

**Nanpean Community Primary School
Health and Safety Meeting
Part 1 Minutes**

Thursday 18th September 2014 at 5.30pm

Present

Not Present

Roy Allsopp
Carly Marsden
Kizzy Udy (Chair)

Jeff Davies
Steve Best

Also Present
Kerry Dash (Clerk)

1.	Apologies for Absence Apologies were given by those not present. Their apologies were accepted.	
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 Governors were informed that the cheque from St. Stephen Parish Council has been received. The Health and Safety Policy is not yet on the website. An electronic copy could not be located so that it could be amended, approved and put on the school website. The policy had to be retyped and has been added to this meetings' agenda for approval by the Health and Safety Committee before putting it on to the website. The Head teacher has spoken to EC Harris concerning costs that Nanpean would have to contribute to the Targeted Basic Need Programme and we are awaiting figures.	
5.	Review of Terms of Reference The existing Terms of Reference for the Health and Safety Committee was approved with no amendments.	

6.	<p>Policy Review</p> <p>Governors reviewed the Health and safety policy.</p> <p><u>Governors challenged whether volunteers and visitors to the school see this policy</u></p> <p>Governors were informed that key aspects of the Health and Safety Policy had been incorporated into the school's visitor policy that each visitor to the school must sign to acknowledge they have read.</p> <p>It was agreed that if approved by the Governors, the Health and Safety Policy would be emailed to the school's Health and Safety Advisor to ensure that the policy is comprehensive and some of the terms in the policy are correct.</p> <p><u>Governors asked whether all staff are first aid trained</u></p> <p>It was confirmed that the majority of staff are first aid trained except one or two newer members of staff. It was explained that the majority of the staff's first aid training expires in October and everyone will undergo first aid training.</p> <p>Governors expressed an interest in joining the first aid training and they will be informed when a time and date has been arranged. Governors were informed that the school will need to arrange for PAT testing to take place in November. Due to a change in compliance management, a company to do the testing has not yet been decided on.</p> <p><u>Governors challenged whether the school was complying with obligations to have the school fixed wire tested.</u></p> <p>This will be confirmed with the Health and Safety Advisor.</p> <p>It was explained that the Violence at Work Section of the Health and Safety Policy does quote the Council's Violence at Work policy. Governors approved the Policy with the aforementioned amendments. A copy of the approved policy is attached to these minutes.</p>	<p>Clerk</p> <p>CM</p> <p>CM</p>
7.	<p>Review of Lettings</p> <p>It was agreed that the Finance and Personnel Committee will review the charges levied for lettings in the Autumn Committee Meeting. Subject to this decision being made by the Finance and Personnel Committee and some amendments, the Lettings Policy was approved. A copy of the policy is attached to these minutes with the amendments highlighted.</p> <p>It was agreed that the Lettings Policy will be added to the school's website.</p>	<p>Clerk</p>
8.	<p>Governor Monitoring</p> <p>Governors agreed a date with the Head teacher to meet and agree monitoring dates for the whole year.</p>	

	<p>The Health, Safety and Wellbeing report was circulated at the meeting following a visit from Cornwall Council concerning health, safety and wellbeing to confirm that appropriate procedures and policies are in place.</p> <p><u>Governors challenged what emergency evacuation procedures were in place for activities taking place out of normal school hours.</u></p> <p>Governors were informed that an emergency evacuation plan is sent out to every person who hires the school hall.</p> <p>It was explained that the Entrysign system was currently used to record visitors and staff are present in the event of an emergency evacuation. It is currently not used for pupils; a register is printed off from SIMS and given to each teacher.</p> <p><u>Governors challenged whether Health and Safety training would be appropriate for any members of staff.</u></p> <p>It was agreed that the member of staff responsible for Health and Safety in the school may benefit and that further opportunities for Health and Safety training will be explored.</p>	CM
9.	<p>Attendance</p> <p>The attendance at the end of the last year is as follows: Whole School Attendance – 95.97% Whole School Authorised Absence – 3.29% Whole School Unauthorised Attendance – 0.69%</p> <p><u>Governors challenged whether there are national attendance averages the school should be aspiring to.</u></p> <p>It was explained that persistent absenteeism is more of a focus.</p> <p><u>Governors asked whether there were any early signs of persistent absentees.</u></p> <p>They were informed that it was difficult to tell at this early stage because missing a session will dramatically affect a pupil's attendance percentage. This will be monitored closely over the year.</p> <p>It was explained that Governors will now take over the role of the monitoring attendance. This information will then feed into the work the Student Welfare Officer will do with the school.</p>	
10.	<p>Property Compliance</p> <p>A copy of the quarterly Health and Safety Compliance Report was handed to Governors. Governors were informed that many of the actions had already been undertaken or arranged.</p> <p>Governors were made aware that it has been advised that the security fencing to one side of the school not be constructed to allow access to the field for the building project. The gates through which parents will access the school will hopefully be completed in the October half term.</p> <p>It was unclear in the report where there are any loose plastic sheets on the roof, this will be investigated.</p>	CM

	Governors were advised that for future meetings, this report will be sent out in advance with agenda.	Clerk
11.	<p>New Build</p> <p>The Head Teacher went to a St. Stephen Parish Council meeting yesterday, where the planning application for the Targeted Basic Need Build was discussed. Governors were informed that the application was supported by the Council and the deadline for any comments on the application will be in October, after which the application will go for full planning permission.</p> <p><u>The Governors challenged how the school will circumvent access issues to the back of the school.</u></p> <p>It was explained that the contractors and the Local Authority are currently liaising with local residents to resolve the issue of access to the field. Access issues are not holding up the timing of the building, because it doesn't have to be resolved before planning is applied for. Everyone involved in the build is aware of the time frame and that the build must be completed by September 2015.</p>	
12.	<p>Safeguarding</p> <p>Governors were informed that a child was brought to the playground in the morning and then left the playground unseen and followed their parent away from the playground. It was confirmed that the child never left the school site but was brought back to the playground by their parent who then came to reception at the end of the school day and reported this to the secretary.</p> <p><u>Governors challenged how this will be prevented from occurring again.</u></p> <p>Governors were informed that following conversations had with morning supervisors, there have been a number of parents congregated around the playground entrance which made it too difficult for the supervisors to see if a child left the playground. Parents will be asked to leave once they have dropped their child off in the newsletter and members of staff will ask parents to leave once they have dropped their children off rather than hovering in the entrance.</p>	
13.	<p>Other Matters Deemed Necessary</p> <p>No other matters were raised.</p>	
14.	<p>With no other matters to discuss, the meeting was closed at 7.07pm</p> <p>Date of next meeting 15th January 2015 5.30pm</p>	
	<p>Signed: _____ Date: _____</p>	

