

Nanpean Community Primary School



Minutes

Health & Safety Committee Meeting

Tuesday 30th April, 2019

Clerk to Health & Safety Committee – Linda Cackett

Typed: 01.05.2019

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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 30th April, 2019 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Miss Kerry Dash – Committee Chair - Co-opted Governor (Ring Fenced-Staff: Non-Teacher)	Yes			P
Mr Brett Marsh – Parent Governor	Yes			Ap
Mr John Sibley – Local Authority Governor	Yes			P
Mr Matt Nicholls – Headteacher	Yes			P
Mrs Linda Cackett – Independent Clerk	No		Clerk	P

1.0	<u>Welcome and consideration of consent for absence</u> Apologies were received, considered and accepted from Mr Marsh who had staff training.	
2.0	<u>An opportunity to declare any additional business or pecuniary interest/s</u> None.	
3.0	<u>Minutes of previous committee meeting – Tuesday 22nd January, 2019</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 4.3 – Health & Safety Policy</u> The Clerk confirmed that the agenda had been revised for this and future meetings. The Headteacher confirmed that Mrs Wicks' name had been changed.	
3.2.2	<u>Item 6.0 - Health and Safety training, Accidents, Near Misses, Defects, Fire and Emergency procedures and Display Screen Equipment – Spring Term Committee Focus</u> The Headteacher confirmed that dealing with head injuries had been added to the First Aid Policy to ensure a consistent approach.	

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5.4	<p><u>Disaster Recovery Plan</u></p> <p>The Headteacher commented that the phone tree requires slight amendment and some company names changed. The plan had been circulated prior to the meeting, it was reviewed and APPROVED for adoption by the Committee. The Committee Chair reported that it had been recommended to look at the ICT Recovery Plan, this will be undertaken at half term.</p>	Headteacher
6.0	<p><u>Property Compliance – Summer Term</u></p> <p>6.1 <u>Compliance Audit Checklist as at 09.10.2019</u></p> <p>The compliance audit checklist was circulated prior to the meeting.</p> <p>6.2 <u>Premises Quarterly Checklist – October 2018</u></p> <p>The latest quarterly checklist was circulated at the last meeting.</p> <p>6.3 <u>Premises Monthly Checklist</u></p> <p>The Headteacher confirmed that the checklist is completed accurately.</p> <p>6.4 <u>Premises Weekly Checklist</u></p> <p>The Headteacher confirmed that the checklist is completed accurately.</p> <p>6.5 <u>Premises Daily Checklist</u></p> <p>The Headteacher confirmed that the checklist is completed accurately.</p> <p>6.6 <u>Annual Check List</u></p> <p>The Annual Check List was circulated at the last meeting, there had been no further updates.</p> <p>Mr Sibley requested to be invited to attend the annual visit with Mr Ellacott, this was agreed.</p>	Secretary
7.0	<p><u>Health and Safety Action Plan</u></p> <p>The Action Plan had not been updated since the last meeting. The Headteacher reported that the gravel path was completed as a favour, he will obtain quotations and Mr Sibley will investigate whether any funding is available. Discussion followed regarding wheelchair access; it was agreed that other issues might be able to be incorporated if funding is available.</p>	Headteacher Mr Sibley
8.0	<p><u>Safeguarding</u></p> <p>The Headteacher reported that there has been one Operation Encompass call but no ViSTS received since the last meeting.</p>	



	The Clerk reported on her exchange of emails with Mr David Carney-Haworth, she will produce a report and circulate to all governors. The Clerk agreed to ask whether there were any notes available from the briefing meeting that had taken place in Exeter today.	Clerk
9.0	<u>Committee Chair's Report</u> Nothing to report.	
10.0	<u>Dates for next Health and Safety Committee meeting</u> <ul style="list-style-type: none"> To be confirmed for next year The meeting closed at 5.48 pm.	

These Minutes were passed as true and accurate at the Health and Safety Committee Meeting on Tuesday 24th September, 2019.

Signed: **Committee Chair**
Miss Kerry Dash

Dated: **Tuesday 24th September, 2019**