

## WESTGATE PRIMARY SCHOOL

### PROPERTY MANAGEMENT AND HEALTH AND SAFETY COMMITTEE

Meeting on 18/09/2015 at 09:00

Present: Helen Carpenter, Cath Liddicott, Patrick Wardman, Jonathan Kirkland, Sarah Shore

1.	<b>Apologies</b> None
2.	<b>Minutes and actions from previous meeting</b>  Follow up on installation of solar panels. Helen reported numerous problems with obtaining quotations and then the installation. However, despite the difficulties, the panels are now in place (and a higher spec for the same price because of supply difficulties). On sunny days, the panels are generating at least 50% of the school's energy needs and have on occasion resulted in excess energy being fed back into the national grid. The panels are a positive addition to the school for both economic and energy efficiency reasons. Plus, the school Eco warriors can monitor energy usage by the school. It is estimated that the solar panels will have paid for themselves in 5 years' time.
3	<b>Review roles and responsibilities (annual review).</b> <ul style="list-style-type: none"><li>• Election of Chair and Vice Chair:  Sarah Shore elected as chair with Cath Liddicott as vice chair.</li><li>• Review and agreement of terms of reference  Terms of reference unchanged from last year. Therefore re-adopted.</li></ul>
4.	<b>Annual Review of Health and Safety Policy</b> <ul style="list-style-type: none"><li>• Update and copy to Head, Chair of Governors and all Property Committee members.  No changes notified to the Health and Safety Policy and no additional requirements from Leeds City Council, therefore the policy was re-adopted for the 2015-16 year.</li></ul>
5.	<b>Approve Educational Visit Policy</b> <ul style="list-style-type: none"><li>○ Update and copy to Head, Chair of Governors and all Property</li></ul>

	<p>Committee members.</p> <p>Policy unchanged and re-adopted for 2015-16. NB: Noted that school currently has no educational visits coordinator following the departure of Gill Mullins. Helen will fulfil this role until a new coordinator is appointed.</p> <ul style="list-style-type: none"> <li>○ Monitor and evaluate implementation</li> <li>○ Approval of visits in period</li> </ul> <p>No visits due in the period covered.</p>
6	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>● Matters arising: Monitor and report on property matters</li> <li>● Review of any issues / work undertaken over summer holidays.</li> </ul> <p>Numerous jobs completed over the summer holidays: 2 new smartboards for year 6 and reception; all free-standing cupboards replaced by built-in cupboards; leak in reception classroom repaired following an intruder (see below); drains 'blasted' and cleaned; new dishwasher installed in the kitchen (to replace the steriliser unit); solar panel installation completed; classrooms for years 2,3,4,5 and 6 re-decorated.</p>
7.	<p><b>Site Security</b></p> <p>Intruder entered school grounds and accessed the roof via a ladder, possibly to steal lead but as no lead is present they took the copper clips (50 clips approx.) and this caused the tiles to loosen, resulting in a leak into the reception classroom. Roofer appointed to fix the tiles and clips – cost as yet unknown. Meeting discussed the possibility of installation some form of CCTV – this to be reviewed and reconsidered at the main governor meeting and the next property committee meeting.</p> <p>Boiler service is next week, ready for the winter. Meeting noted there is plenty of rock salt available in preparation for cold weather.</p>
8.	<p><b>Health and safety – matters arising</b></p> <ul style="list-style-type: none"> <li>● Monitor and report on health and safety matters</li> <li>● Follow up on inspection findings to close out actions</li> </ul> <p>Inspection report reviewed. All actions closed out except for the purchase of anew metal shed for KS1. Quotes are being sought for an appropriate shed that meets Fire Officer report (delay has been due to</p>

	<p>finding a metal shed with appropriate shelving, which KS1 need).</p> <p>Changed signage for parking noted. Enforcement signs now in place, covering the period 8 am to 5 pm. The new signs mean that those parking can be issued with parking tickets (term time only). This follows an ongoing issue with neighbours complaining and parking on the zig-zag lines outside the school, including complaints to the local councillor. The situation has improved and the complaints seem to have stopped now the enforceable signs are in place. This is a positive safety measure for the school and road safety.</p> <ul style="list-style-type: none"> <li>• Training needs</li> </ul> <p>No staff training needs identified for the period. Patrick to check the need for asbestos training (no annual review required so training may not now be necessary).</p>
9.	<p><b>Devolved capital</b></p> <ul style="list-style-type: none"> <li>• Forward look for the year.</li> </ul> <p>£7k spent on the new, industrial scale, dishwasher (this is energy saving also)</p>
10.	<p><b>Date and time of next meeting</b></p> <p>12 February 2016 at 9 am.</p>