CIRENCESTER KINGSHILL SCHOOL

GOVERNORS’ BUILDINGS AND HEALTH & SAFETY COMMITTEE

**Wednesday 17th November 2021 @ 4.00p.m.**

**AGENDA**

|  |  |  |
| --- | --- | --- |
| **Item No:** |  |  |
|  | **Apologies** |  |
|  | **Declaration of Business Interests** |  |
|  | **Election of Chair and Vice Chair of the Buildings and Health & Safety Committee** |  |
|  | **Approval of Minutes of Meeting dated Wednesday 17th June 2021** |  |
|  | **Matters Arising** |  |
|  | **Terms of Reference** |  |
|  | **Policies to Approve** |  |
|  | **Site Manager’s Bungalow Update** | COH/SGA |
|  | **CIF 2020-2021 Project Appeal Update** | SGA |
|  | **CIF 2021-2022 Projects** | COA/SGA |
|  | **Governors’ Health & Safety Annual Inspection (attached)** | COH/RBL |
|  | **Annual H & S Report (attached)** | SGA |
|  | **ESFA Land & Buildings Return** | SGA |
|  | **Cleaning Contract Review** | SGA |
|  | **CCTV Phased Programme of Works Update** | DEV |
|  | **IT Rebuild Update** | DEV |
|  | **SHE Annual Audit** | SGA |
|  | **Section 106 Update** | SGA |
|  | **Any Other Business** |  |
|  | **Date of Next Meeting – Wednesday 26th January 2022 at 4.00p.m. on MS Teams** |  |

|  |  |
| --- | --- |
| **Correspondence** | **Agenda Item Number** |
| Agenda |  |
| Minutes of Last Meeting | 4 |
| Terms of Reference | 6 |
| Policies to Approve:   * Fire Procedures * CCTV System Policy * Emergency Response Procedures & Lock Down Procedure * Green Procurement Policy | 7 |
| Governors’ Health & Safety Annual Inspection | 11 |
| Annual H & S Report | 12 |

|  |  |
| --- | --- |
| **Copy to** | |
| Rene Blamey | Christine Oates |
| Duncan Evans | Colin O’Hare |
| Sarah Gardiner | Alan Stone |
| Mark Hill | Becky Bryant |
| Andy Johnson |  |

**Policies to be Approved by Governors’**

**Buildings Health & Safety Committee**

|  |  |
| --- | --- |
| POLICIES REQUIRED BY LAW | DATE APPROVED |
| Fire Procedures | November |
| Health & Safety Policy | April |
| Risk Assessments | Ongoing |

|  |  |
| --- | --- |
| ADDITIONAL POLICIES | DATE APPROVED |
| CCTV System Policy | November |
| Emergency Response Procedures & Lock Down Procedure | November |
| Green Procurement Policy | November |
| Minibus Policy & Guidance | June |

**Committee Links with Faculties**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FACULTY** | **TERM** | **GOVERNOR** | **LINK TEACHER** | **COMMITTEE** |
| Health and  Safety | Term 6 | Colin O’Hare  ohares29@gmail.com | Sarah Gardiner  [sgardiner@cirencesterkingshill.gloucs.sch.uk](mailto:sgardiner@cirencesterkingshill.gloucs.sch.uk) | Buildings Health & Safety |

COH and SGA will meet in Term 6. SGA will provide a report which will be published in the Headteacher’s Report for the October Full Governing Body meeting.