

Premises, Health & Safety Committee Meeting
Minutes of the Meeting held on Wednesday 8th February 2023
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	
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 6:11pm and welcomed all to the Sherwood Hill Campus. Apologies were received and accepted from CH, BI and NT for personal reasons.</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 14th September 2022</p> <p>DECISION: The minutes of the meetings held on 14th September 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</p> <p><i>DM reported that he will be circulating the full Headteacher's Report at the end of this week. The report for the Committee had been circulated prior to the meeting.</i></p> <p>KC talked governors through the Premises report noting key points.</p> <p>Access control at the Hill:</p> <p>It was noted that there have been some issues with the system not being as robust as it should be. In particular it was noted that there were problems with the system being slow to react and agency staff, who are less familiar with the system, being impatient which can lead to alarms being triggered.</p> <p>Discussions are being held with the LA to install a more sturdy system. However, it is expensive and the school won't be able to fund it without LA support.</p> <p>It was noted that the fire alarms were triggered twice yesterday; firstly by a student accessing the panel and secondly by a member of staff turning a key. There are no faults in the system.</p> <p>Expansion to the Park and Hill; 2022 – 2025:</p> <p>Phase 1 has been completed and architects are working on drawings for Phase 2; some draft plans are in place but minor changes are still being made.</p> <p>KC outlined the improvements planned including there being a working kitchen, library and classroom space for September 2024 and a new admin block 2025.</p>	

CW

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	<p>There are also discussions around a potential new Jacuzzi on the ground floor but this will be dependent upon cost.</p> <p>Governors asked questions about the costs; KC confirmed that the viability of a new pool will not be known until the costs go forward to the LA.</p> <p><i>Capital bids and projects</i></p> <p>It was noted that the proposed upgrades to the Forest area being discussed with the LA. However, the redevelopment of the classroom and changing area at the Park that will improve accessibility has been approved by the LA.</p> <p>The LA have also approved funding for the replacement for the Elliott Building at the Park. The kitchen for the Hill is included in the Part 2 plans; currently food is delivered from Bandon Hill but in the interim during 2023/24 an extra oven will be provided at the Park with additional staff and the LA are exploring transport to bring the food to the Hill. This will improve the quality of the meals provided – especially for children with special dietary needs.</p> <p>The Inventory system and ID cards for both sites is also progressing with funding provided by the LA.</p> <p>The security fence and gates are also progressing at the Park where the LA have provisionally agreed funding subject to there being three quotes. This is important due to the safeguarding risks; in the interim quotes are being sought for the installation of an “airlock system” and it is hoped that this will be installed next week.</p> <p>Other developments to improve accessibility at the Park are also being explored. A Post-16 Pupil is helping with this work and they maybe invited to a future committee meeting.</p> <p>Governors thanked KC and DM for the updates noting that these are all encouraging developments and it is great to see the support being provided by the LA.</p> <p>DM confirmed that the LA are being very supportive; they believe in what we want to achieve but it was also noted that the wider discussions around finances are more challenging / complicated.</p> <p>KC ran through a range of other activities completed or in hand including the Five-year fixed wiring check and pool maintenance etc, noting that there is nothing serious to flag up. The issues around the electrical intake are ongoing; the LA have picked this up and are trying to resolve the issue.</p> <p>The school have also talked with the LA re holiday provision and they seem keen to work with the school on this.</p> <p><u>Update on major projects</u></p> <p>This was covered above.</p> <p><u>Update re annual inspection report of premises and grounds: schedule for this year</u></p> <p>This was covered above.</p> <p><u>Verbal update regarding the Accessibility Plan and any matter arising</u></p> <p>This was covered above.</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 were no further matters arising not covered above</p> <p><u>Plans / updates re fire drills and lockdowns</u></p> <p>Test evacuations are regularly carried out. The school has a lockdown procedure and DM will remind all staff of this and review it in house later this term.</p>	

