

Nanpean Community Primary School

Health and Safety Meeting

Part 1 Minutes

Thursday 15th January 2015 at 5.30pm

Present

Not Present

Roy Allsopp
Carly Marsden
Kizzy Udy (Chair)

Jeff Davis

Also Present
Kerry Dash (Clerk)

1.	Apologies for Absence Apologies were received from JD, who was not able to attend the meeting. These apologies were accepted by the Committee.	
2.	Declaration of Conflicts of Interest No new conflicts of interest were declared.	
3.	Minutes from the previous meeting The minutes of the previous meeting were agreed to be an accurate record of the previous meeting and were approved.	
4.	Matters arising <ul style="list-style-type: none"> ➤ The Health and Safety Policy had been emailed to the Health and Safety Advisor. Suggested amendments were explained to the committee and included in the policy. ➤ It was confirmed that the Lettings policy had been added to the website. ➤ Governors asked how the Investigation into loose plastic sheets on the roof was progressing: it was explained that no loose plastic sheeting could be located or had been reported in the most recent quarterly checks. ➤ Governors were informed that no whole school first aid training had been arranged, but that individuals had been sent out on training courses instead. ➤ Governors were informed that the Fixed Wire Test takes place every 5 years and a re-inspection will be arranged when it is due. 	

	<p><u>Governors challenged whether the school has a defibrillator on site.</u></p> <p>It was explained that there is now a defibrillator in the village shop but that the school does not have one on site. It was agreed that this should be included on the next newsletter so that parents are aware.</p>	clerk
5.	<p>Policy Review and Update</p> <p><u>Intimate Care Policy</u> Approved with no amendments.</p> <p><u>Health and Safety Policy</u> Attention was drawn to the amendments made since the Health and Safety Advisor reviewed the policy.</p> <p><u>Governors challenged whether the school has taken into account the regulations regarding the use of Personal Protective Equipment (PPE).</u></p> <p>Currently, the regulations state that it is the employee's responsibility to use PPE but an employer must enforce the use of the equipment and initiate disciplinary actions if their directives are ignored. It was agreed that the school must be able to evidence that they are enforcing the use of PPE.</p> <p>Governors were informed that the Health and Safety Advisor feels that the emergency call out procedures should be reviewed to ensure the safety of staff. Governors agreed that this aspect should be reviewed but that the rest of the policy is approved.</p> <p><u>Lone Working Policy</u> Approved with no amendments.</p> <p><u>Visitor policy</u> Governors requested the following amendments before the policy can be approved:</p> <ul style="list-style-type: none"> ➤ Under the 'general procedures' heading, replace 'sign in book' with 'electronic sign in procedure' ➤ Replace 'CRB' with 'DBS' throughout the document ➤ Incorporate more information about the DBS expectations for visitors to the school. <p><u>Governors challenged whether the school had an Asbestos Register on site and was it readily available to any visitors to the school prior to them commencing work.</u></p> <p>It was confirmed that the school does have an Asbestos Register and it is kept in an easily available location for relevant visitors to read and sign before they carry out any work at the school.</p> <p><u>Accessibility plan</u> Governors discussed how relevant the plan or any amendments to the accessibility plan would be given that the school is to undergo significant changes with regards to its accessibility. It was also noted that without knowing the needs of any new children, it would not be</p>	clerk

