**CIRENCESTER KINGSHILL SCHOOL**

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

**Wednesday 26th January 2022 @ 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  It was noted at this point in the meeting that AST had to be re-elected onto the committee. A vote was taken.  COH proposed  RBL seconded  Unanimously agreed  AST will continue to be an Associate Member of the committee for 4 years from 08.01.21 |  |
|  | **Declaration of Business Interests**  None. |  |
|  | **Approval of Minutes of Meeting dated 17th November 2022**  Approved |  |
|  | **Matters Arising**  Roof Works  The work on the roof has now been completed.  Paxton System Review  The Paxton System Review, where two companies have been approached to quote for the maintenance contract, is ongoing.  Kingshill Lane Traffic Updates  Work has been delayed on the solar panels at Preston. Witpit Lane is currently due to re-open in April 2022.  Cleaning Contract Review  Due to other ongoing contract reviews, the cleaning contract review has been deferred to next year. |  |
|  | **Policies to Approve**   * **Information Security Policy**   This is a new policy that was brought to the committee, as a result of the cyber-attack in Summer 2021.  There were queries regarding the policy, which DEV is to look at before the next Governors’ Buildings and Health & Safety meeting on 30th March 2022.  The policy went to vote.  AJO proposed  RBL seconded  Passed unanimously – subject to DEV amendments. |  |
|  | **Cyber Attack / IT Systems Rebuild Update**  There is one part of the finger print system in the library that is still not working. Cunninghams’ are due to visit school on 03.02.22 to look at fixing the issue. |  |
|  | **CIF Bid 2022 Update**  One bid has been submitted for the windows, the result of which should be known in Spring 2022. The Finance Committee approved the finances via email, this will then go to the Finance Committee retrospectively at their meeting on 03.02.22. |  |
|  | **School Bungalow Update**  SGA met with EPM regarding inspections on the school bungalow. EPM agreed that inspections are allowed to restart, after not being allowed the last couple of years due to COVID. RBL will attend the inspections in place of COH.  COA and SGA have agreed to defer the inspections until Term 4, which will hopefully coincide with lower levels of COVID. |  |
|  | **CCTV Phased Programme of Works Update**  DEV gave a presentation as to the current positions of the CCTV cameras and also where the position of the new cameras should be. A quotation has been received from One Stop Security, this is the company that have installed the main school gates. It was noted that there are now 2 cameras installed on the new gates.  Phase one would be to replace the current cameras that are not functioning or are of poor quality with new ones and add an additional 9 new cameras to provide further coverage in the school where there is currently none  The programme of works would be phased over a 4-year period, costing approximately £9k in the first year and then £6k a year in the following 3 years.  **GQ** – Due to fair practice, can the school obtain more than one quotation for the CCTV programme?  DEV replied that he is trying to receive more quotations but is struggling to get responses from security companies.  SGA explained that permission was needed from the Buildings and Health & Safety committee for the works to commence. Once approved, it will need to go to the finance committee.  Committee approved the plan for the work to commence, subject to the finance committee approving the costs. |  |
|  | **SHE Annual Audit Update**  The audit was due to take place in January 2022. However, due to the COVID infection rates, this was pushed back until 14th March 2022. |  |
|  | **DfE Decarbonisation Programme**  The Department for Education have a scheme regarding decarbonisation, which Kingshill has been accepted to join. The DfE are due to visit the school at the end of January 2022 / beginning of February 2022 and will produce a free of charge report as to how the school can improve its carbon footprint. The school does not have to act on any of the recommendations from the report. The school boiler has been identified as coming towards the end of its life.  **GQ –** It has been reported in the national press that from 2025, there are to be no gas boilers. Will this affect the school?  It is hopeful that the report will highlight the boiler and suggest alternatives to having gas boilers. |  |
|  | **Automation of Main School Gates update**  The gates were initially installed to help stop any COVID anti-vaxxers that may have turned up unannounced at school at the end of 2021.  One Stop Security, who are installing the gates, came back last week to try a force test on them. To help with costs, the existing gates were adapted to include the new automation – however, this is causing issues with the gates being signed off for use.  SGA is awaiting a report from One Stop Security. The gates cannot be used properly until they are safe. |  |
|  | **S106 Update**  There have been no updates on any S106 proposals. |  |
|  | **Any Other Business – Information Items only**  Discussions took place regarding the most appropriate committee for the Accessibility Policy to sit with, as there is a crossover between the Buildings and Health & Safety committee and Curriculum and Pastoral committee.  It was agreed that it should stay with Curriculum and Pastoral, with recommendations made to Buildings and Health & Safety as and when necessary. |  |
|  | **The meeting closed at 4:52p.m.**  **Date of Next Meeting – Wednesday 30th March 2022 – Venue TBC** |  |

**CIRENCESTER KINGSHILL SCHOOL**

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

**Wednesday 26th January 2022 @ 4.00p.m.**

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

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

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