



**MINUTES OF A MEETING OF THE BUILDING AND PREMISES COMMITTEE
HELD ON 7TH MAY 2024 AT RAINOW SCHOOL**

Governors Present: Peter Grogan (PG) Chair
Jonathan Norris (JN) Head Teacher
Stephen Hall (SH)
Blair Whitehurst (BW) Clerk

PART ONE – NON-CONFIDENTIAL BUSINESS (THERE IS NO PART 2)

The meeting commenced at 9:00am.

		Actions
1	APOLOGIES, Dean Grice (DG) AOB Items No AOB items	
2	CONFLICT OF INTEREST Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. There were no conflicts to declare.	
3	PART ONE MINUTES & MATTERS ARISING The Part One Minutes of the meeting on 05 Oct 23 were confirmed as a correct record. The action log was reviewed: Ongoing Actions A0323-10 3 Perimeter fencing quotes have not yet been received. JN to seek updated quotes for the section of fencing and gates to section between kitchen and adjacent property. A1023-01 Review plans to determine whether they describe the insulation we have. BW to review “As Built” drawings. Closed actions A0622-02 Closed as any conclusions are unlikely to be funded. A0323-02 After review BW advised that main building gutters would be OK for designed rainfall levels. Continuous drains will continue to block with soil run-off from grass bank. JM has recently cleaned all the gullies. A0323-03 Deprioritised due to lack of funding to implements any changes to wet area. Closed due to ongoing funding issues. A1023-02 JN confirmed BS kite mark found A1023-03 JN confirmed non-PAT tested item has been removed.	JN BW
4	TERMS OF REFERENCE Committee reviewed and approved the TOR for the committee.	
5	REVIEW ACCESSIBILITY PLAN The Committee reviewed the Accessibility Plan and no changes are required.	

6	<p>HEALTH AND SAFETY DOCUMENTS</p> <p>JN outlined the process in which the H&S documents are reviewed and shared with staff. All priority policies are marked red.</p> <p>Governor Question: How does JN know that staff have read the required policies?</p> <p>JN: A WhatsApp group is used to poll staff to record that they have read each policy. Cheshire East send out monthly scenarios that the staff have to read and review.</p> <p>Staff have access to read all policies on SharePoint and a formal induction process is followed for new staff starters.</p>	
7	<p>RISK ASSESSMENTS</p> <p>JN outlined the process followed for completing risk assessments for all work activities carrying a significant risk to health and safety. JN advised that online tool, Evolve- purchased from Cheshire East, is used.</p> <p>JN demonstrated the system via one recent Residential Trip to Chester risk assessment. PG confirmed that he had seen and reviewed the risk assessment for the trip to Root Stock in Bollington.</p> <p>JN approves all risk assessments. Overnight, or adventurous activity is also reviewed by Cheshire East staff via the Evolve system.</p> <p>Governor Question: Have any new activities been performed around the school that would not be covered by existing risk assessments?</p> <p>JN: No, none have.</p>	
8	<p>STAFF WELLBEING</p> <p>JN explained how staff wellbeing was formally surveyed 2 years ago, ongoing assessment and provided examples on how wellbeing issues are addressed.</p> <p>Governor Question: Is there a risk of staff well being issues that you haven't been made aware of, since the last survey?</p> <p>JN: Yes, it would be worth resurveying the staff.</p> <p>A0524-01- JN to send out a staff survey on wellbeing, based on HSE standard.</p>	JN
9	<p>REVIEW PROGRESS AGAINST ANNUAL MAINTENANCE PLAN</p> <p>JN advised that Cheshire East undertake an annual H&S review of the school. The 3-yearly fire risk assessment undertaken by a specialist consultant is due.</p> <p>A0524-02 - JN will organise fire risk assessment by the end of this term.</p> <p>Governors agreed that all other maintenance tasks were on track or had an immediate plan in place to complete.</p> <p>JN advised KRIV (Kerridge Ridge and Ingersley Vale) volunteers came and refurbished the pond area at minimal cost to school.</p>	JN
10	<p>ACCIDENTS, INCIDENTS, DANGEROUS OCCURRENCES</p> <p>None have taken place.</p>	
11	<p>ACTION UPDATES FOR LEGIONELLA, FIRE (AND ASBESTOS)</p> <p>Actions are correctly being completed then tracked in the maintenance plan.</p> <p>A0524-03 – JN to obtain quotation to change the water storage heaters in Reception and Y2 classrooms to being mains fed from hot water system in adjacent toilets.</p>	JN
12	<p>REVIEW OF TENDERING ARRANGEMENTS</p> <ul style="list-style-type: none"> • <i>Up to and including £5k retrospectively</i> • <i>Planned over £5k</i> 	

	<p>No new tendering arrangements to review.</p> <p>Progress for the perimeter fencing quotes were discussed and the local authority had not responded to requests for funding. The committee agreed that a key area of fencing should be prioritised, to address highest priority risks.</p> <p>A0524-04 JN to get quotes for the highest priority areas of fencing.</p> <p>Perimeter fencing arrangements will be reviewed when quotes received.</p>	
13	<p>POLICIES</p> <ul style="list-style-type: none"> • Health and Safety – Change to lead H&S Governor to be changed to BW – Approved. • Educational Visits – Approved. • First Aid Policy – Approved. <ul style="list-style-type: none"> ○ Governor Question: Where are the first aid kits? JN: Cabinet in wet area and portable kits taken on visits. ○ Governor Question: How is JN confident that first aid kits are well stocked? JN: Confirmed his confidence with the regular checks being undertaken. ○ Governor Question: Does Mrs Worth still have specific responsibility for restocking the cupboard? JN: Yes. • Stress Policy – Approved. 	
14	<p>MEETINGS</p> <p>Next meeting agreed as Wednesday 2nd October 2024</p>	
13	<p>AOB</p> <p>A roof leak in class 2 is being taken up as an insurance claim. Negotiation with the insurance company is ongoing.</p>	
14	<p>IMPACT STATEMENT</p> <p><i>How has the Board of Governors helped move the school forward in this meeting?</i></p> <ol style="list-style-type: none"> 1. Safeguarding and security improvements – new fencing. 2. Future proofing of heating were discussed. 3. A greater understanding of the H&S planning of school residential trips to ensure the safety and wellbeing of our school community. 	

The meeting closed at 10.35 am.

.....Chair

.....Dated

Revised Action Log for progression / review at next meeting:

Action Ref	Action Description	Owner	Due Date	Status
Ongoing Actions				

A0622-02	Discuss Let's Go Zero tool with RL by Autumn Buildings committee.	PG	Autumn 2022 B&P	Open
A0323-10	3 Perimeter fencing quotes have not yet been received. JN to seek updated quotes for the section of fencing and gates to section between kitchen and adjacent property.	JN	Autumn 24 meeting	Open
A1023-01	Review plans to determine whether they describe the insulation we have.	BW	Autumn 24 meeting	Open
Matters Arising from the Meeting on 7th May 2024				
A0524-01	Send out a staff survey on wellbeing, based on HSE standard	JN	Autumn 24 meeting	Open
A0524-02	Organise 3 yearly fire risk assessment by the end of this term	JN	Autumn 24 meeting	Open
A0524-03	Obtain quotation to change the water storage heaters in Reception and Y2 classrooms to being mains fed from hot water system in adjacent toilets.	JN	Autumn 24 meeting	Open