

Short Stay School for Norfolk
Premises and Health and Safety Committee
Minutes
23 September 2015 @ 16.30
Compass Lingwood

Attendees

Trevor Cockburn – Chair TC	Stefan Rider SR	Phil Harris PH
Des Reynolds DR		

Invited / Observers

Sue Grant SG	Julie Stimpson – Clerk (JS)	Craig Page CP
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No	Item	Action
1.0	Welcome, Apologies and Absences	
	TC welcomed SR to the group, and asked the attendees to introduce themselves. TC then explained the purpose and scrutiny of the committee. Apologies were received from Andy Lamb.	
2.0	Minutes of the Meeting	
	TC thanked SG for the minutes of 19 June 15 and these were agreed as a true record.	
3.0	Matters Arising.	
	The VDU user program has been added to the website.	
4.0	Resources and Premises Managers Report	
	<p>Lingwood</p> <p>DR showed the committee around the site, and a general discussion ensued. TC clarified that because the ‘refurbishment’ is ongoing and standard systems are currently being implemented there could be no scrutiny of their contents at this meeting, Instead he recommended that the committee scrutinized progress to date on system implementation and any miscellaneous items noted from the tour. This was agreed. Legionella, DEC and Asbestos systems in place.</p> <p>Fire alarms have been added to the kitchen, detectors where doors have been added and there is a new panel.</p> <p>SG asked about the fire evacuation plan, CP said he would do one straightaway and share with all staff. The meeting point is at the front at the moment, CP said he thought the staff would prefer the back. SR confirmed that there was plenty of space to get remotely from the fire.</p> <p>TC asked how long before the bolted doors were replaced. It was decided that in the interim CP to do a sign to say ‘to be kept unlocked during working hours’.</p> <p>TC asked how the building was working</p> <p>DR reported that the main issue was that the two classrooms were on opposite sides of the same corridor and the older children were unsettling the younger. The staff are monitoring behavior which usually settles as the term goes on. All the children are unsettled at moving site from the Spinney, and having new staff on site. There has been a</p>	<p>CP to do fire risk assessment and evacuation plan asap</p> <p>Gov challenge</p> <p>CP</p> <p>Gov Query</p>

	<p>high level of disturbance leading to one member of the staff visiting hospital with an injury. TC checked with DR as to how the staff member was, that all correct procedures had been followed and that anything that could be put in place to reduce the risk of a reoccurrence, had been.</p> <p>One possible solution is to move one classroom to the staffroom, but there is a reluctance to do so as the room is not so nice. Will keep monitoring.</p> <p>PH asked if there were issues with the Neighbours. DR explained there had been a complaint about parking, although it was not illegal to do so the neighbour was unhappy for visitors to park outside his house, so all visitors are being encouraged to park on site. PH suggested that reverse parking should be put in place. DR suggested that this subject is taken to the staff forum.</p> <p>DR is putting an article in the local Parish Council Magazine to invite the local community to come and have a look around.</p> <p>Only if they abscond would it cause an issue.</p> <p>Advantages of this building are that it has sloped roof, brick walls, and is a robust site. The boiler has been serviced, 2 hot water boilers have been condemned, but will be replaced by the LA.</p> <p>The committee welcomed a detailed and comprehensive report.</p> <p>SG recommended after her refresher legionella training that all inspections be brought into line, as there is no cohesion at the moment. TC proposed and SR seconded that this is looked at in the premises budget meeting to ensure a rolling programme .</p> <p>SG has put dates in for Legionella, DEC and Asbestos for quick access for the committee.</p> <p>Smartlog TC looks at this prior to the meeting to see if there are any outstanding issues. TC asked that staff are reminded to use the Smartlog process.</p> <p>TC asked about paint damage due to door being opened to many times on potential asbestos at Rosebery. This has been dealt with. Sticking fire Door at Brooklands. This has been dealt with.</p> <p>DR and CP fed back on Summer Schedule - see report</p> <p>Well done Craig on the massive amount of work achieved.</p>	<p>Gov Query</p> <p>DR</p> <p>DR/CP</p> <p>Gov challenge</p>
5.0	Capital Expenditure	
	<p>The EFA capital bid appeal was successful for windows and doors at Douglas Bader, Earthsea and Pott Row. This work has been pushed back to next summer 2016.</p> <p>New exit from entrance at Locksley to create a new space.</p> <p>There is a need for more Primary space at Rosebery; the suggestion is to relocate Math's classroom.</p> <p>There is a piece of work to be done - work cost against feasibility.</p> <p>We are waiting a quote form Sandia for Earthsea to expand the site; CP said it should be with DR by end of the week. DR said that depending on how much the quote was, he might be negotiating with the LA to fund.</p> <p>ICT equipment is required for Rosebery, both hardware and infrastructure. DR will be looking at quotes for a Broadband wide area network.</p> <p>TC asked if there was any governor approval required for any projects. Not at the moment.</p> <p>PH asked if the EFA was going to release any more funds. DR said depending on what the funds were, SSSfN would apply.</p> <p>TC asked if there were any comments. – None were received.</p>	<p>DR</p> <p>DR</p>
6.0	Health and Safety Policy	
	The annual cycle to go on the report. Last date the policy was reviewed was March 15.	SG
7.0	AOB	
	<p>DR flagged up that the structure of how committees work need to be looked at.</p> <p>Further discussions at the Full Governing Board on Monday.</p>	DR/PH

	PH told the committee that Earthsea staff are having problems with parking. Des said that he would have a conversation with Earthsea House to see if there is scope for a car park in the wild area at the side of the house. JS to speak to Andriana about putting the minutes on the Governor Hub. Date of Next meeting October 21st at Locksley	DR JS
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Signed by

Date 16.09.2015

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