



<i>Minutes for Meeting of the Buildings Committee, part one (no part two)</i>	
<i>Date</i>	Wed 8 th June 2022
<i>Time</i>	9.00am
<i>Venue</i>	Rainow Primary School
<i>Attendees</i>	Dean Grice (DG), Jonathan Norris (JN), Laura Saunders (LS) clerk, Peter Grogan (PG) chair, John Margeson (JM) attended walkaround

1) Apologies

None – No absent members of committee

2) Pecuniary Interests

None in addition to those declared in the annual governor declarations Autumn 202.

3) Approval of minutes of previous meeting

Spring Buildings Committee meeting. Held on 8th March – agreed as correct ready for approval at Summer 22 FGB.

4) Matters arising from the minutes: as per actions carried forward at the end of these minutes.

- a) **A0621-03** Explore cheaper alternatives to make the school hall curtains.
UPDATE: CLOSED No traction with FRS at this point – JN to approach new administration of FRS in September, as part of overall scheme of decoration. Wider new action: JN has vision for the hall decoration (including curtains) – new action created (A0622-01).
- b) **ASpr22-01** Committee tracker document to be uploaded to Governor Hub.
UPDATE: COMPLETE.
- c) **AsPR22-02** Update the accessibility plan as agreed and documented in the minutes.
UPDATE: COMPLETE
- d) **ASpr22-03** Create action log for Legionella or incorporate into an existing tracking tool, and report against progress at the next meeting. **UPDATE: COMPLETE**
- e) **ASpr22-04** Add agenda item to review the progress of legionella actions at the next meeting. **UPDATE: COMPLETE (as above)**
- f) **ASpr22-05** Ask the local community of schools if they have an approach or tools for net zero planning. **UPDATE: COMPLETE (answer was ‘no’)**



- g) **ASpr22-06** Ask Rachel Lewis if she would be interested in working with governors in assessing the Let's Go Zero tool. **UPDATE: COMPLETE (answer was 'yes')**
- h) **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).
- i) **ASpr22-08** Understand how the school ensures that periodic maintenance is completed, with the CMO. Review this and determine if there is a benefit to creating an annual maintenance plan. **UPDATE: COMPLETE (more detail below)**
- j) **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).
- k) **ASpr22-10** Add replacing the equipment on the bottom play area to the 3 year plan. **UPDATE: COMPLETED.**

5) Review of legionella actions (including walk round)

JN shared the maintenance plan (co-managed by JN and JM on Sharepoint) that includes legionella actions, and committee reviewed the progress (RAG rating system in place): all actions in progress.

JN and JM to continue managing: half termly checks by JN to ensure progress.

Update from JM – weekly checks of water temperature, as problems arise they are reported to JN and fixed by either JM or outsourced plumber. One recent issue with TMV fixed by plumber. No ongoing issues.

6) Ensuring stewardship of buildings and premises

Add standing agenda item for action updates for legionella, fire (and asbestos) – new action A0622-04.

Maintenance Plan shared.

7) Lettings

Diamante stage school (DSS) – hiring hall and small number of additional rooms for first 2 weeks of summer holidays (adequate liability insurance, Cheshire East Hire Form in place).

Double glazing project needs 5 weeks so JN and Matt Gratton (DSS) will manage the use of the building and the double-glazing project to ensure safety for all. New action (A0622-05 JN to risk assess)

New action A0622-06 – JN to explore the options for using the school for letting the school premises for additional income.



8) Staff access to H&S Docs

All staff have access to H&S documents (physical folder) and sign annually to agree they have been read and followed. JN to add to Sharepoint to increase ease of access (new action A0622-07).

How do we know they are being followed?

- Low level of incidents is a strong indicator.
- Risk assessments always followed (see below)
- Display screen equipment (DSE) assessment – Teachers and Business Manager complete individually annually and JN manages locally
- First Aid training update given by JN, all up to date

JN to explore H&S (incl. DSE) and other online training suite options for whole staff incl. fire risk training, machinery plant hire, etc. (new action A0622-08).

9) Risk assessments

JN is EVC (Educational Visits Co-ordinator)

Risk assessments are completed reliably for:

- day-long school trips on paper templates
- overnight school trips and via Evolve
- one per class
- generic maintenance incl. ladders, working at height, manual handling

Governors highlighted the need to ensure that Risk assessments are completed for both one-off activities and all repeated JM activities to protect JM and the school.

10) Plant and equipment (walk round item 17 below)

11) Building review (walk round item 17 below)

12) Review progress against annual maintenance plan (recurring item)

3 Year Premises Plan – JM prioritising yellow actions, fixing in-house items and then outsourcing specialist items. This document will become Annual Maintenance Plan.

JN and JM using Sharepoint to ensure clear comms of all H&S information, incl. Legionella via maintenance plan.



13) Accidents, incidents, dangerous occurrences (recurring item)

JN updated on reportable accidents: dangerous incidents. 2 occasions since previous committee meeting:

- 1 child with a broken nose on playground
- 1 child with a broken arm on playground

Above reported on PRIME as required for all RIDDOR events (taken straight to hospital).

All dangerous incidents analysed in depth by JN for themes/issues. None found in these cases.

All incidents requiring first aid are recorded on an accident form. Head injuries are recorded and a letter sent to parents. All staff deal with minor injuries and are briefed on how to do this at induction. If it is a head injury, or more serious incident, a first aider must be consulted and this is taking place reliably. JN monitors the accident forms monthly. No trends have been identified.

