

## WESTGATE PRIMARY SCHOOL

### MINUTES OF THE PROPERTY MANAGEMENT/ HEALTH & SAFETY COMMITTEE MEETING HELD ON FRIDAY 2<sup>nd</sup> FEBRUARY 2018

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

**Apologies:** James Gould (JG)

ITEM:	MINUTES:	ACTION:
1.	<b>Apologies:</b> James Gould	
2.	<b>Minutes &amp; actions from previous meeting:</b> <ul style="list-style-type: none"> <li>Item 4 Lettings Policy. HC has gathered information from other schools in the family about lettings charges. Our charges are broadly in line. Agreed to roll this policy on to next meeting for ratification.</li> <li>Item 5 Repairs. Ongoing programme of replacing finger guards- to be looked at in this meeting's H&amp;S site inspection.</li> <li>Item 6 Security (fire alarms). PW and JM had liaised about fire alarm provision. Focus on 2 companies, Gough &amp; Kelly, who recently fitted the replacement panel in KS1, and Able Fire.</li> <li>To investigate: <ul style="list-style-type: none"> <li>A) connectivity/ synchronicity do that both dial through to the monitoring system.</li> <li>B) ideal situation being linked fire alarms that sound in both buildings simultaneously. Cost could be prohibitive- to obtain quotes for information</li> </ul> </li> </ul>	   PW  PW/ JM  PW/ JM
3.	<b>Site Inspection</b> <ul style="list-style-type: none"> <li>This formed the main focus of this meeting. The committee split into two groups. HC and JK conducted an inspection of the KS2 building; PW, SM &amp; JM conducted an inspection of the external areas and the KS1 building.</li> <li>See separate reports for the inspection findings.</li> </ul>	
4.	<b>Accessibility Plan</b> <ul style="list-style-type: none"> <li>It was agreed that Sarah Mumford, Patrick Wardman and James Millson would form a working party to look at this in more detail as a new plan needs to be updated. The group will meet on Friday 23/02/18 and have reference to the accessibility audit tools provided by the local authority.</li> </ul>	SM/ JM/ PW
5.	<b>Date &amp; Time of Next Meeting:</b> TBC at full governing body meeting on 20/02/18. James Millson will be chair of this committee from that point forward. A separate handover meeting between SM and JM was agreed.	