

MINUTES OF A MEETING OF THE HEALTH AND SAFETY COMMITTEE OF PENSBY PRIMARY SCHOOL HELD AT SCHOOL ON 20 JUNE 2022

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
Barry Smalley	LA Governor	26/5/25		Apologies
Jennie Lawrence	Parent Governor	26/5/25	Chair	√
Madeleine Farrell	Parent Governor	26/5/25		No apologies
In attendance				
Carolyn Totty	Clerk to Governors			√
Chris Boynton	Associate member			√

Non Confidential Minutes

1. APOLOGIES

There were apologies for absence received from Yvonne Clark and Barry Smally. No apologies were received from Madeleine Farrell

Resolved: that the apologies be accepted

2. DECLARATION OF PECUNIARY 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.

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 7 February 2022 had been circulated prior to the meeting

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

4. MATTERS ARISING FROM THE MINUTES

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

5. GOVERNORS/SLT ANNUAL HEALTH AND SAFETY INSPECTION/CHECKLIST

The Annual H and S Audit will be held on 15/9/22. The Committee Chair will attend the audit

Action: Committee to meet on 5 September 2022 at 1.15pm to go through the previous Audit checklist

6. GOVERNORS REPORT ON DROP IN INSPECTION

The Committee Chair had visited school to review the Covid restrictions that were still in place:

- Measures were still in place as appropriate
 - There were no full school assemblies taking place
 - Perspex screens outside toilet blocks were still in place
 - Pick up and drop off times were still staggered

7. SEND AND IMPACT ON HEALTH AND SAFETY

- There are no SEND pupils who pose a significant H and S risk to pupils or staff
- Any risks posed are very low
- SEND in school is more about SEMH and accessing the curriculum

8. FINANCE IMPLICATIONS

The Headteacher explained that a house that borders on to the school has had an extension built that comes right to the boundary line. The owner has not replaced the boundary fence with school. At the front of the house the fence has also been damaged and not repaired

The headteacher has had a quote drawn up and emailed it to the house owner for £1,500 but there has been no response

Children can't leave the school site, but someone could get access to the school site from the path that runs around it.

Premises staff have visited the neighbour, but they didn't get a response from the house.

Action: Headteacher to send another email informing the homeowner that Governors have requested that the issue be solved and that they are reluctant to go down the legal path. Also, as the extension wall is now on the boundary line, the homeowner would have to ask permission from the school to access it

The Headteacher informed Governors that now the Children's Centre uses the site too, the main pedestrian gate is now only half closed and not locked to allow access to the Centre. There are a lot of bikes and scooters left inside that gate and there is now a risk that they may be stolen. School cannot accept responsibility or put up an additional fence to secure them.

Action: Headteacher to inform parents, via the school newsletter, that school is not liable for any thefts and that parents should either provide locks or take the bikes and/or scooters home with them

The Headteacher and Headteacher of Stanley are looking at systems in school. One such issue was with the Height Safe System but the H and S provider has informed school that if it is no longer needed, to decommission it and instruct staff not to climb onto the roof

The biggest cost at the moment is with all the issues with the school building that shouldn't be up to the school to pay for. The Headteacher informed Governors that there is no support coming from the LA

Question: Have we had any feedback concerning the emergency lighting system?

Answer: It seems that we need it on outer doors only. We have a Company coming to fit one light, costing £90, as a dummy run to see if it works. If it does work, we will have a rolling programme to replace the whole of the emergency lighting system

9. SHARED HEALTH AND SAFETY ISSUES WITH STANLEY SCHOOL

We now need to look into the next step of the proposed restructure of the premises and admin teams across the two schools.

The new SBM has now been appointed

Costings are to be added to the restructure proposals then the proposal will be circulated to Governors

If both FGBs agree to go ahead with the restructure next week,

- the Tupe process will take about a month
- 1 to 1s with affected staff will take place in September
- Then, hopefully, the new structure will be in place after half term.

Following the restructure, it will be the responsibility of one person to look after H and S across the two sites

10. AOB

Fire Alarm Report

The Headteacher explained that the fire alarm is set of regularly by pupils at Stanley school. We have to evacuate the site whether it is a false alarm or not. A solution is needed so the Headteacher is going to track the fire alarms and see what affect it is having on Pensby.

Action: Headteacher to track the fire alarms and ascertain the effect on Pensby

Action: Clerk to add False Fire alarm report to the Autumn term Health and Safety agenda

11. DATE AND TIME OF THE NEXT MEETING

The date of the next meeting will be agreed at the FGB meeting

..... Chairdate

Agreed actions

Action	By Who	By When
to meet on 5 September 2022 at 1.15pm to go through the previous Audit checklist	Committee	5/9/22
to send another email informing the homeowner that Governors have requested that the issue be solved and that they are reluctant to go down the legal path. Also, as the extension wall is now on the boundary line, the homeowner would have to ask permission from the school to access it	Headteacher	ASAP
to inform parents, via the school newsletter, that school is not liable for any thefts and that parents should either provide locks or take the bikes and/or scooter home with them	Headteacher	Next newsletter
to track the fire alarms and ascertain the effect on Pensby	Headteacher	Autumn term H and S Committee
to add False Fire alarm report to the Autumn term Health and Safety agenda	Clerk	Autumn term H and S Committee agenda