



## Monitoring Report

**Headteacher: Mrs K Brown**

Address: Pensby Primary School, Greenbank Drive, Pensby, Wirral, CH61 5UE

Tel: 0151 348 4145 | Email: [schooloffice@pensbyprimaryschool.org](mailto:schooloffice@pensbyprimaryschool.org)



## Summary

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**Areas:** Other

**Staff Observed:** Kate Brown

**Focus:**

**Sub Focus:**

**Success Criteria:**

**Comments:**

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## Findings

Question	Score	Comments	Success Criteria Met	Add To Action Plan
To what extent do those with responsibility for governance ensure that the school fulfils its statutory duties, for example under the Equality Act 2010, and other duties, for example in relation to the 'Prevent' duty and safeguarding?	Outstanding	See notes. H&S meeting held and went through audit tool	Yes	Yes
To what extent do those responsible for governance understand their role and carry this out effectively?	Outstanding	Meeting was quorate. Notes taken against LA H&S expectations.	Yes	Yes

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## Action Plan

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Action	Assigned To	Date Required	Actioned By	Date Actioned
KB to update the audit tool ready for the next meeting	Kate Brown	08/11/2021		
Next meeting hold the annual site walk around	Kate Brown	14/01/2022		

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## Notes

### Notes

Last meeting was 14th June - mins read and agreed.  
Attendees – Kate Brown, Jennie Lawrence, Julie Evans, Yvonne Clark

Mater arising - still awaiting advice on the emergency lighting.

H&S meeting began with an email complaint from a resident regarding the recent PTA firework event. KB read her suggested reply to this email. The committee agreed the response and that the schools H&S requirements for that night were satisfactory.

#### Annual H&S inspection checklist

- H&S policy is on the website
- due to reduction in staff hours KB and the team have been reactive rather than proactive with regarding to RA's
  - Kathryn Beggs has been trained as well as KB.
- Simple LA whole site checklist, this needs to be reviewed and updated as a whole site, this will be easier to carry out when there is a review on the premises staffing structure.
  - Fire log book is up to date
  - Date of last fire alarm 5th Nov, report was sent out to full govts.
  - Nothing has changed on the checklist for the contractors and SLAs
    - No change for gas and electrical.
    - Legionella check are continuing, this is carried out by an outside contractor.
  - Not sure where the power tools are kept, whether they are kept in Stanley or Pensby
    - We don't drive the mini buses so this is NA
  - Only thing that can be hazardous are the cleaning chemicals that are locked away.
    - First aiders have been updated.
    - Medication is the same.
- Accident reporting - Accident form has been updated, it was too small to allow staff to give a detailed report. This was then causing an issue when office staff would ring the parent. Accident form is now a page long to allow for the relevant information is on there. KB showed the committee the new form, this is a lot more informative, including when the parent were informed of the accident.
  - We have had this term 3 broken bones. If someone needs to go to hospital, there needs to be a form, M13 form.
- Another accident happened which caused a visit from H&S, both accidents were investigated and both were found to be accidents.
  - Health and safety induction was looked at.
  - Step ladders where new and purchased in lockdown, this then needs to be checked.
    - External CCTV needs upgrading, KB has some quotes ready.
- New gate has been added to the side of the entrance, this then enables the use of the club room, which allows the community to use this space.
  - New mag locks have been put into place on the club door and the main doors opening up into the hall.
- Safe guarding up to date, retraining planned in for the spring term. KB renewed the DSL training, new signs are up.
  - New first aid signs up and fire signs up.
  - All updated and relevant posters in the main entrance.

#### Covid-

New recommendations in Wirral are that there should be masks worn when moving around internally, we are lucky with the layout of the school, we have a passive vent system and also a huge atrium. KB said to staff that it is their choice. This will be reviewed now and again in regards to the rates in the community.

KB still carrying out daily reporting to the Gov.

Currently have 3 staff isolating because of testing positive, 1 child was isolating and one child is isolating because both parents are positive.

There are a lot more children off with sickness bugs, same with the staffing.

Gov report drop in report:

See report. Feedback from the children is that it is too noisy, it will change from Yr3-6 to just year 3 and 4, then 5 and 6.

Mid-day feedback are worried about the level of children that they are in charge of.

Haven't been able to do the tour of the site. Will need to book in another meeting so that we can do a walk around.

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Date of next meeting - 22nd November 9am

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