

**CIRENCESTER KINGSHILL SCHOOL
GOVERNORS' BUILDINGS AND HEALTH & SAFETY COMMITTEE
Wednesday 16th November 2022 @ 4.00p.m.**

MINUTES

P = Present. A = Apologies Received. X = No Reason Received for Absence.

NAME	ATTENDED
Rene Blamey (RBL)	P
Duncan Evans (DEV)	P
Sarah Gardiner (SGA)	P
Christine Oates (COA)	P
Colin O'Hare (COH)	P
Alan Stone (AST)	A
Becky Bryant (RBT)	A

Item No:		
1.	Apologies AST and RBT	
2.	Declaration of Business Interests None.	
3.	<p>Election of Chair and Vice Chair of the Buildings and Health & Safety Committee / Re-election of DEV as an Associate Member</p> <p>RBL left the meeting COH proposed RBL be re-elected as Chair of the Committee COA seconded</p> <p>RBL returned to the meeting It was unanimously agreed to RBL to be re-elected as Chair of the Committee. RBL accepted.</p> <p>A Vice Chair will be appointed at a later date</p> <p>Re-election of DEV as an Associate Member DEV left the meeting RBL proposed DEV remain as an Associate Member COH seconded</p> <p>DEV returned to the meeting It was unanimously agreed that DEV be re-elected as an Associate Member. DEV accepted.</p>	
4.	<p>Approval of Minutes of Meeting dated 16th June 2022</p> <p>The minutes of the meeting were approved. Proposed by DEV Seconded by RBL Unanimously agreed</p>	

<p>5.</p>	<p>Matters Arising Item 4 – Matters Arising <u>Fire Officer Visit -</u> TWI is working on the file of information for the fire response.</p> <p><u>Automation of Main Gates</u> There are still issues with the gates. When it is windy, the gates are blown open and put out of sync. Suggestions to help prevent this are installing a wind break.</p> <p><u>Summer Works Programme</u> The Y10/Y11 girls’ toilet refurbishment and change of a cupboard into an inclusion toilet went well. Any redecorating that was scheduled to take place will be rolled over and done in the next available holiday space.</p> <p><u>Decarbonisation</u> The DfE have informed the school that they will not be prioritising the school for the decarbonisation programme. Any work identified within this will have to be bid funded through the CIF bidding system.</p>	
<p>6.</p>	<p>Terms of Reference There was a query over where the Accessibility Plan sits. This policy is with the Curriculum committee and is looked at by DRA. Any recommendations they have in regards to buildings are then put forward to the Buildings committee. SGA confirmed that the Building Development Plan is presented by the site manager. There was a query over the voting rights of Associate Members and the quorum needed. It was suggested that this should be taken back to Full Governors to look at. Subject to the queries mentioned, the Terms of Reference were agreed. Proposed by RBL, seconded by COA</p>	
<p>7.</p>	<p>Policies to Approve</p> <p><u>Fire Procedure Policy</u> SGA will include that LRO will stand in her place as fire officer, should SGA not be in school and there is a fire alarm. Subject to this change, the policy was approved. Proposed by COA, seconded by COH</p> <p><u>CCTV Policy</u> RBL questioned whether the Data Protection Act 1998 should be the Data Protection Act 2018 and whether the Surveillance Camera Code of Practice 2013 had been superseded by the 2022 Code of Practice. DEV to look into. Subject to the above query, the policy was approved. Proposed by DEV, seconded by RBL</p> <p><u>Emergency Response Procedure</u> Minor changes have been made to the policy. The policy was approved. Proposed by COH, seconded by DEV</p>	<p>DEV</p>

