

## **Premises & Safety Committee: Chairs Report 12<sup>th</sup> July 2016**

**Committee:** Eleanor Thompson, Donna Dolphin, Karen Griffin, Kazeem Aremu, Mandy Morrison

Governors approved the minutes of the previous meeting held on 10<sup>th</sup> March 2016

### **Matters arising**

Committee noted the following matter arising from minutes of previous meeting:

- Governors undertook to review all computing policies and monitor online safety as part of Online Health Award termly schedule during the Autumn Term
- The Headteacher provided e-Safety training during the spring term to the full governors meeting as requested.

### **Governors Premises & Safeguarding Audit Framework**

- The Annual Child Protection Audit was completed and signed March 2016
- A premises site inspection had been completed and report provided - a focus on the standard of cleaning was recommended for future inspection.
- A review of the 2016-17 Maintenance Audit File and Schedule had taken place and with a list of observations and actions made available for monitoring.

### **Summer Agenda**

#### **Fire Risk Assessment**

An up to date fire risk assessment for 2016 -17 has been carried out by Work Place Fire Solutions during April. The resulting action plan was reviewed. Premises Committee undertook to review progress towards completion of recommendation in the autumn term.

#### **5 Year Electrical testing**

The school commissioned its 5 years fixed wiring inspection during the Spring Term. This was carried out by T&D Barr. The resulting action plan was reviewed. Premises Committee undertook to review progress towards completion of recommendations in the autumn term.

#### **Cleaning Contract**

Governors expressed concerns about the observed standards of cleaning. Committee undertook to prioritise the monitoring of cleaning with regular site visits.

#### **DEC Certificate**

The Headteacher notified committee that the school had renewed its Display Energy Certificate in line with statutory requirements.

#### **DDA Grant**

The school commissioned a disability access audit during the spring term. A DDA grant application was submitted and the school was awarded £15,500 funds to improve disabled access. The Headteacher will prioritise these recommendations and obtain quotes for works.

## **Lifts**

### **Passenger Lifts**

The school has a contract for quarterly lift servicing with Stannah. Standards and frequency of servicing has not been satisfactory. Quotes for alternative companies were sought. Committee approved the quotes and recommend changing provider to PIP.

### **Stair Lifts:**

The school has two stairlifts. One is broken, both require servicing. A quote for repair estimated £1800 costs to fix without guaranteed success. The model of lift is also becoming obsolete. Parts for future repairs would be difficult to source. Committee approved the recommendation to decommission the broken lift and replace with telescopic aluminium ramp at a cost of £140.

### **Water Coolers**

The current water coolers have been in place for 8 years. The standard of sanitation and service by Aquaid has fallen below the acceptable levels. The school has sought quotes from alternative companies. New water coolers are to be installed ready for the new term

## **Safeguarding**

### **Safeguarding Audit**

The safeguarding audit was signed March 2016. The school has an identified Safeguarding team that meets every 6 weeks.

### **DSP for September**

The committee confirmed that new deputy DSPs were in place for September. The Headteacher notified Committee that Mark Russell and Kay Vanner would act as Deputy Designated Senior Persons. They had both received L3 Multi-agency training during the summer term.

### **Prevent Duty**

All teachers and key staff had received WRAP (Prevent Duty) training. The Headteacher has also received training from Kent University in relation to online radicalisation.

## **eSafety Sub Committee**

### **E-Healthy Moderation and Conference**

The Headteacher and Dan Guest had attended the BSCB (Barnet Safeguarding Children's Board) Online Health Conference and Online Health Award moderation day. The Head confirmed that Woodcroft was 80% compliant with the highest Gold Award and was confident that by the November submission deadline we will meet the requirements fully

## **Site Inspection**

### **Walk-a-bout Site Inspection**

The premises committee undertook to complete a walkabout before the full governors meeting.

**Donna Dolphin (Chair Premises & Safety Committee) July 12th 2016**