



**MINUTES OF THE BUILDINGS, PREMISES AND HSE COMMITTEE  
OF FRODSHAM WEAVER VALE PRIMARY SCHOOL HELD ON THURSDAY 8<sup>TH</sup>  
NOVEMBER 2018 AT THE SCHOOL AT 3.15PM**

Committee Membership

Name	Category of Governor	Date of end of tenure	Present	Designated Role
Ken McLarney	Co-opted	2 <sup>nd</sup> December 2018	Apologies	Chair of Committee
Peter Van Geffen	Headteacher		✓	Headteacher
Jacky Frodsham	Co Opted	8 <sup>th</sup> March 2022	Apologies	
Jane Smith	Co-opted	13 <sup>th</sup> June 2021	✓	
Ian Bleasdale	Co-opted	5 <sup>th</sup> December 2018	✓	
Sally Baker	Co-opted Staff	2 <sup>nd</sup> March 2019	✓	
Christine Owen	Co-opted	2 <sup>nd</sup> December 2018	✓	
Also, in attendance				
Sean O'Connor			✓	Site Maintenance Officer (SMO)
Julie O'Shea			✓	Clerk to Governors
Ruth Curtis			✓	Observer

**1. WELCOME AND APOLOGIES**

The Head Teacher welcomed everyone to the meeting. Apologies were received from Ken Mc Larney and Jacky Frodsham.

Governors accepted the apologies.

**2. DECLARATION OF PECUNIARY INTEREST**

It is a Statutory requirement that Governors declare, and the school publishes, any potential pecuniary interest or conflict of interest between an individual Governor and the Governing Board as a whole.

Governors are asked to declare any potential conflict of interest with the business to be discussed during the meeting, none were declared.

### 3. APPOINTMENT OF CHAIR

The election of the Chair for this committee could not be completed due to the potential/existing Chairs absence.

The Clerk was asked by the committee to Chair the meeting until a Chair could be elected at the next committee meeting.

***ACTION: Election of a committee chair to be added to the next committee agenda.***

### 4. COMMITTEE TERMS OF REFERENCE

RESOLVED: The terms of reference for this committee were agreed and approved.

### 5. MINUTES OF THE PREVIOUS MEETING

RESOLVED: The minutes of the meeting held on the 8<sup>th</sup> May 2018 which had been circulated prior to this meeting were agreed as a true and accurate record. In the absence of a Chair, it was agreed that that the minutes be carried forward to the next committee meeting to be signed.

***ACTION: Clerk to add to the agenda the signing of Minutes of the meeting held on the 8<sup>th</sup> of May to be signed at the next meeting.***

***ACTION: Clerk to add the SMO onto the circulation of the minutes.***

### 6. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING.

To discuss any matters arising from the minutes of the meeting held on the 8<sup>th</sup> May 2018 that are not addressed elsewhere in the meeting.

Item	Name	Task	Deadline
3.	Committee Chair	To circulate the Emergency Plan to all Staff and Governors.	ASAP



3.	HT/Chair/SMO	To meet to discuss fire evacuation with reduced egress.	Ongoing
3.	HT	To arrange Fire Safety Training for Deputy Fire Safety Marshalls.	Ongoing
4.	Chair /SMO	To update the risk assessment of using the salt Works car park.	Ongoing-Discussion took place around parking issues within the site – agreed to remove this item.
4.	HT	To review the administration of Medicines Policy	To go to Autumn FGB
5.	Safeguarding Governor	To provide a safeguarding report to the summer FGB	Summer FGB
6.	HT	To investigate recycling and what other schools are doing	<p>The HT had emailed other local schools and had a good response. The SMO informed Governors that the current company (ASH Waste) do recycle approx. 70% of the waste removed.</p> <p><i>Q. What happens with the Edsential waste?</i></p> <p><i>A. It goes in our bins.</i></p> <p>HT commented that it needs adding to the website that the schools waste is recycled.</p>



7.	SMO	To speak with Jonathan Siddorn to check on the legal aspects of CCTV filming on school sit	Discussion took place around the aspects of CCTV and data. Its legalities been clarified that the and there is now a GDPR CCTV policy to be signed off.

## 7. HEALTH AND SAFETY

The Site Maintenance Officer tabled a report of the Health, Safety, Environment, Accident Statistics, incidents, training, items for Inspections and any action/works required or completed.

