

WATERGATE SPECIAL SCHOOL

PREMISES COMMITTEE

MINUTES

Date: Thursday, 24 January 2019

Time: 10:00 a.m.

Location: Watergate Special School

Present: Carl Handley (Chair), Ruth Elliott, Jacqui Paschoud, Cherril Wade, Aine Ni Ruairc - Executive Headteacher

In Attendance: Carly Kennedy – Business Manager
Catherine Munday – Clerk to Governors

D/ments:

Item 1.4 Draft minutes dated 4 October 2018

Item 2 Premises Report
Control of Noise Policy
Accident Report

Item 4 Watergate School Improvement and Development Planning: Resources and Estates priorities

ITEM 1 PROCEDURAL

Actions

1.1 Welcome / Apologies

Cherril Wade, Jacqui Paschoud and Ruth Elliott were welcomed to the meeting. Apologies for absence had been received from Will Wood, Gary Whipp and Nick Frost.

1.2 Declarations of Interest

There were no declarations of interest.

1.3 Order of Business

The agenda was confirmed.

1.4 Approval of Minutes

It was

RESOLVED to approve the minutes as being a true and accurate record.

1.5 Matters Arising

All MAs are considered under Item 2.

ITEM 2 PREMISES / HEALTH & SAFETY REPORT

Actions

Governors were advised that Nick Frost was absent from work between October and December, and Carly Kennedy had covered his post during that time.

The Premises Report included information under the following headings: Autumn Term and Spring Term completed works, Playground Gates, Passenger Lift, Health and Safety Action Plan, Health and Safety Self-Assessment, Accidents.

Playground Gates

Carly Kennedy confirmed that the work to move the gate will take place over February half term, or at Easter, at a cost of £1,400.

Passenger Lift

Figures were provided for the cost of replacement of the lift and also the cost of repairs in recent years and it was agreed that there would be no financial justification for purchasing a new lift. Non-urgent repairs will cost in the region of £5,500.

The following points were also covered in the Report:

- A bell push has been installed at the top of the stairs, which sounds in the office.
- There is no alternative to the current window seals.
- Boiler settings have been changed so the heating is now more efficient. A new control panel will be installed tomorrow which will be more user-friendly.
- A Health & Safety Audit will take place on 1 March. Gary Whipp will be coming into school to carry out the self audit on 15 February.
- There has been one staff and one pupil accident. Both were minor incidents.

Has anything happened regarding the proposal to appoint staff to monitor cars dropping off and collecting pupils and the start and end of the school day? ?

(Headteacher) These staff are now in place and a job description has been agreed with Lewisham. The four staff are acting in a rota and wear hi-vis jackets. It is intended for the scheme to start tomorrow.

Playground Concerns

The Headteacher reported that Kalise Cross had raised some concerns about pupils from the Junior playground trying to gain access to the infant playground. Nick Frost monitored the situation and did not see any problems, with staff intervening whenever pupils do go too close to the gate in question. NF will continue to monitor, and staff have been asked to report any issues, but the intended move of the gate should resolve any issues. Therefore, the incident observed by KC may have been a one-off event.

Control of Noise Policy

The policy had been based on a template in The Key, and it included a section on pupil noise, which is a factor in the school. The policy will be particularly useful when the building works start. The policy has been reviewed and approved by Gary Whipp. It was

RESOLVED that the Control of Noise Policy be adopted and signed by Gary Whipp.

ITEM 3 WATERGATE SCHOOL EXPANSION - UPDATE

The Chair had provided an update on the school expansion at the Extraordinary Governing Body meeting which preceded this meeting.

ITEM 4 SCHOOL DEVELOPMENT PLAN

The Headteacher confirmed that the School expansion working party is now meeting on a regular basis to ensure that the learning environment is preserved during the works.

Three companies have been asked to quote for installing signage around the school.

ITEM 5 GOVERNORS' REPORTS

Governors to report back on any visits / activities / meetings relevant to the work of this committee.

ITEM 6 CLOSING ITEMS

6.1 Any Urgent Items
There were no urgent items.

6.2 Future Meeting Dates
Thursday, 9 May 2019 at 9:30 a.m.

ITEM 7 CONFIDENTIAL MATTERS
There were no confidential items.

SIGNED



DATED

9th May 2019

FINAL

