

Chairs Report: Premises & Safety Committee

22nd February 2017

Committee: Craig Tallon (Head), Donna Dolphin (Chair), Elenore Thompson, Karen Griffin, Michelle Allen

Present:

Craig Tallon, Donna Dolphin (Chair), Michelle Allen, Kazeem Aremu, Karen Griffin

Apologies :

Kazeem Aremu, Elenore Thompson

Matters arising from the minutes of the previous meeting

The following updates were provided by the Headteacher:

Lock Down Policy: The policy has been drafted. The school has yet to rehearse protocols and review effectiveness. This is likely to be finalised in the summer term.

Hoax Bomb Threat: Guidance distributed to key staff and a policy in draft.

H&S Audit and Report: The school was visited by Chris Brown (Barnet LA - Safety, Health & Wellbeing) to carry out a Health and Safety Audit. School documentation was reviewed and the premises inspected to review the school's health and safety management systems. The purpose was to identify and prioritise areas requiring safety improvements.

The overall outcome was an 87% success rating. This demonstrated excellent compliance with all H&S requirements. The following areas were identified for improvement:

- Staff manual handling training
- DSE assessment for working at home
- DSE assessment for handheld devices
- Keep a record of visual checks on electrical equipment
- Staff training with fire extinguishers
- Combine fire evacuation procedures with other threats e.g. gas leaks, bomb threats, intruders add other issues
- Complete general first aid risk assessment.

The school also commissions an annual H&S inspection, report and action plan from John Kempter (CSS). A copy was made available to the committee.

Cleaning Contract: The quality of cleaning remains inconsistent. The cleaning team have been two members short in recent weeks. The school has been assured that recruitment has been successful and we are awaiting DBS checks. Governors will continue to monitor the school contract through site inspection.

DDA Grant

All works are scheduled to be completed by 31st March 2017. Project updates:

- Project 1: Access path widening at back of school. Completed
- Project 2: Access improvements at front of school (steps nosings, tactile paving, ramp access to doors, modifications to reception desk. Completed

- Project 3: New front door and fire escapes: Schedule for completion 13/3/17

Lifts: The school lifts have now been repaired by Stannah and returned to service. We will now be evaluating alternative providers for their maintenance contract.

Security Alarms: A quote sought re: upgrade to certain areas around school. We are awaiting sufficient budgetary funds to make recommended improvements.

Premises & Safety

Governor Self Evaluation: Governors reviewed the Premises and Safety Committee Self Evaluation and acknowledged the mechanisms that enable them to challenge school practice and ensure the school provides a safe environment.

Annual Maintenance Audit: Governors reviewed the Premises Maintenance Audit and sampled various certificates and supporting documents. Governors were satisfied that all documentation was in order and safety certificates up to date.

Asset Management Plan: A review of the the school's three year plan and assett management plan was carried out pending budget setting.

Safeguarding

Safeguarding Governor: Michelle Allen was appointed as the school's new Safeguarding Governor. She visited the school on 22/2/17 to discuss the role of safeguarding governor and to review the school's safeguarding policies, audit, notices and website information.

School Safeguarding Audit: This was reviewed during the safeguarding governor visit on 22/2/17 and presented to the committee for approval. The document covers all aspect safeguarding and child protection. It is distributed by Barnet's Safeguarding Children's Board.

Website: The school's website safeguarding pages have been updated to reflect changes of staffing and governance:

<http://www.woodcroft.barnet.sch.uk/safeguarding-statement/>

Safeguarding Notice: Committee approved the 2017 Safeguarding and Child Protection Information Notice. This is an overview document outlining key policies and personnel responsible for safeguarding at Woodcroft. It is published annually and displayed in school and on the website.

The Safeguarding Governor, Michelle Allen, has indicated that she will be working with the Headteacher to look at ways to increase the public profile of safeguarding information around the school building.

PSHE scheme: The PSHE scheme is now communicated in weekly posters for pupils and staff. These contain key information and links for class PSHE lessons. An evaluation is completed and monitored by the PSHE Coordinator.

Pupil Safety Events:

The school aims to promote and maintain a safe environment for pupils and parents. This term they have run the following events to raise the profile.

- Bikeability training for Y4
- Dr. Bike free cycle checks available for all pupils
- Internet Safety Week
- Parent Workshop for online safety

eSafety Sub Committee

Keeping Children Safe in Education 2016: Committee were reminded of their duty to ensure the requirements of the document are implemented at Woodcroft.

Online Health Award and Digital Badge Scheme:

All aspects of the Online health scheme are progressing and becoming embedded in school curriculum. A display has been created in the school foyer to promote the Digital Badges.

Premises Inspection

Site Inspection: A site inspection was carried out by the committee.

**Donna Dolphin
22nd February 2017**

Premises & Safety Committee: Minutes

7th November 2016

Time 4.00pm

Committee: Craig Tallon (Head), Donna Dolphin (Chair), Elenore Thompson, , Karen Griffin, Kazeem Aremu

Present:

Donna Dolphin, Kazeem Aremu, Karen Griffin

Apologies :

None received

Minutes of Previous Meeting 12th July - Appendix 1

Minutes were approved as accurate.

