**CIRENCESTER KINGSHILL SCHOOL**

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

**Tuesday 16th November 2022 @ 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 |
| Alan Stone (AST) | A |
| Becky Bryant (RBT) | A |

|  |  |  |
| --- | --- | --- |
| **Item No:** |  |  |
|  | **Apologies**  AST and RBT |  |
|  | **Declaration of Business Interests**  None. |  |
|  | **Election of Chair and Vice Chair of the Buildings and Health & Safety Committee / Re-election of DEV as an Associate Member**  RBL left the meeting  COH proposed RBL be re-elected as Chair of the Committee  COA seconded  RBL returned to the meeting  It was unanimously agreed to RBL to be re-elected as Chair of the Committee. RBL accepted.  A Vice Chair will be appointed at a later date  Re-election of DEV as an Associate Member  DEV left the meeting  RBL proposed DEV remain as an Associate Member  COH seconded  DEV returned to the meeting  It was unanimously agreed that DEV be re-elected as an Associate Member. DEV accepted. |  |
|  | **Approval of Minutes of Meeting dated 16th June 2022**  The minutes of the meeting were approved.  Proposed by DEV  Seconded by RBL  Unanimously agreed |  |
|  | **Matters Arising**  **Item 4 – Matters Arising**  **Fire Officer Visit -**  TWI is working on the file of information for the fire response.    **Automation of Main Gates**  There are still issues with the gates. When it is windy, the gates are blown open and put out of sync. Suggestions to help prevent this are installing a wind break.  **Summer Works Programme**  The Y10/Y11 girls’ toilet refurbishment and change of a cupboard into an inclusion toilet went well. Any redecorating that was scheduled to take place will be rolled over and done in the next available holiday space. |  |
|  | **Terms of Reference** |  |
|  | **Policies to Approve** |  |
|  | **Site Manager’s Bungalow Update** |  |
|  | **CIF 2021-2022 Project Appeal Update** |  |
|  | **CIF 2022 – 2023 Projects** |  |
|  | **Governors’ Health & Safety Annual Inspection** |  |
|  | **Annual Health & Safety Report** |  |
|  | **ESFA Land & Buildings Return** |  |
|  | **Cleaning Contract review** |  |
|  | **CCTV / Paxton update** |  |
|  | **SHE Annual Audit** |  |
|  | **Section 106 Update** |  |
|  | **Any Other Business** |  |
|  | **The meeting closed at 4:35p.m.**  **Date of Next Meeting – Wednesday 25th January 2023** |  |

**CIRENCESTER KINGSHILL SCHOOL**

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

**Thursday 16th June 2022 @ 4.00p.m.**

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

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

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