



Minutes of a meeting of the Buildings, Premises and HSE Committee of Frodsham Weaver Vale Primary School held on 8th May 2018 at the school at 3.00pm

Composition of the committee:

Name	Category of Governor	Date of end of tenure	Designated Role
<u>Present:</u>			
Ken McLarney	Co-opted	2 nd December 2018	Chair of Committee
Peter Van Geffen	Headteacher		Headteacher
Jacky Frodsham	Co Opted	8 th March 2022	
Jane Smith	Co-opted	13 th June 2021	
Ian Bleasdale	Co-opted	5 th December 2018	
Sally Baker	Co-opted Staff	2 nd March 2019	
<u>Additional attendance</u>			
Sean O'Connor			Site Maintenance Officer(SMO)
Julie O'Shea			Clerk to Governors (Shadowing)
Katherine Alexander			Associate Member
Jackie Parker			Clerk to Governors

ACTION: Red

Challenge: bold and italics

The Chair welcomed the committee and stated that following the distribution of the draft agenda, no additional agenda items had been submitted to be covered.

1. Attendance / Apologies

In attendance: Peter Van Geffen (HT), Jacky Frodsham, Ken McLarney (Chair), Sean O'Connor (SMO), Jane Smith, Kat Alexander, Ian Bleasdale

Apologies were received from Sally Baker.

RESOLVED: That the apologies for absence received be accepted.

2. Conflicts / Declarations of interest

Mrs Frodsham stated that she is currently a Governor at Frodsham C of E School.

There were no additional declarations received.

3. Minutes of the last meeting

The minutes of the previous meeting had been distributed prior to the meeting for comment. No comments were received.

RESOLVED: That the minutes of the committee meeting held on 30th January 2018 be confirmed as a true record and signed by the Chair.

Matters arising – Actions from previous meeting

Action: Committee Chair to update the Emergency Plan and circulate to Committee members - This action has been completed but needs to be circulated to Governing Body. – this is still to be completed by inserting governor's names.

Action: Headteacher to arrange for a fire evacuation test this term – A fire evacuation was conducted during the Autumn Term. The fire evacuation with reduced egress is to be actioned. The Chair, SMO and HT are to meet to discuss – this action is ongoing.

Action: SMO to block off main escape routes to see which alternative routes the staff use – A date will be issued for this evacuation is to be set immediately – this action is to be completed when the above plan is put into place and a risk assessment completed.

Action: Headteacher to arrange Fire safety training for a Friday afternoon for deputy Fire Marshalls – HT to organise training date with Chair – this training is to be rescheduled.

Action: Emergency Plan, names required to complete the EP team, then the Plan sent to that team which includes Staff members and Governors.

4. Health, Safety, Environment, Accident Statistics, incidents, training, items from / for Inspections (actions)

Matters arising – Actions from previous meeting

Action: Committee Chair and SMO to carry out a risk assessment on using the Salt Works car park – the SMO and Chair have reviewed, the risk assessment is still to be completed, the Chair will forward when completed – this action is ongoing, and the committee discussed the issues. Parents tend to take the shortest route which is not necessarily the safest. The possibility of blocking the gate of and alternative route options was discussed. Governors heard how parents arrive early and park on site which is not acceptable.

Update on parking banner – There is a planned walk to school week coming up. The committee heard about how the banner had been 'launched' with attendees from CWAC. The children helped to design the banner which is now in place at the front of the school. An assembly was also held on the issue.

Action: SMO to investigate new hooks for cloakroom – it was decided after further thought that new hooks wouldn't solve the problem. Governors discussed how to ensure that children make sure that none of their personal items are on the floor – this is to be encouraged by class teachers.

Action: The Administration of Medicines policy is 2 years old and will need to be reviewed – HT to review – this is ongoing.

Action: The Chair is to look at storage throughout the school and discuss with GB – this action is completed, and the cupboard / storage issue is now resolved.

The Chair said that there were no specific issues to report. There were 98 incidents logged last month. The Chair has been briefed on the type of incidents they were. 12 head bumps, 1 bite. When they are classed as more serious then they are investigated, and appropriate actions would be reported.

The committee heard that the Chair is due to attend a course on accidents and how to deal with them.

5. Safeguarding – feedback from any incidents

The HT and Chair have not had a chance to meet on this subject and have planned to meet later this week. There were no specific incidents to report.

