



TOWER HILL PRIMARY SCHOOL
Fowler Road, Farnborough, Hampshire. GU14 0BW

Minutes of the Premises Committee Meeting
held on-line on **Thursday 13th June 2024** at 6:30 pm

Present: Kieran Collins (KC), Terry Genis (TG, **Committee Chair**), Helen Kinal (HK), Laura Mace (LM), Laura Ovenden (LO, **Headteacher** (HT)), Nicola Ward (NW, Deputy Headteacher)

Apologies: Owen Gardner (OG)

Absent: None

In attendance: Jane Fitzpatrick (JF, Business Manager), Andrew Ward (AW, Caretaker, *arrived 6:52pm*), Rachael Purvis (Clerk)

Meeting started at: 6:42 pm

1.	Welcome The Chair welcomed everyone to the virtual meeting and confirmed that all participants could be heard and could hear each other.	Action
2.	Apologies for Absence, Declaration of Pecuniary Interests / Conflicts of Interest	
2.1	Apologies for absence were accepted from OG and the meeting was quorate.	
2.2	There were no conflicts of interest or pecuniary interests declared in any of the agenda items.	
3.	Minutes of the last meeting	
3.1	The minutes of the previous meeting held on 29 th February 2024 were agreed and approved. They would be signed and stored electronically in pdf format on Governor Hub.	
3.2	Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions at the end of these minutes.	
3.3	<p>Matters arising from the minutes and the actions list were discussed as summarised below:</p> <ul style="list-style-type: none"> <u>Eco Hub</u>: As discussed at the previous meeting, the Eco Hub needed a complete overhaul as it was not in a fit state to use. AW had measured up the requirements and NW was putting in an application to Kebur for a £3k grant for equipment to support the renovation. If this was unsuccessful, funding could be sought from other sources such as TAG, or the Devolved Capital Funds could be used. <u>Fire Safety Review of Staircase</u>: the actions relating to the fire safety review of the staircase had been looked by OG when he conducted the Fire Safety check. <ul style="list-style-type: none"> The actions had been listed in the Fire Folder rather than the maintenance spreadsheet. Alternative seating to replace the fabric chairs was being sought for the bottom of the staircase. <p>Action: Check the Fire Safety actions were completed at the next Premises Committee meeting.</p> <p><i>AW arrived at 6:52 pm.</i></p> <ul style="list-style-type: none"> <u>Wasp activity</u>: No wasp activity had been noticed so far this year, possibly due to the colder weather this year. 	JF
4.	Premises Management	
4.1	<p>Maintenance, Development</p> <p>The Premises Management spreadsheet had been circulated to governors prior to the meeting. The HT highlighted the following issues to governors.</p> <ul style="list-style-type: none"> <u>Rope Bridge</u>: The Rope Bridge in the adventure playground was in need of repair and had been cordoned off. Rather than a costly replacement, AW had ordered replacement rope which he would be able to install. 	

