

# Nanpean Community Primary School

## Health and Safety Meeting

### Part 1 Minutes

**Thursday 16<sup>th</sup> April 2015 at 5.30pm**

**Present**

Roy Allsopp  
Carly Marsden  
Kizzy Udy (Chair)

**Not Present**

Jeff Davis

**KEY:**

**Red, Bold and Underlined:** Governor Challenges

**Green and Bold:** Response to Challenge

*Purple and in Italics:* Decisions made by Governors

**Also Present**

Kerry Dash (Clerk)

1.	<b>Apologies for Absence</b> Apologies were received and accepted by the Committee.	
2.	<b>Declaration of Conflicts of Interest</b> No new conflicts of interest were declared.	
3.	<b>Minutes from the previous meeting</b> The minutes of the previous meeting were approved as an accurate record of the previous meeting and were signed accordingly.	
4.	<b>Matters arising</b> <ul style="list-style-type: none"> <li>➤ Parents have been informed in the weekly school newsletter that there is a defibrillator located in the village shop.</li> <li>➤ The requested amendments have been made to the visitor policy.</li> <li>➤ As part of Governor monitoring the annual safeguarding audit took place on 4/3/15 and Governors have also undertaken an attendance monitoring visit on 17/3/15.</li> <li>➤ The Head teacher is still looking into grants and funding for development of the outdoor learning areas following completion of the new build. The Head teacher has arranged a meeting with a local councilor who has knowledge of local funding and grant opportunities.</li> <li>➤ The P.E. subject lead attended the sports leaders meeting and raised the suggestion that a cluster cross country competition is instigated. The P.E. subject lead at Bugle School is looking to create a cluster cross country event.</li> </ul>	

5.	<p><b>Policy Review and Update</b></p> <p><u>Equal Opportunities:</u> Governors noted that the policy should be monitored and reviewed and discussed whether Governors should determine the frequency of the monitoring of the policy. <i>It was agreed that the policy should be reviewed every 2 years and that the Equality Objectives should be reviewed alongside this policy.</i> <b><u>Governors challenged whether the monitoring of the Equality Objectives should take place as part of the behaviour and safety monitoring visits.</u></b> It was agreed that once measurable Equality Objectives are established, it would become part of the behaviour and safety monitoring visits and it would be easier for Governors to include in their monitoring reports. <b><u>Governors challenged whether it is sufficient just to publish the Equality Objectives as part of the Equal Opportunities Policy on the school's website.</u></b> Governors were informed that guidance indicates that the school can determine where to publish the Equality Objectives, but it must be clear where they can be located. <i>It was agreed they would be located on page 4 of the Equality Opportunities Policy before the monitoring and review section, and the statement 'and review the equality objectives' will be added after governor responsibility.</i> <u>Child protection policy:</u> <i>Approved with no amendments.</i> <u>Use of Images in School:</u> <i>Approved with no amendments.</i> <b><u>Governors challenged when Imaging consent forms are sent to parents.</u></b> Governors were informed that the consent forms are sent out as part of the admission forms completed by the parents of every new child. However, due to the permissions requesting altering between years, new consent forms were sent home to all families so that each parent was asked the same consent questions. <u>Supporting Children with Medical Conditions:</u> <i>Amendments requested.</i> <b><u>Governors asked who usually ensured that relevant medical information was obtained and procedures were followed.</u></b> Governors were informed that the school secretary undertakes this role. <i>Governors agreed that the school secretary should be added into the policy as the person responsible for this.</i> <b><u>Governors challenged whether the terminology in the policy was up to date with recent changes to legislation.</u></b> Governors were informed that the terminology is correct and that, although schools do not initiate Individual Health Care Plans,</p>	Clerk
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	<b>schools are responsible for ensuring that the plan is put in place once initiated by health professionals.</b>	
6.	<p><b>Equality Objectives</b></p> <p>Governors confirmed that they received a copy of the information relating to Equality Objectives, including a selection of suggested objectives.</p> <p><i>“Encourage community cohesion through a growing understanding of differences and similarities, in a climate where respect is promoted and discrimination is not tolerated”</i></p> <p>Governors agreed that this objective links with British values and our Rights Respecting Schools Award and this could be included as part of Governor monitoring visits. Whole school and class assemblies have focussed on different additional needs, including those that are deaf and blind and those with Autism.</p> <p><i>“Promote strong relationships, especially with 'hard to reach' families, and seek to understand the barriers to good achievement, behaviour and attendance”</i></p> <p>Governors agreed that this links to Achievement for All, a school improvement scheme that the school has recently bought into and that this objective could be monitored by Governors.</p> <p><i>“To undertake an analysis of recruitment data and trends with regard to race, gender and disability, and report on this to the Finance and Personnel Committee of the governing body.”</i></p> <p>Governors agreed that it would be good practice to have a number of objectives that target more than one group. <i>Governors decided to introduce two objectives related to pupils at the school and one objective related to staff at the school.</i> It was determined that this would not be too burdensome on the staff and the Governors to ensure these objectives are embedded.</p> <p>Governors discussed time scales for the implementation and monitoring of these objectives. <i>It was agreed that these objectives should be implemented for monitoring to commence in the next academic year.</i></p>	
7.	<p><b>Governor Monitoring</b></p> <p>Governors were informed that the following monitoring visits have taken place:</p> <p>Safeguarding review on 4/3/15</p> <ul style="list-style-type: none"> <li>➤ A positive visit in general with some key suggestions for improvement made. For example, the Governor was informed that staff involved with the updating of the Single Central Record have booked training following changes to its layout from January 2015.</li> </ul>	

