**CIRENCESTER KINGSHILL SCHOOL**

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

**Wednesday 30th March 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 |
| 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. |  |
|  | **Approval of Minutes of Meeting dated 26th January 2022**  Subject to amendments, the minutes were approved.  RBL proposed  DEV seconded  Unanimously agreed |  |
|  | **Matters Arising**  Cyber Attack / IT Systems Rebuild Update  Cunninghams have resolved the issue with the finger print system in the library.  CCTV Phased Programme of Works Update  There has been no progress with this.  DfE Decarbonisation Programme  There has been a site visit by the company carrying out the work on behalf of the DfE. The school has not yet received the report with the recommendations.  The report will be shared with the committee once it has been received. |  |
|  | **Policies to Approve**   * **Health and Safety Policy**   SGA explained that the Health and Safety Policy followed the Gloucestershire County Council (GCC) model. SGA went through some minor amendments that have occurred and answered some general queries. RBL requested including Drugs and Alcohol in the policy. It was agreed this would be included under Part 3.2 – Specific Risks. SGA to amend.  Subject to amendments, the policy was approved.  RBL proposed, AST seconded  Unanimously approved | SGA |
|  | **Information Security Policy Update**  DEV will have this ready for the next Buildings and Health and Safety meeting in June 2022. Part of the policy was the Data Retention policy – this will be taken up by DST and taken to the Curriculum and Pastoral Committee. | DEV |
|  | **CIF 2022 Update**  There currently is no update, the timeframe given for an update was Spring 2022. SGA will inform the committee once any news has been received. |  |
|  | **Cleaning Contract Update**  The cleaning contract will go to tender next year. SGA has spoken to Litmus, they will help with the cleaning contract tender. Farmor’s School in Fairford are going to be part of the process, this will help share costs. |  |
|  | **Grounds Maintenance Contract Update**  Glebe currently provide the grounds maintenance and are on year 5 of a rolling contract. SGA said TWI and PHA are both happy with the service provided. SGA is to revise the contract and sign off tomorrow (31.03.22). The new contract has increased in price slightly, it is now £20k a year. |  |
|  | **Health and Safety Audit Update**  The audit went very well. The audit team were very complimentary about the faculties that took part. There were some recommendations, but nothing of any concern. A full report and action plan will be presented at the next Buildings and Health and Safety meeting. | SGA |
|  | **Paxton System Update**  After a few issues, the front gates are now working. An extra control panel was installed in reception but this has caused issues with the rear side gate, which cannot currently be worked form reception. A new cable was laid by the IT and site teams after One Stop advised that the existing cable had a break in it and was causing the problem. The new cable has been tested and is installed correctly, however this has not solved the problem with the side gate. Currently, the site team are having to let visitors/pupils in at the side gate during the day when the gate is locked. One Stop, who were responsible for installing the front gates, have not replied to any requests for help. They were the preferred company for installing the CCTV system, but this will now be looked at.  DEV has spoken with Eurolink about introducing a new Paxton system, but they have not responded. DEV will speak to Paxton directly and see if there are any other companies in the area. | DEV |
|  | **Fire Officer Visit**  The fire officer was initially invited to school to look at safe areas upstairs for pupils in wheelchairs. The fire officer met with TWI and did a site walk. A few minor issues were raised, the site team are addressing these. One of the issues has been resolved, the hydrant cover has now been painted yellow. It was also raised that the IT office should not have portable heaters, and have radiators installed.  TWI will produce a file of information in case of a fire – this will include site plans being marked up. SGA will speak to COA about where to put the folder.  Overall the fire officer was very impressed with the school. RBL asked if the report could be sent round. SGA explained that it was an email sent to TWI but she will arrange for it to be sent to the committee. | TWI / SGA / COA  SGA |
|  | **Automation of Main Gates Update**  SGA explained she had received the report on the force testing – this was an independent report and not undertaken by One Stop. Signage and road markings need to be installed – a company visited school today regarding the road markings, they will send a quote. | TWI |
|  | **Site Managers Bungalow Update**  RBL and SGA inspected the bungalow today. RBL took some photos and SGA will provide a report for the next committee meeting.  There are areas of damp within the bungalow. One of the bedrooms needs tanking, MHI has said he will move into another bedroom whilst this is done or it can be done when he is on holiday.  There is flaky paint in one of the bedrooms, which may be due to an issue with a brick. There needs to be some pointing done on the outside walls.  GQ – Is there any wall insulation in the cavity?  SGA replied she does not believe there is any within the walls but the attic is insulated.  Inspections will be every 3-months, the next visit is due to take place in June. Subject to all parties agreeing a date, and it being prior to 16th June 2022, AST will attend the next visit. | SGA / RBL |
|  | **S106 Update**  There is no update. |  |
|  | **Any Other Business – Information Items only**  SGA informed the committee that the EHO visited the school kitchen on 1st March 2022. The kitchen achieved a 5\* rating. SGA will circulate the report to the committee.  The Committee meeting in June will be COH’s last as Chair, the discussion as to who will become Chair will be on the agenda for this meeting. | SGA |
|  | **The meeting closed at 4:48p.m.**  **Date of Next Meeting – Thursday 16th June 2022 – Online** |  |

**CIRENCESTER KINGSHILL SCHOOL**

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

**Wednesday 30th March 2022 @ 4.00p.m.**

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

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

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