

**CIRENCESTER KINGSHILL SCHOOL  
GOVERNORS' BUILDINGS AND HEALTH & SAFETY COMMITTEE  
Wednesday 25<sup>th</sup> January 2023 @ 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
Jon Poulton (JPO)	P
Alan Stone (AST)	X
Becky Bryant (RBT)	P

Item No:		
1.	<b>Apologies</b> AST was absent but no apology received	
2.	<b>Declaration of Business Interests</b> None.	
3.	<b>Approval of Minutes of Meeting dated 16<sup>th</sup> November 2022</b> It was requested that an amendment was made to Item 11 and COH's name was added. This was amended when discussed. The minutes of the meeting were approved. Proposed by COH Seconded by DEV Unanimously agreed	
4.	<b>Matters Arising</b> <b>Item 4 – Matters Arising</b> <b><u>Fire Officer Visit</u></b> - TWI is continuing to work on the file of information for the fire response. SGA has a second copy of the file. As this is an ongoing process, this item will be removed for future minutes, unless there is a change in circumstances.  <b><u>Automation of Main Gates</u></b> New arms have been ordered and are due to be fitted. These arms are stronger and should withstand the wind.  <b>Item 6 – Terms of Reference</b> It was agreed that associate members had to be at the meetings	

	<p><b>Item 7 – Policies to approve</b> CCTV Policy – DEV is to still look at the Data Protection Act query</p> <p><b>Item 11 – Governors’ Health &amp; Safety Annual Inspection</b> SGA is to follow up with TWI regarding speaking to AST and the building company over the crumbling blocks. There is a possibility there could be some funding from the ESFA for structural concern. SGA will pick up the issue with the fire door in the DT block with the SHE.</p> <p><b>Item 14 – Cleaning Contract review</b> SGA is to meet with Rednock School and Litmus to review the contracts, which are currently out for tender, and see who goes forward. The current cleaning company, Petra’s, was sold in December 2022 to Atlas FM. It would appear there has not been much communications with staff. There is also concern that staff now have to sign in with an app and not all staff have the correct equipment to do this – the company have been asked to review this. Recruitment is also an issue – although the company are trying to recruit, they are currently working at 30 hours a week under.</p>	<p>DEV</p> <p>SGA / TWI</p> <p>SHE</p>
5.	<p><b>Policies to Approve</b> There were no policies to approve</p>	
6.	<p><b>GEMS Self-Assessment</b> Discussion took place on the following:</p> <ul style="list-style-type: none"> <li>As part of the CIF bid, although this is not statutory, it is good practice to have. This would normally be completed by the site manager, who would have an overview of a building’s maintenance programme and the estate.</li> <li>This has to be approved by the Full Governing Body.</li> <li>SGA and COA are currently looking at the site team structure – a new site manager, when appointed, would then take over the self-assessment.</li> <li>The last buildings conditions report, which also outlined costings, was completed in 2016, and good practice would have one done every 5 years. This would cost a few thousand pounds but it was felt it would be beneficial to have this completed before next years’ CIF bidding.</li> <li>This will be fed back to the next Full Governors Meeting in March as an agenda item. RBL will write to ATH to ask for it to be on the agenda.</li> <li>Committee voted on the recommendation to adopt the proposal within the self-assessment and take to Full Governors. <b>RBL proposed, COH seconded unanimously approved</b></li> </ul>	RBL
7.	<p><b>Capital Grants</b> The Government have given schools one off grants of £37k to help school with energy efficiency. £14k of this has been spent on a new walk-in chiller for the kitchen. Although some lights have been changed to LED, there are still quite a few that need replacing, this is being looked at as part of the grant, along with alternative heating in some of the classrooms.</p>	
8.	<p><b>Heating update</b> The boiler was serviced in October 2022. A few issues were found, these have been rectified; however, there are pockets of heating across the school where the heating is either not working or there is no heating in the room.</p>	

	Portable heaters are being used, this in itself is not energy or cost efficient. Quotes are being obtained for radiators to be fitted.	
<b>9.</b>	<b>CIF Bid 2023 update</b> The bid for the windows was made in December 2022, the outcome of the bid will be revealed in April 2023.	
<b>10.</b>	<b>School Bungalow Update</b> SGA has been to Farmors' school and looked at their site team structure. SGA and COA are to look the site team structure.	
<b>11.</b>	<b>ESFA Land &amp; Buildings Return</b> SGA has received an email from the ESFA, saying submissions have made wrong and have to be re-submitted before 21.02.23	
<b>12.</b>	<b>CCTV / Paxton System</b> Eurolink have not yet replied regarding the Paxton system. CCTV – the camera has today stopped working at the front gate. TWI has spoken to One Stop today regarding this.	
<b>13.</b>	<b>Section 106</b> Kingshill Lane development is in the early stages, with no news of any Section 106 availability. SGA will ask AST if he has any knowledge.	SGA / AST
<b>14.</b>	<b>Any Other Business</b> Asbestos Risk Assessment review is taking place on 20.02.23 and 22.02.23.  Water Hygiene Risk Assessment – this is taking place on 03.04.23. JPO will attend. JGR and TWI have both completed an online training. Details on the course are to be sent to JPO & RBL.  For part of the CIF bid, an Access Audit has to be undertaken – DRA, SGA and TWI will review and look at areas that need updating.	DRA / SGA / TWI
<b>15.</b>	<b>The meeting closed at 4:39p.m.</b>  <b>Date of Next Meeting – Wednesday 29<sup>th</sup> March 2023</b>	

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

**Wednesday 25<sup>th</sup> January 2023 @ 4.00p.m.**

Signed -----

Please print name -----

Date -----