



GOVERNING BODY AVONDALE PRIMARY SCHOOL DARWEN

AUTUMN TERM MEETING

MINUTES OF THE MEETING OF THE HEALTH & SAFETY COMMITTEE HELD AT THE SCHOOL ON MONDAY 3 OCTOBER 2016 AT 5PM

PRESENT:

Mr John Bentley (Chair)
Mrs Samantha Blackshaw
Mrs Karen Morgan
Mr Daniel McFarlane (Vice Chair)
Mrs Vicky Brown (Headteacher)

IN ATTENDANCE:

Mrs Jane Taylor (Assistant Headteacher KS1)
Mrs Stacey Duckett (Assistant Headteacher KS2)
Mrs Judith Watson (Clerk)

		<i>Action</i>
1	<u>APOLOGIES FOR ABSENCE</u> There were no apologies for absence.	
2	<u>DECLARATION OF INTEREST</u> There were no declarations of interest.	
3	<u>ELECT CHAIR AND VICE CHAIR</u> Mrs Blackshaw nominated Mr J Bentley as Chair and this was seconded by Mrs Morgan. Mrs Morgan nominated Mr McFarlane as Vice Chair (with a view to becoming Chair in 12 months' time) and this was seconded by Mrs Blackshaw. All Members were in agreement and these nominations were approved.	
4	<u>AGREE TERMS OF REFERENCE</u> Members were asked to consider the proposed terms of reference as outlined in the Governor Handbook. These were agreed.	
5	<u>MINUTES OF THE PRVIOUS MEETING HELD ON 06.07.16</u> It was agreed that the minutes of the meeting held on 21 March 2016, having been circulated, be received as a true and correct record and signed by the chair.	
6	<u>MATTERS ARISING</u> <ul style="list-style-type: none">Health & Safety Audit – the Committee were informed that some actions had been completed and that others were ongoing; all being monitored on a regular basis. It was agreed that this would be an agenda item at the next meeting.	VB

	<ul style="list-style-type: none"> • PAT Testing – Mrs Brown informed the Committee that it was no longer a requirement to undergo full PAT test every year and that this had been confirmed by Capita. Mrs Watson added that in the interim year a visual inspection, undertaken by a suitably qualified individual, should be completed. As such, contact had been made with Darwen Electrical Services, with whom the school contracts with on a reasonably regular basis. The MD of this company had confirmed that his staff hold an appropriate qualification and could undertake the visual inspection for the school. It was noted that this would result in savings of c£1,000. A meeting had been arranged later in the week to progress this. <p>Repairs to Tarmac on playground – details of the quotes obtained were discussed and the Committee approved the expenditure of £916 (excl VAT) with Monks of Colne. Contact to be made to arrange a date for completion.</p> <p>Stage Plaster, Repair & Decoration - details of the quotes obtained were discussed and the Committee approved the expenditure of £2230 (excl VAT) with Mark Thompson. Contact to be made to arrange a date for completion.</p> <p>Pedestrian walkway (entrance to Breakfast Club/Chillzone) – Members were informed that the School’s BLO had estimated this at c£500. The Committee agreed that this should be completed. Contact to be made to arrange a date for completion.</p>	<p><i>JW</i></p> <p><i>JW</i></p> <p><i>JW</i></p> <p><i>JW</i></p>
7	<p><u>HEALTH & SAFETY POLICY</u></p> <p>Mrs Brown informed the Committee that no changes had been made to this policy, since it had last been approved in March. The Committee approved the Policy.</p>	
8	<p><u>HEALTH & SAFETY ISSUES</u></p> <p>The Headteacher provided an overview of recent issues. Following one particular issue a Parental Concern Log system had been implemented. Members were informed that all concerns would be logged, including any appropriate action taken. It was noted that in light of one concern that had been received, the First Aid Policy had been amended hence it being an item on the agenda.</p> <p>Members were also informed of an exclusion that the Headteacher had to action in the first week of term, when a Year 4 child had absconded from school. Again, in light of this incident documentation had been amended.</p> <p>Mrs Blackshaw sought clarification that all staff had been informed of these changes. She was informed that they had and that in light of the first aid issue, all Welfare staff had attended a detailed briefing.</p>	
9	<p><u>ACCIDENT REPORTS</u></p> <p>Members were informed that going forward this would be a standing agenda item. The Headteacher advised the Committee that if an accident results in a visit to the hospital, then documentation must be completed and submitted to the Authority.</p> <p>In light of the reported accidents, it was confirmed that Risk Assessments had been reviewed for the trim trails. Also, that weekly inspections of these continue to take place by Mrs Taylor and Mrs Watson.</p>	
10	<p><u>EVC – SCHOOL VISITS</u></p> <p>Members were advised that the booking/organising of school visits had been reviewed and that a modified and streamlined process had been put in place. This would enable a better overview of the range and nature of visits and also ensure that all arrangements have been made, including transport, cover etc.</p>	

	In light of upcoming trips, Members were informed that 39 children had signed up for the 2017 trip to Dobroyd Castle (Robinwood) in May 2017. Also, that Year 6 children would be visiting the Imperial War Museum in Manchester on 18 October 2016.	
11	<p><u>DEVOLVED FORMULA CAPITAL</u></p> <p>Governors were provided with information regarding the nature and amount of these monies. The Headteacher reported that following a discussion with the Capita BLO it was likely that the monies could be used for ‘smaller’ works as part of one larger project. This may include items of expenditure discussed earlier in the meeting, i.e. plaster work on stage.</p> <p>In addition, the following items of expenditure were discussed:</p> <p><i>New pumps for heating system</i> – following receipt of quotes, Mrs Watson confirmed that the school’s BLO had advised on a Lowara system. Members approved this expenditure which was likely to be c£3,000 (incl VAT).</p> <p><i>The creation of a Reception Unit</i>, i.e. removing a wall/part of a wall between the two Reception classrooms and creating one unit. Members asked for clarification as to the benefits of this. Mrs Brown stated that the opportunity to share resources and allow for the delivery of continuous provision were the main drivers for considering this. During a walkabout, Members were able to observe how this look if approved. It was noted that the school was still awaiting confirmation of the viability of this project and/or costings.</p>	
12	<p><u>DELEGATED ISSUES FROM FULL GOVERNORS</u></p> <p>There were no delegated issues.</p>	
13	<p><u>ANY OTHER BUSINESS</u></p> <p>Mr McFarlane asked about a revised risk assessment in light of the amended school day. Mrs Brown agreed to review this.</p>	VB
14	<p><u>DATE AND TIME OF NEXT MEETING</u></p> <p>Monday 23 January 2017, 5.00 pm.</p>	