

Nanpean Community Primary School



Minutes

Health & Safety Committee Meeting

Thursday 24th September, 2015

Clerk to Health & Safety Committee - Linda Cackett

Typed: 24.09.2015

Approved for circulation: 30.09.2015



HEALTH AND SAFETY COMMITTEE MEETING MINUTES

School:	Nanpean CP School
Quorum:	3 - (8/10 Governors)
Chair:	Mrs Kizzy Udy
Clerk:	Mrs Linda Cackett
Date of meeting:	Thursday 24th September, 2015 at 5.15 pm
Venue:	Nanpean School – New Staff Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr Roy Allsopp – Local Authority	Yes			P
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 condieration of consent for absence</u></p> <p>The Chair welcomed governors to the meeting.</p> <p>No apologies as everyone in attendance.</p>	
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>RA declared that he is on the Parish Council and now in a position where he might have to approve/decide parish council payments.</p>	
3.0	<p><u>Minutes of previous committee meeting – Thursday 16th April, 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>Item 4.0 – Matters Arising</p> <p>The Headteacher has investigated grants and funding since the last meeting. £10,000 has been requested from the Parish Council, several quotations have been received. She has attended a Parish Council meeting and granted £2,500.</p> <p>The cross country event took place on 30th June, 2015. The Chair asked whether events would take place again. The Headteacher confirmed that they would and dates have already been set.</p>	



	<p>Item 7.0 – Governor Monitoring</p> <p>The Level 1 Single Agency Safeguarding Training had to be postponed due to the new build but will be rearranged.</p> <p>Item 11.0 – Safeguarding</p> <p>The Chair asked whether the 'lock mode' on the security fencing is locked during the day. The Headteacher confirmed that it is.</p>	
4.0	<u>Policies Review and Update</u>	
4.1	<p><u>First Aid at Work</u></p> <p>The policy was circulated prior to the meeting. The Chair asked if all staff are trained in First Aid; it was confirmed that there was at least one member of staff trained in each classroom. They have been trained in Paediatric First Aid rather than just First Aid at work. A governor noted that the 'Council' is mentioned a lot through the policy and needs to be changed to the 'school' where appropriate and the wording checked. The Chair asked if all the First Aid boxes are monitored and kept up to date; it was confirmed that they had been checked but require checking on a regular basis. Discussion followed as to whether an HSE Accident Book should be provided for staff; it was agreed to investigate further. The different systems used for adults and children will be listed in the policy. It was reviewed and APPROVED for adoption.</p>	<p>Headteacher</p> <p>KD/ Headteacher</p>
4.2	<p><u>Intimate Care Policy</u></p> <p>The policy was circulated prior to the meeting. The policy will be updated with the new terminology but is a recent document. In the policy it states that the same member of staff should not deal with the same child on a regular basis, discussion followed but it was agreed workable. It was reviewed and APPROVED for adoption.</p>	Headteacher
4.3	<p><u>Supporting Children with Medical Conditions Policy</u></p> <p>The policy was circulated prior to the meeting. The amendments required checking from the last meeting have been actioned. It was reviewed and APPROVED for adoption.</p>	
4.4	<p><u>Asthma Policy</u></p> <p>The policy was circulated prior to the meeting. The Chair asked who facilitates training. It was agreed to check this, but was thought it might be covered in the paediatric first aid training. The School Secretary has created medical cards to be kept with the pupil's inhaler to ensure all situations are covered. It was reviewed and APPROVED for adoption.</p>	Headteacher



4.5	<p><u>Accessibility Plan 2011-2015</u></p> <p>The Accessibility Plan was circulated prior to the meeting. It was agreed for the Headteacher to review the plan.</p>	Headteacher
5.0	<p><u>Governor Monitoring</u></p> <p>The Headteacher reported that RA has already carried out monitoring. He carries out the weekly premises checks. Under 'Personal Development, Behaviour and Welfare' in the new Ofsted Framework, monitoring of the new section will include the equality objectives previously set and monitoring the attendance of staff. The Headteacher commented that the monitoring of lunches is still part of the monitoring process. Cormac have tried to sell an additional SLA to monitor the food delivery but the school's independent health and safety advisor has confirmed that this was not required. The monitoring will include 'is there a positive atmosphere', a check list will be sent by the Headteacher for monitoring purposes. The question was raised as to whether Cormac will continue to be used again. After discussion, it was agreed to investigate further whether the new classrooms could have a separate cleaning contract with a different company. The Headteacher will seek advice on this.</p>	<p>Headteacher</p> <p>Headteacher</p>
6.0	<p><u>Attendance</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> Whole school attendance for this term is 98.80% and was 98.79% this time last year. Authorised absence is higher, unauthorised absence is lower. No holidays at all are authorised. The only type of absence that will be authorised is a one off wedding, funeral, or graduation. The Chair asked whether there had been any requests this term; the Headteacher replied that there had been but were not authorised. Over the last 6 months, the whole school attendance is 95.88% and was 96.40% this time last year. Two classes were under 95%, but it was because of one pupil's 70% attendance last year who joined in May 2015 and was the only persistent absentee. 	
7.0	<p><u>Property Compliance</u></p> <p>7.1 <u>Compliance Audit Checklist</u></p> <p>The Headteacher explained that the school's independent health and safety advisor completes this for every visit. The question was asked whether this was something previously dealt with by Lorne Stewart. The Headteacher explained he is very efficient. It was asked whether it was more cost effective. The Headteacher agreed to investigate and report back.</p> <p>7.2 <u>Daily Premises Checklist</u></p> <p>The Site Supervisor carries out the daily checks, RA carries out the weekly checks and the Headteacher the monthly checks.</p>	Headteacher



