

 Governor's Premises Committee

Minutes of the Summer Term 2019 Committee Meeting

Friday 28th June 2019

 at 14:30 am

Present: Madonna Adams, Liz Stellmacher, Adam Gregson.

1. Apologies for absence. Paul Fletcher
2. Declarations of interest. None.
3. Matters arising from previous meeting's minutes:
* FH had asked for a quote for Legionella checks as per Seascale and Gosforth schools. This is still outstanding.

(AG checked after meeting with SS that the shower flush checks have been completed)

* Approval sought for buying play bark to top up monkey bar swing area and to cover the nursery playground. Three quotes obtained: Playbark.com = £1832, CPA Horticulture = £1600 and Woodland Horticulture Ltd = £1807. Not yet approved, but hoped to order for use at Spring Maintenance days.

(AG Comment - agreed in the Summer meeting that AG had permission to buy)

* It was agreed not to implement the suggestion of a near miss register that was made at Spring Committee. It was felt that this would not raise any additional awareness of or increased prevention of the current accident statistics.
* ES reported that the suggestion to change the Date of Birth column on the accident log book to be a KS2/KS1/EYFS has been implemented.
* EYFS Conservatory door – fire procedure. Discussed and agreed that no further action is required as the current practice of a door latch that is out of children’s reach is appropriate in this circumstance, as previously assessed by both Kym Allan and Fire Officers.
* The container was delivered and sited on the old greenhouse base for use as the lawnmower and PE equipment Store.
1. Review the School's Accident and Hazard log books.

There were xx entries in the period 6th March – 28th June 2019, none reportable. *(Please note some sheets still to be checked prior to Full Governor’s meeting so these tallied numbers below will change)*

Slips / Trips / Falls 30

Head Bump / Face 26

Eye 1

Hand / Finger 13

Leg / Foot 25

Nose Bleed 3

Back / Body 1

Attending to previously occurred issue 8

Arm 1

1. Two Spring School Maintenance Days were run in March: The staff car park tarmac area and fencing were jet washed, the finger trap replaced on the junior rear hall door, playground edges cleared, low hanging branches cut back on the field, the wooden nursery shed and veggie patch fence were wood stained. The greenhouse base was cleared in preparation for the new container store.

6. Plan for Health & Safety Policy and documentation (risk assessments, checklists and resulting instructions) review and overhaul. AG and ES have set an inset day aside for this activity on 27th August 2019. AG stated this an area he would like to help be resolved before standing down as Premises Chair and Governor in 2019/20.

ES has followed a good checklist from the Key, that has helped raise visibility of gaps in the current arrangements. ES has struggled to find copies of risk assessments, H&S policies, Asbestos reports, etc.

No routine checklists have been completed since April / May (except Shower flush checks). The burden on FH in supporting the annual Art Show organized by the Friends of Eskdale School (FoES) group is thought to be the reason for these starting to be missed. In future, support to FoES should not over-burden staff to the point where routine school business is affected. FH currently being absent has additionally meant that these have been further missed. ES undertook to complete these herself.

1. Any other business.
* ES confirmed that the work on the playground to install goalposts and net ball hoops, with the tarmac being cleaned and repainted was to start on 1st July. The companies risk assessment for the work was shared by ES and explained that children would be dropped off/picked up by the office entrance whilst the work was underway. (Work now complete and looks good).
* ES requested that the loose post on the shelter be replaced. AG said he would remove that section as it is not structural. This work has been done.
* ES requested a persistent low branch be cut out from on the playing field. This work has been done.
* ES reported the drain pipe outside the boiler house is missing. (This has since been found inside the boiler house and so will be re-instated).
* The valleys on the roof have lost some of the cement mortar. ES to arrange for a roofing contractor to repair these.
* ES raised that some of the rooms need their window blinds replacing. MA had good experience from a company, Elliot & Black, who had fitted blinds in a church/village hall, and as such came recommended. It was agreed that due to FH being absent, the usual practice of obtaining three quotes for work would be waived and that ES could proceed directly with a single quotation from Elliot & Black if she felt it was reasonable value and was within the Head teacher’s delegated authority for spend. MA confirmed this.
* ES confirmed that she planned to have a cleaning audit undertaken (highlighted by the Key checklist of possible maintenance work done in the summer holiday).
* The subject of an Asset Care Register was raised (again highlighted form the Key checklist). AG to find the old version from previous Premises Chair for review with ES.
* AG to check for previous versions of H&S policies, and last year’s Kym Allan Ltd Health & Safety audit – ES said that Helen Blamire (off KA ltd) had been in contact to suggest a follow up visit to check on some actions that were highlighted. AG to check for Asbestos report covered in this audit and asbestos labelling requirements.
* The lawnmower is due it’s annual service (June 2019). AG will arrange this with Mill Garage, Calderbridge, over the summer holidays.
* ES mentioned that the tables and chairs (in the hall) are due a replacement – bring this to Full Governors.

Meeting Closed.