	<p>beneficial to review this document now. It was agreed to review the Accessibility Plan after the build has completed in September, when the layout of the new build is known.</p> <p>This policy is not approved, but will be reviewed in the Autumn 2015 term.</p> <p><u>Attendance policy</u></p> <p>The Governors' attention was drawn to some minor changes needed to this policy:</p> <ul style="list-style-type: none"> ➤ On page 2: 'Education Welfare Officer' to be changed to 'Student Welfare Officer'. ➤ The yearly target to be amended so it reflects Ofsted expectations of the attendance rate not to decrease from year to year. 	
6.	<p>Governor Monitoring</p> <p>The following monitoring visits have taken place in the last term:</p> <ul style="list-style-type: none"> ➤ 12/11/14: A behaviour and safety learning walk took place: Governors looked at behaviour for learning during the day and undertook observations over lunchtime. <i>Action:</i> to review wet play boxes, which the School Council are currently doing. ➤ 25/11/14: Pupil conferencing took place: Governors discussed pupil safety and the community with the children. ➤ 5/12/14: Book scrutiny: Governors focused on presentation and pride in the children's work. ➤ 5/12/14: Meeting with the Educational Visits Coordinator: <i>Action:</i> the Educational Visits Policy needs to be updated. <p>Monitoring visits to date this term include:</p> <ul style="list-style-type: none"> ➤ 14/1/15: Governor Attendance monitoring visit with the Head teacher and the school's Student Welfare Officer. ➤ A date needs to be determined for the Governor Safeguarding Visit, which generally takes place annually in February. 	CM/ KU
7.	<p>Attendance</p> <p>Governors were informed of the following attendance rates:</p> <ul style="list-style-type: none"> ➤ Whole School Attendance since September 2014: 97.16%, compared to 95.97% at this time last year. ➤ Whole School Authorised Attendance: 2.74% ➤ Whole School Unauthorised Attendance: 0.1%, this is far lower than this time last year. <p>Governors were informed that during the recent attendance monitoring visit, no persistent absentees had been indentified, but one child is at risk of becoming a persistent absentee. Governors were informed that this is being monitored and to deter any unnecessary absences, calls from the parent/carer are put through</p>	

	<p>to the Head teacher.</p> <p><u>Governors challenged how the parents react to having to speak to the Head teacher to report their child absent.</u></p> <p>Currently, parents are reacting well to this and are keen to work with the school to prevent their child becoming a persistent absentee.</p>	
8.	<p>Property Compliance</p> <p>A copy of the most recent quarterly and annual checks were handed to Governors during the meeting with apologies that these were not emailed ahead of time. These will be emailed with the Agenda for future meetings.</p> <p>The Governors' attention was drawn to the compliance work that had been undertaken since the previous Committee meeting: including PAT testing, the alarms being serviced and water tanks being cleaned.</p> <p><u>Governors asked whether the 'Action' column was for the school or the Health and Safety Advisor.</u></p> <p>It was confirmed that this column is for the school to complete, but the Health and Safety Advisor offers support.</p>	
9.	<p>New Build</p> <p>Governors were informed that the Targeted Basic Need (TBN) programme had begun and the contractors will be accessing the rear of the school by going through the gardens of the neighbours to the front right of the school. Contractors hope to be on track to have the build completed by the Summer 2015, but if they are not, the programme will have to fund the construction of temporary classrooms to be used in September 2015.</p> <p>The Head teacher updated Governors concerning the costs of aspects of the build that the school will have to fund. The Head teacher is still awaiting a full breakdown of costs and will provide it to Governors when it is received.</p> <p>The school will also be looking into funding an outside play area and the restructuring of the school field to provide more activities and shade for the children.</p> <p>Governors were informed that the school will be upgrading its wireless system ahead of the new build, as the current system isn't sufficient to cope with the growing demands of the school.</p> <p><u>Governors challenged whether the school is looking into funding grants from various sources.</u></p> <p>It is an avenue that the school can explore, particularly by asking the St. Stephen in Brannel Parish Council who have provided funding in the past. The grant could be used to develop the outside learning areas.</p>	CM

10.	Safeguarding Governors were updated with safeguarding matters.	
11.	Other Matters Deemed Necessary <u>Governors challenged whether the school could look into joining Cross Country Competitions.</u> The Head teacher agreed that we could look the school joining the Par Cross Country competitions. Governors were informed that the School's P.E Subject Leader was attending a Sports Network Meeting this week and could raise this during that meeting.	CM
12.	With no other matters to discuss, the meeting closed at 6.15pm. Date of next meeting – Thursday 16 th April 2015 at 5.30pm.	
	Signed: _____ Date: _____	