

WESTGATE PRIMARY SCHOOL

PROPERTY MANAGEMENT & HEALTH & SAFETY COMMITTEE

Meeting on Monday 23rd February 2015

Present: Matthew Collins, Helen Carpenter, Alison Finlay, Cathy Liddicott
Patrick Wardman, Jonathan Kirkland & Sarah Shore.

1.	Apologies & Membership Matters: None.	
2.	Minutes & Actions from Previous Meeting: <ul style="list-style-type: none"> The solar panel quotation had not yet been received. Cathy Liddicott to chase & also obtain 2 other quotes using same specification. 	CL
3.	Inspection of School Premises & Grounds: Governors split into 3 groups, each one taking a different area to inspect & complete grid: External - PW & SS: <ul style="list-style-type: none"> pointing & patching up is on-going playground in good condition & climbing frame now repaired & fit for use coned area to be looked at again- possible purchase of wooden seat to be placed on the site cellars much improved & warm & dry decision made to board up broken window in KS1 cellar money to be set aside from new budget to purchase metal shed with shelving for KS1 in line with Fire Officer's request door entry to Reception now acceptable – again in line with Fire Officer's report KS1 – HC & CL: <ul style="list-style-type: none"> building in very good order Y2 classroom needs redecoration & wooden ledge under window removing Some seats loose in toilets Water cooler piping outside staff toilets to be removed – PW to contact a plumber Damp patch on ceiling tile in staff toilet – PW to check KS2 – MC, JK & AF: <ul style="list-style-type: none"> <u>Y6 classroom precarious tubs on top of cupboard – tumble hazard</u> 	

	<ul style="list-style-type: none"> Y6 boys cloakroom area a <u>tumble-trip</u> hazard & very messy Threshold repair to same area required Photocopy room needs better paper storage areas Trolleys in the Hall used by the Kitchen staff need to be stored better – HC to speak to staff. 	
4.	Health & Safety - Matters Arising: These were all covered by the above inspection.	
5.	Educational Visits: The headteacher reported 3 trips which were being risk assessed using Evolve: Y1 & Y2 – Ilkley Toy Museum 12/03/15 Y3 & Y4 – Leeds City Museum 19/03/15 Y5 & Y6 – Mosque Visit 23/03/15 & 24/03/15 The Y6 initial Robinwood meeting has taken place. Jane Hopkins will be undertaking the Whitby residential pre-visit this term. One Y5 child with SEN will only visit for the day, following discussion with parent and based on the child's best interests.	
6.	Matters Arising: Already dealt with - as above.	
7.	Site Security: There has been a problem with the KS1 alarm being activated & PW has spoken with Cerberus & asked that he be contacted directly during reasonable hours, so as to avoid call-outs.	
8.	Photovoltaic Panels Tender: As per point 2 – the matter is being dealt with.	
9.	AOB: None.	
10.	Date & Time of Next Meeting: Monday 27 th April 2015 at 9:00am.	