

Nanpean Community Primary School



Minutes

Premises, Health & Safety Committee Meeting

Tuesday 27th April, 2021

Circulation List:

Mr M Nicholls, Headteacher
Mrs B Tucker, Committee Chair, Co-opted (Staff) Governor
Mr I Dowlen, Co-opted Governor
Miss B Hancock, Vice Chair, Parent Governor
Mrs L Watts, Chair, Co-opted Governor

Clerk to Premises, Health & Safety Committee – Linda Cackett

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PREMISES, HEALTH AND SAFETY COMMITTEE MEETING MINUTES

School:	Nanpean School
Quorum:	3 - (5 Governors in Committee)
Committee Chair:	Miss Bex Hancock
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 27th April, 2021 at 4.30 pm
Venue:	Virtual meeting facilitated by Zoom online platform

Attendance:

Name:	Governor	Other	Present/ Apologies/ Absent
Mr Matt Nicholls – Headteacher	Yes		P
Mrs Bryony Tucker – Co-opted Governor	Yes		P
Mr Innes Dowlen – Co-opted Governor	Yes		Ap
Mrs Lee Watts – Chair – Co-opted Governor	Yes		Ap
Miss Bex Hancock – Vice and Committee Chair - Parent Governor	Yes		P
Mrs Linda Cackett – Independent Clerk	No	Clerk	P

1.0	<p><u>Apologies and consideration of consent for absence</u></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mr Dowlen • Mrs Watts 	
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	
3.0	<p><u>Appointment of Committee Chair</u></p> <p>Miss Hancock was proposed, seconded and unanimously approved to be appointed as Committee Chair. The Clerk handed the chairing of the committee to Miss Hancock.</p>	
4.0	<p><u>Health and Safety Inspection Report – 24.03.2021</u></p> <p>The Health and Safety Inspection Report was circulated prior to the meeting and reviewed by the committee. It was further noted that:</p> <ul style="list-style-type: none"> • The Headteacher undertakes the inspection once every half term, for this inspection Mrs Tucker accompanied him as she is the newly appointed Office Administrator. She is taking on the Health and Safety role with Clive Ellacott. Mrs Tucker is going to undertake Level 3 Health and Safety training in May. The Headteacher has completed Level 2 and will be undertaking Level 3 in the future as well. The Headteacher is pleased that Mrs Tucker is undertaking the Health and Safety role within the school, she will be the named person and very proactive. • Mrs Tucker had undertaken governor monitoring in relation to Health and Safety, the report was circulated prior to the meeting. • A governor asked how long would the actions identified to be undertaken be expected to be completed. The Headteacher explained that it is dependent on the action required, the actions on 	



	<p>this inspection have in the main, already been actioned, quotes are awaited and Cornwall Groundforce have visited the school today.</p>	
5.0	<p><u>Policies and documents relevant to committee – review and update</u></p> <ul style="list-style-type: none"> • Health and Safety Policy • Accessibility Plan • Accessibility Audit <p>All policies and paperwork were circulated prior to the meeting.</p> <p>Health and Safety Policy – Miss Hancock agreed to become the Health and Safety Governor. The policy was APPROVED and adopted by the Committee after the agreed amendments are made.</p> <p>Accessibility Plan and Audit – Miss Dash completed the audit before she left the school. Not everything has been completed, some braille signage is now in place and more is on order. The zebra crossing needs painting and is being chased, unfortunately the Council do not see it as a priority and have determined that in accordance with the Highways Maintenance Manual does not need addressing. The School Administrator has already replied as the school sees this as a matter of urgency. The shop manager tries his best to direct lorries not to deliver during school drop off times, it has always been dangerous but more so now that the shop is open.</p> <p>The School Administrator has spoken with the Headteacher regarding the external seating, it was agreed that due to Covid-19 then seating should not be an issue to be addressed at present. The Committee agreed that if parents/carers have mobility issues the school continues to endeavour to put in alternative provision, guidelines are to not encourage parents/carers to congregate.</p>	
6.0	<p><u>Health and Safety Training</u></p> <p>The Headteacher gave a verbal update to the committee. Mrs Tucker, the School Administrator, is going to undertake the Level 3 in May, the Headteacher has completed Level 2 and will complete Level 3 in the next academic year. Mr Ellacott is coming into school to provide normal staff training later in the year, when Covid guidelines allow.</p>	
7.0	<p><u>Accidents and Near Misses Reports</u></p> <p>Both reports were circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • For a school there has been hardly anything to report due to lockdown and school closures. • To safeguard staff, strict bubbles are adhered to and this has had an impact, they are confined to specific areas and this has impacted on accidents as there is less risk. • A governor asked why the system is a manual pen and paper system, the Headteacher commented that this was the current system but he is looking at an electronic incident tracker report. The Headteacher agreed to contact Phil Rundle and ask if AssessNet includes a reporting 	Headteacher



