

Premises & Safety Committee: Agenda (Spring Term)

Date: 1st April 2020

Time 9.00 - 10.30am

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

Present: ✓ **Absent :** ✗

Premises and Health & Safety

- 1. Apologies**
 - 2. Any Other Business**
 - 3. Matters Arising**
 - 4. Coronavirus**
 - 5. Report of Premises Manager**
 - 6. Policy Updates:**
 - Critical Incident Plan
 - Review H&S Policy
 - 7. Asset Management / Maintenance Priorities**
 - 8. Cleaning Contract**
 - 9. IT Network**
 - 10. Budget considerations**
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Safeguarding

- 11. Premises Safeguarding Audit**
 - 12. Visitor Management**
 - 13. NSPCC Programme**
 - 14. Internet Safety Day**
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Site Visit

- 15. Site inspection**

Chairs Report of the Premises & Safety Committee

Date: 14/6/19

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

Premises & Safety

Report of Premises Manager

Report of work

Vinod Pindoriya presented a pictorial report of recent works that included repairs and maintenance of playground equipment, the school stage systems, windows and flood alleviation (for reception classrooms)

Summer works

The summer works will focus on upgrades to the school IT network (Windows10 update) and audit of IT equipment and installation of the phase of flatscreens.

Policy Updates:

Critical Incident Plan and H&S Policy

The Critical Incident and Health and Safety Policy were reviewed. This will now be updated for ratification in the Autumn Term.

Asset Management

Due to the difficult budget conditions faced by schools our capacity to plan for premises or infrastructure development is severely curtailed. We currently only have £5000 that is not committed to essential maintenance in the budget.

Current planning and capital budget for 2019 - 2020 is prioritised to upgrading the IT network. This is the key area that impacts directly on learning.

Boiler Upgrade

Following an annual service, the school engineer identified the cause of the fault that has affected the new boiler system for two years- a faulty earth wire! This has now been replaced and there have been no error messages since the service.

Cyclical Miantenance

The lightning conductors have been replaced around the school following testing that identified a number of issues.

Refuse Collection

Barnet have implemented universal 52 weeks contracts. However, we have noted two missed collections during the first holiday period. As a result we have negotiated payment by installments so that we can monitor the service.

Cleaning Contract

The premises manager is monitoring the new cleaning company, Abelion, as there have been a number of implementation issues. This is mainly due to area management and allocation of cleaning hours.

Lift Maintenance contract

Stannah has been served notice and the current contract ends on the 31st August . The new contract with PIP starts on 1/9/19. The details of the contract were reviewed and approved by the Premises Committee.

IT Network Upgrade:

The school needs to update the windows operating system to Windows 10 as Windows 7 will no longer receive support or security updates from next year. This requires updates to the server, WiFi, network switching and software.

Visitor Management

The school is looking at proposals for visitor management and will carry out best value assessment should it be decided to proceed with an electronic system.

Site Inspection

Governors undertook a health and safety inspection of the school site to review the school's own monitoring.

Nursery Accident

An accident in Nursery, involving a pupil injured by a piece of falling IT equipment, was reviewed. Premises Committee were satisfied with the actions undertaken by the school to ensure a similar accident does not occur.

Chair of Premises Committee 14th June 2019