

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

**HELD ON 5TH OCTOBER 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 9:00am.*

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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. |  |
|  | **ELECTION OF CHAIR**  Peter Grogan was elected for the year 2023 to 24 |  |
| **3** | **PART ONE MINUTES & MATTERS ARISING**  The Part One Minutes of the meeting on 06 Mar 23 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.  **A0323-02** SMO concluded that drainage capacity is generally sufficient. BW will discuss capacity for anticipated future heavy rainfall.  **A0323-03** Deprioritised due to lack of funding to implements any changes to wet area.  **A0323-10** 3 Perimeter fencing quotes have not yet been received.  **Completed actions**  **A0323-04** Complete the LA and Other Schools are not currently addressing points in the DfE Climate Change Strategy section 1.4 white paper.  **A0323-06** There is no asbestos in the school.  **A0323-08** Legionella review has been completed and resulting actions added to SMO action plan  **A0323-01, A0323-05, A0323-07, A0323-09, A0323-11** Were also agreed as completed.  **Closed actions**  **A1022-12** Closed as superseded by new action **A1023-01** | BW |
| **4** | **ANNUAL HEALTH AND SAFTEY INSPECTION**  All governors reviewed this report. It was agreed that the report endorsed the controls and risk mitigations that are already in place and that these should continue. |  |
| **5** | **REVIEW ANNUAL MAINTENANCE PLAN**  JN shared the plan with governors. It was agreed that all items are relevant and cover the scope of maintenance. |  |
| **6** | **LEGIONELLA REVIEW**  The 2023 report was reviewed by governors.  The review was completed 26th July, 2023 with an outcome that the school is a Medium risk. The risk score was 23 which puts the school at the lower end of medium. This is the lowest score we have had.  There were 3 key actions, 2 were related to record keeping and these controls have been strengthened already. There is another action but doesn’t impact the overall risk level. |  |
| **7** | **REVIEW BUILDING CONDITIONS**  Governors walked around the inside and outside of the school buildings to review their condition.   * Noted that drains on school drive are fully blocked.  Drain cleaning is required, ideally prior to winter weather. * Noted that there are plans to put a path down to the green field.  JN already actioning. * BW queried if the glass in the Year 4 classroom window (between classroom and wet area) is fire resistant.  If it is then it needs a kite mark adding to it, if not it needs replacing.  Based on the other similar panes looked at is that it is just missing a kite mark sticker.   **A1023-02 JN** to raise with glazing company to check. * Noted that outside basketball back boards need replacing.  JN already actioning. * Noted that there are number of areas of 'new growth' showing in guttering above classrooms 5 and 6. These will need cleaning before the winter weather. * Noted door to oil storage room needs replacing.  JN already actioning | **JN** |
| **8** | **ENSURE PLANT AND EQUIPMENT IS SERVICED AND MAINTAINED**  Records of maintenance were reviewed, including for the oil heating boiler. |  |
| **9** | **ENSURE THAT EFFICIENT, EFFECTIVE AND SAFE PROGRAMMES ARE IN OPERATION**   * PAT testing: this is an ongoing cyclic activity for the SMO. There were some items of equipment found that were passed their period inspection due date. Some of these items looked unused.   **A1023-03** JN to ensure that these items are either PAT tested or removed. | **JN** |
| **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.*  Actions are correctly being completed then tracked in the maintenance plan. |  |
| **12** | **REVIEW OF TENDERING ARRANGEMENTS**   * *Up to and including £5k retrospectively* * *Planned over £5k*   No new tendering arrangements to review.  Perimeter fencing arrangements will be reviewed when quotes received. |  |
| **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).*  No policies were reviewed. |  |
| **14** | **MEETINGS**  *To confirm the dates and times of the committee meetings for 2022/23 school year*  Additional meeting to be considered for 16th Nov 2023. PG will review TOR tracker to determine if meeting is required. |  |
| **13** | **AOB**  Governors agreed with JN’s proposal to remove hedge in carpark and extend car park up to the metal fence. |  |
| **14** | **IMPACT STATEMENT**  *How has the Board of Governors helped move the school forward in this meeting?*   1. Ensured that maintenance activities and checks required to ensure the health and safety of staff and pupils are completed. 2. Made recommendations to improve health and safety. |  |

The meeting closed at 10.45 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 |
| **A0323-02** | Share SMO review of required drainage capacity with BW. BW to discuss drainage capacity with SMO. | BW | 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 |
| **A0323-10** | 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 |
| **Matters Arising from the Meeting on 6th March 2023** | | | | |
| **A1023-01** | Review plans to determine whether they describe the insulation we have. | BW | Spring 24 Meeting | Open |
| **A1023-02** | Raise query with glazing company to check if the glass in the Year 4 classroom window (between classroom and wet area) is fire resistant. | JN | Spring 24 Meeting | Open |
| **A1023-03** | Ensure that infrequently used items are either PAT tested or removed. | JN | Spring 24 Meeting | Open |