Matters arising from minutes of previous meeting

The following updates were provided by the Headteacher:

- ❖ Cleaning Contract
 - Under review re: level of service. The Head had met with area Manager.
- ❖ DDA Grant
 - Quotes being collected re: works
- ❖ Lifts
 - Louise Jackson in ongoing dialogue. Poor level of service provided by Stannah. School to change maintenance providers.
- ❖ Security Alarms
 - Quote sought re: upgrade to certain areas around school
- ❖ Water Coolers
 - Installed and working well.

Premises & Safety

1. Terms of Reference - Appendix 2

Governors reviewed the terms of reference. They had been updated to acknowledge the greater focus on Governor challenge re: pupil learning and behaviour. Governors approved the updated terms of reference.

2. Behaviour and Attendance Report inc Anti Bullying - Appendix 3 & 4

Governors noted and discussed the low attendance of White British. The Headteacher also pointed out a correlation between low w/b attendance and lower progress in 2016 KS2 SATs.

Question: DD - what support is targeted for white British pupils?

Question: KG - how many days does 4% absence (for 94%) and 10% (for 90% Persistent Absence) represent. is there an incentive scheme for attendance?

Answer: CT - he would prefer white british question to attendance team. 4 % is 7 days. 10% is 19 days

KA - should the school publicise attendance in clearer terms i.e. days missed not %?

Question: DD - do quiet, sensible children miss out on support.

Answer: CT - the school is implementing a mapping tool to track support more accurately.

3. **Critical Incident Plan and Emergency Information - Appendix 5 & 6**
The Headteacher distributed the 2016 Critical Incident plan for consideration.
4. **Health & Safety Policy - Appendix 7**
The Headteacher distributed the 2016 H&S Policy for review and consideration.
5. **Lock Down Policy - Appendix 8**
Schools have a duty to to prepare and plan for possible lockdown. A policy was presented that aims to ensure that on very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a serious security risk of the premises in the school grounds or outside the school in the near vicinity. For example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent in causing harm / damage.

KA: the policy should include a statement to outline what staff should do if they feel threatened but have not heard the lockdown siren.
6. **Fire Evacuation Plan - Appendix 9**
An updated fire evacuation plan was submitted that included procedures for an after-school evacuation
7. **Hoax Bomb Threat Guidance Notes - Appendix 10**
School is currently draft updated policy guidance on its response to bomb threats. This will be reviewed during the spring term committee meeting.
8. **H&S Audit and Report -**
The Headteacher notified the committee that Barnet were planning to carry out an external health & safety audit in November.

Safeguarding

1. **Keeping Children Safe in Education 2016 - Part 1 - Appendix 11**
Committee were given an up to date copy and undertook to read the document.
2. **Woodcroft's Updated Safeguarding Page**
<http://www.woodcroft.barnet.sch.uk/safeguarding-statement/>

Woodcroft websites online safeguarding information was reviewed.
3. **Safeguarding Notice - Appendix 12**
Committee approved the 2016 Safeguarding and Child Protection Information Notice. This is an overview document outlining key policies and personnel responsible for safeguarding at Woodcroft. It is published annually and displayed in school and on the website.

4. New PSHE scheme - **Appendix 13**
Committee noted the new PSHE scheme that is being implemented through weekly class posters with key information.
PSHE Governor, Father Moore, has been in to review the scheme and monitor its impact.
5. Forthcoming Safety Events:
 - a. Y6 Bikeability
Taking place this week to support the safety of pupils on the roads.
 - b. Anti-Bullying Week + esafety focus - **Appendix 14 & 15**
Committee noted the school focus on anti-bullying week. They reviewed Staff CPD materials and Anti-Bullying Alliance literature being used to support the initiative.

eSafety Sub Committee

6. Stricter Filtering: Keeping Children Safe in Education
Report from D Guest
New statutory guidance for Computing makes a shift in emphasis from 'should' provide adequate filtering, to 'ensures' adequate filtering - a change which I have amended in the relevant policies attached. There is no systemic change required for Woodcroft as we currently use the London Grid for Learning's filtering system. The only notable change is that YouTube videos, a valuable learning resource, are accessed using https://, meaning that it is difficult for individual videos to be filtered. Schools were encouraged to remain on the highest possible level of filtering via LGFL last term - should we wish to avoid 'over-filtering' (looked on dimly by OFSTED) then the headteacher must authorise a change in filtering level. At present we have had few complaints about being unable to access videos through our current filtering level, so I am happy with our current 'severe restricted' filtering. In addition, staff are encouraged to link to videos through The Treehouse, which removes adverts and suggested links, and never to search for videos whilst presenting on their interactive whiteboard.
7. Online Health Award
The school is currently compiling evidence to achieve the Barnet Online Health Award - gold standard
8. Digital Badge Scheme - inc. Online Health Badge
The headteacher brought to the attention of the committee the school's new AIM@Digital badge Scheme. The aim of the new scheme is to provide a tangible reward for pupils completing elements of the computing curriculum. It also provide a mechanism for monitoring and sampling curriculum coverage across year groups.

Site Inspection

9. Walk-a-bout - not carried out.