**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 meetingCOH proposed RBL be re-elected as Chair of the CommitteeCOA secondedRBL returned to the meetingIt 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 dateRe-election of DEV as an Associate MemberDEV left the meetingRBL proposed DEV remain as an Associate MemberCOH secondedDEV returned to the meetingIt 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 DEVSeconded by RBLUnanimously 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 ------------------------------------------------------------------------