

**MINUTES OF A MEETING OF THE BUILDING AND PREMISES COMMITTEE**

**HELD ON 6TH MARCH 2023 AT RAINOW SCHOOL**

**Governors Present:** Peter Grogan (PG) Chair and Clerk

Jonathan Norris (JN) Head Teacher

Dean Grice (DG)

Blair Whitehurst (BW)

**PART ONE – NON-CONFIDENTIAL BUSINESS (THERE IS NO PART 2)**

*The meeting commenced at 9:15am.*

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|  |  | **Actions** |
| **1** | **APOLOGIES, AOB Items**  None (all present)  No AOB items |  |
| **2** | **CONFLICT OF INTEREST**  Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.  There were no conflicts to declare. |  |
| **3** | **PART ONE MINUTES & MATTERS ARISING**  The Part One Minutes of the meeting on 17 Oct 22 were confirmed as a correct record.  The action log was reviewed:  **Ongoing Actions**  **A0622-02** PG will catchup with RL before next meeting now he has more capacity.  **Completed actions**  **A0622-13** Plan is to go ahead with replacing all florescent lights with LEDs. New Action **A0323-01** JN to share the received quotes with the committee, which also include benefits.  **A1022-05** No funding is available from Cheshire East for insulation surveys  New action **A1022-12** JN to ask SMO to arrange insulation quotes.  **A1022-06** Added drainage improvements to 3yr plan. SMO will clean this existing drainage pipes in Easter holidays and assess required capacity. New action **A0323-02** JN to share SMO review of required drainage capacity with BW.  **A1022-07** Emily Williams is keen to help. PG mentioned that other schools and offices use high backed chairs with sides facing each other to support small group conversations. New action **A0323-03** JN to arrange for Emily to come in to come into school to provide a practical plan /options for shared wet area and resource room.  Actions **A0622-12, A1022-01, A1022-02, A1022-03, A1022-0, A1022-08** were also agreed as completed. | **PG**  **JN**  **JN**  **JN** |
| **4** | **REVIEW PROCUREMENT STRATEGY**  *Determine how the school’s procurement strategy should align to DfE Climate Change Strategy section 1.4.*  It was agreed that as a small primary school it is not practical to invent our own procurement strategy and policies to ensure supplier and product selection based on climate impact.  New Action **A0323-04** JN to ask the LA and other local schools what they are going to do to respond to the DfE Climate Change Strategy section 1.4 white paper. | **JN** |
| **5** | **REVIEW 3 YEAR PLAN**  *Review and update 3 year plan ensuring that climate change elements are incorporated and aligns to available school funds.*  **Updates from plan**   1. New carpet in yr 3 classroom 2. Blinds fitted to new windows 3. Perimeter fence entry on plan is for front of school currently. JN has had 2 quotes for front and also completing whole perimeter to our target standard. Once we have received 3 quotes we can apply for funding. Aim to complete work by end 2023, ideally in summer holidays(this project may have to be phased depending on LA response to our request for funding with Phase 1 [front of school] completed by end of summer) 4. We agreed to remove Woodland security cameras from plan. 5. Signage for woodlands will be included in a new woodland improvement item. 6. Some improvements have been made to the resource room. Emily Williams will also be consulted on ideas for this space when she visits. 7. SMO Removed fallen tree from farmer’s land, but much of it still remains. JN to consider reinstating path and leaving tree there if safe, as it will encourage nature. 8. Lower play park.  **Governor questioned:** **Is this is still safe?**  Response (JN): Yes it is up to date with safety inspections. Agreed with FRS that this stays in plan for 3 years’ time as it will be expensive, and isn’t a priority now. 9. Insulation – JN will task SMO to get an insultation survey quote. 10. Remove Adult toilets from plan. 11. Upgrade automatic fire door closures to priority 1 based on importance. Expected cost is lower than originally estimated. New Action **A0323-05** BW to send suggestions for suitable automatic fire door closing equipment to JN.   **New items for plan**   1. New Woodland improvements - FRS are aim to spend approximately £2000 on woodlands. Claire de Ruiter and FRS Chair will submit a plan. Committee are happy to be consulted if necessary. JN will ensure improvements are easily maintainable.   . | **BW** |
| **6** | **REVIEW MAINTENANCE PLAN**  *Ensure that all items remain relevant and cover the scope of maintenance.*  Outstanding one off actions were reviewed.  **Governors recommended** :   * **All long standing open health and safety related actions should be completed as a priority.** * **Even though it is minimal risk, as the only likely Asbestos on the site is under the sink in the SMO’s office, it would be better to remove this from site so that regular inspections and related activities are no longer required.**  New Action **A0323-06** JN to update governors at next committee meeting.   New Action **A0323-07** JN to ensure list of annually reoccurring maintenance tasks are formalised in a plan, to make it easier to track completion and strengthen controls. This is to be presented at next meeting. | **JN**  **JN** |
| **7** | **LEGIONELLA REVIEW**  *Ensure that review is completed when due and review resulting actions.*  Legionella review is overdue.  New Action **A0323-08** JN to book a legionella review ASAP. | **JN** |
| **8** | **ANNUAL HEALTH AND SAFTEY INSPECTION**  *Ensure that inspection is completed when due and review resulting actions.*  This is Booked in for June 2023.  Committee review conclusions of inspection in meeting after report published.  New Action **A0323-09** PG to ensure this item is on Autumn 22 agenda. | **PG** |
| **9** | **REVIEW PROGRESS AGAINST ANNUAL MAINTENANCE PLAN**  *Discuss progress against actions.*  Already covered under item 6. |  |
| **10** | **ACCIDENTS, INCIDENTS, DANGEROUS OCCURRENCES**  *Ensure all accidents, incidents, dangerous occurrences are reported appropriately and check that they have been investigated with appropriate remedial action taken.*  None have taken place. |  |
| **11** | **ACTION UPDATES FOR LEGIONELLA, FIRE (AND ASBESTOS)**  *Ensure that appropriate progress has been made.*  Still outstanding action from last review on WRAS approved piping. |  |
| **12** | **REVIEW OF TENDERING ARRANGEMENTS**   * *Up to and including £5k retrospectively* * *Planned over £5k*   The aforementioned Lighting upgrade to LEDs and Perimeter fencing are both works with 2 quotes each.  New Action **A0323-10** JN to share the 3 quotes for Perimeter fencing with committee members when received and committee to review at Summer 23 meeting. Note: LED quotes already noted as an action. |  |
| **13** | **POLICIES**  To receive, review and approve policies as set out by the policy review process *(Governors to review policies via Governor Hub prior to the meeting).*   * Fire Procedures   Governors discussed the contents and implementation of the Fire Procedure (policy)  **Governor question:** Do all of the classrooms have openable windows?  Response (JN): Yes and keys are near the window.  **Governor question:** Do we have evacuation plans for certain pupils in place? Response (JN): Yes, for some pupils and these are reviewed annually. Links are sent to the staff that have direct contact with them, after they are reviewed.  **Governor question:** Are you checking the fire drill logs?  Response (JN): Yes, they are all in place. They are stored in SMO office. (See AOB)  **Governor question:** Is the emergency lighting checked regularly?  Response (JN): Yes. (See AOB)  Governors approved the Fire Procedures on the condition that the following updates are made:   * Remove the windows as a fire exit from some classrooms as there are already 2 exits available, as required. * It should be clear that there is a delegated person in charge of school when HT not there, and they take on HT fire responsibilities. * Include calling Fire brigade when safe to do so. |  |
| **14** | **MEETINGS**  *To confirm the dates and times of the committee meetings for 2022/23 school year*  Summer term meeting will be 9 am on Wednesday 24th May. |  |
| **13** | **AOB**   1. 3 yearly tree survey is due.  New Action **A0323-11** JN will arrange and present findings at next meeting.   Governors checked fire drill records.  JN observed that an After School club drill was due. **Governors Recommended :**  An afternoon drill is performed during school hours soon. That there is variety in timings to ensure that all staff are aware of procedure and all participants understand procedure when in different places.  Governors agreed that the required fire drills are being performed.   1. Governors checked the electricity check records and found that checks are being completed and recorded as required, 2. **Governor questioned: Is the emergency lighting battery fully drained during tests?** Response (JN & SMO): Yes. We ensure that the inspector completes a full test over the required 3 hours. | JN |
| **14** | **IMPACT STATEMENT**  *How has the Board of Governors helped move the school forward in this meeting?*   1. Ensure that activities and checks required to ensure the health and safety of staff and pupils are completed. 2. Made recommendations to improve health and safety. 3. In respect of 3 yr. plan, ensured that the building and premises have appropriate investment (time and money) removing items not of value and refining existing planned items to add more value. |  |

