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| ***Minutes for Meeting of the Buildings Committee, part one*** |
| *Date* | Mon 17th October 2022 |
| *Time* | 15:15 |
| *Venue* | Rainow Primary School |
| *Attendees* | Peter Grogan (PG) chairDean Grice (DG) clerkJonathan Norris (JN) |

1. **Apologies**

Apologies were received from Laura Saunders. It was agreed that with PG, DG and JN present the meeting remained quorate and could proceed.

1. **Pecuniary Interests**None declared.
2. **Part One Minutes & Matters Arising**

3.1 The minutes of the previous meeting (held on the 8th June 2022) were received, reviewed and approved as an accurate record.

3.2 Matters arising from the minutes: as per actions carried forward at the end of the previous meeting and recorded in the previous minutes:

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| **Action Ref** | **Action Description** | **Owner** | **Due Date** | **Status** |
| **Ongoing Actions** |  |
| **ASpr22-07** | Work with Rachel Lewis to produce an assessment of the Let’s Go Zero tool and make a recommendation. UPDATE: ONGOING – PG became Eco Link Governor. Let’s Go Zero Tool to be discussed between PG and RL by next committee meeting – new action created (A0622-02). | PG | Summer 2022 B&P | Closed – Superseded by A0622-02 |
| **ASpr22-09** | Investigate if there is any wellbeing training for the leadership team to complete. UPDATE: ONGOING - JN has conducted Staff Stress Survey (HSE) and is due to scrutinise and then meet with staff team as a forum for discussion. Helen Eddie open to supporting work moving forward. JN to bring conclusions to Buildings Committee (and raise at FGB) next term – new action created (A0622-03). | JN | Summer 2022 B&P | Closed – Superseded by A0622-03 |
| **Matters Arising from the Meeting on 8th June 2022** |
| **A0622-01** | Approach FRS with vision about half and welcome area for funding. | JN | Autumn 2022 B&P | Raised with FRS. COMPLETE |
| **A0622-02** | Discuss Let’s Go Zero tool with RL by Autumn Buildings committee. | PG | Autumn 2022 B&P | Ongoing |
| **A0622-03** | Bring conclusions of HSE Staff Stress Survey to next meeting and raise at FGB. | JN | Autumn 2022 B&P | On agenda. COMPLETE |
| **A0622-04** | Add standing agenda item for action updates for legionella, fire (and asbestos). | PG | Autumn 2022 B&P | COMPLETE |
| **A0622-05** | Risk assess hiring out school premises whilst double glazing project is underway? | JN | Autumn 2022 B&P | Low risk. Actioned.COMPLETE |
| **A0622-06** | Explore the options for using the school for letting the school premises for additional income. | JN | Autumn 2022 B&P | Concluded that constraints due to current building work undertaken in holiday periods inhibits hiring school hall out at the current time. COMPLETE  |
| **A0622-07** | Add H&S documents to Sharepoint to increase ease of access for staff to policies. | JN | Autumn 2022 B&P | COMPLETE |
| **A0622-08** | Explore H&S (incl. DSE) and other online training suite options for whole staff incl. fire risk training, machinery plant hire, etc. | JN | Autumn 2022 B&P | Pending response back to JN from Cheshire East. Action COMPETE |
| **A0622-09** | Ensure all risk assessments for pond and woodland area and maintenance are in place. | JN | Autumn 2022 B&P | COMPLETE |
| **A0622-10** | Approach Cheshire East for Plan A as first choice for double glazing project. | JN | Autumn 2022 B&P | COMPLETE |
| **A0622-11** | Add date of next Buildings Committee meeting to GovernorHub calendar. | PG | Autumn 2022 B&P | COMPLETE |
| **A0622-12** | Add to 3-year plan to consider installing automatic closing mechanisms on main corridor fire doors (sound responsive). | JN | Autumn 2022 B&P | Ongoing |
| **A0622-13** | Do a cost-benefit analysis on electricity costs over time versus changing all tube lights in one project. | JN | Autumn 2022 B&P | Ongoing |
| **A0622-14** | Add to next buildings committee meeting to discuss strategic vision for school building and premises, incl. what the classrooms could be (model on Year 2). | PG | Autumn 2022 B&P | COMPLETE |

1. **HSE Staff Stress Survey**

JN provided a summary of the key areas to come out of the HSE Staff Stress Survey and highlighted the ongoing support (extra meetings provisionally put in place) being offered by the school leadership team to support staff in this area, i.e. the school fairs well versus public sector averages; the main issues seem to be concerning lack of time, improving communications, stress related to potential Ofsted inspection.

**New Action A1022-01**: JN to provide a brief summary of HSE Staff Stress Survey outcomes for the next Full Governing Body meeting.

1. **Climate Change Strategy**

The DfE Climate Change Strategy was reviewed and assessed.

The committee reviewed the strategy and considered impact on the committee’s scope of responsibilities. Two key areas were reviewed.

