


DARTINGTON C E PRIMARY SCHOOL AND NURSERY

DRAFT MINUTES - Part I							
Wednesday 11th January 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		Rob Salem	RS	Associate	
Geoffrey Breckin	GB	Co-opted		Abigail Read	AR	Parent	
Richard Harris	RH	Parent					

Apologies	Initials	Reason (Category of Governor)
Martyn Johnson	MJ	Holiday (Foundation)

Absent Apology	without	Initials

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:

- H&S Walkabout Report (05/12/16)
- H&S memo to all staff (06/12/16)
- Health, Safety & Wellbeing Policy (DCC Oct '16)
- Guidance for safer working practice for adults who work with children and young people in educational settings (DCC Oct '15)
- Model Fire Risk Assessment

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 23rd November '16 Part Two minutes of the last meeting held on Wednesday 23rd November '16	The minutes were approved and signed. Additional notes from GB were also signed and appended.
5.	Matters Arising	
1	<u>Update TORS:</u> Done.	
2	<u>Meter readings:</u> RS has been checking readings at weekends and over Christmas when all but the essential items are switched off and the site has used more power than anticipated. GB asked RS to continue monitoring this. MS is still chasing bills and GB is liaising with Laser about accessing smart meter data/remote half-hourly readings.	RS to continue monitoring meter readings
3	<u>H&S walk-about:</u> Sue Veale as H&S Admin member currently met GB and RS on 5 th December and report is appended. A memo has since been distributed to all staff regarding the use of weight break stools.	
4	<u>School council discussion regarding footpath behaviour:</u> JM met with children and the children had their own questions about parking with suggestions to help them feel more safe. They will be creating a 'charter' in the summer term.	
5	<u>Spot check on drop-off access point:</u> RS reported that the permit system is working. Gate keeper will be onsite until end January. JM will write in newsletter reminding parents of safety procedures regarding pedestrian and vehicle access. Boulders have now been placed to stop cars from parking on grass.	JM to write in newsletter
6	<u>Update H&S Policy with appendix:</u> Done. Recommend for approval to FGB.	FGB agenda item
7	<u>Update Accessibility policy:</u> Done.	
8	<u>Update Emergency Plan:</u> Sue Veale and YE have been looking at this and further work is required to	Staff to update

	get this fully up-to-date. Work ongoing.	Emergency Plan
6	Ensure annual fire risk assessment is carried out Our fire risk assessment was last carried out in June 2016 but Sue Veale and RS will review now to bring it back in line with our business cycle for Governors to review at the next meeting.	Sue Veale & RS to review fire RA YE to update
7	Review Asset Management Plan An electrical and kitchen inventory were carried out by Jane Wood. Because our school buildings are not over 5 years old we do not require a typical Asset Management Plan. The OSHENS website has school details recorded on it, although the demolished buildings are still referenced at present. GB to contact Neil Pateman about getting this updated. Our 3-year tree survey has recently been completed and PAT testing will be done by Easter. Equipment inventory must be up-to-date in readiness for the move into the new school. <i>RH questioned if we need a contingency for extra furniture etc for the school move? JM: We already have a store of spare equipment and can allow for an increase in pupil numbers and equipment is used flexibly between classes. Capital funding can be used for essential extra purchases.</i>	GB to ask Neil Pateman to update OSHENS for our current site Inventory update needed before school move
8	Buildings Update No updates this month from GB. RS attended a demolition meeting today & the site is being signed off as complete today. Construction should be commencing end January. The gatekeeper will remain in place in the interim period. GB to speak to Mark for update in advance of FGB meeting.	GB to get update for next FGB
9	Feedback from Karen Wallis Karen is working on a new Outdoor Visits policy and this will be brought to our next Premises meeting.	Agenda item for next meeting
10	Training 1 There is 'Introduction to H&S for Governors' training on 21 st Feb. RH or MJ to attend. 2 Up-to-date list of trained First Aiders is now included in the appendix of the H&S Policy, including dates of expiry.	YE to book Gov onto H&S training

<p>11</p> <p>1</p> <p>2</p>	<p>Policies</p> <p><u>Guidance for safer working practice for adults who work with children and young people in educational settings:</u> New DfE guidance was tabled and will be kept in the policy folder for reference.</p> <p><u>Health, Safety & Wellbeing:</u> DCC Policy (Version Oct 2016) was reviewed and ratified by Governors.</p>	<p>YE to update and file policies</p>
<p>12</p>	<p>Actions, questions & next steps</p> <ul style="list-style-type: none"> • JM highlighted an awareness that by our next meeting the building work/construction movements will be very different for us and our families. • Services and bills are still an area for concern. MS continues to chase for information and bills. RS is trying to monitor why so much energy is still being used and limit this where possible. • GB suggested that in the absence of a ready stream of bills, we should use the previous years figures for predictions. JM countered that we were on a different tariff then so GB suggested that DCC Procurement should be able to confirm our unit price for us to use with our unit usage figures for accurate cost predictions. • GB will investigate energy audit business. • GB will keep in touch with Mark about construction start date. • RS to work with construction team to manage the availability for school use of outdoor space during construction. 	
<p>13</p>	<p>Evaluate impact on School Improvement</p> <ul style="list-style-type: none"> • H&S paperwork is being managed through policy review, walkabouts and training. • The building site looks neat and tidy and communication is good with school. 	
<p>13</p>	<p>The meeting closed at 2.40am.</p>	<p>The date of the next meeting is Thursday 2nd March 2017, at 1.30pm.</p>