



**DRAFT MINUTES OF THE BUILDINGS, PREMISES AND HSE COMMITTEE OF  
FRODSHAM WEAVER VALE PRIMARY SCHOOL HELD ON TUESDAY 5<sup>TH</sup> FEBRUARY  
2019 AT THE SCHOOL**

Committee Membership

Name	Category of Governor	Date of end of tenure	Present	Designated Role
Ken McLarney	Co-opted	22nd November 2022	✓	Chair of Committee
Peter Van Geffen	Headteacher		✓	Headteacher
Jacky Frodsham	Co Opted	8 <sup>th</sup> March 2022	No Apologies	
Jane Smith	Co-opted	13 <sup>th</sup> June 2021	Apologies	
Ian Bleasdale	Co-opted	22nd November 2022	✓	
Sally Baker	Co-opted Staff	2 <sup>nd</sup> March 2019	✓	
Christine Owen	Co-opted	22nd November 2022	✓	
Ruth Curtis	Staff	7 <sup>th</sup> March 2022	✓	
Also, in attendance				
Sean O'Connor			✓	Site Maintenance Officer (SMO)
Julie O'Shea			✓	Clerk to Governors

**1. WELCOME AND APOLOGIES**

Apologies were received from Mrs J Smith and accepted.

No apologies were received from Mrs J Frodsham.

Governors may decide to accept, note or not accept any absence by a Governor.

**2. DECLARATION OF PECUNIARY INTEREST**



There were no declarations any potential conflict of interest with the business to be discussed during the meeting.

### 3. ELECTION OF THE COMMITTEE CHAIR

The Election of a Chair had been carried forward from the meeting in the Autumn term.

Mr K McLarney was nominated and duly elected as the Chair for this committee.

### 4. COMMITTEE TERMS OF REFERENCE

Item	Name	Task	Deadline	Outcome
3.	Committee Chair	To circulate the Emergency Plan to all Staff and Governors.	ASAP	The emergency plan has been updated and a draft has been sent to the HT, SBM and SMO.  Awaiting feedback or review to make it bespoke to the school.
3.	HT/Chair/SMO	To meet to discuss fire evacuation with reduced egress	Ongoing	Ongoing - the SMO to contact the CWP representative responsible for Fire Evacuation to discuss concerns with the recent Evacuation.  A Governor commented that we should have marked alternative exit routes.  Staff feedback was that there should be different routes as the volume of children can be an issue.  The next fire evacuation will have a blocked access route.



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	The SMO had verbal complaints about the parking, parents will not use the Salt Works car park.  The Head Teacher will ask parents to park safely and considerately.  To remove this item from the agenda.
4.	HT	To review the administration of Medicines Policy	ASAP	Completed.
5.	Safeguarding Governor	To provide a safeguarding report to the summer FGB	Summer FGB	Completed.
6.	HT	To investigate recycling and what other schools are doing	Ongoing	Completed.
7.	SMO	To speak with Jonathan Siddorn to check on the legal aspects of CCTV filming on school sit	Ongoing	Completed.

The terms of reference for this committee were agreed at the last meeting.

## 5. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on the 8<sup>th</sup> May 2018 and the 8<sup>th</sup> November 2018 were agreed as a true and accurate records of the meetings and duly signed by the committee Chair.

## 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> December 2018 that are not addressed elsewhere in the meeting.

### ACTION LIST FROM MATTERS ARISING 8<sup>th</sup> MAY 2018

### ACTION LIST FROM MATTERS ARISING 8<sup>TH</sup> NOVEMBER 2018

Item	Name	Task	Deadline	Outcome
3.	Clerk	Election of a committee chair to be added to the next committee agenda.	5/2/19	Completed.
5.	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.	5/2/19	Completed.
5.	Clerk	to add the SMO onto the circulation of the minutes.	Ongoing	Completed.
7.	Head Teacher	to speak to staff and middays about the importance of location and information of accidents	ASAP	Ongoing monitoring.



