



School Name:	Priestlands	Meeting:	1
Date/Time:	Wednesday 9 th October 2019	Present:	Paul Cox (Governor, PH&S Lead); Lynden Barrow (Staff Rep); Rosa Suarez (Staff Rep); Sally Feltham (Facilities Co-ordinator); Duncan Welsh (Site Manager)
Apologies:	Pete Main (HT); Richard Glennly (DH)	Others in Attendance:	Carole Gibbs (BM); Julia Emmel (DH); Kerrie McAdam (AHT); Tom Ritchie (AHT); Sam Fuell; Caroline Clitherow (Clerk)

ACTION GRID

Min no	Subject	Action Point	Action by Whom	Action by When
2.2	Stress at Work Policy The Emergency & Recovery Plan	Will be presented to Governors for consideration Some sections still to be completed	BM/HT BM/HT	December December
7.1	Health & Safety Policy	To go to Governors for consideration	BM	October

The BM opened the meeting at 3.48pm

Agenda item	Action by whom	Action by when
General Business		
1. Welcome and Apologies The BM welcomed everyone to the meeting. Apologies as above.		
2.1 Minutes of last meeting held on 1st May 2019 Agreed as an accurate record.		
2.2 Matters Arising (from Action grid)		
<ul style="list-style-type: none"> • Kitchen Risk Assessments – completed • Near Misses - Gym Equipment (see point 3.1) • Ramp for Drama Shed – the Site Manager said that due to the design of the shed a ramp was not going to work so will continue to manhandle them in and out of the shed. • Dog Walkers on Rugby Pitch – the BM said that as far as she is aware there haven't been any further problem since the summer; additional signs have probably helped. • Reception Doors – the Site Manager said if the inner doors are left open for more than a few hours the battery goes flat which prevents them from opening automatically. The doors can be left open for no longer than 3 hours. • Stress at Work Policy and Emergency – the Stress at Work policy will be presented to governors for consideration later this term. The Emergency & Recovery Plan, although ratified as a working draft, still needs some sections completing and this will be done by the end of term. 	CG/PMG	End of Term
There were no further comments and the minutes were approved.		
Health & Safety		
3.1 Health & Safety Report – October 2019 Headlines (see written report for full details)		
<ul style="list-style-type: none"> ➤ Matrons – the Facilities Coordinator reported that there are two new matrons this term who have been kept busy by students. Staff have been reminded not to send students to see matrons towards the end of the day and not to send them unnecessarily or for very minor ailments. In addition, parents have been reminded via a letter from the HT not to send their children to school if they are unwell. ➤ Monthly Reports: Total accidents/incidents for July = 2 and for September = 2. September; members of staff seen =3 in July and 1 in September. 		

<ul style="list-style-type: none"> ➤ Fairthorne Residential Trip – 105 students were seen by matron during the two day residential. After a short discussion all agreed this was not a concern as many visits were simply related to homesickness etc. The Facilities Coordinator will go through the list and only log the appropriate ones rather than all. ➤ Accident Investigation Forms – at present, matrons fill these forms but have suggested that the member of staff who witnessed the accident should complete them with matrons simply filling in their section. The PE department complete their own and in the past the Science department has done the same. After a short discussion, it was agreed that matrons should continue to fill them in as usually. ➤ Near Misses – trampolines are now stored in the Sports Hall as they are too tall to be stored elsewhere and someone almost stabbed a toe which was reported as a near miss. ➤ Safety Concerns – the Main Hall fire exit was wedged open with a table, blocking the escape route. ➤ Training – All H&S training is up to date. Whole School Annual Safety Training with Ray West is scheduled for Monday 4th November. A half day (after school) refresher first aid course for a few staff will be arranged after half term. ➤ Safety Checks/Inspections – Premier Fire intruder, emergency lighting and a fire maintenance inspection took place on 1st October. Wings has completed an annual inspection of the boiler and plant rooms and the Nichols kitchen and the first part of the rolling 5 year programme of the electrical installation inspection has included the Site House, Gurney Dixon and PAC. ➤ Risk Assessments and Policies – Health & Safety Policy (annual review); Fire Policy and Management Plan are with governors for consideration and Fire Risk Assessments have been completed. ➤ Other Works Completed – the Site Manager talked through the work completed by contractors: <ul style="list-style-type: none"> ○ Redecoration of Library/Study Centre ○ New pathways outside S12, 13 & 14 ○ Electrical works in DT ○ First floor main corridor re-decorated and new lighting installed ○ Site House new windows ○ Tree works around site ○ Drama lighting upgrade ○ Cage and Wardens new line markings ○ Sports Hall floor refurbished Work completed by Site Team <ul style="list-style-type: none"> ○ Isolation Room stripped out and fitted with storage for finance archiving ○ Changes to the HUB ○ Re-decoration of N13, N34, Gurney ground and first floor corridors and Dining Hall ○ Fencing for Site House ○ Coach House kitchen refit ○ Ground works ○ PAT testing ➤ PAT Testing – all in-house PAT testing is up to date. ➤ Planned Work – CCTV will be installed in Science and first floor of Nichols and behind Gurney. LP, TVC and online chlorination of the water tank in Science took place on 8th October. 		
Site Walkabouts		
<p>4.1 Kitchen and Dining Hall This took place on 18th June and will now be included on the annual rota of walkabouts.</p> <p>4.2 Nichols/Hub This took place on 17th September. The governor said that a new teacher had commented how quickly an issue with a fire door had been resolved.</p>		
Fire Evacuation Drills		
5.1 Observation Sheet 12th September - planned		

5.2 Observation Sheet 17th September - unplanned All agreed that the students did very well considering the fire alarm went off before morning registration.		
Staff Representatives		
6. The Staff Rep said that the Science lab cupboards doors are falling apart and please can they be fixed or replaced. The BM replied that in the long term she hopes the school will be successful in a CIF bid to refurbish all the Science classrooms and the cupboards will be replaced. In addition, the extractor fan in the fume cupboard does not turn off and the Site Manager said that it will be fixed at the end of the week.		
Policies		
7.1 Health & Safety Policy – this policy is reviewed annually and has been strengthened to ensure that all H&S matters are documented. The policy will go to governors next week for consideration. 7.2 Fire Management Plan & Fire Safety Policy – the BM said the plan is new and a result of the Health & safety audit. There are no changes to the policy other than staff names. Both policies will go to the Board of Governors for consideration and ratification.	BoG	Oct/Nov
Any Other Business		
8. The Staff Rep said that the cleaning in Science has hugely improved.		
Date of Next Meeting		
9. Wednesday 5th February 2019 @ 3:45pm		
There was no further business and the meeting closed at 4:20pm.		