

HEALTH & SAFETY / BUILDINGS COMMITTEE MINUTES

Monday 4th July 2018

WELCOME - K Harland welcomed everyone to the meeting.

APPOINTMENT OF MINUTE TAKER - Kate Brown

APOLOGIES FOR ABSENCE - D Spencer

ATTENDING - K Harland (KH), C Boynton (CB), K Brown (KB), J Evans (JE)

DECLARATION OF BUSINESS AND PECUNIARY INTERESTS nothing new

HEALTH & SAFETY TOUR OF SCHOOL - not done

MINUTES OF LAST MEETING AND MATTERS ARISING

- Field problems - the ongoing issues were discussed. KB reported that parents, staff and governors had been very supportive and written to local councillors.
- Water leak - The water leak has been ongoing for some time. KB reported frustration that this was not being addressed despite it being known. A discussion on the support through the SLA was discussed. KH raised the question of possible structural damage being caused by the leak and how this may affect the safety of site users.
- Utilities - power solutions. KB explained that govts had been looking into utility services and processes. A discussion was held and all agreed that the current SLAs were not robust enough and did not give value for money for the school. Indeed they cost the school dearly and this impacts on the budget and in turn means less funds for school repairs etc.
- KH asked who is auditing the LA? These services are not as they should be and all agreed Governors needed to look into other alternatives. The committee developed expectations for an SLA and asked KB to circulate these to Power Solutions and the current provider Crown Commercial Services. KB sent this email to the LA (Andrew Snow);

Hi Andrew,

I hope you are well.

Attached is the information that SP Energy networks gave to Power Solutions. It shows the KVA over the last 2 years. Very different figures. Based on this comprehensive data over a more substantial period, it would be prudent to reduce the KVA to 150. Power solutions can arrange this within 24 hours.

My Governors met last night and discussed what they would require from a broker under an SLT for any utilities, They decided (and this list may grow as governors are still considering their requirements):

1. That the broker makes direct contact with the school 6 months before the completion of a utility contract to discuss the gathering of quotes for the new contract.
2. That the school is given details of quotes by at least 3 companies in any negotiation period (in line with the 3 quotes requirements under financial management of schools).

3. That, in the circumstances of good competitive market prices, the broker will approach the school and seek to gain advantage for the school through contact extension or other methods.
4. That the broker does not enter into any contract on behalf of the school without the correct authority of the school – 2 school signatories required.
5. That there be a named broker who deals directly with the school utility account and in their absence a clear line of who will act in their place. Direct contact numbers and email addresses will be required.
6. Twice a year, the broker will review the bills to date either through a meeting at the school/broker offices or a virtual meeting.
7. That the broker alert the school of any sudden energy spikes and identifies when these happened.
8. That the broker responds to any dispute with the utility contract supplier and acts as negotiator in these circumstances. In any dispute they must be engaged within 48 hours of the dispute being raised.
9. That the broker and the school formally enter into a service level agreement detailing these conditions.
 - Biomass - KB explained about Completeeco and the services they could offer. A meeting was to take place to discuss this. Hopefully the LA would attend.
 - CHAS - the school is now CHAS registered. All contractors should be with them. This company ensures all H&S documents are valid and up to date. KB explained how the online system works. There is no cost to the school.
 - H&S training - KB has invested £2k into an online H&S training package developed by Ellis Whitham. This is the main training push for all staff - and it is logged and can be tracked. Modules included Risk Assessments, lone working, manual handling, slips trips and falls etc.
 - Neighbour complaint - KB raised a complaint from 2 families in Greenbank Drive regarding traffic affecting children playing in the street. KB referred to the response given to the first complaint last year by Wirral LA. Governors agreed with this complaint and did not condone children being permitted to play in a road.

ANY OTHER BUSINESS

none

DATE & TIME OF NEXT MEETING

TBC