

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

DRAFT MINUTES - Part I							
Thursday 2nd March 2017	1.30pm	PREMISES COMMITTEE					
Attendees	Initials	Category of governor Any office held	Time they joined/ left if not present for full meeting	Attendees	Initials		Time they joined/ left if not present for full meeting
Jill Mahon	JM	Headteacher		Martyn Johnson	MJ	Foundation	
Sue Veale	SV	Co-opted	Left 1.50pm	Abigail Read	AR	Parent	

Apologies	Initials	Reason (Category of Governor)
Geoffrey Breckin	GB	Co-opted
Rob Salem	RS	Associate

Absent without Apology	Initials
Richard Harris	RH

In Attendance	Initials	(anyone who is not a governor/associate)
Yvette Elliott	YE	Clerk

Minutes to
All governors
School website

Documents referred to and shared at the meeting:

- School Emergency plan 2017 for Governor approval
- Business Continuity Plan for Rob's absence
- Off Site Visits policy 2017
- Privacy notice - parents/carers/pupils
- Privacy notice - staff
- Personal Information Security policy (DCC V5, Jan 2015)

Agenda Number	Details of discussion	Decision or action
1 & 2	Apologies	Recorded
3.	Declaration of Business and Pecuniary Interests	No new interests declared.
4.	Minutes of the last meeting held on Wednesday 11th January '17	The minutes were approved and signed by the Vice-Chair.
5. 1 2 3 4 5 6 7	<p>Matters Arising</p> <p><u>Meter readings:</u> GB working on getting direct access to data from Laser & Smart Metering service. MJ congratulated GB on his spreadsheet of half-hourly data which was shared at the FGB meeting. JM asked if this analysis should be ongoing or if further snapshots would be appropriate? MJ felt that analysis of high energy use time would be interesting and another snapshot during warmer weather for comparison too.</p> <p><u>School newsletter:</u> JM regularly writes in the newsletter reminding families about access restrictions safety of pedestrians.</p> <p><u>Review and update fire risk assessment:</u> Done.</p> <p><u>Ask Neil P to update OSHENS:</u> GB has requested this. Governors to check if this has been done.</p> <p><u>Update inventory:</u> This was an item raised on the Audit feedback. RS has to carry out annual PAT testing and could input electrical item info onto SIMS next time this is taking place. This would require training on use of SIMS, perhaps from Marea, once Rob is back from his current absence.</p> <p><u>Book Governor H&S training:</u> No Governors available to attend. Book next available local course.</p> <p><u>Update Policies:</u> YE has updated and saved these.</p>	<p>GB to generate further snapshots of energy use in a spreadsheet</p> <p>Check OSHENS for updates</p> <p>RS to input data onto SIMS during PAT testing</p> <p>YE to check for new H&S courses</p>
6	<p>Emergency Plan and Business Continuity Plan</p> <p>SV has filled in the School Emergency Plan and this now requires some input from JM which was discussed in the meeting. GB and SV have discussed this document together and agreed some changes, which SV has now made. It was agreed that only one alarm type should be used for all eventualities to</p>	

	<p>avoid confusing the children and from the normal meeting point, staff can manage any alternative arrangements when everyone is together. The Church was suggested as the best alternative assembly point, with Meadowbrook Village Hall as another option. SV to contact both to check this would be OK.</p> <p>The Business Continuity Plan for RS's absence (an appendix to Emergency Plan) is currently being implemented effectively. Additional keys have been cut and Jerry should receive training on RS's return for managing the alarms and carrying out Legionella testing.</p> <p>JM and SV to finalise documents and sign off before sharing with Admin staff - Premises Committee approved.</p>	<p>SV to contact Churchwarden and Meadowbrook regarding emergency evacuation</p> <p>RS to train Jerry on alarms & Legionella testing</p> <p>SV/JM to finalise and share doc's with Admin</p>
7	<p>Arrange Date for Health & Safety Walkabout</p> <p>SV has reviewed the meeting notes from the previous walkabout. There are a low number of incidents reported and no significant hazards raised on the last walkabout. It was agreed that the current temporary site works very well. SV to investigate cost of weight-break stools for F&P committee to consider.</p> <p>YE to arrange suitable date with RS, GB, SV (& MJ if possible) in the week before Easter the holidays.</p>	<p>SV to investigate cost of weight-break stools</p>
8	<p>Buildings Update</p> <p>JM reported that DCC will be issuing a formal letter of commencement to contractors and work will begin on 27th March. The delayed start has been in part due to ensuring finances were approved and additionally a piling machinery delay. The revised project completion date is now Easter 2018.</p>	<p>JM to inform parents of buildings progress in school newsletter</p>
9	<p>Feedback from Karen Wallis</p> <p>In Karen's absence, SV talked through the Off Site Visits Policy that has been updated. Standard generic operating procedures have been created and the visit leaders must complete a form for each trip/visit. Karen is the Co-ordinator, and she has undertaken the relevant training for this, so she checks all completed forms and submits them on EVOLVE for JM to sign off. All visits arranged fall</p>	

	<p>within Category A, so there is no need for DCC to check and approve.</p> <p><i>AR asked if all parent volunteers have to be DBS checked?</i> Regular volunteers are, but parents are always supervised with children so it is not necessary for all volunteers.</p>	
10	<p>Policies</p> <p>1 <u>Personal Information Security:</u> DCC Policy (Version 5, Jan 2015) was reviewed and ratified by Governors.</p> <p>2 <u>2 x Privacy notices:</u> Personalised templates for pupils and staff were recommended to FGB for approval. JM to inform parents in newsletter.</p> <p>3 <u>Off Sites Visits:</u> It was agreed that Governor monitoring should be carried out by the Lead Governor for H&S with termly reviews of the risk assessments and sight of EVOLVE records. Following this addition, the Premises committee ratified this policy.</p>	<p>YE to update and file policies</p> <p>JM to inform parents of new privacy notices via newsletter</p> <p>GB to carry out termly monitoring with Karen for off site visits/risk assessments</p>
11	<p>Actions, questions & next steps</p> <ul style="list-style-type: none"> • JM to share information with parents in the school newsletter regarding building work and privacy notices. 	
12	<p>Evaluate impact on School Improvement</p> <ul style="list-style-type: none"> • Emergency Plan safeguards children. • Contingency Plan already in use and demonstrating the smooth running of the school in RS's absence. • Risk assessments for school visits are secure. • Staff skills and procedure were commended. 	
13	<p>The meeting closed at 2.10pm.</p>	<p>The date of the next meeting is Thursday 27th April 2017, at 1.30pm.</p>