	<p>Green Procurement Policy SGA has included, under Energy, that green and renewable energy options will be investigated and considered <i>subject to funding or grants available and affordability</i>. The policy was approved. Proposed by RBL, seconded by COH</p>	
8.	<p>Site Manager's Bungalow Update Due to other commitments, no inspection of the site manager's bungalow took place over the summer holiday. With the Site Manager due to leave his position, it has been agreed to not inspect the premises until it has been vacated. Q – What is the future plan for the bungalow, once it has been vacated? A – SGA said that COA and herself will review the site team structure and look at the needs of the school, along with the financial impact.</p>	
9.	<p>CIF 2021-2022 Project Appeal Update The appeal was unsuccessful.</p>	
10.	<p>CIF 2022 – 2023 Projects The bid for the windows will be resubmitted, this will be the fourth attempt with the window bid. Information on what was needed for the lift replacement was not gathered in time for this submission, it is hoped that the evidence will be ready for the 2023-2024 bid.</p>	
11.	<p>Governors' Health & Safety Annual Inspection RBL, COH and TWI undertook the inspection. There were no major issues found. RBL did question the fire door going out of DT being blocked. SGA said she has spoken to AJE about this. The table in question is bolted to the floor and will not be easy to move. There are other exit doors into the room, SGA will look and see whether the fire door in question needs to remain a fire exit. It was also noted that the blocks at the base of the wall to the DT room appeared to be crumbling. TWI is to get in touch with a building company and ask them to have a look at it. It was suggested that AST, as a surveyor, could have a look the wall, SGA said she will ask TWI to contact AST as well.</p>	SGA / TWI
12.	<p>Annual Health & Safety Report As requested, reportable accidents have been included as an overview. This information also goes to SLT every term. Most of the injuries that occurred were related to PE, there are no major concerns. Q – What does reportable accidents mean? A – A reportable accident is any accident that is deemed to have a visit to either the doctors, MIU or the hospital. These are then reported to GCC.</p>	
13.	<p>ESFA Land & Buildings Return This is normally reported in November each year, however, the deadline has been changed to February 2023.</p>	
14.	<p>Cleaning Contract review The school have signed an agreement with Litmus to manage the tender contract cleaning process, they will also be working with Rednock on this. The current cleaning company have been given notice, SGA has told them that</p>	

	they are welcome to join the tender process. There are some staffing issues with the current cleaning company, that are leading to some cleaning problems around the school.	
15.	<p>CCTV / Paxton update</p> <p><u>Paxton</u> DEV has met with Euro Link and TWI regarding a new proposal for the Paxton system. The proposal was to bring the doors on one by one, so that they would be installed properly. The quote proposed was £1200 per door, the potential cost would be £80k. DEV has gone back to Euro Link to ask for further information.</p> <p><u>CCTV</u> DEV also spoke to Euro Link regarding the CCTV. They gave a demonstration of their system, which looked very good. The proposed cameras were cost effective, although the school can use the existing cameras. DEV is waiting for them to come back with some prices.</p> <p>Q – Have any more quotes for the Paxton system been received? A – Another quote has been received, this was the other end of the spectrum and was for £50 a door. This is far too low for what is required.</p> <p>Q – Will a new server need to be installed when the doors are fitted? A – The current server is nearly at the end of its service. The company that will eventually fit the doors will install a new version of the software. The companies are quoting for 2 different versions of software, there is not much difference in cost with these. It needs to be established which one is the best going forward, to iron out any glitches to the system.</p> <p>Q – How much is the software? A - DEV has not got quotes from either company yet but it is not expected to be expensive.</p>	<p>DEV</p> <p>DEV</p>
16.	<p>SHE Annual Audit The audit is now taking place bi-annually and will be in March 2024.</p>	
17.	<p>Section 106 Update There are no updates</p>	
18.	<p>Any Other Business</p>	
19.	<p>The meeting closed at 4:55p.m.</p> <p>Date of Next Meeting – Wednesday 25th January 2023</p>	

**CIRENCESTER KINGSHILL SCHOOL
MINUTES OF MEETING OF THE GOVERNORS' BUILDINGS AND HEALTH & SAFETY
COMMITTEE**

Wednesday 16th November 2022 @ 4.00p.m.

Signed -----

Please print name -----

Date -----