

WESTGATE PRIMARY SCHOOL

MINUTES FOR THE PROPERTY MANAGEMENT/ HEALTH & SAFETY COMMITTEE MEETING HELD ON FRIDAY 27TH APRIL 2018

Present: Helen Carpenter (HC); Patrick Wardman (PW); Sarah Mumford (SM); Jonathan Kirkland (JK); James Millson (JM), James Gould (JG)

Apologies: None

ITEM:	MINUTES:	ACTION:
1.	Apologies: None, all present.	
2.	Review Minutes & actions from previous meeting: <ul style="list-style-type: none"> Review of minutes <ul style="list-style-type: none"> Minutes were approved. Agree any remaining actions/rolled over items <ul style="list-style-type: none"> JM to follow up with Abel Fire to meet with Patrick and discuss fire alarm provisions. 	JM
3.	Documentation Review Review of the following: New Accessibility Plan <ul style="list-style-type: none"> Accessibility plan reviewed and approved by the committee. Working version of the accessibility plan to be developed including a progress column to assist with review of items/ sign off. Accessibility plan to be reviewed/ monitored annually by this committee Decoration of doors in KS1 Currently planned will include colour contrast frames. Ongoing roles/items within the plan will include an update by HC at the ongoing committee meetings to determine any further actions and progress in attainment. HC to provide updates on take up of extra-curricular activities HC to provide updates on the progress of 'TalkBoost' Implementation at the school. HC to investigate allocation of training day to incorporate Level 2 ASC Training for staff. Lettings policy and pricing <ul style="list-style-type: none"> Letting policy reviewed and rates agreed as to reflect the rates charged at Prince Henrys' with a view that should a long term community letting be proposed this rate could be reviewed. Reference to lettings to be made on school website- School office to field initial enquiries Prices to be reviewed annually going forward. 	HC PW HC HC HC/ MC HC/ MC HC to update website
4.	H&S Update Update/review on any incidents/accidents in school since the last meeting <ul style="list-style-type: none"> No incidents to review/report H&S Grid, updates- Priority items updates and review of progress on items with PW. <ul style="list-style-type: none"> Main issue with the boundary wall has now been rectified, PW to update ahead of next meeting/ inspection Roofing work has been carried out on the KS1 building. Water tap outlets now form part of the Water Hygiene programme To update grids ahead of each meeting and before the next inspection on 6th July PW-To obtain cost for corner hall door, including porch area (YR 5 exit) JM-Alternative cost for fire alarm works and integration 	PW PW JM

	<p>Review and Discuss works/ improvements that may need to be scheduled for the summer break.</p> <ul style="list-style-type: none"> • Inspection confirmed for 6th July for inspection and compilation of summer works list. <p>Discuss impact of GDPR Regulations</p> <ul style="list-style-type: none"> • HC confirmed that an external provider has been appointed to manage the GDPR regulations and provide a DPO. This has been managed through the Finance & Personnel committee. 	ALL
5	<p>AOB</p> <ul style="list-style-type: none"> • to follow up with council post-election about the provision of disabled street parking • Standing agenda item to review any incidents/accidents at each future committee meeting 	<p>HC</p> <p>JM</p>
6.	<p>Date & Time of Next Meeting: 06/07/2018 09:00 Main Focus: H&S update inspection</p>	ALL