



**GOVERNING BODY AVONDALE PRIMARY SCHOOL DARWEN**

**SUMMER TERM MEETING**

**MINUTES OF THE MEETING OF THE HEALTH & SAFETY COMMITTEE  
HELD AT THE SCHOOL ON MONDAY 22 MAY 2017 AT 5PM**

**PRESENT:**

Mr Daniel McFarlane (Chair)  
Ms C Southworth  
Mrs Karen Morgan  
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>
<b>1</b>	<b><u>APOLOGIES FOR ABSENCE</u></b>  Apologies were received from Mrs Samantha Blackshaw.	
<b>2</b>	<b><u>DECLARATION OF INTEREST</u></b>  There were no declarations of interest.	
<b>3</b>	<b><u>MINUTES OF THE PRVIOUS MEETING HELD ON 03.10.16</u></b>  It was agreed that the minutes of the meeting held on 23 January 2017, having been circulated, be received as a true and correct record and signed by the chair.	
<b>4</b>	<b><u>MATTERS ARISING</u></b>  Pedestrian Walkway – Members were advised that this had not yet been actioned as the costs were excessive. However, it was noted that further marking works may be needed going forward and so this action could be included within a future job request. Discussion took place regarding other remedial actions that could be taken, i.e. use of cones and/or parents/children using an alternative entrance, possibly via Hindle Street. The Headteacher agreed to keep this under review.  The Chair asked for an update regarding the boilers and the Committee were informed of the ongoing issues. The Headteacher advised that Capita were continuing to investigate but that serious issues regarding the initial installation of the boilers (c8 years ago) had been highlighted. Members were informed that to date investigate costs and remedial repairs amounted to a considerable sum and accordingly the school would be liaising with Capita to ascertain whether any of these monies could be recovered.	<b>VB</b>

	<p>Mr McFarlane asked about the progress of tables on the KS2 corridor and was informed that this would be progressed now that the carpet had been fitted.</p> <p>Ms Southworth asked for an update regarding access issues for the wheelchair-bound child in Year 3. Mrs Brown advised that the school had been informed that no monies, from the Authority or from SEN, were available. She outlined provisional plans for arrangements for his transition into year 4 and 5 but advised that further thought and consideration would have to be given to arrangements for year 6. Governors expressed disappointment regarding the lack of external resources in that it undermines the inclusion agenda and the school's approach and commitment to inclusion.</p>	<b>VB</b>
<b>5</b>	<p><b><u>HEALTH &amp; SAFETY WALKABOUT</u></b></p> <p>Mrs Brown informed the Committee that she had undertaken this w/c 15 May 2017. It was noted that one of the main areas to be addressed was Mr Tennant's garden, in that the wood from the bridge was rotten and therefore the etched glass panels were unsafe. It was suggested that the glass panels could be framed and mounted, that the bridge be disposed of and that a marker stone with a plaque be purchased. Mrs Brown agreed to look at this.</p>	<b>VB</b>
<b>6</b>	<p><b><u>HEALTH &amp; SAFETY ISSUES</u></b></p> <p>Mrs Brown stated that necessary repairs had been undertaken to the outdoor theatre but that the longevity of this structure was questionable. Members were reassured that all further works/repairs would be progressed as soon as possible.</p>	
<b>7</b>	<p><b><u>ACCIDENT REPORTS</u></b></p> <p>Governors were informed that there were no accident reports.</p>	
<b>8</b>	<p><b><u>NEW PHOTO PERMISSION PROFORMA</u></b></p> <p>Members were informed that this proforma had been reviewed in order to differentiate permissions given from parents for use of images within and outside of school. The Headteacher provided additional information relating to requests from the Lancashire Telegraph who have previously wanted the full names of children.</p> <p>Governors agreed that the form be adopted for use going forward.</p>	
<b>9</b>	<p><b><u>EVC – SCHOOL VISITS</u></b></p> <p>The updated report highlighting the range of visits that had taken place across the year was received and discussed.</p>	
<b>10</b>	<p><b><u>PREMISES MANAGEMENT DOCUMENTS</u></b></p> <p><b>Asset Management Plan-</b> Members were informed that a review meeting for the Asset Management Plan had taken place in February 2017. The Headteacher stated that following a visit by Authority staff earlier in the year, the school had recently been informed that it would not be receiving any capital building monies. Discussion then took place regarding the doors near 6D, particularly in respect of safety of children. The Headteacher advised of her wish to have a small extension on this part of the school which would act as a mini reception area for visitors etc. She also stated that following the recent Fire Safety Audit, these doors need not remain as emergency exit fire doors. Governors requested that the Headteacher obtain quotes for (a) replacement doors and (b) re-modelling of the area.</p> <p><b>Lettings Policy –</b> Members were informed that this Policy had been prepared as a result of the use of the school by two clubs. The Policy was approved. Members were informed that the Badminton Club had provided all appropriate information/evidence and was</p>	<b>VB</b>