Minutes signed by (PRINT): TERRY GENIS

Signature: *Terry Genis*

Position: CHAIR OF PREMISES COMMITTEE

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4.2	<ul style="list-style-type: none"> • <u>Foxes' Hollow</u>: Volunteers from BMW had done a great job of clearing the area. • <u>Painting work</u>: A team of volunteers from TAG Airport would be undertaking some painting work in the near future. <p>Future Work Programme</p> <p>The following future works were discussed.</p> <p><u>Year 1 Outdoor Play Area</u>: The HT asked governors for their thoughts on the best approach to this area. It was grassed and parents stood on the area at pick up time. The HT would like to smarten the area up.</p> <ul style="list-style-type: none"> • Options discussed were: <ul style="list-style-type: none"> ○ Widening the path. ○ Replacing the grass, although it was noted this would be expensive. ○ Provide seating for parents. ○ The trees needed to be maintained to screen the area from the flats behind. ○ It was agreed that the area shouldn't be made too attractive such that it encouraged nefarious activities. • A contractor was due to come out to remedy the poor drainage by installing a gulley so that people did not get wet feet when it rained. • Q: Would a soak away be installed? No, just a gulley to direct the water to the existing drains. • The HT suggested that options be looked at once funding for the Eco Hub had been decided. <p><u>ATC Door Lock</u>: The ATC door lock was faulty. It was agreed that as the HT had not been able to open the door recently it should be urgently replaced, despite the £700 cost.</p> <p><u>Water Cooler</u>: AW offered to disconnect the water cooler at the bottom of the staircase and remove it, rather than call out a plumber.</p> <p><u>Year 3 Quad Area</u>: This was now complete and the new tables had arrived. AW had put in new planting and the area was looking fantastic.</p> <p><u>Summer Holidays Projects</u>:</p> <ul style="list-style-type: none"> • Decoration of the Year R classrooms and white panels on the new building. • Fixing Wainhouse classroom's blinds. • Removing a sofa and whiteboard from the ATC. • New hard flooring in the Explorers room to allow for sand and water play. • Replacement of the velcro in the Year R cloakroom. <p><u>Patio by Tansley Tower</u>: This was due to be fixed at half term but this had now been postponed to the summer holidays.</p> <p><u>Old Building Roof</u>: JF had asked Corrigenda to conduct an inspection of the roof on the old building as there was a ridge tile missing, plus some damaged and slipping tiles. There were no immediate problems with roof leaks but it was wise to get this looked at.</p> <ul style="list-style-type: none"> • Q: Is there any water getting through, e.g. into loft spaces? There were loft spaces but there was only access to two of them. • Q: How would you know if there were leaks? In the past the leaks have come through the ceilings. <p><u>Water Temperatures</u>:</p> <ul style="list-style-type: none"> • Q: What is the situation with the water temperatures? Regular flushing gets the temperatures back to normal. All the temperatures are safe as a result. • Q: Do Concerto know about the flushing? Yes. • Q: Are you wasting a lot of water? Yes; there has been awareness of the problem for a while. JF was waiting to see if they would receive a reimbursement for the water cost. • Q: Is there sufficient mains water supply to get rid of the tank? That could be an option. It 	
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	had not been suggested previously but JF would look into it.	
5. Health, Safety and Security		
5.1 Health & Safety (H&S) reporting	An accident had occurred that day where a child had cut their face when falling off a bike in the quad area. The HT had investigated the incident and reported it to County; actions had been put in place as a result.	
5.2 CSH&ST Summer Term Audit	The CSH&ST Spring Term Audit had been placed in the meeting folder for governors' information. The Summer Term Audit had been completed. It had focused on: <ul style="list-style-type: none"> • Legionella; • Risk Assessments; • Food Safety. 	
5.3 Control Checks	KC updated governors on the control checks: <ul style="list-style-type: none"> • OG had conducted the fire safety check. • HK was booked in to do the risk assessment checks. • AW and KC had completed a Health & Safety walk-around with a Year 6 child who had been very helpful. • LM volunteered to do the First Aid check. • KC would schedule the Pond Area check for after the BMW volunteers had been to tidy up the area. • The step ladder check would be postponed to the INSET day at the beginning of September 2024 at which KC would include some health and safety training for all staff. He invited a governor to also be present at this. 	
5.4 Security and data protection update	<ul style="list-style-type: none"> • There were no issues or breaches to report. The Data Protection Policy and Privacy Notices had been reviewed at FGB recently. • A practice lock down was planned to take place before the end of the term. 	
6. Any Notified Business	There was no other business.	
8. Date of next meeting:	7 th November 2024 at 6:30 pm online.	

The meeting closed at 7:17 pm.

PREMISES COMMITTEE – OUTSTANDING ACTIONS

Date	No	Action	Whom	When	Report Status
29/02/2024	4.1	TG to talk to AW about options for the way forward for the Eco Hub.	TG	13 Jun 2024	COMPLETE
29/02/2024	4.1	Add actions from the fire safety review of the staircase to the Premises Management spreadsheet.	JF	13 Jun 24	CLOSED
29/02/2024	5.1	Send the names of children with high incidence of accidents to the HT for follow up.	OG	ASAP	CLOSED
29/02/2024	5.1	Check wasp sting occurrences and whether there was still a problem with wasps.	HT	ASAP	COMPLETE
29/02/2024	5.2	Circulate feedback from County CSH&ST Audits to the Premises Committee.	HT	13 Jun 24	COMPLETE
13/06/2024	4.1	Check the Fire Safety actions were completed at the next Premises Committee meeting.	JF	7 Nov 2024	

PREMISES COMMITTEE STANDING AGENDA ITEMS / CONTROL CHECKS 2023/24

Item	Autumn		Spring		Summer		By whom
	Date set		Date set		Date set		
Fire Safety check (annually)			April 24				OG
First Aid (annually)			April 24				LM
Use of step ladder (annually)					Postponed to INSET day Sept 24		TG
H&S Risk Assessment			Mar 24				HK
Risk assessments			Mar 24				HK
Annual H&S Premises Safety Inspection			Mar 24				LM
Half termly H&S walk arounds	Oct 23	Nov 23	Jan 24	Mar 24	May 24	Jun 24	Rota of staff and non-staff governors
Legionella & COSHH check					COSHH completed Nov 23		TG
Online Safety and IT Asset Audit (annually)					Jun 24		OG
Pond area (annually)					Jun 24		OG
Accident Reporting (twice yearly)	Postponed to Feb 24		Feb 24		May 24		OG
Website Review	Nov 23						NW & OG

	No Check due this term
	Check completed
	Check due this term