There was recently a burst sewage pipe incident, resolved by United Utilities. Action is for JN to ensure all risk assessments for pond and woodland area and maintenance are in place and/or up to date. (new action A0622-09).

14) Review of tendering arrangements (recurring item)

Update on double glazing project – There is a shortfall of £14,000 (against the funding agreed by Cheshire East, plus 10% from school) This is due to significant price rises since the initial quote):

There are 3 options for addressing the shortfall:

- Plan A – Cheshire East to increase approved funding for all planned works.
- Plan B – Use devolved capital funding (DFC), mixed funding from CE for all planned works
- Plan C – Remove all but 2 internal fire doors from plan (approx. reduction of £10, 000 tbc.), use DFC and complete other works at a later stage (2 require attending to at this stage to adhere to fire safety regulations)

Committee agrees approaching Cheshire East for Plan A as first choice (JN to action – new action A0622-10).

Rock climbing wall currently being constructed (funded by FRS Tesco bid and other FRS budgets) to enhance existing woodland park.

15) Policies (recurring item)

None to review at this stage (awaiting Cheshire East responses as below):

- Critical Incidents to be reviewed later this term, but JN is awaiting Cheshire East template



- First Aid policy to include new content on the obligation to educate children in First Aid– awaiting Cheshire East response to request for template.

16) Meetings (recurring item)

Next Buildings Committee meeting 28th September 09:00-11:00 at school. PG to chair, DG to clerk. PG to add date to GovernorHub (new action A0622-11).

17) Walk around to review:

- a) Full walk round of entire school building and some of outdoor premises.
- b) Met with JM (site manager), various teaching staff members and spoke to children.
- c) See also Legionella notes above.
- d) JM talked through his daily maintenance tasks (e.g. inspecting for damage, vandalism, glazing issues, gate locking, toilet functionality, finger trap potential in doors, etc.).
- e) JM talked committee through daily/weekly checks (incl. security, emergency lighting, fire point checks, new circuit board system, roof tiles, water temperature checks, general building health)
- f) JM talked committee through fixed electrical testing (every 5 years), due Oct 2024
- g) JM talked committee through annual PAT testing process – staggered by blocks (classroom block, offices block, hall and welcome area block – due next).
- h) JN and JM talked through vision for hall and welcome area: map of world, new curtains, ode to Rainow wall, values badges display area (moving wellbeing display from hall to entrance area), white woodwork, storage room paint white, floor threshold needs replacing
- i) New action A0622-12: JN to add to 3-year plan to consider installing automatic closing mechanisms on main corridor fire doors (sound responsive)
- j) Committee have seen chemical cupboard and JN confirmed JM managed COSHH security and folders (listing all substances in school).
- k) Year 3 classroom carpet is being replaced imminently (£1500) – on 3-year plan.
- l) Tube lights across whole school are currently being replaced with LED lights as they stop working (JM). New action A0622-13
- m) : JN to do a cost-benefit analysis on electricity costs over time versus changing all tube lights in one project: look at possibility of a plan to replace all lights in stages over a few years, so that in x years all will be replaced (if beneficial). Could be aligned to transformation of each classroom.
- n) Year 5 classroom: door warped – to be replaced (included in double glazing project)
- o) Committee had views of upper KS2 outdoor classroom
- p) Discussion around adding toilets in upper KS2 end of school. JN explained that building additional YR toilets is a higher priority due to the age of the children
- q) Review of wet area in 3 year plan but not imminent.
- r) Years 3 and 4 classrooms: new window blinds required (in 3 year plan).
- s) New Action 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).
- t) Main pupil toilets renewed 4 years ago in excellent condition.



18) Impact statement (recurring item)

How has the Board of Governors helped move the school forward in this meeting?

- Strategic Vision
- Added aspects to 3-year plan
- Hall and welcoming area plans
- Useful challenge around H&S
- Funding for current and future premises projects
- Talked to staff, gained visibility with staff and children
- Spoke to JM about updates and daily maintenance.

19) New actions arising

New Action A0622-01: JN to approach FRS with vision about half and welcome area for funding.

New Action A0622-02: PG and RL to discuss Let's Go Zero tool by Autumn Buildings committee.

New Action A0622-03: JN to bring conclusions of HSE Staff Stress Survey to next meeting and raise at FGB.

New Action A0622-04: PG to standing agenda item for action updates for legionella, fire (and asbestos).

New action A0622-05: JN to risk assess hiring out school premises whilst double glazing project is underway?

New action A0622-06: JN to explore the options for using the school for letting the school premises for additional income.

New Action A0622-07: JN to add H&S documents to Sharepoint to increase ease of access for staff to policies.

New Action A0622-08: JN to explore H&S (incl. DSE) and other online training suite options for whole staff incl. fire risk training, machinery plant hire, etc.

New Action A0622-09: JN to ensure all risk assessments for pond and woodland area and maintenance are in place.

New Action A0622-10: JN to approach Cheshire East for Plan A as first choice for double glazing project.

New Action 0622-11: PG to add date of next Buildings Committee meeting to GovernorHub calendar.

New action A0622-12: JN to add to 3-year plan to consider installing automatic closing mechanisms on main corridor fire doors (sound responsive).



New action A0622-13: JN to do a cost-benefit analysis on electricity costs over time versus changing all tube lights in one project.

New Action 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).

20) Any other business

None

<i>Meeting closed at</i>	11:10am
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