

Nanpean Community Primary School



Minutes

Health & Safety Committee Meeting

Tuesday 17th January, 2017

Clerk to Health & Safety Committee – Linda Cackett

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HEALTH AND SAFETY COMMITTEE MEETING MINUTES

School:	Nanpean County Primary School
Quorum:	3 - (4 Governors in Committee)
Chair:	Miss Kerry Dash
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 17th January, 2017 at 4.30 pm
Venue:	Nanpean School – Melbur classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr John Sibley – Local Authority	Yes			A
Miss Kerry Dash – Committee Chair - Co-opted (Ring Fenced-Staff: Non Teacher)	Yes			P
Mrs Carly Wicks – Headteacher	Yes			P
Mrs Kizzy Udy – Co-opted –Chair of Governing Board	Yes			P
Mrs Linda Cackett – Independent Clerk	No		Clerk	P

1.0	<u>Welcome and consideration of consent for absence</u> The Committee Chair welcomed governors to the meeting. It was noted that Mr Sibley was not in attendance.	
2.0	<u>An opportunity to declare any additional business or pecuniary interest/s</u> None.	
3.0	<u>Minutes of previous committee meeting – Wednesday 5th October, 2016</u>	
3.1	<u>Approval</u> The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.	
3.2	<u>Matters Arising – not already on the agenda</u>	
3.2.1	<u>Item 3.2.1 - Accessibility Plan</u> The Accessibility Plan was circulated prior to the meeting and will be covered under item 4.2.	
3.2.2	<u>Item 4.1 – Health and Safety Policy</u> The policy was amended as agreed at the last meeting with the revised governors name. The new governor has carried out some of the regular weekly checks which is positive.	



4.0	<u>Policies Review and Update</u>	
4.1	<u>First Aid Policy</u> The policy was circulated prior to the meeting, reviewed and APPROVED for adoption. Everything in the policy has been put in place. The Headteacher suggested it being put in the same format as the school's other policies, this was APPROVED.	
4.2	<u>Accessibility Audit 2016</u> Previously the accessibility plan had been known to be out of date regarding the site. The audit had been completed, Miss Dash updates the audit on a termly basis and will be colour coded in the future. If any more specific needs are required for future pupils it can be incorporated. The audit was circulated prior to the meeting and reviewed.	
4.3	<u>Health and Safety Action Plan January 2017</u> The action plan was circulated prior to the meeting and reviewed. The Action Plan was devised by the school following the external Health and Safety Audit.	
4.4	<u>Fire Plan</u> The fire plan was circulated prior to the meeting and reviewed. The Committee Chair asked whether the plan will be tested, the Headteacher agreed that it would be soon. The Headteacher and Secretary has met with Claire Penellum and Arthur Roberts w.r.t. business continuity and had a very informative meeting. They were impressed that the school already has a Disaster Recovery Policy in place and they are facilitating staff training this term.	
4.5	<u>School Accessibility Plan 2016-2019 – Tabled with Item 4.1</u> The accessibility plan was circulated prior to the meeting and reviewed. Governors felt it was fit for purpose and it was agreed to be an agenda item at future meetings.	Clerk
4.6	<u>Health and Safety Training 2016</u> The training report was circulated prior to the meeting and reviewed. The Headteacher thanked Miss Dash for all her hard work and organising the correct training across the school. Miss Dash has attended Level 3 training and the Headteacher is booked on this in November 2017; the training provider are In Safe Hands.	
5.0	<u>Governor Monitoring</u> The Chair reported that the weekly checks are being carried out and are being accurately recorded. Mrs Udy and Mr Sibley are scheduled to monitor Rights Respecting Schools, Pupil Conferencing and meeting with the	Mrs Udy Mr Sibley



	School Council in February.	
6.0	<p><u>Accidents, near misses, defects, display screen equipment, first aid and fire and emergency procedures – Spring Term Committee Focus</u></p> <p>A report was circulated prior to the meeting. The committee felt it was a very informative report, costings had also been included. The Chair asked whether there had been any equipment requests from the DSE assessments, the Committee Chair confirmed that some equipment is required. The Headteacher reminded the committee that these tests were important, personally she promotes it as she has in the past used a dining room chair at home which started causing pain in her lower back. At home, she now has a compliant working environment which has alleviated her pain. The Chair asked how often the DSE checks take place, it was confirmed that they are carried out on an annual basis. The committee approved the expenditure requests.</p>	
7.0	<u>Property Compliance</u>	
7.1	<p><u>Compliance Audit Checklist</u></p> <p>The compliance audit checklist was circulated prior to the meeting. The Headteacher reported that the fire extinguisher tests have been carried out and dates are accurate in the audit.</p>	
7.2	<p><u>Quarterly Checklist</u></p> <p>The quarterly checklist was circulated prior to the meeting. The weekly alarm tests are out of date since November, the Chair asked whether these will be put in place again, the Headteacher confirmed that they will be along with the fire drills.</p>	
7.3	<p><u>Defects Log</u></p> <p>The defects log was circulated prior to the meeting.</p>	
8.0	<p><u>Safeguarding</u></p> <p>The Headteacher reported that there have been no ViSTs this term. The Headteacher has attended a CAPH Child Protection Steering Group meeting this afternoon where ViSTs were discussed, it was mentioned that some schools are getting notified a week or more later, which is not acceptable. There is a highly effective system called 'Operation Encompass' which should soon be adopted in Cornwall; this will ensure timely and detailed information sharing where a ViST is logged which will mean the right safeguarding measures and appropriate support for the child can be implemented in schools.</p> <p>The Headteacher remains heavily involved with some of the new pupils. There has been a new Child Protection Safeguarding Policy written by Helen Trelease. All staff have signed to say that they have read and will abide by the policy and the Keeping Children Safe in Education Policy, most governors had also signed the sheet.</p>	



9.0	<u>Chair's Report</u> <i>See confidential minutes attached.</i>	
10.0	<u>Dates for next Health and Safety Committee meeting</u> <ul style="list-style-type: none">Tuesday 25th April, 2017 at 4.30 pm The meeting closed at 5.27 pm	

These Minutes were passed as true and accurate at the Health and Safety Committee Meeting on Tuesday 25th April, 2017.

Signed: **Committee Chair**
Miss Kerry Dash

Dated: **Tuesday 25th April, 2017**