

Westgate Primary School Governor meetings 2016-17

AGENDA: AUTUMN GOVERNOR MEETINGS

WESTGATE PRIMARY SCHOOL

PROPERTY MANAGEMENT AND HEALTH AND SAFETY COMMITTEE

Meeting on 07/10/2016

AGENDA

1.	Apologies
2.	Minutes and actions from previous meeting (attached) Cleared as final
3	Review roles and responsibilities (annual review). <ul style="list-style-type: none">• Election of Chair and Vice Chair Sarah Shore – re-appointed as Chair Vice Chair – Jonathan Kirkland• Review and agreement of terms of reference Recirculated to members for review Agreed with no changes
4.	Annual Review of Health and Safety Policy <ul style="list-style-type: none">• Update and copy to Head, Chair of Governors and all Property Committee members. Policy reviewed in detail with particular focus on the itemised annex. Noted that school were subject to an external health and safety audit in May/June 2016. Following meeting, actions arising from the audit discussed. Further meeting held on 18 November and specific points addressed as follows:<ul style="list-style-type: none">- Fire Risk Assessment: use of boiler house for storage and enclosure of bins: Confirmed as acceptable due to segregation.- Storage at height in the office – addressed- Consider replacement of hand rail down to boiler house – to be reviewed at next inspection.- Control of Substances Hazardous to Health (COSHH) – review relating to cleaning products mainly. <p>Overall rating of audit was 'Outstanding'.</p>
5.	Approve Educational Visit Policy <ul style="list-style-type: none">○ Update and copy to Head, Chair of Governors and all Property Committee members. Complete○ Monitor and evaluate implementation: Agreed demonstration of the Evolve system for committee members this year as good

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	<p>practice and to inform new committee members. Agreed to discuss and review safety arrangements relating to parents supervising / supporting school visits. Peer to peer check under consideration and will be discussed further.</p> <ul style="list-style-type: none"> ○ Approval of visits in period – none in period.
6	<p>Matters arising</p> <ul style="list-style-type: none"> • Matters arising: Monitor and report on property matters Noted traffic issues outside school. Reports of continued examples of parking on the school side of the road and of driving the wrong way up Scarborough Road. Head reports these issues as necessary to policy and liaises with parents and neighbours over parking. Constant attention required – but noted that improved, official signage had made a difference. • Review of any issues / work undertaken over summer holidays. Noted summer had been quiet. No major works.
7.	<p>Site Security No matters of concern in period.</p>
8.	<p>Health and safety – matters arising</p> <ul style="list-style-type: none"> • Monitor and report on health and safety matters: No issues of concern. • Follow up on inspection findings to close out actions: Completed at a second meeting on 18th November – see updated inspection reports. • Training needs: Mainly for Patrick. None noted at the moment. • Agreed to review arrangements for supervising visitors / 3rd parties on site. • Jonathan to look at school crisis plan / arrangements and report back findings / improvements - need to confirm a deadline?
.	<p>Devolved capital</p> <ul style="list-style-type: none"> • Forward look for the year.
10.	<p>Date and time of next meeting</p>