The meeting closed at 11.29 am.

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

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| **Action Ref** | **Action Description** | **Owner** | **Due Date** | **Status** |
| **Ongoing Actions** | | | |  |
| **A0622-02** | Discuss Let’s Go Zero tool with RL by Autumn Buildings committee. | PG | Autumn 2022 B&P | Open |
| **Matters Arising from the Meeting on 6th March 2023** | | | | |
| **A0323-01** | Share the received 3 replacement lighting quotes with the committee, which also include benefits. | JN | Summer 23 meeting | Open |
| **A0323-02** | Share SMO review of required drainage capacity with BW. | JN | Summer 23 meeting | Open |
| **A0323-03** | Arrange for Emily Williams to come into school to provide a practical plan /options for shared wet area and resource room. | JN | Summer 23 meeting | Open |
| **A0323-04** | Ask the LA and other local schools what they are going to do to respond to the DfE Climate Change Strategy section 1.4 white paper. | JN | Summer 23 meeting | Open |
| **A0323-05** | Send suggestions for suitable automatic fire door closing equipment to JN. | BW | Summer 23 meeting | Open |
| **A0323-06** | Update governors at next committee meeting, on bitumen under SMO office sink. | JN | Summer 23 meeting | Open |
| **A0323-07** | Ensure list of annually reoccurring maintenance tasks are formalised in a plan, to make it easier to track completion and strengthen controls. This is to be presented at next meeting. | JN | Summer 23 meeting | Open |
| **A0323-08** | JN to book a legionella review. | JN | ASAP | Open |
| **A0323-09** | PG Ensure review of annual health and safety inspection is on Autumn 23 meeting agenda. | PG | Autumn 23 meeting | Open |
| **A0323-10** | Share the 3 quotes for Perimeter fencing with committee members when received and committee to review at Summer 23 meeting. | JN | Summer 23 meeting | Open |
| **A0323-11** | Arrange tree survey and present findings at next meeting. | JN | Summer 23 meeting | Open |
| **A1022-12** | Ask SMO to arrange insulation quotes. | JN | Summer 23 meeting | Open |