

Nanpean Community Primary School



Minutes

Health & Safety Committee Meeting

Thursday 14th January, 2016

Clerk to Health & Safety Committee - Linda Cackett

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HEALTH AND SAFETY COMMITTEE MEETING MINUTES

School:	Nanpean CP School
Quorum:	3 - (4 Governors in Committee)
Chair:	Mrs Kizzy Udy
Clerk:	Mrs Linda Cackett
Date of meeting:	Thursday 14th January, 2016 at 5.15 pm
Venue:	Nanpean School – Staff Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr Roy Allsopp – Local Authority	Yes			A
Miss Kerry Dash – Co-opted (Ring fenced-Staff: Non Teacher)	Yes			P
Ms Carly Marsden – Headteacher	Yes			P
Mrs Kizzy Udy – Co-opted – Committee Chair and Chair of Governing Board	Yes			P
Mrs Linda Cackett			Clerk	P

1.0	<p><u>Welcome and consideration of consent for absence</u></p> <p>The Chair welcomed governors to the meeting. It was noted that Mr Allsopp was not in attendance.</p>	
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	
3.0	<p><u>Minutes of previous committee meeting – Thursday 24th September, 2015</u></p>	
3.1	<p><u>Approval</u></p> <p>The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.</p>	
3.2	<p><u>Matters Arising – not already on the agenda</u></p>	
3.2.1	<p><u>Item 4.1 – First Aid at Work</u></p> <p>There is now a folder set up for recording staff accidents.</p>	
3.2.2	<p><u>Item 4.4 – Asthma Policy</u></p> <p>The training gives a limited overview; additional training is being sourced at present. The School Secretary has set up asthma cards for each child with an inhaler to give appropriate guidance.</p>	



3.2.3	<u>Item 4.5 – Accessibility Plan 2011/2015</u>	
	<p>The old plan is no longer applicable. The Secretary is carrying out an audit in order to produce a new plan, which will be completed when the new build is finished.</p>	Headteacher
3.2.4	<u>Item 5.0 – Governor Monitoring</u>	
	<p>The monitoring of lunchtimes is taking place on 10th February and will include the question 'is there a positive atmosphere'.</p>	
3.2.5	<u>Item 7.1 – Compliance Audit Check List</u>	
	<p>It is more cost effective by working directly with the different services rather than using Lorne Stewart.</p>	
3.2.6	<u>Item 9.0 – Safeguarding</u>	
	<p>The Level 1 Single Agency Safeguarding training for all staff took place on Monday 4th January 2016 and was very well received by all.</p>	
3.2.7	<u>Item 10.1 – Film for staff room window to hall</u>	
	<p>The film has been sourced and will be purchased shortly. Investigation into the purchase of a blind for the office to pull down when the school is closed for visitors/parents as a reminder of the office hours. Governors agreed for this to be purchased too.</p>	Headteacher
4.0	<u>Policies Review and Update</u>	
4.1	<u>Health and Safety Policy</u>	
	<p>The Committee Chair asked if all the new classrooms had first aid kits, this was confirmed. The Headteacher added that emergency asthma boxes are in the school and the first aid kits are all monitored on a regular basis. The policy was circulated prior to the meeting and APPROVED for adoption. There is a new Health and Safety Board in the staff room as recommended by Mr Ellacott.</p>	
4.2	<u>Educational Visits Policy</u>	
	<p>The policy was circulated prior to the meeting; it was APPROVED for adoption.</p>	
4.3	<u>Visitor Policy</u>	
	<p>The policy was circulated prior to the meeting. It is a brief overview for anyone visiting the site for the first time, it is used as an induction document for new staff and volunteers and was APPROVED for adoption.</p>	



