

Chairs Report: Woodcroft Primary School Premises & Safety Committee 26/2/2019

Committee: Craig Tallon (Head) , Michelle Allen, Mandy Morrison, Sudhir Gautam , Bahzad Brifkani, Vinod Pindoriya (Premises Manager Observer)

Matters arising from minutes of previous meeting

None raised

Apologies

Apology received and accepted from Sudhir Gautam

H&S Consultancy

Governors reviewed and approved the annual consultancy provided by CSS LTD. It was noted that this provides a comprehensive 3 year cycle. Termly visits cover recurring elements of audit, inspections and training. Over the course of 3 year cycle the entire H&S programme for the school is addressed.

Policy Updates

Critical Incident Plan

The Critical Incident and Business Continuity Plan was distributed for consultation. The plan is stored in an emergency grab bag along with essential emergency items. Governors undertook to review the current plan ahead of next term's meeting.

H&S Policy

Consideration of the H&S Policy was carried over from the Autumn Term. The updated 2018/19 policy was distributed. Governors undertook to review the plan ahead of a discussion at next term's meeting.

Audit - Premises Management - Report by CSS Ltd

The Headteacher presented the outcomes for the latest H&S Audit for considerations.

H&S Audit Scores

Asbestos	100%
Workstation Assessment	100%
Working @ Height	86%
PPE	37%
Gas Safety	83%

Governors noted consistent scores in all areas except PPE (Personal Protective Equipment). This was due to lack of a record/log of PPE issued to staff.

3 Year Asset Management Plan

HT informed Governors that a Site Condition Survey is booked for 6th March

The school's capital budget position remains poor with limited scope or funding for major works. In 2018 only £9K capital was available and school was effectively £150,000 in deficit prior to cost cutting measures. Significant savings still need to be made.

Asbestos Re Inspection Report

A re inspection report was commissioned from Exova. Governors reviewed the report. Areas with potential asbestos are now limited to stair nosing caps and one Bakelite toilet cistern. This can be managed through visual

inspection. It was noted that a redundant flue pipe was found in the loft space. Barnet LA were contacted for advice. Removal contractor list was provided and quotes are being sought. The flu poses no risk to staff or pupils and access to the loft space is restricted.

Boiler Upgrade

An installation update was provided and included a report that one boiler was still displaying a recurring error code. Building Services have been called to investigate fault.

Gas Meter

It was reported that the corroded Gas Meter was replaced during spring ½ term. The meter was also moved off the ground to avoid recurrence.

iAm Compliant - Health and Safety Report Card (Maintenance Audit File and Schedule)

The current H&S Report Card was distributed. Score of 71% compliance noted. Majority of issues were the result of internal paperwork delays exacerbated by the transition to new Premises Management arrangements in the Autumn Term. There is now an updated monitoring log and tracking of missing reports. It was noted that all compliance certificate and checks have been completed on time.

Cleaning Contract

Abelian was the preferred contractor following a best value assessment. The contract started on 1/2/19. All site staff have been retained. However, the site supervisor resigned. Materials and equipment delivered on time. Staff contracts, DBS and right to work documents are being updated. Recruitment of replacement staff has occurred. A new site supervisor has been appointed. Governors requested that the school obtain assurance of GDPR compliance from Abelian

Lifts LOLER Inspection (Lifting Operations and Lifting Equipment Regulations)

Polar Lift were commissioned to complete safety gear test and rupture test (following identification of omissions at the previous Loler inspection). This has now been completed and certificates issued. They will be commissioned to conduct further tests every 6 months.

Lift Maintenance Contract

Stannah are increasing prices by 2.5% . School has also experienced erratic customer service; including delayed reports and cancelled appointments.

Governors evaluated alternative contracts from PIP Lifts and Polar Lifts through a best value assessment process. It was agreed to contract PIP Lifts to provide: i) full breakdown cover for KS2 Lift, and ii) standard service cover for our stair lift and KS1 Lift (£564)

Site Staff - Budget considerations:

School is evaluating the financial possibility for an assistant caretaker appointment. The site is currently maintained by:

- i. Morning Caretaker 7.00am 11.00am
- ii. Premises Manager 8.15am - 4.15pm
- iii. Mid day janitor service provided by additional staffing hours
- iv. Lock Up Staff - additional staffing hours (Acorns)

Premises Manager requested additional support during holidays to enable projects to be completed. This could be through the creation of an ad hoc holiday assistant.

Safeguarding Committee

Anti Bullying Week - Assembly and activities completed

Child Protection Policy - reviewed and updated

Educational Visits - Policy: Presented by Mark Russell (EVC - Educational Visits Coordinator)

The EVC supports and approves all trips using Evolve. Evolve is an online planning system. Incorporates School risk assessments and Group Leader Checklists. This ensures full responsibility, and also supports staff planning.

Key Points noted:

- All residentials are approved by the LA
- It is governors responsibility to ensure policy and procedures in place. EVC would welcome Governor security.
- Trips rely on dedicated voluntary time from staff
- All NQTs plan a trip as part of training
- All use of staff cars must be covered by business insurance

The EVC presented a new policy based on LA and DfE Guidance

Private Fostering Policy - distributed for review

Child Missing Education Policy - distributed for review

Safeguarding Audit - meeting scheduled on 28/2/19 with HT and Safeguarding Governor to update

Single Central Record - this was reviewed and approved by LA Officer - Jane Morris prior to Ofsted. The Ofsted inspector checked the record fully.

School Well-Being project - on going

WEBB Bounce: Developing Resilience

Spring Term collaborative project involving share INSET day and in school activity week

Project aims

- Resilient Thinking
- Managing our emotions
- Effective Relationships
- Building on our strengths

The Project:

- Working across the 4 WEBB schools. In each school there were 4 mixed groups representing 2 year groups from each school.
- The aim was to plan the activities for a collaborative WEBB activities around curriculum areas of: Art, Writing, IT, PSHE. Each group: For each area there was a planned lesson / activity.

Outcome:

- Successful activity week in school - displayed along gallery corridor. WEBB collaboration did not occur.

Online Safety Sub Committee

Online Safety Update - Successful Anti-Bullying Week

Governor Email

Network manager to ensure all Governors have a Woodcroft email prior Governors meeting on 25/3/19

Site Inspection

Site inspection - carried over to next meeting. Site Manager provided a photo slideshow summary of key premises works. Governors expressed thanks for the comprehensive coordination of site jobs and significant savings achieved.

Items for future agendas

- Premises Safeguarding Audit
- Phone system update - planning
- GDPR - Updates
 - Data Protection Policy
 - Data Protection Impact Assessment