

**WESTGATE PRIMARY SCHOOL  
MINUTES OF THE PROPERTY, HEALTH & SAFETY COMMITTEE MEETING  
HELD ON FRIDAY 31<sup>st</sup> JANUARY 2020**

		Action
1	<b>Apologies:</b> James Gould <b>Present:</b> James Milson, Helen Carpenter, Sarah Mumford, Patrick Wardman <b>Minutes:</b> Sarah Mumford	
2	<b>Minutes &amp; Matters Arising</b> <ul style="list-style-type: none"> <li>• Protec done 2nd service of 12 months contract. Now had quote from RSI of Bradford to remove all Protec equipment in Feb half term when we will be out of Protec completely. They will take over fire and intruder systems in both buildings who will take over fire extinguishers etc in both buildings. RSI already proving to be very approachable. Some initial outlay but long term get more for less from one company. Also less points for things to get missed or go missing. Also have more buying power so more leverage if any issues too.</li> <li>• Masonry quote for bottom wall - Dale Tucker did external quote, chiselled it and pointed it. No immediate danger. Whole of Otley moving away from Chevin over time! Tap quotes and cubicles excessive. John Gregory going to look at fitting toilet cubicle as an independent contractor.</li> <li>• Design and funding for cycle racks in place. Work should be completed by end March 2020 courtesy of Otley Town Council. FOW and capital spend increasing capacity of cycles to 18 and scooters from 30-40. Will then replace existing bike storage place with more storage.</li> <li>• Hall floor to be maintained on ongoing basis by Superintendent.</li> <li>• Re EYFS playground Awards for All bid submitted by the company Playforce. They won't consider phased payment. Aiming to have work done by end July 2020.</li> <li>• Fridge replaced in Foundation Stage. Dishwasher in staff room been repaired by independent contractor in Guiseley.</li> <li>• Disabled toilet door moves when gales blowing which triggers an internal light which then goes off after a minute.</li> <li>• Governor asked question about external lights and when and why they are on. Superintendent confirmed timed to go off half an hour after last staff leave building for whatever reason.</li> <li>• PAT testing of laptops now done.</li> <li>• Training for iPads taking place this term.</li> <li>• End of academic year for new laptops.</li> <li>• Leeds CC unable to fund e-bikes to schools</li> <li>• Agreed for next meeting to only address points in minutes with actions or matters arising or errors in previous minutes.</li> </ul>	JM
3	<b>Accessibility Plan</b> <ul style="list-style-type: none"> <li>• Headteacher went through Accessibility Plan and shared progress against each item listed. Progress made on all lines of the plan.</li> <li>• Not had local authority training on Section 2 target 2.</li> <li>• Using Extended Services Funding to increase access to holiday activities</li> <li>• Talk Boost not been practical to implement. Have good support from Speech and Language Therapist.</li> <li>• Autistic spectrum condition training taking place in May 2020.</li> <li>• Displays now compliant with regulations.</li> <li>• Parents reminded via newsletter to check the website for information.</li> </ul>	

<b>4</b>	<b>Policy Review</b> <ul style="list-style-type: none"> <li>• None for review this meeting.</li> </ul>	
<b>5</b>	<b>KS1 Site inspection</b> <b>EYFS circulation area</b> <ul style="list-style-type: none"> <li>• All areas and actions discussed with actions identified for progress monitoring at next meeting.</li> <li>• Timescales for action to be added by Headteacher when KS1 site inspection notes typed up.</li> </ul>	<b>HC/ PW</b>
<b>6</b>	<b>Health &amp; Safety Update</b> <ul style="list-style-type: none"> <li>• Since the last meeting there have been: <ul style="list-style-type: none"> <li>○ 28 uses of calm room 18 Oct to end Dec 2019. None so far for 2020.</li> <li>○ Time periods varying from 2 - 20 minutes. For 2 children who both have Education, Health &amp; Care Plans for Social, Emotional &amp; Mental Health needs. Routine disruption can trigger need for calm room and one child has started to recognise the need for the quiet space too.</li> <li>○ 12 physical intervention records; 1 was for a new child, the rest for the existing child who also often uses the calm room</li> <li>○ 4 CF50a's (assault); pupil lashed out, one punch, one stamp on foot and one threw a plastic cushion - all re same child as above</li> <li>○ 0 CF50s (accident);</li> <li>○ 1 incident of bullying - verbal abuse &amp; behavior designed to exclude - between 2 pupils in Jan 2020. Victim reported it has now stopped. Perpetrator having restorative work having admitted to bullying</li> </ul> </li> </ul>	
<b>7</b>	<b>Review Of Outstanding Property Report Actions</b> <ul style="list-style-type: none"> <li>• No outstanding items for this quarter.</li> </ul>	
<b>8</b>	<b>AOB</b> <ul style="list-style-type: none"> <li>• Governor queried if any network for Superintendent to ask questions if any ever issues that seem unresolvable in old buildings. HC suggested Superintendent connect up with PHGS and other school caretakers in old buildings to get idea/ help etc with any issues that might arise as needed.</li> <li>• Next meeting to inspect KS2 or External depending on weather.</li> </ul>	<b>HC/ PW</b>  <b>JM</b>
<b>9</b>	<b>Date of next meeting</b> Friday 15th May 2020 9:15am.	