

WESTGATE PRIMARY SCHOOL

MINUTES OF THE PROPERTY AND H&S MANAGEMENT COMMITTEE MEETING HELD ON FRIDAY 15th SEPTEMBER 2017:

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

ITEM:	MINUTUES:	ACTION:
1.	Apologies: Sarah Shore	
2.	Minutes & actions from previous meeting: All agreed as correct.	
3.	Review roles & responsibilities (annual review): Sarah Shore submitted her resignation from the Governing Body to the Head Teacher and the Chair. James Millson (Assets Services & Property Management) is coming to the next Full Governing Body meeting as a potential co-opted governor. If accepted, he will join the Property/ H&S Committee. Agreed to defer decision regarding Chair & Vice Chair until the next full governing body meeting, therefore. JK agreed to be temporary Chair in the meantime. Terms of reference reviewed and agreed.	
4.	Annual review of H&S Policy: Discussed Audit & Review section and had clarification on what audits of H&S management happen – via annual audit and occasional external review.	
5.	Approve Educational Visit Policy: Amended 2.1.1. to include name of Chair of Governors. Evaluation of visits in category 2 & 3 improving. Staff being reminded of need to evaluate visits. Helen Hooper was praised for her work as EVC (Educational Visits Co-ordinator). Risk Assessments and protocols have been developed by HH for visits to Grove Hill Park & shared with all staff. HH to have ½ day a month to do EVC work from November 2017. No educational visits have been planned since the last meeting. On 16 th November 2017 there is a parents' meeting regarding Herd Farm Residential for Year 6. A representative from Herd Farm will be there to present the centre and activities to parents. JK & SM to attend.	

6.	<p>Matters Arising:</p> <p>Roof repairs: little leaks. Work has been done on pediments on the top of the building, by C.P. Thornton.</p> <p>Decorating works: office areas, entrance, corridor & entrance to the toilet all been painted.</p> <p>New fire control panel in KS1 building. Year 2 break glass has been replaced. John Gregory (joiner) has built shelving in the staffroom over the summer.</p> <p>New Wi-Fi: Comms cabinet has been replaced. Wi-Fi routers have been replaced to increase speed and capacity.</p> <p>One bank of 16 laptops has been replaced.</p> <p>30 iPads purchased – one for each teacher & a bank for pupil use, together with robust cases to protect the iPads.</p> <p>Capital expenditure on IT has been subsidised by Friends of Westgate – official thanks extended.</p> <p>9 members of staff had ‘Team Teach’ training (safe handling and restraint of children) in response to the needs of one child in KS1.</p> <p>In line with issues raised by this and by the emergency plan a key pad to be added to door by girl’s toilets to ensure it is secure. Fire evacuation & safety/security need to go hand in hand. Need to be able to hit green button to get immediate access.</p>	
7.	<p>Site Security:</p> <p>School had intruders in the summer holidays: children playing in the EYFS playground, and someone trying to strip the lead-replacement substance from the KS1 flat roof. Police were called and will now be doing more checks on schools during summer holidays.</p>	
8.	<p>Health & Safety – matters arising:</p> <p>Finger guards replaced- ongoing work.</p> <p>Metal shed replacement: on-going research</p> <p>Cookers on trolleys: on-going research</p> <p>Training planned:</p> <ul style="list-style-type: none"> • Contractor management • COSSH • Team Teach (took place 11/09/17) • Further consultant support planned regarding physical restraint of pupils • Writing individual Risk Assessment training planned for October 2017. 	<p>PW</p> <p>PW PW</p>
9.	Devolved capital:	

	Devolved Capital £2627 balance. No further projects planned for 2017/18.	
10.	Date & Time of Next Meeting: To be deferred until next FGB meeting (hopefully 24/11/17)	