

Premises, Health & Safety Committee Meeting
Minutes of the Meeting held on Tuesday 4th July 2023
at 6:00pm at the Sherwood Hill Campus and via Google Meet



Fran Boto (FB)	Co-opted Governor	Present	
Penelope Bradbury (PB)	Parent Governor	Present	
Claire Hadcocks (CH)	Co-opted Governor		Absent
Brian Ikin (BI)	Co-opted Governor (Vice-chair)		Absent
David Murden (DM)	Ex-Officio Governor / Headteacher	Present	
Chris Williams (CW)	Local Authority Governor (Chair)	Present	
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 6:15pm and welcomed all to the Sherwood Hill Campus. Apologies were received and accepted from CH and BI for personal reasons. No apologies were received from NT.</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 8th February 2023</p> <p>DECISION: The minutes of the meetings held on 8th February 2023 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><u>Headteacher's Report: Building / Premises and update on major projects</u></p> <p><i>The report was circulated in advance of the meeting.</i></p> <p>DM outlined some key points, noting the extensive works being undertaken.</p> <p>In addition to the items in the report, DM updated governors that KC has been asked to remain over the summer holidays with a view to recruiting a Facilities Manager in the Autumn Term. This will be covered within the budget.</p> <p>Anna Richardson (AR) and DM are meeting with KC before the end of term to ensure that the works are appropriately prioritised.</p> <p>A new classroom will be built over the summer holidays at the Park. An outdoor learning space is being upgraded to a classroom.</p> <p>At the Hill, the hydro therapy pool is going to be regenerated into a PPA space for the teachers. It was noted that the garden space has been very well received by the children.</p> <p><i>Q: Where are we re the adventure area at the Park?</i></p>	

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	<p>DM: We are talking to the LA and there are some options, one is to build a 2 or 3-storey building to take a further cohort or office space. If appropriate this will be brought back to governors for approval and the implications on other plans for the accessibility of the Park will be linked with this.</p> <p>It was noted that the LA are keen to provide capital to enhance our buildings for our pupils.</p> <p><i>Q: Would that hinder the play space available?</i></p> <p>DM: That is the Discovery Forest that has never been used to its fullest extent.</p> <p>It was agreed that it would be helpful for governors to visit the school to become more familiar with the buildings and outdoor spaces.</p> <p>ACTION: RV to arrange the next Premises Meeting at the Park Campus.</p> <p>DM outlined the other developments including the creation of the medical room at the Park. The swapping of the HT and SBM offices will not be happening but the two Heads of School may use the office space.</p> <p>The development of the Inventory system is still ongoing.</p> <p><i>Q: Has an application for a capital bid been made regarding the Security Fence for the Park?</i></p> <p>DM: I understand that this has been agreed and should be progressing shortly with options and bids being sought.</p> <p>An airlock system has been developed at the Park to ensure the safety of the children.</p> <p><i>Q: The school nurse at the Safeguarding Meeting mentioned that parents come into her office. This appeared to be a potential problem raising concerns that there appears to be no system to prevent parents entering the nurses' area. Is this being addressed?</i></p> <p>The potential for fobbed doors was discussed. DM stated that this was one of the issues being discussed as a part of the accessibility developments in the medium term.</p> <p>ACTION: DM to speak to Jess with regards to the protocol for visitors waiting in the reception area at the Park.</p> <p><i>Q: Are there any other aspects you wish to draw to our attention?</i></p> <p>DM provided an overview of the staffing in the Facilities Team and potential plans in this area.</p> <p>The Chair thanked the Head for a very clear and informative premises report.</p>	<p>21</p> <p>22</p>
4.	<p>Health and Safety Update</p> <p><u>To review any H&S matters arising from the Headteacher's report; verbal update</u></p> <p>There are some concerns about the work being undertaken over the summer; there is a lot of work being undertaken and there is the potential for an impact on the potential for senior leaders to have a break over the holidays.</p> <p>The key issue is to ensure that there is a clear view of what will be completed by when to avoid any over-runs impacting on the start of the Autumn Term.</p> <p>There were no other H&S issues.</p>	
5	<p>Policies to approve</p> <p>There were no policies to review.</p>	
6.	<p>Terms of Reference for the Committee</p> <p>Early thoughts re 2023-24 regarding meetings and terms of reference <i>(This year's GB structure and meeting schedule provided for information)</i></p> <p>The Terms of Reference for the Committee were discussed.</p> <p>It was agreed that it would help to recruit an Associate to the Board with Premises expertise.</p>	

	Item	Action
	<p>ACTION: DM / RV to liaise re the role of Associate to the Board following FGB. There is potential to approach Project Managers in the LA with a view to consider recruiting an Associate to the Board to sit on the Committee.</p> <p>RECOMMENDATION: Retain the quorum for PHS as 3 including the Headteacher. Retain one meeting per term</p>	23
7.	<p>Governor Visits and Training</p> <p>FB had a meeting with Beth and Luka on the 28th June; they looked at the curriculum including Risk Assessments and it was noted that extensive training is planned with regards to risk assessments.</p> <p>DM noted that there are plans to ensure that trans-disciplinary meetings occur more frequently in classrooms at the Park to ensure that timely reviews are held to maintain the health and safety of the children. We are managing children with life-limiting conditions who are highly vulnerable; this cohort has grown over the past few years and the involvement of the various professionals is critical for their care, safety and education.</p>	
8.	<p>Confidential items</p> <p>There were no confidential items.</p>	
9.	<p>Any other business / Dates of future meetings</p> <p>There was no other business.</p> <p>The need for training in tube feeding was raised.</p> <p>ACTION: DM to follow up re training to extend the ability for staff to provide this in the classroom.</p> <p><u>Forthcoming Meetings:</u></p> <p>Premises, Health & Safety: tbc for the Autumn Term Finance: 12th July 2023 FGB: 19th July 2023</p>	24
	<p>The meeting closed at 7:30pm</p>	

Signed:  Print Name: Christopher Williams
Chair _____ Date: 03.10.23

Action list

Item	Action point	Who	By when	Update
Actions arising from the meeting of 11 th May 2022				
6.	KC/DM to circulate the plans for the changes to The Hill campus when available.	KC/DM	July 22	Phase 1 completed; the plans have not yet been finally agreed; action remains open.
Actions arising from the meeting of 14 th September 2022				
16	KC to bring proposals for further Capital Bids to the Committee in due course.	KC	Feb 23	These will be brought to the committee when appropriate; action closed
Actions arising from the meeting of 8 th February 2023				
19	RV to remind Governors of the need to visit; individual governors to contact the school by contacting Rachael Felberg.	RV	Feb 23	This area is being developed and a paper will be presented to the FGB; action remains open
20	RV to include an item regarding the proposal to close early on Fridays on the agenda for the Curriculum and Staffing Committee.	RV	Feb 23	Note: Action completed; action closed.
Actions arising from the meeting of 4 th July 2023				
21	RV to arrange the next Premises Meeting at the Park Campus.	RV	Autumn Term	
22	DM to speak to Jess with regards to the protocol for visitors waiting in the reception area at the Park.	DM	Autumn Term	
23	DM / RV to liaise re the role of Associate to the Board following FGB. There is potential to approach Project Managers in the LA with a view to consider recruiting an Associate to the Board to sit on the Committee.	RV / DM	Autumn Term	
24	DM to follow up re training to extend the ability for staff to provide this in the classroom.	DM	Autumn Term	