* Energy and heating – Scope identified was reduction in energy usage and transition away from fossil fuel use and increasing green electricity use. It was agreed that most actions will be dependent on more information promised by the DfE, on how the strategy will be implemented. However, the committee will assess other options for the 3 year plan at our Spring 23 meeting.
* Adaptation and mitigation – We assessed likely impacts to the school of increased extreme weather. It was agreed that increased heavy rainfall would be the main impact and that improving the capacity and resilience of the drainage around the school buildings should be our current priority. This will be included in the 3 year plan.
* Noted that for ‘Climate education’ primary school requirements (Learning about the natural environment) is already incorporated into the existing curriculum. For awareness at next TLC.
* Noted that for ‘Learning in the natural environment’ the school already runs a Gardening Club and Planet Protectors (our Eco Team).
* Noted that by 2025 the school will be expected to have nominated a sustainability lead and put in place a climate action plan (pending further details from DfE).
* Noted that schools will be required to report emissions by 2024 (pending further details from DfE).
* Noted that schools can expect ‘Let’s Go Zero’ targets between 2025 and 2035.
* Noted that there is an ambition that by 2025, the DfE will eradicate single-use plastics and “encourage the use of reusable and recyclable materials in schools”.

It was agreed that we should continue with the good work already in place while also focusing on potential climate change risks that could impact on the school, e.g. resilience against flooding, understanding options for transitioning away from an oil based central heating system to greener alternatives.

The three year plan will be used to incorporate any required changes or agreed best practice.

A greater understanding of how the school can access funding for improvement or resilience projects relating to the climate change strategy.

**New Action A1022-02**: DfE Climate Change Strategy topic to be raised at the next Teaching and Learning Committee for discussion and awareness of national strategy areas impacting on teaching.

**New Action A1022-03**: Building Committee to review procurement strategy at next meeting.

**New Action A1022-04**: Energy resilience to be added to the three year plan, i.e. transition away from oil based central heating to an alternative solution (such as ground source heat pump, solar, and potentially incorporating a site based battery storage solution). Pending further details on funding opportunities from DfE and/or Cheshire East.

**New Action A1022-05**: JN to enquire with Cheshire East if funding is available for an insulation survey.

**New Action A1022-06**: Improved playground drainage to be added to the three year plan.

1. **Strategic vision for buildings and premises**

The strategic vision for the school site was reviewed and discussed.

* Increased security at the entrance to the school. A taller fence and controlled gate will be installed. This will improve safeguarding, by restricting people from entering or leaving the school premises. Particular consideration was given to pupils with anxiety who are at risk of attempting to leave the school during school hours. JN has engaged with Cheshire East for funding. Next step is for JN to obtain three quotes for the work and provide these to Cheshire East.
* Remodelling of classrooms is seen as a long term plan / a major project requiring high level of secured funding from Cheshire East. JN to continue with the work to assess what good looks like for such work.
* It was proposed that a more realistic short to medium term plan could be to remodel the wet area and conservatory area of the school to provide a greater number of more soundproof group work areas.
* The question was raised – do we have informal access to an architect to give some ideas of how this might look?

**New Action A1022-07**: JN to ask Emily Williams if she can help provide a practical basic plan / options for a redesigned wet area.

1. **Accessibility Adjustments**

Work undertaken over the summer to accommodate current accessibility needs for pupils at the school from September 2022.

Noted that Cheshire East staff have been very supportive and helpful with this work to help ensure the ongoing safety of pupils with accessibility needs at the school.

No further accessibility adjustments were identified at the current time.

1. **Review of Programmes in Operation**
* The double-glazing project to replace all single pane windows was successfully completed over the summer holiday period. All fire doors were also replaced with double glazed units. It was noted that school is very happy with the outcome. Impact on heating costs / warmth to be assessed over the winter period.
* The polycarbonate skylights are to be replaced during the Autumn half term period, with funding support from Cheshire East.
* The blinds in classrooms 3, 4 and Reception are to be replaced during the Autumn half term period. Noted that the blinds in classrooms 5 and 6 are already in place.
1. **Review progress against annual maintenance plan**

The annual maintenance plan was reviewed.

It was noted that good progress has been made against the plan. No concerns raised.

1. **Accidents, Incidents, Dangerous Occurrences**

No concerns raised other than the recent near-miss incident during the whole-school walk to White Nancy on 13/10/2022. This incident to be discussed in full during Part 2 of this meeting.

1. **Action updates for Legionella, Fire (and Asbestos)**

Premises Plan spreadsheet reviewed and discussed. All actions complete or acceptably progressing / ongoing. No concerns.

