

**WESTGATE PRIMARY SCHOOL
PROPERTY MANAGEMENT AND HEALTH AND SAFETY COMMITTEE
MINUTES OF THE MEETING HELD ON 14/01/2022**

Present: Louise Shackleton, Helen Carpenter, Sarah Mumford, Patrick Wardman

Minutes: Sarah Mumford

	ITEM	ACTION
1.	Apologies James Millson	
2.	Minutes and actions from previous meeting (attached) <ul style="list-style-type: none"> • Dorma door follow up- to investigate replacement • Laptop trolleys been replaced and laptop capacity increased with new and donated refurbished machines. • Playground and car park resurfacing - no progress on additional financial help for this. 	HC HC
3	Accessibility Plan <ul style="list-style-type: none"> • Council and MP all supporting the long term permanent establishment of Scarborough Road as a School Street. • Parent/carer consultation meetings continue to be available online which is appreciated by those who use them. More efficient for most. • Curriculum access: some work done on specific learning difficulties. Extra-curricular activities increasing. • Makaton and PECS training taking place. • Family of Schools EYFS practitioners attended EWYFS L2 good autism practice in November 2021. • Assisted Technology for children with SEND - ongoing but still to be secured & embedded across school. • Written information - still reminding via newsletters that school info is on website. Able to translate as needed for parents with English as a second language. Working with the Children's Centre outreach worker who is helping one parent with their child starting reception, who has English as an additional language. 	
4.	Educational Visit Policy <ul style="list-style-type: none"> • Main update is the need for Local Area Visit form to be completed and uploaded to EVOLVE. • Governors discussed the extended local learning area. • The policy was approved. To be reviewed annually. 	
5.	Premises Development Plan <ul style="list-style-type: none"> • HC updated and added additional items. • Foundation stage shed - one shed to be replaced, metal one due to be delivered in 3/4 weeks. • Bases and roof felting done. • Water heaters in staff kitchen done in KS2 building. Same contractor doing KS1 imminently. • Staff kitchen upgraded. • Y5 classroom windows have been replaced. • 'Men with Sheds' coming to refurb the Butterfly garden and then planting will start in the garden with grants from OTC and Otley Lions. • School kitchen - large freezer failed over Xmas holidays. Being replaced as it was 15 years old and was second hand when it arrived. 	

	<ul style="list-style-type: none"> • Ventilation pipe above kitchen sucks in air from outside. Heating element in that pipe has burnt out. PW sourcing quotes and considering solutions to this. • Large refrigerator in school kitchen to be replaced in coming months. • Replacing dorma door in the main entrance which keeps needing callouts for automatic opening. Current door is 13 years old. • LCC contacted HC with news that they will replace boiler in KS2 as it needs upgrading. • Roof is ongoing maintenance. • Long term plan car park and KS1 kitchen area to be a focus for development. 	
6.	Site Security/Matters Arising <ul style="list-style-type: none"> • None 	
7.	Health and safety – matters arising <ul style="list-style-type: none"> • One restrictive physical intervention recorded end Nov 21. Related to an assault. Child hit member of staff in chest and was held in a T-wrap. Child with complex needs. • A child fell on steps in bottom playground. Not related to condition of floor. 	
8.	External Site Inspection <ul style="list-style-type: none"> • See separate notes 	PW/ HC
9.	AOB <ul style="list-style-type: none"> • None 	
10.	Date and time of next meeting <ul style="list-style-type: none"> • Friday 29 April 2022 09:00- 11:00 	