



## Minutes of the Premises Committee Wednesday, 6 March 2019 at 6.30pm

### Members Present:

Terry Genis (TG)  
Chris Caswell (CC)  
Kieran Collins (KC)  
Linda Tansley (LT)

**Chair**

**Headteacher**

### Apologies:

Owen Gardner (OG)

**Vice Chair**

### Absent:

Nick O'Shea (NOS)

### In Attendance

Laura Ovenden (LO)  
Jane Fitzpatrick (JF)  
Flavia Coleman

**Deputy Headteacher**  
**Senior Administrative Officer**  
**Cover Clerk**

1.	<p><b>Welcome and Apologies for Absence</b> The Chair opened the meeting at 6.40 pm and welcomed everyone.</p> <p><b>Apologies for absence</b> OG was not present at the start of the meeting but subsequently sent apologies due to work commitments, which were accepted.</p> <p><b>Absent</b> NOS was not present and, as he had not indicated that he would be unable to attend, was recorded as absent.</p> <p>The meeting was confirmed as quorate.</p>	<b>Action</b>
2.	<p><b>Declaration of Pecuniary Interests</b> It was noted that LO might have a conflict of interest related to the summer 2019 re-decoration programme to be covered under item 10.</p> <p>No other pecuniary or conflicts of interest were declared.</p>	
3.	<p><b>Minutes of the meeting held on 8<sup>th</sup> November 2018</b> The minutes of the meeting on 8<sup>th</sup> November 2018 were agreed as a true and accurate record and signed by the Chair.</p>	
4.	<p><b>Matters arising</b> All updated – reported in the record of outstanding actions attached to the minutes or in the relevant agenda item below. Completed actions to be removed from the list.</p> <p><u>Business Continuity Plan test scenarios (7/3/17 – Item 8)</u> Although it had been agreed to close this item at the last meeting, as the three</p>	



	<p><u>Termly H&amp;S monitoring return to CSH&amp;ST</u></p> <p>The HT confirmed that the return, covering working at height, violence and aggression, electrical checks regime and asbestos update for staff, had been completed and submitted to the LA on 14<sup>th</sup> February and also uploaded to the portal for governors for consideration at this meeting.</p>	
6.	<p><b>School Premises</b></p> <p><u>Review of Accommodation and any Issues</u></p> <p>The HT advised that the key issues had been detailed on the action points from the Management Partnership meeting.</p> <p>The skylight and the temperature in the kitchen were the main priorities.</p> <p><b>Q. Is service to the children affected?</b></p> <p><b>A. Not at this stage, but the kitchen would be put out of use if the skylight was to fall in and we would have to use the resources at another school, as has been the inverse on occasion, including recently.</b></p> <p>The other priority is resurfacing of the playground for the second netball court and improving the drainage, but this is a major project and would have a significant cost implication, so will depend on whether sufficient LA capital funds are available.</p> <p>JF advised that the issue with the boiler in the main school has been resolved but will not be signed off until a period of two weeks has elapsed to ensure that the problem does not recur. The issue has meant that the gas bill has significantly increased.</p> <p>JF also confirmed that all the outdoor equipment is in a good state, apart from the logs in the adventure playground. Although some have already been replaced, more have subsequently been identified as in need of repair or replacement.</p> <p><u>Accessibility Plan 2017-22</u></p> <p>The HT advised that most of the short and medium-term actions have been completed. The only actions outstanding are the need for the SLT to understand how to use the hearing loop in the office and to complete the installation of push taps in all areas. This could be undertaken in the summer holidays if a review of the budget shows that this is affordable.</p> <p>The HT and the Site Manager have discussed how to address the recommendation in the Disability Discrimination Act that contrasting colours are used to show the divide between the doors and the door frames.</p> <p>The HT advised that the school has received c.£12k in government funding for 'little extras' and that this may be put towards building up sufficient funds to develop more 'futuristic' IT provision in the current IT suite.</p>	
7.	<p><b>Safeguarding</b></p> <p><u>Lock Down and Fire Drill reports</u></p> <p>The HT advised that neither a lock down or fire drill had been carried out to date, but are scheduled for this term.</p> <p><u>Violent Incidents and Assaults on Staff</u></p> <p>The HT advised that a child had been excluded twice to protect staff who had been subject to a number of violent assaults, which had been reported using the LA on-line reporting system. Regrettably, no outreach support for the child is available, but in-</p>	

