**MINUTES OF A MEETING OF THE HEALTH AND SAFETY COMMITTEE OF PENSBY PRIMARY SCHOOL HELD AT SCHOOL ON 7 FEBRUARY 2022**

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| **Name** | **Governor Type** | **End of Term** | **Responsibility** | **Attendance** |
| Kate Brown | Headteacher |  |  | √ |
| Julie Evans | Co-opted Governor | 20/1/25 |  | √ |
| Dave Spencer | Co-opted Governor | 1/12/25 |  | √ |
| Yvonne Clarke | Co-opted | 1/12/25 |  | Apologies |
| Brian Smalley | LA Governor | 26/5/25 |  | √ |
| Jennie Lawrence | Parent Governor | 26/5/25 | Chair | √ |
| Madeleine Farrell | Parent Governor | 26/5/25 |  | √ |
| In attendance |  |  |  |  |
| Carolyn Totty | Clerk to Governors |  |  | √ |

Non Confidential Minutes

1. **APOLOGIES**

There were apologies for absence received from Yvonne Clarke

Resolved: that the apologies be accepted

1. **DECLARATION OF PECUINARY INTEREST**

Governors were asked to declare any potential conflict of interest or pecuniary interest with the business to be discussed during the meeting.

RESOLVED: that no declarations of personal or pecuniary interest were made.

1. **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 8 November 2021 had been circulated prior to the meeting

Resolved: that the minutes be agreed and signed by the Chair

1. **MATTERS ARISING FROM THE MINUTES**

Question: What are the issues with the emergency lighting?

Answer: The system is 10 years old and the firm that fitted it now say that they won’t be able to find the parts if something needs fixing. We need new LED lighting, but the quote is for £250,000

Question: Does the system still work?

Answer: Yes. I have met with Holly and Mr Jim Cookson who used to work in Facilities Management at the LA but now runs his own business. We haven’t received good value for money from our LA Facilities Management SLA as issues have not been resolved. Mr Cookson outlined what his SLA could provide versus the LA one. I have added the possibility of changing the SLA to the Finance Committee agenda

Question: If we don’t drive the minibus, who is responsible for insurance and maintenance?

Answer: It’s Stanley’s minibus, they look after everything

1. **ANNUAL H&S INSECTION CHECKLIST**

The Headteacher informed Governors that school staff are continuing to move forward with the checklist, and it is being updated as things are sorted

Question: Is the checklist in the LA format?

Answer: Yes, but we are looking to move to Jean Fairbrother’s SLA. We will then redo the inspection and see what is left to do

1. **GOVERNOR REPORT - DROP IN REPORT 1 NOVEMBER 2021:**

The Committee Chair had visited to review the Risk Assessments and Health and Safety Policies prior to the Year 6 residential visit to Robin Wood.

Mrs Evans left the meeting at 9:29am

The Headteacher informed Governors that there had been no major accidents during the visit.

Mr Smalley reported back that after the walk around with the Headteacher, the Headteacher from Stanley and the Deputy Director Mr Blackhouse, having emailed Mr Blackhouse the list of issues prior to Christmas and followed it up in January, no response has been received.

The Chair of Governors will be contacting local Councillors next week if no response is forthcoming

**Action: Chair of Governors to contact Local Councillors next week if there is no response from Mr Blackhouse**

Mr Smalley went on to explain that the more pressing issues are:

* The drains which are blocking weekly or even more often than that
* The Sprinkler system isn’t connected to the Fire Alarm
* The roof is still leaking
* The window system has failed in some areas but luckily there are some manual windows and doors that can opened to meet with Covid measures

Mrs Farrell left the meeting at 9:44am

Question: Are there any drop ins that are needed this term?

Answer: Yes, due to the increasing Covid infections we may need to tighten up on our restrictions again. This is the worst half term that we have had regarding positive results. I could do with someone visiting to check up on Covid measures and restrictions that we may need to put in place.

The Headteacher informed Governors that the increase in positive tests would need to be reported the Wirral Outbreak Hub

**Action: Mrs Lawrence to visit school and check Covid measures and restrictions**

1. **SEND AND IMPACT ON HEALTH AND SAFETY**

The main impact that we are seeing is on pupil’s mental health and we are concerned that it could become a bigger issue due to:

* Loss of hours in the after school club not being replaced
* Mental Health TA not having enough time to cope with issues
* If we re-jig staff it will probably impact on other pupils
* Trying to reduce the budget deficit means that when staff leave, we are not replacing them. We hope to avoid redundancies through natural wastage
* We haven’t been able to increase any funding streams
* Staff absence

1. **FINANCE IMPLICATIONS**

As mentioned above the following issues have financial implication to the school budget:

* Drains
* Sprinkler system
* Lighting
* Roof leak

In addition to these issues, we have:

* Staffing issues due to Covid and isolating
  + Staff can’t take a class and run home learning classes at the same time

**Action: Clerk to add H and S financial implications to the Finance Committee agenda**

Question: Is this the right time to be moving away from the LA SLA’s when there are so many issues outstanding?

Answer: We don’t own the building so it will always be the LA’s responsibility to maintain it. We have lost all confidence in the LA, we have been waiting 3 years for them to fix the roof leaks.

1. **SHARED HEALTH AND SAFETY ISSUES WITH STANLEY SCHOOL**

These issues have been covered previously in the minutes

1. **AOB**

Fire Alarm Report

The Headteacher explained that a lockdown test was arranged for after school but when the Site Manager tried to sound the alarm, it didn’t work

The Company who fitted the alarm will be coming into school shortly to fix the problem

We will be updating the shared lockdown procedures and then we will try the Lockdown again

There will be a fire test this term and Governors will be updated on the outcomes

Question: Is there anything we need to report regarding the usage of the field?

Answer: The Committee Chair and Headteacher met with a parent who works for a Company that provides funding for Community projects. This exit is needed across the field as a second exit point but with so many children having additional needs, crossing a field would be problematic, therefore necessitating the need for a path.

The parent will present the case to his Company and see if any funding can be allocated.

Sports England have a couple of funding pots and the Headteacher is going to arrange for her contact to put in a bid to access the Queens’ Jubilee fund

There is currently a Company drawing up plans and costings

1. **DATE AND TIME OF THE NEXT MEETING**

The date of the next meeting was agreed as 20 June 2022 at 9.15am

.................................................... Chair ....................................................date

Agreed actions

|  |  |  |
| --- | --- | --- |
| Action | By Who | By When |
| to contact Local Councillors next week if there is no response from Mr Blackhouse | Chair of Governors | ASAP |
| to visit school and check Covid measures and restrictions | Mrs Lawrence | ASAP |
| to add H and S financial implications to the Finance Committee agenda | Clerk | 11/2/22 |