

Premises & Safety Committee: Report to Governors

November 1st 2017

Committee: Craig Tallon (Head), Donna Dolphin (Chair), Elenore Thompson, Michelle Allen, Kazeem Aremu

Matters arising from minutes of previous meeting

The meeting on 8th June 2017 was cancelled due to lack of Governor availability.

Cleaning Contract

Governors will continue to monitor the school through visits. The quality of cleaning has improved, but inconsistencies still remain. The Headteacher notified committee that the area manager had left post without replacement. The school cleaning supervisor is also due to start maternity leave. A replacement has been appointed but not introduced to the school.

Monthly review meetings are still taking place, but the school is concerned about maintaining standards during a period of management transition.

Premises & Safety

iAM Compliant - Health and Safety Report Card 81%

The school has implemented a premises compliance system called iAM Compliant (interactive asset management). The software manages our premises safety and compliance checks, logs maintenance jobs and provide reports and alerts.

A Health Scorecard can be printed at any time to demonstrate the current status of the school maintenance, service and inspection records.

Fire Safety Inspection

The school was notified by the Fire Brigade that we were due to receive a Fire Officer Safety Inspection Visit on 19th October. This was cancelled on the day by the Fire Brigade and rescheduled for Friday 10th November.

Fire Risk Assessment

The school's annual Fire Risk assessment was carried out by Workplace Fire Solutions on 6th October 2017. The subsequent action plan was made available to governors.

Health and Safety Audit Report (CSS) - October 2017

The school commissions an independent H&S Consultant, from Customised Safety Solutions, to advise and audit our health and safety requirements.

A copy of his latest audit inspection findings has been presented to Governors. Immediate tasks have been addressed and all others raised on iAM Compliant.

Local Authority Compliance Monitoring (see AOB note)

Following the tragic events at Grenfell, the London Borough of Barnet, through the Building Services Team, has undertaken an urgent audit of school sites. Woodcroft submitted its compliance audit as requested. A copy is made available for Governors

COSHH Training

The school Health and Safety Team received certified COSHH training on 7th June 2017

DDA Grant

All works now complete. The only outstanding task remaining from the last meeting, car park bay markings, is now done. Full grant reimbursement from the LA has been received.

Boiler Upgrade

The new boiler is now fully Commissioned. However, the following snagging issues remain:

- One Boiler shows a constant error message and will not ignite
- Noise remains in the system
- There is inconsistent heating around the school
- some radiators are not getting hot.

Oakray have been notified. Engineers have attended. Awaiting diagnosis of boiler fault.

Safeguarding

Safeguarding Audit / Report

Safeguarding Audit completed July 2017. Copy made available to the committee. Designated Safeguarding Governor scheduled to review.

Whistleblowing Policy

An updated Whistle Blowing Policy was presented for approval. This now includes safeguarding guidance in addition to financial aspects

MyConcern Report

The committee was presented with a variety of reports outlining the range and frequency of child protection concerns. There were between 2 and 12 reported concerns per month during the previous year. The school uses MyConcern software to manage concerns and maintain case chronologies. The safeguarding team meets monthly to review cases.

GDPR & Data Storage

The Headteacher raised committee awareness of data protection regulation changes that will come into effect next year. The headteacher has undergone awareness training to carry out and audit of compliance.

Educational Visits - Guidance

This policy is currently being updated following guidance on dealing with terrorist events.

Lockdown Policy

A lock down policy has been drafted and was previously distributed. Parents have been notified in the Newsletter. Staff had internal training on 8th June 2017. A lockdown alarm has been installed.

Barnet Safeguarding Partnership Executive

The Headteacher notified the committee that he is the West Barnet representative on the newly formed Barnet Safeguarding Partnership Executive. This body replaced the Barnet Safeguarding Children's Board following the inadequate Children's Services Ofsted inspection last term.

Online Safety Sub Committee

The committee was notified that Woodcroft was awarded the Barnet Online Health Silver Award in July. Thanks were noted to the school's Computing Leader, Dan Guest.

APPENDIX

School Building Compliance - Message from LA

Following the recent tragic events at Grenfell Towers, the need to ensure that our school buildings are compliant with building regulations is of the utmost importance. We need to ensure that each school site is and continues to be compliant with statutory regulations for the building including its plant and equipment. We have designed a spreadsheet that you can use to record this information. Headteachers may wish to ask their caretakers/site manager or head of premises committee to complete the spreadsheet.

To this end the London Borough of Barnet, through the Building Services Team, is continuing to undertake the urgent audit of community school sites; VA, Free schools and Academies may also find the spreadsheet we will be sending out to schools a useful tool to enable the ongoing monitoring of their school's building compliance.

Within the next week, Headteachers will be sent a letter (with the spreadsheet attached) outlining the school's responsibility with regard to statutory compliance, together with a schedule to complete and return to the Building Services Team. Please give this letter your urgent attention. If you have any queries, please contact Estates.compliance@barnet.gov.uk who will be happy to help.

Helen Nicolaou