

WESTGATE PRIMARY SCHOOL

PROPERTY MANAGEMENT AND HEALTH AND SAFETY COMMITTEE

Minutes of meeting held on 19/11/2021

Present: James Millson (chair); Sarah Mumford; Louise Shackleton; Helen Carpenter

Minutes: Sarah Mumford

1.	Apologies <ul style="list-style-type: none"> Patrick Wardman 	
2.	Minutes (Schedule of Inspection Reports) and actions from previous meeting KS2 exterior <ul style="list-style-type: none"> Yr 5 windows been replaced Grant from OTC for Butterfly Garden woodwork PW attended to fence tops in garden over summer. Storage sheds in Foundation stage now have level bases. Still waiting for new replacement shed. 2nd shed has been re-felted. KS1 internal <ul style="list-style-type: none"> Changing resources have to stay where they are. No decorations done over the holidays. KS2 internal <ul style="list-style-type: none"> Dormer door continues to be in service. Need to check cost to replace it long term. Check national database to register defibrillator - The Circuit Patch damage been actioned First aider checked expiry dates. General repairs need to be checked next meeting due to PW's absence. HC to check trip hazard on exit from kitchen to outside and to move flammable handle stored in that area Kitchen in staff room replaced. Glazing done over half term All AC units are serviced Laptops in process of being replaced Cellar still full of stuff that needs sorting out and storing safely HC to check petrol cans do not contain petrol 	<div>HC/ PW</div> <div>HC</div>
3	Policies for Review Closing School Policy <ul style="list-style-type: none"> Friday alarm setting procedure changed and iPads charging added to closing procedure. DH also a key holder and HC currently locking up in PW's absence. Teachers cleaning own classrooms. Fogging being done by cleaner. Headteacher's partner doing bins during PW absence. Policy approved. To be reviewed annually. Health & Safety Policy <ul style="list-style-type: none"> Governor asked what contingency for potential long term caretaker cover. Cleaner can increase hours a little. No resource either from within the family of schools. Governor suggested HC draw up list of essential care-taker jobs that governors could possibly help with. HC to list and share to see if governors can help too if needed. Governor asked question re annual report in Section 4: Audit and Review. Regular updates on Health & Safety are provided throughout the year. Incidents reported to Property Committee and included in Headteacher's report at Full Governor Meetings. Policy approved. To be reviewed annually Lettings Policy <ul style="list-style-type: none"> Policy approved. To be reviewed annually. 	

4.	<p>Review of COVID Risk Assessment</p> <p>Review of cases:</p> <ul style="list-style-type: none"> • 50 cases since September throughout the school. • Closed Y4 class on Wednesday before half term as 30% class off with it. • Last Thursday closed Y6 following 10 cases with a further 7 cases since closing the class, including clinically extremely vulnerable member of staff who is now recovering. • Positive PCR results reported to local authority on ongoing basis. • No face to face assemblies in last 6 weeks. Masks for staff required. CO2 monitors confirm ventilation good in classrooms. Hand washing very regularly. Very random transmission/ symptom patterns make it very hard to do more than is currently being done. <p>Spring Term Planning:</p> <ul style="list-style-type: none"> • Prepped for potential lockdown as contingency with additional laptops being provided just in case. <p>Lateral Flow Guidance/Take-up (Parents):</p> <ul style="list-style-type: none"> • LFT uptake unknown. Lots of parents report children testing negative which suggests lots are doing them - though no definitive data. <p>Additional Equipment/Measures:</p> <ul style="list-style-type: none"> • Fogging in place. • Playground equipment painted with anti-bacterial product. • CO2 monitors now in situ. 	
5.	<p>Educational Visits</p> <p>2021/22 visits:</p> <ul style="list-style-type: none"> • Y3 went on Piano Day. • Y4 had to cancel Organ Day visit. • Y2 been to Tropical World. • Y1&5 been to Otley Science Fest. • Y3 going to Leeds Museum. • Group of Y6 children went to a BMX workshop in October • KS1 had a gymnastics trip. • Y4 Leeds Mods cricket trip. • Intense swim programme in spring and summer terms at Aireborough Leisure Centre 	
6	<p>Premises Development Plan</p> <ul style="list-style-type: none"> • Replacement of EYFS storage sheds almost complete - one shed to go. • Staff kitchen now replaced and has a Quooker tap. • Y5 glazing completed. • Replanting outdoor spaces just starting • Long term - replacement of EYFS kitchen area might be afforded from WOOSH carry forward. • Re-surfacing the car park/ playground will be very expensive. HC to check if any council help with the cost. JM mentioned Welcome Back funding that needs to be spent by March 2022. JM suggested HC contact them to ask if any chance of applying for that. 	HC
7.	<p>Accessibility Plan</p> <ul style="list-style-type: none"> • Still campaigning to make School Street permanent. • No face to face parents' appointments - all by video and working well • Re-started extra-curricular activities • Using sport funding for children with additional learning needs • Communication: EYFS staff have done Makaton training and staff and children now using it. • Use of PECS is embedded • Volunteer Speech & language specialist in each week • EYFS autism training for early years • Assisted Technology: no progress this term 	

	<ul style="list-style-type: none"> • Using newsletter to signpost parents to website. • A family receiving newsletters in English and Romanian via Google translate - working well. 	
7.	Site Security/Matters Arising <ul style="list-style-type: none"> • No issues to report. 	
8.	Health and safety – matters arising <ul style="list-style-type: none"> • No issues prior to PW's absence. All fire alarms etc working well. • Accident reports: This term 5 CF50 forms have been completed in respect of falls and associated injuries. The condition of the premises did not contribute to any of these incidents. • There have been no assaults, no use of calm room, nor any restrictive physical intervention, since the start of the academic year. 	
.	Devolved capital <ul style="list-style-type: none"> • All Devolved Capital spent on IT - laptops and charging trolleys. Large donation of refurbished laptops from parent that are just out of warranty. Both replaced and increased laptop capacity. 	
10.	Date and time of next meeting Friday 14/01/2021 at 09:30 at Westgate.	