

**WESTGATE PRIMARY SCHOOL**  
**MINUTES OF THE PROPERTY MANAGEMENT/ HEALTH & SAFETY COMMITTEE MEETING**  
**HELD ON FRIDAY 05<sup>th</sup> JULY 2019**

**Present:** Helen Carpenter (HC); Patrick Wardman (PW); Sarah Mumford (SM); James Millson (Chair; JM)

**Minutes:** Sarah Mumford

ITEM:	MINUTES:	ACTION:
1.	<b>Apologies:</b> James Gould	
2.	<b>Minutes of last meeting/ Matters Arising</b> <ul style="list-style-type: none"> <li>The Superintendent reported no response from Protec re fire alarm maintenance following Amy emailing them three times. The Superintendent understood Protec is service contractor provider as it is a closed protocol.</li> <li>Collider offered to quote for linking the 2 buildings having liaised with Protec.</li> <li>Update: Protec now waiting on phone call from school to arrange for the work to take place.</li> <li>Masonry work completed.</li> <li>Re lettings policy HC contacted other schools in the family to explore others' lettings policies. Will consider ways to advertise Westgate as a community venue available for letting.</li> <li>Induction loop has been replaced and is signposted to visitors at School Office.</li> <li>Gough &amp; Kelly to do intercom at front entrance and Year 2 entrance.</li> <li>Yr 2/ 3/ 4 playground doors being painted with contrasting surrounds planned for summer holiday.</li> <li>HC to do extra-curricular uptake for next meeting.</li> <li>TalkBoost and Autism training not happened due to cost or provider issues. Alternative solutions identified by Headteacher.</li> <li>No children with further additional needs in September intake so no adjustments needed to buildings in short term.</li> <li>Plumber still needed to replace taps. Initial quote too expensive. Superintendent to source alternative quotes. Superintendent to contact Vale about cubicles and to organise deep clean of toilets at same time as sourcing cost effective quotes.</li> <li>Superintendent unable to swap boys' toilet door round - so will plan in summer hols.</li> <li>Application for funding for new covered cycle racks submitted to Otley Town Council.</li> </ul>	<p>PW</p> <p>HC</p> <p>HC</p> <p>PW</p> <p>PW</p> <p>PW</p>
3.	<b>Accessibility Plan: 2018 – 2021 (Standing Item)</b> <ul style="list-style-type: none"> <li>HC to remind staff of ongoing need to ensure displays adhere to RNIB guidance.</li> <li>Disabled parking sign now in place.</li> <li>Other aspects ongoing and progressing as planned.</li> <li>Cannot access Level 2 Autism training. Governor suggested raising it at Family of Schools meeting. The one provider for Otley does not have enough time to deliver whole school training in our region. Headteacher to research potential providers from outside the region.</li> <li>Headteacher to build in a slot in school newsletter to signpost people to school website to remind them of what's on there, as well as at new starter induction meetings with parents. Governor suggested adding information on FOW newsletter too. Headteacher now colour coding dates on newsletter to draw attention to important dates, changes and additions etc.</li> </ul>	<p>HC</p> <p>HC</p> <p>HC</p>
5.	<b>Planned Summer Works</b> <ul style="list-style-type: none"> <li>External lighting booked in for 25 July.</li> <li>Window cleaning being done by Leeds CC.</li> <li>Superintendent to repair school hall floor in summer.</li> </ul>	PW
6.	<b>Site Security</b>	

	<ul style="list-style-type: none"> <li>No issues since the last meeting</li> </ul>	
7.	<b>Health &amp; Safety Matters Arising</b> <ul style="list-style-type: none"> <li>One CF50 (accident) since last meeting: cut to leg from gazebo reported- cause could not be identified.</li> <li>Two CF50a (assault) since last meeting - one child punched TA in arm in crisis; and another child threatened to punch a TA in stomach and stamped on their foot. No injuries resulted in either case. Both children have an EHCP for complex SEMH needs.</li> <li>57 uses of the calm room so far this year - 6 this term 2019, 7 in Spring term 2019, the rest in the Autumn term (7 in October 2018 alone)</li> <li>Restrictive Physical Interventions - 43 since September 2018. Longest for 2 minutes, most often for less – vast majority have been with one particular pupil.</li> </ul>	
8.	<b>Devolved Capital</b> <ul style="list-style-type: none"> <li>Quotes being sought for re-zoning nursery/KS1 play area and replacing play equipment.</li> <li>Replacing server is most expensive action - being installed just before end of term. Extended warranty included to last for 5 years.</li> <li>On wish list: budget set aside for bottom playground, toilets, fire panel and foundation stage kitchen.</li> </ul>	HC
9.	<b>Date &amp; Time of Next Meeting:</b> <ul style="list-style-type: none"> <li>Friday 27/09/19 to be confirmed at full governing body meeting in September, along with committee membership.</li> </ul>	