**New Action A1022-08**: Premises Committee to review 3 year plan at next meeting.

1. **Review of Tendering Arrangements**

Three proposals were reviewed;

* + 1. Blinds – agreed / going ahead.
		2. Fencing – three quotes needed as greater than £5000.
		3. Polycarbonate roof windows – agreed / going ahead.
1. **Policies**

Two policies were reviewed:

1. First Aid – reviewed and updated. Minor changes to one link. JN has checked insurance to confirm what cover the school have. Noted that JN has undertaken a First aid at Work training course in addition to Paediatric first aid in order that adult staff members have adequate first aid support as per H&S Regs. Policy approved subject to agreed changes.
2. Health & Safety
	* Section on visitors book updated to reflect current process.
	* Evacuation procedure – PG asked when was the last time that the system was tested?  JN confirmed that the emergency fire points are tested weekly by SMO. PG asked when was the last full fire drill? JN confirmed the last fire drill was on 28/09/2022. PG asked, during the last drill, was the evacuation procedure effective? JN confirmed that the system proved effective with children clear of school buildings in 1 min 2 seconds.  PG asked were any lessons learned?  JN noted that this was the first evacuation for Reception class pupils and took a little longer than usual to roll call. PG asked if guidance of routes is available in each classroom? JN confirmed yes.
	* Pupils informed of relevant safety procedures – PG asked how are pupils informed of relevant safety procedures? JN updated that main safety procedures in relation to children are to do with school rules and playing safely. This is done via assemblies at the start of term. Other safety issues are taught explicitly through PSHE and Esafety lessons. PG asked how can we be confident that all pupils are aware of their responsibilities? JN updated that all the children know the 3 simple school rules and how to use play equipment safely. This can be evidenced by safe play. JN noted that we would need to gather evidence via pupil interviews etc, to establish exactly what children’s awareness is.
	* Emergency exits – PG asked now that the doors have been replaced, are all external doors able to be exited without a key, whilst still remaining secure? JN confirmed this is the case and that all new doors have a thumb lock which are easily turned by adults and/or children. PG asked are personal vehicles used to transport pupils? JN confirmed that personal vehicles are rarely used to transport children. PG asked how do we ensure that the vehicles are safe and appropriate business use insurance is in place?  JN confirmed that SBM collects staff insurance and ensures that they have adequate business cover. PG asked are all visitors wearing lanyards again?  JN confirmed yes and all staff now have personalised ID cards. Policy approved subject to agreed changes.
3. **Meetings**The next meeting was agreed to be scheduled for 06/02/2023 15:15
4. **Any Other Business**Defibrillator – The school does not currently have a defibrillator. The nearest defibrillator is located at the church at the top of the hill. DfE are looking to provide a defibrillator to all schools.
5. **Impact Statement**

The committee reflected on how this meeting has helped move the school forward. It was felt that the meeting:

* + Ensured clarity of vision, ethos and strategic direction for the school, specifically looking at the school infrastructure and sustainability.
	+ Challenged the Headteacher to demonstrate safe and good practice at the school.
	+ Helped ensure value for money by reviewing and discussing the tender bid processes.
	+ Demonstrated ongoing high standards for safeguarding as part of the policy reviews.
	+ Allowed all committee members to contribute.

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| *Meeting closed at* | 16:40 |

**Revised Action Log for progression / review at next meeting:**

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| **Ongoing Actions** |  |
| **A0622-02** | Discuss Let’s Go Zero tool with RL by Autumn Buildings committee. | PG | Autumn 2022 B&P |  |
| **A0622-12** | Add to 3-year plan to consider installing automatic closing mechanisms on main corridor fire doors (sound responsive). | JN | Autumn 2022 B&P |  |
| **A0622-13** | Do a cost-benefit analysis on electricity costs over time versus changing all tube lights in one project. | JN | Autumn 2022 B&P |  |
| **Matters Arising from the Meeting on 17th October 2022** |
| **A1022-01** | To provide a brief summary of HSE Staff Stress Survey outcomes for the next Full Governing Body meeting. | JN | 23/11/2022 |  |
| **A1022-02** | DfE Climate Change Strategy topic to be raised at the next Teaching and Learning Committee for discussion and awareness of national strategy areas impacting on teaching. | JN | 01/11/2022 |  |
| **A1022-03** | Building Committee to review procurement strategy at next meeting. | JN/PG | 06/02/2023 |  |
| **A1022-04** | Energy resilience to be added to the three year plan, i.e. transition away from oil based central heating to an alternative solution (such as ground source heat pump, solar, and potentially incorporating a site based battery storage solution). Pending further details on funding opportunities from DfE and/or Cheshire East. | JN | 06/02/2023 |  |
| **A1022-05** | To enquire with Cheshire East if funding is available for an insulation survey. | JN | 06/02/2023 |  |
| **A1022-06** | Improved playground drainage to be added to the three year plan. | JN | 06/02/2023 |  |
| **A1022-07** | To ask Emily Williams if she can help provide a practical basic plan / options for a redesigned wet area. | JN | 06/02/2023 |  |
| **A1022-08** | Premises Committee to review 3 year plan at next meeting. | PG | 06/02/2023 |  |