

**WESTGATE PRIMARY SCHOOL**  
**MINUTES OF THE PROPOERTY, HEALTH & SAFETY COMMITTEE MEETING**  
**HELD ON FRIDAY 18<sup>TH</sup> OCTOBER 2019**

		Action
1	<p><b>Apologies:</b> none</p> <p><b>Present:</b> Patrick Wardman Superintendent (PW), James Gould (JG), James Millson <b>chair</b> (JM), Helen Carpenter (HC), Sarah Mumford (SM)</p> <p><b>Minutes:</b> Sarah Mumford</p>	
2	<p><b>Minutes &amp; Matters Arising</b></p> <p><b>Fire Alarm</b></p> <ul style="list-style-type: none"> <li>• Protec has completed essential work.</li> <li>• Quoting to superintendent and then both contractors (Protec &amp; Kelida) to be brought on site at same time to establish how to physically link the KS1 &amp; KS2 fire alarm systems.</li> </ul> <p><b>Repairs &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>• Masonry quote for £2.5k for bottom wall where Valerian is growing through and causing disturbance to structure being monitored by Superintendent.</li> <li>• Intercom done by Gough and Kelly.</li> <li>• Year 2 playground doors have been painted in contrasting paint (in line with Accessibility Plan).</li> <li>• Taps now replaced by Vale. Vale quoted for cubicles in toilets - Superintendent waiting to hear back to confirm when the work can take place.</li> <li>• Funding for cycle racks secured and work to take place as soon as services sorted.</li> <li>• Plan to replace external lights completed.</li> <li>• Superintendent repaired the school floor over the summer.</li> <li>• Replacement of play equipment in Foundation Stage playground planning and design underway with bid being submitted to Awards for All. Governor asked if bid fails would company Playforce consider phased payment. HC said she would enquire. In meantime, EYFS Staff have looked at outdoor learning and identified a need for a deep clean especially between double fencing along Ilkley Road side. Agreed to wait to see if bid successful as that may involve replacement of fencing when problem could be properly addressed.</li> <li>• Dishwasher in Foundation Stage been replaced.</li> </ul> <p><b>Accessibility Plan</b></p> <ul style="list-style-type: none"> <li>• Whole school training on Autism now confirmed. AET identified a special school in Bradford, Chellow Heights, who could deliver the training in May for the whole school for Level 2 Autism.</li> <li>• A new child with an EHCP is starting in November 2019 but no physical additional needs so no further building adjustments needed for now.</li> <li>• HC did learning walk for Learning Environment last term. Less clutter on surfaces and wall, with increased awareness of contrast and low pattern.</li> </ul>	HC
3	<p><b>Accessibility Plan</b></p> <ul style="list-style-type: none"> <li>• See also above.</li> <li>• Discussed in detail at previous meeting. To be reviewed again at next meeting (standing item).</li> </ul>	
4	<p><b>Policy Review</b></p> <p><b>School Closure Plan</b></p> <ul style="list-style-type: none"> <li>• Governor highlighted need to switch off lights too. Policy agreed with this amendment: To be reviewed annually.</li> </ul> <p><b>Educational Visits Policy</b></p> <ul style="list-style-type: none"> <li>• A governor raised issue of parent volunteers on educational visits and DBS. HC said highly unusual that a parent volunteer would be alone with pupils on</li> </ul>	

	<p>a school trip. If a 1-1 situation was needed a volunteer would never be asked to deal with that.</p> <ul style="list-style-type: none"> <li>• Governor recommended volunteer parents told that they should never be in a position of being alone with a child on a visit.</li> <li>• HC reported that more visit evaluations were being completed.</li> <li>• Policy agreed: to be reviewed annually.</li> </ul> <p><b>Health &amp; Safety Policy -</b></p> <ul style="list-style-type: none"> <li>• Governor raised issue of whether WOOSH staff can call Superintendent if there is an issue when locking up. HC confirmed that was the case- and that she could also be contacted for any issues.</li> <li>• Governor suggested addition of need for visitors to comply with Health &amp; Safety too - by including requirement to comply with H&amp;S rules and fire exit info in the lanyard plastic wallet.</li> <li>• The superintendent was asked if there was any training he should do to ensure he is up to date. Info on that comes in bulletin from Leeds CC and HC identifies and alerts Superintendent as needed.</li> <li>• HC and PW went on fire warden training in the summer 2019.</li> <li>• Policy amended and agreed. To be reviewed annually.</li> </ul>	<p><b>HC</b></p> <p><b>HC</b></p>
<b>5</b>	<p><b>Review of Work Over Summer</b></p> <ul style="list-style-type: none"> <li>• Work undertaken by Vale over summer completed.</li> <li>• PAT testing of laptops to be done asap.</li> <li>• No site security issues.</li> </ul>	
<b>6</b>	<p><b>Health &amp; Safety Update</b></p> <ul style="list-style-type: none"> <li>• Since September there have been: <ul style="list-style-type: none"> <li>○ 11 uses of calm room;</li> <li>○ 14 physical intervention records - a reduction in incidents against same time previous year;</li> <li>○ 7 CF50a's (assault) since start of September: no injuries sustained, including any physical pushing/nudging;</li> <li>○ 4 CF50s (accident) since start of September: 3 falls in playground (including one with brief unconsciousness, another went in to shock, another poke in the eye) and one child choking on piece of meat.</li> </ul> </li> </ul>	
<b>7</b>	<p><b>Review Of Outstanding Property Report Actions</b></p> <ul style="list-style-type: none"> <li>• Door guard fixing/ replacement ongoing.</li> <li>• HC raised suggestion to change site inspections to form of risk assessment style form with prompts for key heading including Fire Safety; Accessibility; Wear &amp; Tear/Cleanliness; General Health &amp; Safety; &amp; Security. HC also suggested we do more frequent inspections during 3 out of the 4 meetings a year. This will ensure a better 'pace' to identification of work needed for Superintendent.</li> <li>• New server installed and more iPads acquired.</li> <li>• Later this year will need to look at staff laptops. FOW looking at refreshing the 52 pupil laptops on a rolling basis.</li> <li>• £10k additional DfE funding received &amp; in school budget to support some IT improvements, the playground bid and cost for surfacing of bike rack.</li> <li>• Governor raised Leeds CC have a pot of £ that businesses can apply to for e-bikes. He agreed to share this information with the head teacher.</li> </ul>	<b>JM</b>
	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Discussion took place about the additional requirement for school to be closed due to Otley Neighbourhood Plan in January 30th 2020, likely imminent General Election in November 2019 and then local elections in May 2020. Agreed to pursue challenging the council on this decision.</li> </ul>	<b>ALL</b>
	<p><b>Date of next meeting</b> Friday 31st January 2020 at 09:15</p>	<b>ALL</b>