

WESTGATE PRIMARY SCHOOL

**MINUTES OF THE PROPERTY MANAGEMENT/ HEALTH & SAFETY COMMITTEE MEETING
HELD ON FRIDAY 24th NOVEMBER 2017**

Present: Helen Carpenter (HC); Patrick Wardman (PW); Sarah Mumford (SM); Jonathan Kirkland (JK); James Gould (JG); James Millson

[illegible]

	<ul style="list-style-type: none"> Y3 & Y5 external doors, and gate are to be looked at, with a view to repair or replacement – PW to work with the joiner. Fire alarm activation in KS1 last half term due to cooking The issue of fire alarms in the two buildings not being linked was discussed. It was agreed to review cost for linking both fire panels together to improve safety further, particularly out of hours (JM to liaise with PW about possible companies to use). Nursery gate to Long Row to be replaced due to age and wear & tear 	<p>PW/ JM</p> <p>PW</p>
7.	<p>Health & Safety – matters arising:</p> <ul style="list-style-type: none"> There have been a number of incidents regarding KS1 pupil – no serious incidents but reporting is maintained given ongoing concerns, including records of physical assault and also of restrictive physical intervention. A temporary place has been secured at the Orchard Centre from January 2018 for this pupil, to provide appropriate support for his needs. Applying for Education Health & Care Plan (EHCP) this academic year, and Funding for Inclusion High Needs Top Up funding from April 2019. Additional TA support has been put in place to ensure both the ongoing safety of children and to avoid impact on their learning. The emotional wellbeing of staff involved is being closely monitored and support provided as needed. It has been made clear that the Orchard Centre placement is not a sign of staff or school failure, but that there is a need for more than we are able to provide at present. Training for all staff in Team Teach is booked for Sept 2018: so far only 'key staff' have been trained as there was no training day availability. 	HC
8.	<p>Devolved capital:</p> <ul style="list-style-type: none"> No more Capital expenditure to date. Replacement of shed – base and shed construction likely to be in February half term. We are awaiting the final quote before deciding on the provider. 	PW/ HC
10.	<p>Date & Time of Next Meeting: Friday 2nd February 2018 at 09:15 (Site inspection)</p>	