Action: Following a meeting between headteacher and safeguarding governor that is due to be held on the 11th of May, the Safeguarding Governor is to provide a report on Safeguarding to the FGB meeting.

Action: HT to circulate Safeguarding Report to FGB meeting.

6. Site Maintenance Officers Report

The SMO's report was circulated at the meeting. The SMO talked the committee through the contents.

The following matters were discussed:

Grounds Maintenance: CWAC no longer provides grounds maintenance. The SMO has had three quotes in from suppliers and the one that is the preferred supplier is Cropper (who currently maintain the grounds at Helsby High) – The GB agrees with this and approves the appointment.

Cyclical Maintenance Contract – A decision needs to be made about whether to continue with Qwest – school are not happy with the service as it is now – Quest are coming into school to discuss in the next week.

Waste – The committee heard that school are always over the weight allowance for waste. The additional monies paid because of this amount to approx. £600 per year. The SMO discussed the issues and lack of recycling options in school. It was discussed that maybe at the end of the contract the school could move to an alternative supplier. School are to investigate recycling throughout the school. Recycling is also part of the curriculum so maybe the children could get involved. A compost heap was suggested – **Governors asked where would this be located? and would there be any issues, vermin etc?**

Action: The HT is to speak to other local schools to see what they do with regards to recycling.

It was agreed that across CWAC schools – recycling is not really covered. Maybe the overspend of £600 could be used to look at recycling options?

DFC budget – the committee heard that the DFC budget available to school is £5725.

Quad windows – The SMO has had the quotes in for the next phase. Governors are encouraged to look at what has already been completed.

Basement – The SMO has had a supplier in to school to have a look and has been advised that to try to rectify the damp issue would cost thousands. The committee discussed alternatives to storage so that school don't have to use the basement. Creating a space with a concrete base has been looked at and would cost approx. £2k.

TMV's are running too hot in two classrooms and the SMO is awaiting a quote to rectify the problem.

Quotes for replacing all non-fire safety glass above doors has been received – this could be done in phases. Alternatives are also being considered.

The Legionella Risk Assessment identified a sink which is no longer used and needs to be addressed by rerouting pipe work. A quote for the work of approx. £300 has been received – RESOLVED: the GB agrees to this work being carried out.

No additional items were discussed.



RESOLVED: That the Site Maintenance Officers Report be received with thanks.

7. Security / Welfare

Action: SMO to email Jonathan Siddorn to check on legal aspects of filming off school site / boundaries - The SMO has had the information back. CCTV has been drafted (using template) and needs to be amended for school. PSCO has discussed the use of CCTV and said that school are OK to do. Currently there are 3 cameras at the front of school and 1 at the back. GDPR issues need to be looked at.

No additional issues have been reported.

8. Maintenance Plan / Budget

The committee heard that there is a maintenance plan in place. We discussed that the committee have been allocated the DFC budget which is approximately £5,725. The HT is expecting a firm quote from the LA budget Officer Laura Rose in the near future.

Action: HT and Chair - Governors asked that the finance committee be given a list of the requirements and costings (SMO quotations document). – completed – doors and windows now in place.

9. Cleaning Contract – the committee heard that the SMO had received quotes from cleaning companies and that a company called Intrinsic Cleaning are coming out as the preferred supplier – the committee discussed what the company could offer, and the cleaning of the Hall was discussed. Currently the cleaners don't do the hall (SMO and midday staff do currently) and it is to be put to the proposed new supplier that they add in the cleaning of the hall once a week. 2 cleaners x 10 hrs per week. – cost £10,074 per year (includes a holiday clean). This quote covers all materials and equipment. Cover would also be provided if staff were off ill. They will be the keyholders in come in between 6 and 8am. The employment of this cleaner means that the SMO will be able to concentrate on his job rather than covering cleaning. The Chair said that he had seen the quote and was impressed with the service levels offered. The contact has a three-month termination notice period and school have employed them for a 12-month contract. The SMO will receive a signed log of completed activities.

The HT said that there would be no staffing implications for school.



The chair proposed that the school sign and contract with Intrinsic. RESOLVED: The GB agree with this proposal. The new contract will commence on 4th June 2018.

10. Statutory Policies

There were no policies for review at this meeting. The Fire Risk Assessment will be reviewed in September 2018.

11. Date of the next meeting

The next meeting will be held on 9th October 2018 @ 3.15pm.

12. AOB

There were no AOB items to be discussed.

Signed.....

Dated.....