow up to check whether the energy efficiency regulations and standards for non-residential setting are changing.	KC	Sept 22	Still on list; action remains open
9.	KC to review the Lets to maximise the opportunities over the summer period.	KC	July 22	KC is currently reviewing the lets; action closed.
10.	DM to review the Health and Safety Policy and present to the PHS Committee in the Autumn Term 2022.	DM	Sept 22	On the agenda; For this meeting; David Charles has visited and is content with matters; action closed.
11.	FGB to approve the change of delegation of the Food Policy to the HT.	RV	July 22	Delegation approved; action closed
12.	KC to present an updated Lettings policy to FGB in July; the rates for lettings should also be agreed.	KC	July 22	Action remains open
13.	RV to ask all governors to complete the Learning Link Safeguarding Module.	RV	July 22	RV to double check and chase (Note post meeting: only one person is outstanding and has been chased)

Item	Action point	Who	By when	Update
Actions arising from the meeting of 14 th September 2022				
14	KC to follow up developments to the sign-in system with the LA to see whether these can be paid for by the school and reclaimed from the LA at a later date.	KC	Feb 23	
15	KC to check on the LA work plan for Phase II and other works to identify whether any works can be brought forward to Easter.	KC	Feb 23	
16	KC to bring proposals for further Capital Bids to the Committee in due course.	KC	Feb 23	
17	All committee members to review and comment on the Health and Safety Policy prior to its approval at FGB.	All	FGB Oct 23	
18	RV to recirculate the events schedule with the agenda for the next FGB.	RV	FGB Oct 23	