

WESTGATE PRIMARY SCHOOL

PROPERTY MANAGEMENT & HEALTH & SAFETY COMMITTEE

Meeting on Friday 3rd October 2014

Present: Matthew Collins (Chair), Daniel Hackney, Alison Finlay,
Patrick Wardman & Angela Georgeson.

1.	Apologies & Membership Matters: Sarah Shore & Helen Carpenter.	
2.	Minutes from the Last Meeting: These were accepted as accurate.	
3.	Matters Arising: New yellow lines have been installed outside but appear to be crumbling already. Further work is apparently imminent re zig-zags. The headteacher has informed that LCC are being asked to look again at the on-going blue badge situation.	
4	Election of Chair & Vice Chair: Matthew Collins agreed to remain as chair & it was decided to try & recruit more governors at the main meeting, to join this committee.	
5	Review & agreement of terms of reference: It was agreed all terms remain as is this year.	
6	Annual review & sign off of policies: <ul style="list-style-type: none">• Health & Safety• Educational Visits• Educational visits policy• Governors agreed to defer this point to the next meeting in November as the headteacher will be able to attend.	
7	Health & Safety Matters Arising: Following an accident involving a KS1 child & the climbing frame, it was decided that school explore the possibility of Sportsafe, who maintain the PE equipment, confirming that the frame is safe & fit for purpose. The caretaker has taped over the area which hurt the child but has no further concerns. It was thought prudent to also contact LCC to ask for advice. The equipment is very popular & steps have been	AF/PW

	<p>made to ensure it conforms to safety requirements.</p> <p>** At this point, Angela Georgeson joined the meeting.</p>	
8	<p>Property Condition Survey:</p> <p>An external advisor visited school in January & has reported his findings. Back in 2009 the Asset Plan showed several areas scoring c's & d's. However, school is now in much better shape with only minor points for concern. These are mainly decoration issues in KS1. The caretaker advised that there is a rolling programme for such works and therefore this is not a problem & will be addressed in time. Following lead theft from the Blue Room roof, water leakage had caused a bit of damage but was now drying out very well. The toilet blocks in KS1 were mentioned but simply need decorating.</p> <p>Two errors were noted on the report:</p> <ul style="list-style-type: none"> • KS1 didn't have a basement & it does • There is no catering kitchen in KS2 which there obviously is. <p>All in all there were no adverse risks reported in the survey.</p>	
9	<p>Monitoring & report on property matters/matters arising:</p> <p>Foundation Stage need a new shed which is essential for storing outdoor play items. The present one is in need of repair & is leaning into the building. A quote has been received from Woodlands at Horsforth for £729 but they will need a concrete base to be in situ before starting work. Leeds & Bradford Ltd are in the process of supplying a quote for both shed & base. It was suggested that school might think about purchasing a metal shed which would be longstanding & secure - the caretaker agreed to look into this</p>	PW
10	<p>Site Security:</p> <p>The caretaker had nothing to report & said the neighbours were very good at bringing any problems to school's attention.</p>	
11	<p>Any Other Business:</p> <ul style="list-style-type: none"> • One governor asked if school had sufficient rock salt in preparation for winter. School purchased a good lot last year, which due to mild weather conditions, wasn't really needed. • Governors discussed the possibility of looking again at solar panels. A governor handed out her findings and agreed to contact the Carbon Trust for an update on 	

	the available options for such a project. Grants appear to no longer be available but there are still various ways forward. The chair agreed to also look into developments rights for the buildings. Other schools locally are to be asked if they have solar panels & how they financed the project. It was agreed that governors continue to explore the possibilities both from an educational angle & a financial one.	
12	Date & Time of Next Meeting: Friday 21 st November at 9:30am.	