	Item	Action
5	<p>Policies to approve</p> <p><u>Lettings Policy</u></p> <p><i>The policy was circulated prior to the meeting.</i></p> <p>Governors noted the new format based on the Optimus template; they asked about the changes and whether the school are confident that it meets the needs of the school?</p> <p>DM stated that he and KC had reviewed and tailored it and are confident that it meets the school's needs. KC confirmed that she had also looked at other formats but liked the detail in the Optimus template. It is also approved by Browne Jacobsen.</p> <p>DM noted that the policy is largely used by third parties and the charges scale has also been updated; the previous policy had not been updated for some time and the charges were very out of date. The school have reviewed the charges, benchmarking against other locations; for instance other pools charge around £100 per hour where our current charges are £45 per hour. The school can fine tune charges taking account of increasing heating costs if necessary and they have also considered the costs of staff working until 8pm to service the lets. With the current fees the income raised is limited. It may be that some lets drop out but there should be others interested if that is the case. £100 per hour seems a fair charge. The policy also addresses insurance with a 10% fee for hirers not having their own insurance.</p> <p>Governors agreed that the policy is a significant improvement on the current one.</p> <p>DECISION: Governors approved the Lettings policy including the pricing as included.</p> <p><u>Accessibility Plan</u></p> <p>It was noted that the Accessibility Plan has been updated and approved by the Head according to the scheme of delegation.</p>	
6.	<p>Governor Visits and Training</p> <p>It was agreed that Governors need to increase their visits to the school.</p> <p>In addition to normal Link Visits it would be helpful for all to review the Curriculum, Phonics and the reading programme.</p> <p>ACTION: RV to remind Governors of the need to visit; individual governors to contact the school by contacting Rachael Felberg.</p> <p>It was noted that governors will need to have new photos taken at the next FGB for use on passes.</p>	19
7.	<p>Confidential items</p> <p>Trustees agreed that there were no items should be recorded in the Part B Minutes.</p>	
8.	<p>Any other business / Dates of future meetings</p> <p>DM circulated a paper at the meeting outlining proposals for a consultation on the early closure of the school on Friday afternoons to allow for improved staff training / wellbeing.</p> <p>DM noted that this proposal was born out of the Finance discussions with the LA – they asked us to come back with savings we could make to reduce our deficit.</p> <p>One item had merit from both a financial perspective but also had other benefits including improved staff wellbeing. This was the proposal to close early on Friday afternoons.</p> <p>Staff recruitment and retention are both very challenging issues at the current time.</p> <p>Having discussed the idea of closing early to students on a Friday afternoon with the SLT; a proposal had emerged that it was felt would be beneficial to both staff and students.</p> <p>Whilst Mainstream Schools are required to be open for 32.5 hours per week, Special Schools are exempt from this requirement.</p>	

Item	Action
<p>Sherwood Park is currently open to learners from 9:15am to 3:15pm. Whilst there is a long lunch hour, it is recognised that, for our learners, this is not lost time. The activities undertaken during this period still provide significant learning experiences and this could be better explained for all parties including parents and Ofsted.</p> <p>Lots of children are very exhausted at the end of the day; some are on half-day attendance.</p> <p>At the Hill in particular the challenges are around emotional regulation during this time.</p> <p>The proposal to close early on a Friday afternoon would be a reduction of 1 hr 45 mins attendance for learners – but DM is comfortable that this is reasonable for our students at the end of the week.</p> <p>The proposal would be for staff to use this additional time for training and other directed activities. It would improve performance and reduce stress for staff who often find it difficult to include these activities in the current working week.</p> <p>The proposal is to consult with all parties with regards to this: parents, governors staff and the Local Authority.</p> <p>In so doing it is important to explore all aspects - not just what is problematic for some parents e.g. with regards to childcare. The benefits would need to be set out and recognised – particularly with regards to the recruitment and retention of staff which is important for all in the school.</p> <p>It would be helpful to identify whether staff would consider this as a ‘golden handcuff’ – would it bring more people in?</p> <p>Staff wellbeing also needs to be considered; it is important to recognise that staff generally work harder than in mainstream provision; breaks are more difficult to take. It is also important for us to train up our wider leaders. Longer term this could have a significant impact for the school.</p> <p><i>Governors asked a range of questions around who is already aware of this proposal, when it would start and how the school would manage the feedback from parents – especially with regards to difficult matters such as childcare?</i></p> <p>It was noted that the proposal would be to start after Easter; it would be important for the decision to be made jointly with governors and for difficult decisions to be made collaboratively with the Local Authority to try to find solutions for matters such as childcare.</p> <p><i>Governors asked if staff would be allowed to leave early?</i></p> <p>DM said that this had been discussed with the Leadership Team but the current proposal is for staff to remain on site to undertake directed activities that would improve skills and knowledge but also allow them to tackle other activities that are otherwise difficult to undertake during the normal working week; part of the proposal was born out of the fact that staff are often missing deadlines for reporting etc and the school need to help by providing resources and time for these activities. The aim is to relieve stress and improve wellbeing.</p> <p><i>Governors asked if the school would consider meeting with parents?</i></p> <p>DM said that the first stage would be to send out questionnaires to identify issues that could then be discussed and addressed through other forums. It would be a phased approach. It is important to recognise that these changes would be because the school is ambitious for the children and this is designed with that in mind.</p> <p>It was agreed that this should be discussed with the Curriculum and Staffing Committee with a view to launching the consultation shortly thereafter to allow for a decision to be made before Easter.</p>	

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; Plans not yet confirmed for Phase 2; still with the architect and minor changes are expected; action remains open,
8.	KC to follow up to check whether the energy efficiency regulations and standards for non-residential setting are changing.	KC	Sept 22	Changed for residential properties but not for others; 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	On the agenda; action closed
13	RV to ask all governors to complete the Learning Link Safeguarding Module.	RV	July 22	Only the new Governors now have to complete this module – action closed
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	Have the monies from the LA; action closed
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	These works cannot be brought forward; action closed
16	KC to bring proposals for further Capital Bids to the Committee in due course.	KC	Feb 23	Action remains open
17	All committee members to review and comment on the Health and Safety Policy prior to its approval at FGB.	All	FGB Oct 23	Policy was approved in October 2022; action closed
18	RV to recirculate the events schedule with the agenda for the next FGB.	RV	FGB Oct 23	Completed and 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	
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	