	<p>The safeguarding Governor has been invited to attend this training session.</p> <ul style="list-style-type: none"> <li>➤ In addition to this, it was noted that new members of staff must undertake their level 1 Safeguarding Training.</li> <li>➤ It must be ensured that all policies up for review are approved by Governors.</li> </ul> <p>Attendance monitoring visit on 17/3/15</p> <ul style="list-style-type: none"> <li>➤ Governor monitoring of attendance with the student welfare officer.</li> <li>➤ Governors were informed that the whole school attendance is 96.3% which is good.</li> <li>➤ Governors were pleased with how high profile attendance is at school: individual attendance being reported at Parent's Evenings, class attendance being reported on the weekly newsletter, and termly and yearly 100% attendance rewards.</li> <li>➤ Governors were informed that the Student Welfare Officer suggested that letters are sent home to celebrate a noticeable improvement in attendance and it was agreed that this will be implemented this term.</li> </ul>	<p>CM</p> <p>Clerk</p>
8.	<p><b>Attendance</b></p> <p>Governors were informed of the current attendance and absence rates of the school:</p> <p>Whole school attendance – 96.39%</p> <p>Whole school authorised absence – 3.33%</p> <p>Whole school unauthorised absence – 0.28%</p> <p>Governors were reminded that the whole school attendance target is to at least match the attendance percentage from last year. A comparison between attendance rates now and the same time last year will be provided to members of the Health and Safety Committee.</p>	Clerk
9.	<p><b>Property Compliance</b></p> <p><u>Governors challenged whether any items from the quarterly and annual compliance checks have been completed.</u></p> <p>Governors were informed that most of the actions have been completed: the blind cords have been secured to the wall using retaining clips, the ramp has been replaced, the trees clogging guttering and making the emergency evacuation path slippery have been removed, the stage lighting and emergency lighting and alarm system tests have been undertaken and the lift has been inspected.</p> <p>Governors requested that the action concerning radon testing and door jambs be investigated to check it has been completed.</p> <p><u>Governors challenged whether the school is up to date with its asbestos inspections.</u></p>	CM

	<p><b>Governors were informed that the asbestos has been inspected.</b></p> <p><b><u>Governors challenged whether the school is fulfilling any obligations with regards to legionella testing.</u></b></p> <p><b>It was confirmed that the school undergoes monthly legionella tests and that the company has recently checked and cleaned the water tanks.</b></p> <p>It was confirmed that the Health and Safety Compliance Officer will be visiting the school again this term.</p>	
10.	<p><b>New Build</b></p> <p>Governors were informed that the scaffolding is currently being constructed so that the wooden frame can be put up within the next few weeks.</p> <p>The build is currently two weeks behind schedule but the contractors are hoping to catch up and they did allow themselves additional time to complete the build in case it did overrun.</p> <p>It was explained that the contractors came across a natural spring during the course of the build, which held them up while it was rerouted and has since highlighted issues with the drains on site and with the main drains, which need to be rectified.</p> <p>Attempts are being made to resolve the potential lack of parent parking, despite a comprehensive travel survey indicating that current arrangements were adequate. A Governor has spoken to Imerys about the possibility for parent parking on their site. This is still being investigated but there would be a cost to the school to ensure any parking was health and safety compliant.</p> <p><b><u>Governors challenged whether the school had considered looking into a funding or grant application.</u></b></p> <p><b>It was agreed that this is something the school should consider, especially since the hall is a community hall and additional parking would benefit the community.</b></p> <p>Governors were informed of some issues with contractors, for example, smoking on site and play fighting in front of the children. These were addressed and rectified.</p>	
11.	<p><b>Safeguarding</b></p> <p>Governors were updated with safeguarding matters.</p> <p>The school is in the process of having improved security. Security fencing for both sides of the school will be completed following the new build. So far, one side of fencing has been completed and a gate with a keypad system has been installed. Nanpean Nippers will be installing an intercom system to allow their parents to enter their building at different times to the usual drop off and collection times.</p>	
12.	<p><b>Other Matters Deemed Necessary</b></p> <p>No other matters were raised.</p>	

13.	With no other matters to discuss, the meeting closed at 6.30pm. Date of next meeting – TBC at full governing body admin meeting.	
	Signed: _____ Date: _____	