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

ITEM:	MINUTES:	ACTION:
1.	Apologies:	
	N/A	
2.	 Minutes & actions from previous meeting: Finger guards: on-going project / continuing piece of work to replace as many are beginning to fail. PW will ensure all are replaced as necessary. On a related matter, a H&S bulletin from Leeds City Council highlighted the risk of hinge mechanisms failing on external gates which have had a finger guard lug welded on. PW has checked the site and this issue does not affect Westgate. Training Contractor Maintenance / COSHH booked for PW for March & May 2018 Further consultation/ support was received from Mike Alderson from LCC on 08/11/17, in respect of safe handling for one child IPRA (Individual Pupil Risk Assessment) Training for M Colannino, the SENCo – January 2018 	PW
3.	Review roles & responsibilities (annual review):	
	SM will act as interim chair of this committee, having received handover information from Sarah Shore, the previous committee chair; it was proposed that handover will occur after the February meeting and thereafter JM will take on the role of chair;	SM/ JM
	JK to continue as vice chair of the committee.	
4.	 Annual review of Policies: Closing School Procedure This policy had been updated to reflect changes in staffing. Gough & Kelly details also replaced previous security company. The policy was approved. To be reviewed annually. Lettings Policy 	SM/ HC
5.	 Matters Arising: Repairs: Hall doors finger guards replaced FOC by J Gregory (Joiner) Leak on KS1 heating system on Tuesday – emergency plumber fixed this and avoided closure. Thanks to PW for attending out of hours to resolve the issue. The frequency of meetings for this committee to be reviewed in Summer 2018. Weeding at the front of the building to be actioned 	ALL HC
6.	Site Security: No security alarm activations since the last committee meeting	
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	 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 	PW/ JM
7.	 Health & Safety – matters arising: 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.	 Devolved capital: 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.	Date & Time of Next Meeting: Friday 2 nd February 2018 at 09:15 (Site inspection)	