<p>7.3</p> <p><u>Weekly Premises Checklist</u></p> <p>Circulated before the meeting for information.</p> <p>7.4</p> <p><u>Quarterly Checklist</u></p> <p>Circulated before the meeting for information.</p> <p>7.5</p> <p><u>Monthly Checklist</u></p> <p>Circulated before the meeting for information.</p>		
<p>8.0</p>	<p><u>New Build</u></p> <p>A governor asked why the new build was not finished. The Headteacher explained that the drainage had been a major issue and the initial delays have never been caught up. The retaining wall had to be altered to allow larger outside play areas for the younger aged classrooms. There has been steelwork put into a wall which is now closer to the school because of the requested change.</p> <p>The Headteacher reported that the summer had been very stressful and challenging for her. She had been into school most weeks during the summer holidays. The builders were helpful in moving boxes of rubbish cleared out by the Secretary and herself. The rooms are really spacious and well designed, lots of little adjustments have been carried out. She has had to circulate a 'strong' email expressing her views and concerns and they have been responsive. She has attended a meeting today and been informed that by Friday 16th October the teachers will be able to get into their classrooms to set them up. It is hoped that the reception and year 1 pupils will be in their new classrooms before half term, but they will have to go through the Year 3 classroom until the link corridor is finished. The corridor will be the last thing to be completed followed by the bouncy tarmac. The Chair asked why they are laying a temporary service rather than the bouncy tarmac as a temporary measure; the Headteacher explained it was because the bouncy tarmac would get damaged by the finishing off of the retaining wall.</p> <p>The Headteacher had requested a hot water heater however the staff room had been completed without it being installed. This has now been installed at no extra cost to the school. The children are happy and love the tunnel made out of scaffolding poles and tarpaulin. It is good that dates have been finalised and the completion date is the 23rd November.</p> <p>A governor asked whether the PAT testing labels could be peeled off by the pupils; the Headteacher confirmed that they would be fine and that a printed inventory has also been given to the school for their records.</p>	
<p>9.0</p>	<p><u>Safeguarding</u></p> <p>The Level 1 Single Agency Safeguarding training for all staff had to be postponed to January. This will cover all the new staff. The Chair reported</p>	



	<p>that she is attending her Safeguarding training on the 24th November. The Headteacher has attended her 'Train the Trainer' also. The Headteacher has attended her 1 day Multi-Agency Child Protection refresher training on domestic violence and abuse on Monday 21st September, 2015.</p> <p>The Assistant Headteacher is also attending Multi-Agency Child Protection Training on 28th September and Mr Barritt (DSL Cover) is attending his refresher training on 12th October.</p> <p><i>See Confidential Minutes attached.</i></p>	
10.	<u>Chair's Report</u>	
10.1	<p><u>Film for Staff Room window to hall</u></p> <p>The Headteacher requested film to be put on the window, it was APPROVED to be purchased, the School Secretary agreed to source.</p>	Secretary
10.2	<p><u>Health and Safety Audit</u></p> <p>The audit will take place on the 23rd November. The Headteacher explained the audit requirements and documents required.</p>	
11.0	<p><u>Dates for next Health and Safety Committee meetings</u></p> <p>Health and Safety Committee:</p> <ul style="list-style-type: none"> • Thursday 14th January, 2016 at 5.15 pm • Thursday 14th April, 2016 at 5.15 pm <p>The meeting closed at 6.43 pm.</p>	

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

Signed: **Chair**
Mrs Kizzy Udy

Dated: **Thursday 16th January, 2016**