



School Name:	Priestlands	Meeting:	2
Date/Time:	Wednesday 5 <sup>th</sup> February 2020	Present:	Paul Cox (Governor); Lynden Barrow (Staff Rep); Rosa Suarez (Staff Rep); Sally Feltham (Facilities Co-ordinator); Duncan Welsh (Site Manager)
Apologies:	Claire Elford; Richard Glenny	Others in Attendance:	Sam Fuell (BM); Julia Emmel (DH); Kerrie McAdam (AHT); Tom Ritchie (AHT); Hayley Yates (AHT); Caroline Clitherow (Clerk)

ACTION GRID

Min no	Subject	Action Point	Action by Whom	Action by When
2.2	Emergency & Recovery Plan	To go to governors for ratification	PGM/SJF	Feb/March
3.1	Matrons	Reminder (see below)	KM	In-hand
	Near Miss	Take Care signs outside Ladies & Gents toilets Nichols	Site Team	In-hand
6.	Students in Science labs	Students not to be allowed in before lessons	Science staff	Ongoing
7.1	Stress at Work policy	To be ratified by governors	BoG	February
7.2	Security & Safety policy	Due for review and come back to this forum in April	PH&S	29.04.20

The HT opened the meeting at 3.52pm

Agenda item	Action by whom	Action by when
<b>General Business</b>		
<b>1. Welcome and Apologies</b> The HT welcomed everyone to the meeting. Apologies as above.		
<b>2.1 Minutes of last meeting held on 9<sup>th</sup> October 2019</b> Agreed as an accurate record.		
<b>2.2 Matters Arising (from Action grid)</b>		
<ul style="list-style-type: none"> <li><b>Stress at Work Policy</b> – governors agreed that this policy should come under the remit of this forum rather than the HR portfolio. The policy is currently under consideration with staff and governors and will be ratified at the board meeting at the end of February.</li> <li><b>Emergency &amp; Recovery Plan</b> – this will be a continual working document due to the check lists pages which will need updating regularly. It is currently with the HT and BM to be fully updated and will then go to governors for ratification this month or March.</li> <li><b>Health &amp; Safety Policy</b> – approved by governors in November and posted onto the school website.</li> <li><b>Fire Safety Management Policy</b> – the Facilities Coordinator said this had also been approved by governors in November and has also been posted onto the school website.</li> </ul>	Governors	26.2.20
	HT/SJF	Feb/March
There were no further comments and the minutes were approved.		
<b>Health &amp; Safety</b>		
<b>3.1 Health &amp; Safety Report – February 2020</b>		
<b>The Facilities Coordinator talked through the headlines (see written report for full details and numbers)</b>		
<ul style="list-style-type: none"> <li>➤ <b>Matrons</b> – still struggling with numbers; although accident figures are down. Not all trip lists are being missed but some departments are having to complete their own, particularly in order to get their information packs out on time. The AHT asked that the matrons should let trip leaders know in advance if they are unable to produce bus lists. The FC says she checks the accident figures in the log every morning. The AHT suggested there might be too much pastoral care, rather than straightforward first aid care; if more pastoral care is required the students should be referred to PSMs or sent home rather than to the Hub. The AHT will do a reminder to matrons.</li> </ul>	KM	In-hand

<ul style="list-style-type: none"> <li>➤ <b>Near Misses:</b> The Staff Rep reported a near miss between two members of staff who exited the ladies and gents toilets in the Nichols at the same time and nearly collided; perhaps some signs could be erected to warn staff to take care.</li> <li>➤ <b>Governor Walk Round</b> – last one in October, most actions ticked off. The next one will take place after the board meeting on 26<sup>th</sup> February and will cover the Main Building.</li> <li>➤ <b>Training</b> – Ray West’s H&amp;S refresher training worked well with three sessions in one day and most staff attended.</li> <li>➤ <b>First Aid</b> – course booked for 12<sup>th</sup> February for about 12 members of staff.</li> <li>➤ <b>Safety Checks/Inspections</b> – RS Design &amp; Technology has carried out the safety inspections of all DT equipment; still waiting for the report but no major issues and no DT machinery has been condemned.</li> <li>➤ <b>Site</b> – the Site Manager reported that HUB Reset area has been updated and the science cupboard doors have been replaced. The HT asked it be minuted what a superb job the Site Manager had done on clearing the drains over two weekends; it has made a huge difference as now all big puddles and muddy areas around Robert Hole and Nichols have been cleared.</li> <li>➤ <b>PAT testing and ladder checks</b> – up to date; Hoopers carried out PAT testing in the science department at the beginning of January.</li> <li>➤ <b>Planned Work</b> – another CCTV in reception; Science radiator valves to be replaced by Framptons. The FC said that the IT Support Team had asked that no more CCTV cameras be installed until the server is upgraded. The DH thanked the Site Team for the hours they put in in going through the CCTV footage for follow up – their time is much appreciated.</li> <li>➤ <b>AOB</b> <ul style="list-style-type: none"> <li>➤ <b>Electric fencing</b> - nearly all the chickens in the Walled Garden have recently been taken by a fox and the Walled Garden Project Leader has requested that electric fencing be installed. There was a short discussion on whether electric fencing would deter foxes and if it is the right solution. The FC said costings are being done and it is still under consideration.</li> <li>➤ <b>Long jump run-ups</b> – quotes to revamp the four current run-ups have been requested; it is hoped they will be done by Easter, ready for the summer term.</li> </ul> </li> </ul>	Site Team	In-hand
<b>Site Walkabouts</b>		
<b>4.1 Coach House/Gurney/PAC</b> This took place on 16 <sup>th</sup> October and all actions have been completed.		
<b>Fire Safety</b>		
<b>5.1 Fire Safety Management Review Monitoring Form</b> The Kitchen now has a staff signing in sheet. There was a short discussion about the best way to monitor visitors who come to the front field to watch a sporting event. All agreed that it is virtually impossible to ask everyone to sign in and out but visitors are always confined to the sports hall, gym or field so it is easy to monitor. <b>5.2 Fire Evacuation Drill 9.1.20 (unplanned) - Observation Sheet</b> The fire alarm was set off in the Drama Department after school. The members of staff who are fire wardens still act as fire wardens if they are in school. All current fire wardens will do refresher training in April and new members of staff will also be trained.		
<b>Staff Representatives</b>		
<b>6. The Staff Rep asked when there would be a lockdown practice.</b> The HT said the policy is currently being reviewed and staff will be reminded of procedures. The Staff Rep mentioned that some staff in the Science Department are still allowing students to go into the labs before lessons start in the morning which causes disruption and damage. It was agreed there would be ongoing monitoring by science teaching staff.	Science Staff	Ongoing
<b>Policies</b>		
<b>7.1 Stress at Work</b> - the HT reported that this policy has gone out to staff and governors for consultation. It will be ratified by governors at the next board meeting. <b>7.2 Security &amp; Safety</b> –this policy is due to review and will come back to this Forum in April.	BoG	26.02.20
	PH&S	29.04.20

<b><i>Date of Next Meeting</i></b>		
<b>8. Wednesday 29<sup>th</sup> April 2020 @ 3:45pm</b>		
There was no further business and the meeting closed at 4:18pm.		