It was highlighted that there had been 106 accidents in October 55 of those had been trips or falls the majority in the playground.

24 of the 106 incidents didn't indicate a location, they aren't being registered, frequently there is a 'story' relating to the incident rather than the information required. Discussion took place around the terminology used- slip, trip, fall or caught.

There had been Prime incidents recorded in relation to the Resource Provision.

***ACTION: Following the discussion the Head Teacher agreed to speak to staff and middays about the importance of location and information of accidents.***

Q. Where any of the accidents significant?

A. Only the Prime incidents recorded which required hospital visits.

## 8. SAFEGUARDING

- The Head teacher gave a verbal report, since the appointment of the Safeguarding, Pastoral and Inclusion Lead appears to have had an impact supporting the community and allowing the children the opportunity to learn. She has taken over the role of Deputy Safeguarding Lead and has undertaken the required training, the Head Teacher has also renewed his training, the other staff to complete their updated training in the third week of November.
- CPOMs was reviewed and discussed.
- There had been no report from the Safeguarding Governor.

- Work for Forest schools has begun, and work will be completed by the SMO and the community pay back team over a weekend. The pirate ship has been redecked.
- Children have been digging at the fence and it is being filled and monitored by the SMO.
- LSCB – to look at the possibility of a safeguarding audit.  
Discussion took place regarding access to other schools on the inset day visits, the Head teacher commented that the schools safeguarding is appropriate.

## 9. SITE MAINTENANCE OFFICERS REPORT

The site maintenance officer tabled an extensive report of works which had been completed during the Summer and the first half term.

The report was received with thanks to the SMO.

- Tree work is required – scheduled for early December.
- Monday was an inset day and staff had the opportunity to visit other schools in the cluster as open days. The feedback about our school was that it was bright and light, the classrooms were calm and uncluttered, and the school was very tidy, with well organised resources. The playground received positive comments too, negatives were that the hall was boring.  
We are aware that the hall needs work.

## 10. MAINTENANCE PLAN / BUDGET

Governors reviewed the maintenance plan v budget.

- The quad area needs work, the paving has sunk, and makes the area uneven, one of the schools last week had a similar area – the Head Teacher stated that he would like this to be a project to look at, as it is a centrepiece.  
Discussion took place about ideas for use and their feasibility, currently it is used by EYFS as an outside space with sand, water and mud kitchen.  
Governor comment; we should look at all areas as holistic.
- The playground was quoted at circa £40,000.
- There is £1,400 of money received through the sugar tax that needs to be spent by February. There are five class allotments going in and we are looking at a second greenhouse for seed growth.
- DFC – windows have gone in this year and have made a huge difference in temperature and noise reduction. There is still £5,000 in the budget for a one off spend, so it needs determining what this is to be spent on.



Discussion took place about the light replacements that the SMO had been looking into, the first quote the LA finance team were not happy with the terms presented. The intention is to look at the interest free credit deals available, the loan would be paid for by the electricity savings, better deals have been found and a company called CUBE have visited the site. The quote is significantly lower and has a much shorter payback period the cost is £11,400. Lumination tests showed that some classrooms were too dark, some too bright.

***ACTION: SMO to forward quote for LED lighting to the Head Teacher and he will speak to Natalie Cole in LA finance to ask how it could be financed.***

Extensive discussion took place, with the hall option of blocking up the window costing approx. £10-12,000 a favoured choice, it was agreed to await Ken Mc Larney's input on this.

## 11. STATUTORY POLICIES

There were no statutory policies relevant to the committee to be reviewed, a policy matrix will be available for the FGB on 22<sup>nd</sup> November.

## 12. DATE OF THE NEXT MEETING

**Tuesday 5<sup>th</sup> February 2019 3.30pm**

## 13. AOB

The school are having a Christmas fair to celebrate the opening of the Forest school's area. The Mayor, Frodsham Singers and the wider community etc will all be attending. The driver behind this has been the new Safeguarding, Pastoral and Inclusion Lead. The staff have been really engaged and one has entered a competition to for Reindeer to attend, there will be stalls and part of the woodland lit to create a magical feel.

***ACTION: Summer fair to celebrate the schools 50<sup>th</sup> Anniversary to go on the agenda for the next FGB.***

Signed----- Date-----