	<p>using the school on a Tuesday evening. Further information was awaited from the Dodgeball Club before this letting re-commenced.</p> <p><b>Security Policy</b> – Members were informed that signing in procedures at the school had been further strengthened and that this would, going forward, include parents. All visitors would be issued with a badge to ensure they were easily identifiable in and around school. The Policy was approved for use and it was agreed that this should be reviewed in two years’ time.</p> <p><b>Key Holder Policy</b> – Members were advised that this Policy would formalise existing arrangements for key holders. The Headteacher provided information to Governors regarding the Directors of Chillzone (Mrs V Allison and Mrs S Crossley) being keyholders. Following discussion, it was agreed that the Directors would have to take responsibility for their Manager, Mrs C Wheeler, being given the school’s keys during certain holiday periods. Mrs Brown agreed to inform the relevant parties of this.</p> <p><b>Asbestos Management Policy</b> – The Committee approved this Policy.</p> <p><b>Business Continuity Plan</b> – it was noted that some changes were needed to this document to ensure accuracy and consistency. The Headteacher advised that this was a working document and would need to remain under constant review. It was agreed that the Committee would formally review the Plan in one year’s time.</p>	<p><b>VB</b></p> <p><b>JW</b></p> <p><b>VB</b></p>
<b>11</b>	<p><b><u>RISK ASSESSMENTS</u></b></p> <p>Following a requested health and safety visit from Lorraine Nicholls (Blackburn with Darwen), the school had reviewed numerous health &amp; safety risk assessments. Members were informed that as part of the School’s purchase of the Health, Safety &amp; Wellbeing SLA it would be subject to a review of its Risk Assessments. It was noted that this was scheduled for 5 June 2017. Once this review had taken place review dates for each of the risk assessments would be established.</p>	
<b>12</b>	<p><b><u>DEVOLVED CAPITAL FUNDING</u></b></p> <p>Members were informed that the School had received c£13,500 which following receipt had been set against various items of building-related maintenance/equipment repair. The Headteacher added that a further bid would be submitted in due course and that some of these monies may be used to offset the costs of any work relating to the doors near Year 6 (as discussed earlier in the meeting).</p>	<b>VB</b>
<b>13</b>	<p><b><u>ACCIDENT REPORTING ARRANGEMENTS</u></b></p> <p>Members were advised that the Authority had established a new online reporting system for accidents and that this would be used going forward.</p>	
<b>14</b>	<p><b><u>FIRE SAFETY AUDIT</u></b></p> <p>Members were informed that this audit had taken place on 26 April 2017. The outcomes/actions from the audit were noted. Discussion took place regarding emergency evacuation procedures, particularly in respect of the wheelchair-bound child in Year 3; Members were informed that the SEN Team were currently exploring the purchase of an evacuation chair.</p> <p>Governors were informed that seven staff would be undertaking fire extinguisher training w/c 5 and 12 June 2017.</p>	
<b>15</b>	<p><b><u>DELEGATED ISSUES FROM FULL GOVERNORS</u></b></p> <p>There were no delegated issues.</p>	
<b>16</b>	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>To be arranged.</p>	

