**CIRENCESTER KINGSHILL SCHOOL**

**GOVERNORS’ BUILDINGS AND HEALTH & SAFETY COMMITTEE**

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

**MINUTES**

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

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| **NAME** | **ATTENDED** |
| Rene Blamey (RBL) | P |
| Duncan Evans (DEV) | P |
| Sarah Gardiner (SGA) | P |
| Andy Johnson (AJO) | P |
| Christine Oates (COA) | P |
| Colin O’Hare (COH) | P |
| Alan Stone (AST) | P |
| Becky Bryant (RBT) | P |

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| **Item No:** |  |  |
|  | **Apologies** None. |  |
|  | **Declaration of Business Interests**None. |  |
|  | **Election of Chair and Vice Chair of the Buildings and Health & Safety Committee**COH was the only nomination for ChairAJO nominated COH as Chair of the CommitteeRBL secondedVoted unanimously for COH be ChairCOH accepted the position of Chair but told committee that he would not be re-standing next Summer when his term of office finishes. RBL was the only nomination for Vice ChairAJO nominated RBLCOH seconded Voted unanimously for RBL to be Vice ChairRBL accepted the position of Vice Chair |  |
|  | **Approval of Minutes of Meeting dated 17th June 2021** The minutes of the meeting were taken as a true and accurate record.AJO proposedRBL secondedVoted unanimously |  |
|  | **Matters Arising**Roof WorksTWI is following up the remedial work that needs completing with the company’s Project Manager. AST asked whether there were any guarantees the company would come back to complete the work needed, SGA said there is a retention in place. Annual SHE Unit Health and Safety AuditThis is due to take place on 10th January 2022Paxton System ReviewTwo companies have been approached to quote for the maintenance contract, TWI is working through the best one.Kingshill Lane Traffic UpdatesSGA has had no correspondence from Highways regarding parking on the verges during drop off and pick up and there have been no further complaints. AST said the solar works at Driffield have been prolonged, this will possibly finish at the end of January 2022. The A417 and Northleach roads will be closed at the end of November / beginning of December for works, this may possibly have an impact on the amount of traffic going past school.  |  |
|  | **Terms of Reference**Discussions took place regarding the Accessibility Plan and whether it was sat within the right committee. RBT to distribute the plan to committee for them to review. It was recommended, under Objectives, that the word establish was taken out under points 6 and 7. The name of the Clerk was also to be amended.  | RBT |
|  | **Policies to Approve**Policies were approved, subject to minor amends* Fire Policy
* CCTV System Policy
* Emergency Response Procedures 2021/22 & Lockdown Procedure
* Green Procurement Policy
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|  | **Site Manager’s Bungalow Update**SGA explained that due to COVID, no inspections have been conducted under the Tenancy agreement. She has been in contact with MHI to ask how things are. SGA said if Governors are in agreeance, she will contact EPM to get advice on how the inspections can move forward. SGA and COH are to have a meeting on 22nd November 2021 to discuss.  | SGA |
|  | **CIF 2020-2021 Projects Appeal Update**The school was unsuccessful with their application. |  |
|  | **CIF 2021-2022 Projects**COA, TWI and SGA met with Keith Lane. It was agreed that there would be a bid put in again for the windows. The deadline for bids is 15th December 2021. There was discussion about putting the lift down as a project within the bid, as well as the asbestos report.  |  |
|  | **Governors’ Health & Safety Annual Inspection**COH and RBL explained they had taken a walk around school and commented that everything looked in very good condition. **GQ** – on page 5 of the report, it says the item has not been completed but the comments section says it has been. SGA to correct. It was mentioned that a section of work top in DTI was overhanging and in the way of the fire door, although it is believed this has now been resolved. | SGA |
|  | **Annual H & S Report**.RBL requested that figures for accident data trends could be included. SGA said she will include. | SGA |
|  | **ESFA Land and Buildings Return**The return has been completed on the Trustee’s behalf – there are no changes as there has not been any building work done.  |  |
|  | **Cleaning Contract Review** Currently, HR & Payroll and Catering contracts are all under review. SGA asked that the cleaning contract be reviewed next year instead, this was agreed by Governors.  |  |
|  | **CCTV Phased Programme of Works Update** One company has offered free software but the cameras would cost £9k, with replacement cameras costing anything from £100 upwards each.The company that are installing the school gates are still to respond, with another company that has been approached yet to reply. |  |
|  | **IT Rebuild Update** The infrastructure that has been rebuilt is better than before. A 3rd party is working on the remote desktop, this is to be a web-based desktop with code to help cut the risk of any hacking. There have been issues with re-establishing the fingerprint system for the library, it may be possible to use the catering system that is used in the dining room for this. An extra firewall has been inserted (Ubiquity). Discussions took place regarding penetrative testing taking place on a yearly basis. SGA is waiting for a call from the DfE procurement department to go through options. RBL suggested that the penetrative testing should take place ½ yearly.  |  |
|  | **SHE Annual Audit**This will take place on 10th January 2022. |  |
|  | **Section 106 Update**There have been no updates regarding the development in Siddington. |  |
|  | **AOB**Work on the automated gates will be starting on 22nd November 2021, work should last approximately 6 days. The work is primarily from a safeguarding point of view but also being aware that the COVID vaccinations are taking place on 10th December 2021 and there is the possibility there may be protestors outside of school.  |  |
|  | **The meeting closed at 4:58pm****Date of Next Meeting – Wednesday 26th January 2022 on Teams** |  |

**CIRENCESTER KINGSHILL SCHOOL**

**MINUTES OF MEETING OF THE GOVERNORS’ BUILDINGS AND HEALTH & SAFETY COMMITTEE**

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

Signed ---------------------------------------------------------------------

Please print name ------------------------------------------------------

Date ------------------------------------------------------------------------