

WESTGATE PRIMARY SCHOOL

MINUTES OF THE PROPERTY AND H&S MANAGEMENT COMMITTEE MEETING HELD ON FRIDAY 16th JUNE 2017:

Present: Helen Carpenter (HC); Patrick Wardman (PW); Jonathan Kirkland (JK) & Sarah Mumford (SM).

Item	Minutes	Action
1	Apologies: Sarah Shore & Cathy Liddicott	
2	Minutes of the last meeting: No minutes were recorded following the last meeting which was the H&S review / audit. Sarah Shore to be asked to provide the minutes ASAP. Committee to meet and review ASAP if needed.	
3	Matters arising: None	
4	Monitor / review actions arising from school inspection in February 2017: A number of finger guards need replacing.	PW
5	Review property funding / capital issues – use of devolved capital: <ul style="list-style-type: none"> • £14k in devolved capital budget. • Discussed replacing the old metal shed. £1146 to remove base. Patrick to research sheds and agreed to share options with HC for decision regarding purchase asap with H&S being the primary concern. Budget - maximum of £2k. • Agreed to purchase a bank of iPads - £4680. • eTechinc recommended the need to improve WiFi at Westgate. Routers within WiFi access points need to have increased capacity. • New cupboard being installed in the staffroom and Reception classroom. New locks being fitted to classroom doors. • 4 Baby Belling cookers on trolleys being funded by Friends of Westgate. 	PW/ HC HC PW HC
6	Review summer holiday maintenance / development work: <ul style="list-style-type: none"> • Repairs to roof – pediments failed (lead) – to be repaired in Summer 2017. To use lead replacement material. • Fire alarm panel in KS1 is faulty. £800 to replace the panel in first week of Summer holidays. 'Break Glass' in Y2 needs replacing. 	PW PW

7	H&S matters arising: a) Follow up on last inspection findings and close out of actions N/A	
8	Educational Visits in period: Recent visits have gone well. Governors were shown 'Evolve' System. Question raised regarding whether any H&S issues arising from visits can be shared for next trips to learn from. Risk Assessment process explained by HC. PE general fixtures are done generically for practical reasons with each individual trip being added with specifics pertinent to that event noted.	
9	Monitoring and report on property matters / matters arising: None arising	
10	Site Security: <ul style="list-style-type: none"> Following recent terror attacks HC contacted the LEA to ensure security personnel were present whilst the election took place. Following this Head Teachers locally have been discussing security when schools are being used as Polling Stations. Discussions have taken place regarding future use of schools as Polling Stations and other possible venues were discussed. All Governors to respond to consultation. Walkie talkies ordered for the bottom playground. 	HC
11	AOB: None	
12	Date & time of next meeting: TBC	