

WESTGATE PRIMARY SCHOOL

PROPERTY MANAGEMENT AND HEALTH AND SAFETY COMMITTEE

Meeting on 27/11/2020 via MICROSOFT TEAMS

Minutes: J Millson

Present: S Mumford (acting chair); J Millson; H Carpenter; P Wardman

Item		Action
1.	Apologies none	
2.	Minutes and actions from previous meeting (attached) <ul style="list-style-type: none">Confirmed that cycle, scooter storage and works to the playground have now been completed.There has been a suspension in Awards for All grants that are not directly related to COVID-19, which affected the application for funding for the EYFS playground equipment, Additional funds from Friends of Westgate/ School Fund have been used to meet the relevant shortfalls in funding.	
3	Review roles and responsibilities (annual review) Election of Chair and Vice Chair <ul style="list-style-type: none">James Millson and Sarah Mumford respectively confirmed in these roles. Review and agreement of terms of reference <ul style="list-style-type: none">These were reviewed and agreed at the full governing body meeting at the start of the academic year.	
4.	Policy reviews Health and Safety Policy <ul style="list-style-type: none">The policy was discussed. No major changes to the policy: HC had checked and based this policy on the most up to date model policy from the local authority.A governor asked if the policy should have a specific section. After discussion, it was decided that this policy covers the requirement to put in place whatever is required by circumstances and by law, and that COVID-19 measures, such as the risk assessment, sit underneath this policy.Policy agreed. To be reviewed annually. Smoke-Free Policy <ul style="list-style-type: none">Weblink has been updated.Agreed without amendment. To review in 3 years' time. Lettings Policy <ul style="list-style-type: none">Agreed without amendment. To be reviewed in May 2021, at which point the charging scheme will be reviewed. Closing School Procedure <ul style="list-style-type: none">Has been updated by HC/ PW to reflect changes in monitoring company.SM asked who Equilibrium were. PW explained that they monitor all of the alarms, (Fire, Security etc). There is the option to expand this role to ensure value for money and avoid any gaps in provision/ service. Equilibrium will take on responsibility for out of hours cover 19:00- 06:00 activation, response, police notification and boarding up/ notification of key holders.Added information to the procedure about what happens in the event of an alarm activation out of working hours.	

	<ul style="list-style-type: none"> To be reviewed annually. Educational Visits Policy <ul style="list-style-type: none"> Not available for review at this meeting. Will be carried forward to next committee meeting in February 2021. 	HC/ HH
	COVID-19 <ul style="list-style-type: none"> The committee discussed the school's COVID-19 RA. A governor asked about how classroom resources are managed. HC explained about how resources could be used and then suitably cleaned/ dishwashed especially in EYFS. Anti-bacterial fogger purchased with classrooms routinely fogged. Twice weekly fogging per room is taking place. PW on site and undertaking additional cleans during the day with virucidal sprays, (eg in circulation areas) TAs are undertaking classroom cleans during th day. Cleaner's hours have been increased to reflect the additional workload. 1 Bubble collapse to date. In total, one member of staff member and 4 children have tested positive. No cases were spread in school but instead can be traced to family infections at home. Challenge has been clinically extremely vulnerable staff being unable to attend. Personal risk assessments are all in place for CEV and clinically vulnerable staff and are under regular review. Process in place for use of masks/ visors in the class room, staff have felt supported and as safe as is possible. Regular reminders for all staff about agreed procedures and safety measures. Appraisal targets for supporting tasks around COVID-19 measures have been implemented for all support staff. SM raised query about management of staff mental health and wellbeing. HC confirmed that this formed part of the measures in place (particularly personal risk assessments) and that regular feedback was being maintained between HC and the staff especially for those working at home, enabling them being able to do some work at home and attend meetings. 	
	Accessibility Plan (standing item) <ul style="list-style-type: none"> HC updated that some elements of the plan had been limited in progress due to COVID19 but that actions were in place for further progression in 2021. Agreed small changes and discussed around changes to the colour coding on certain elements. HC updated. 	
6	Matters arising Works undertaken since March 2020 <ul style="list-style-type: none"> Routine Boiler Service in June 2020 boiler was condemned, funded by Leeds CC. Cubicles in nursery and KS1 boys toilets have been completed. KS1 playground has now been completed, snagging has been a drawn-out process and only completed recently. School kitchen investment in May 2020: further 5 year contract with Leeds Catering Agency led to investment by them in new equipment. 	
7.	Site Security <ul style="list-style-type: none"> Alarm systems/ monitoring setup discussed above. COVID-19 arrangements have increased site security during the daytime: no parents are allowed on site, meaning that gates are locked at all times 	

	<p>before and after school. Different gates/ times allocated to different classes etc.</p> <ul style="list-style-type: none"> • WOOSH access has also been amended: children now use main entrance, doorbell now rings in the hall out of hours. This is much more secure as the playground gates can be locked immediately at the end of the school day. 	
8.	<p>Health and safety – matters arising</p> <ul style="list-style-type: none"> • KS1 Boiler Condemned at inspection in June. It has been replaced, funded by LCC. • The lack of opportunity to conduct site inspections at the moment was discussed. • SM suggested asking staff to conduct a short version of the RA within their classroom spaces, which could then be collated and reviewed at this committee meeting. HC agreed to start this with staff next half term • HC/ PW identified that COVID has actually helped with keeping classrooms tidy/ clear of clutter and that there has been an improvement in overall standards within school as a result. 	HC
.	<p>Devolved Capital Projects</p> <ul style="list-style-type: none"> • HC confirmed that the majority of this has been spent on EYFS playground project. • Next project will be to look at the replacement of laptops in new financial year. • HC mentioned that in order to access the funding for the KS1 boiler replacement, Westgate had had to complete a Premises Development Plan. It was felt that this could be a useful tool for this committee and so would be circulated to governors, with a view to it becoming a standing item on the agenda. 	HC
10.	<p>Date and time of next meeting Friday 05/02/2021 at 09:30 via Microsoft Teams</p>	ALL