	module and any applicable charges etc and report back to the committee.																																					
8.0	<p><u>Health and Safety Action Plan</u></p> <p>The Headteacher reported that there was a Health and Safety Audit on 5th March, 2020. He felt that the inspector was helpful and thorough throughout the inspection. The action plan resulting from the inspection has been created and circulated prior to the meeting. Two or three documents will be consolidated into the one document and will be discussed at the September meeting.</p> <p>A governor asked if everything identified with a low score has been included in the Action Plan, the Headteacher confirmed that there was only one issue with a low score identified and this has been, and will continue to be, included in half termly fire drills.</p>																																					
9.0	<p><u>Covid Recovery Plan – Health and Safety Matters</u></p> <p>Nothing to report.</p>																																					
10.0	<p><u>Safeguarding</u></p> <p>The Headteacher reported the following to the committee:</p> <table><tr><td></td><td>20.04.21</td><td></td><td></td></tr><tr><td>Concerns raised by staff (on CPOMS)</td><td>54</td><td></td><td></td></tr><tr><td>Concerns raised by staff (on CPOMS) this academic year</td><td>1615</td><td></td><td></td></tr><tr><td>ViST/s since Easter</td><td>0</td><td></td><td></td></tr><tr><td>ViST/s this academic year</td><td>3</td><td></td><td></td></tr><tr><td>Operation Encompass call/s since Easter</td><td>0</td><td></td><td></td></tr><tr><td>Operation Encompass call/s this academic year</td><td>2</td><td></td><td></td></tr><tr><td>MARU referrals since Easter</td><td>1</td><td></td><td></td></tr><tr><td>MARU referrals this academic year</td><td>2</td><td></td><td></td></tr></table> <p>The Headteacher felt that the extensive use of CPOMS in school is working well, sometimes 10 reports per day. It is a very good system and so much better than the manual paper system that was in place when he started working at the school.</p>		20.04.21			Concerns raised by staff (on CPOMS)	54			Concerns raised by staff (on CPOMS) this academic year	1615			ViST/s since Easter	0			ViST/s this academic year	3			Operation Encompass call/s since Easter	0			Operation Encompass call/s this academic year	2			MARU referrals since Easter	1			MARU referrals this academic year	2			
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11.0	<p><u>Committee Chair's Report</u></p> <p>The Headteacher asked what the committee thought about continual additional cleaning of the school during the school day from September. He felt that perhaps the during the day cleaning might need to stop. Governors agreed that probably Covid won't disappear, perhaps some additional purchase of hard surface wipes or sprays could be introduced as an alternative. The Headteacher confirmed that hard surface wipes and sprays</p>																																					



	are already in the classrooms. The priority areas are for shared areas at present and the school is very conscious of keeping bubbles.	
12.0	<p><u>Dates for next Health and Safety Committee meeting</u></p> <ul style="list-style-type: none">• Tuesday 28th September, 2021• Tuesday 25th January, 2022• Tuesday 26th July, 2022 <p>The meeting closed at 5.28 pm.</p>	

These Minutes were passed as true and accurate at the Premises, Health and Safety Committee Meeting on Tuesday 28th September, 2021.

Signed: **Committee Chair**
Miss Bex Hancock

Dated: **Tuesday 28th September, 2021**