10.	<b>SMO/Head Teacher</b>	to forward quote for LED lighting the to the Head Teacher and he will speak to Natalie Cole in LA finance to ask how it could be financed.	<b>ASAP</b>	<b>This. has been passed by CWaC and is going ahead</b>
13.	<b>Clerk</b>	Summer fair to celebrate the schools 50 <sup>th</sup> Anniversary to go on the agenda for the next FGB.	<b>Spring FGB</b>	<b>Ongoing Spring FGB Agenda item.</b>
18.	<b>Clerk</b>	To be added to the Finance and Staffing agenda to discuss the CWP(NHS) building.	<b>Spring Finance and Staffing meeting</b>	<b>Completed.</b>

## 7. HEALTH AND SAFETY

The following Health, Safety, Environment, Accident Statistics, incidents were reported.

- There were 56 accidents in January, slips, trips and falls, there had been 65 in December.
- One prime incident with a head cut/ injury.

*Q. Did the snow have any impact?*

*A. No, not really the children went out in smaller numbers.*

## 8. SAFEGUARDING

There has been a meeting with the Chair, Head Teacher and Pastoral Lead, there have been too many incidents to discuss in this meeting, but they will be reported back.

## 9. SITE MAINTENANCE OFFICERS REPORT



The site maintenance officers comprehensive report was tabled at the meeting, the key points were: -

- The allotment has been put in with minor things to complete.
- The pathway in the Forest School area has been completed.
- Some tree works have been completed, with another days work still required at a cost of £700.
- The LED lighting has been approved and installation begins on the 15<sup>th</sup> February.
- New schools' supplier has been found and it will save up to 40-50% on items such as cleaning items, tissues and toilet rolls.
- School was thoroughly cleaned during the Christmas holidays.
- The Asset Register has been completed, staff have been given a copy to check and return to the SMO.
- PAT testing has been completed.
- A new leaf collection machine has been purchased and is proving to be very useful.
- The Annual Health and Safety Audit has taken place, the feedback was good with no major issues.
- The Sport Equipment Inspection has taken place and the actions from this have been completed.
- The Asbestos Inspection has taken place with the basement being the only area highlighted as may needing work in the future.

*Q. Why does the damp affect the asbestos?*

*A. It doesn't, it removes the coating that it put over it to protect it.*

- The Annual Fire Inspection has taken place, and all was in order.
- The 5-year wiring inspection is due at the end of the year, it cost £3,00 5 years ago, so it will need planning into the budget.

*Q. Who provides that?*

*A. I will obtain quotes and hopefully we won't have any remedial work.*

*Q. Do we have any vermin activity, around the woodland?*

*A. We do but not very much considering the environment. We monitor and it is checked quarterly as we do have rats on site.*

*Q. How is the allotment going?*

*A. The teachers are planning what to plant.*



The SMO commented that it had been the busiest half term in the time he has been at the school.

The Chair thanked the SMO on behalf of Governors for his continued hard work and report.

## 10. MAINTENANCE PLAN / BUDGET

### To review the maintenance plan v budget

- There is £312 DFC left in the budget.
- The paperwork for the insurance claim for the flood damage is being processed.
- The playground, surface and aesthetics need to be reviewed as they haven't had any major work for a considerable amount of time.
- Soft pore flooring. Fencing and slopes are an issue – this will be discussed at the Finance and Staffing meeting.
- The last project was the Golden mile, we need to review our play space, at the last census 575 of or children were disadvantaged, we need to tap into funding streams to enable a large project.

### To Discuss the CWP building Lease

This item has been moved to the Confidential minutes.

## 11. STATUTORY POLICIES

***ACTION: The Head teacher to forward the Policy Schedule.***

The Medicines and Supporting Pupils with Medical needs was covered at the FGB.

Q. Will we need to review this policy as we will have staffing changes?

A. Yes, it will.

**ACTION:** The Head Teacher to review the Medicines Policy, considering staffing changes.

Q. *Do we check the defibrillator batteries and pads?*

A. *Yes, we do, and we must replace them as the pads go out of date.*



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A Governor informed the committee that there is a mapping of the Defibrillators locations in the town taking place. Some models may be becoming outdated and new models cost approx. £900.

**12. DATE OF THE NEXT MEETING**

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

**13. AOB**

**There was none.**