4.4	<u>Use of Images in Schools Policy</u>	
	<p>The policy was circulated prior to the meeting and APPROVED for adoption. The Committee Chair asked if all computers have passwords on and whether screensavers are used, the Headteacher will investigate further to ensure that all do.</p>	Headteacher
4.5	<u>Disaster Recovery Plan</u>	
	<p>The Disaster Recovery Plan was circulated prior to the meeting. It is a draft document as it has been a very large document to work on and difficult to complete whilst the building work is still carrying on. The plan will be completed by the next Health and Safety Committee Meeting.</p>	Headteacher
5.0	<u>Governor Monitoring</u>	
	<p>Mr Allsopp has continued his monitoring, sometimes monitoring is inconsistent but there has been good monitoring of attendance on a monthly basis with a governor and Caroline Hunt, Student Welfare Officer. The Single Central Record has also been monitored. The Committee Chair will complete an annual safeguarding audit shortly, prior to the Section 175 return.</p>	Committee Chair
6.0	<u>Attendance</u>	
	<p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • Attendance is being monitored monthly. • Whole school attendance up to end of December is 97.21% - authorised absence 2.07% and unauthorised absence 0.72%. Attendance is higher than this time last year. • Eden Class – Reception - 97.43% - lowest attendance across the school. 3 children have 85% or below, the lowest being 83.5% (ongoing issues with family transport). The Headteacher reminded the committee that compulsory school age is the term after their 5th birthday. The question was asked if there was a lot of Summer born pupils, this was confirmed. • Hendra Class – Year 1 - 96.63% - one pupil pulling the attendance figure down due to an unauthorised holiday but attendance is now improving. • Prosper Class – Year 2 - 98.23% - one pupil with attendance under 90% is a SEN pupil with medical appointments. • Melbur Class – Year 3/4 – 98.31% - no pupils under 90% but 2 under 95% who are improving. • Drinnick Class – Year 5/6 – 97.44% - one child with attendance under 90%; the school has been working closely with the family and it is slowing improving. 	
7.0	<u>Property Compliance</u>	
7.1	<u>Compliance Audit Checklist – October 2015</u>	
	<p>Circulated before the meeting for information. Last looked at in October</p>	



	<p>when Mr Ellacott visited the school. The Committee Chair asked whether the water tank inspections had been carried out, one has but a longer ladder is required for the other and will be addressed shortly.</p>	
7.2	<p><u>Daily Premises Checklist</u></p> <p>Circulated before the meeting for information. The Site Supervisor from Cormac carries these out. The document was an accurate reflection of issues that happened.</p>	Headteacher
7.3	<p><u>Weekly Premises Checklist</u></p> <p>Circulated before the meeting for information. There have been some inconsistencies in the regularity of the visits, discussion followed, it was agreed to speak with Mr Allsopp.</p>	
7.4	<p><u>Quarterly Checklist</u></p> <p>Circulated before the meeting for information. The Committee Chair asked if the emergency evacuation procedures were in place with the new build. The Headteacher explained that a temporary Fire Plan was implemented in September because the fire assembly point is on the field for health and safety reasons during the build.</p>	
7.5	<p><u>Monthly Checklist</u></p> <p>Circulated before the meeting for information. The Committee Chair asked what happens if any issues are identified, the Headteacher confirmed that she actions accordingly.</p> <p>Mr Ellacott is now also supporting the Pre School and working closely with them directly.</p>	
8.0	<p><u>New Build</u></p> <p>The Headteacher reported that just before Christmas Interserves' Site Manager resigned and two new people replaced him, one of which has continued to work in the school since Christmas, he is very efficient. He is determined to see the build through, unfortunately it has been extremely difficult for the staff and very tiring for the Headteacher and Secretary. The link corridor is now open and makes a huge difference and is very wide and grand, a lovely environment. There have been issues with flooding, 4 leaks in the new build only over the Christmas holidays: 2 in link corridor, 1 in the conference room and 1 in the kitchen, the school is now watertight! The completion dates are: end of January for internal work and the end of February for external work.</p> <p>Everything, at last, is now appearing to be coming together, the boundary wall will be rebuilt and a security fence installed. The new site manager has been running through the snagging list at a fast pace, eventually the new colour scheme will be run out throughout the whole school. It was agreed</p>	



	<p>that once finished the school will be a wonderful learning environment. Over the Christmas holidays the school has had their own decorators decorating Melbur classroom, cloakroom and the offices; the remaining 'yellow' part of the old build will be painted over February half term.</p> <p>At the moment only one classroom is not in use as a classroom, in September all classrooms will be in full use. The Headteacher has several ideas for September 2016 class and staff structure which she is contemplating at present.</p>	
9.0	<p><u>Safeguarding</u></p> <p><i>See Confidential Minutes attached.</i></p> <p>There is safer recruitment training being completed by 4 governors soon.</p>	
10.0	<p><u>Chair's Report</u></p> <p>None.</p>	
11.0	<p><u>Dates for next Health and Safety Committee meeting</u></p> <ul style="list-style-type: none"> Thursday 14th April, 2016 at 5.15 pm <p>The meeting closed at 6.27 pm.</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Thursday 14th April, 2016.

Signed: **Chair**

Mrs Kizzy Udy

Dated: **Thursday 14th April, 2016**