

**Ratified Minutes of the Governors' PREMISES COMMITTEE meeting
held on Wednesday 24 June at 5.15 pm in the Headteacher's Office(L/S).**

Present:

Mrs J Abbott (JAB)

Mrs N Cusack (NCU)

Mrs Lucy Monk (LMO)

Mrs L Swarbrooke (LSW)

Mr Mark Boles (MBO)

Mr M Lynn (MLY) Chair

Mr K Pitts (KPI)

Clerk: Mr J Malkin

Item		Action
1	Apologies for Absence: Mr Brown - accepted	
2	To receive any declarations of interest a governor may have regarding any item(s) on the agenda: None	
3	To approve, subject to any amendment, the minutes of the meeting 4th March 2009. The Minutes were agreed as a true record of the meeting and duly signed.	
4	Matters Arising: Bottom of page 1 7/8/9 should read L/S, and not U/S. LMO paid tribute to the plaque! The Health and safety document, scheduled for this meeting, will need further work and is thus an agenda item for the next Premises meeting in September. Much consideration has to be given to so many eventualities, such as fire drills at any time of day and how to contact and then account for students and staff out of the building. LMO will meet teacher association reps next week to seek consensus on a new required signing out system, perhaps electronic, for staff coming and going. LMO reiterated that Helenswood School takes fire safety very seriously. NCU sought reassurance that BSF will impact beneficially on ICT and Art students.	Clerk – next premises Meeting
5	Health and Safety Report KPI introduced the "Health and Safety Survey"(attached) The number of incidents follow no particular pattern, and compare "well" nationally. Most accidents come into the category of slips, trips and fall – most probably due to the non-user friendly L/S building, where more incidents are reported. Litter in the dining hall is an on-going problem. MLY asked what the procedure is, should drinks be spilled: the lunch-time supervisor would request that the cleaning staff and the caretaker involve themselves soonest. D&T./PE and Science are the most likely areas for accidents, and all three Departments have robust accident policies in place.	
6	Planned Summer works L/S <ul style="list-style-type: none"> • Outside doors to be replaced • 5 year electric testing • New roadway to the gym • Safe path for students to get to the Ridge, where the pedestrian crossing for the school is situated. • Cashless catering • New Signage <p>U/S Library to be divided in half and ICT suite built. Fire testing A future project, scheduled for October, would be the windows.</p> <p>The ESCC work was due to start whereby the flat roof would be replaced, and tenders are in for boiler replacements – LMO paid tribute to the tenacity of Mrs Abbott for ensuring this success. JAB assured the meeting that the caretaking staff would be working throughout the summer holiday on school projects.</p>	

	<p>Parking remains a problem, as we have no control over who uses the gym, and when, though attempts are made to deter hospital staff from selfishly taking up spaces all day long. LSW expressed concern that the kiln would be disposed of, to make way for the coming work, but was reassured that it was in storage for future use. It is regarded as an excellent resource for our feeder primaries.</p>	
7	To confirm the date, time and location of the next meeting: September 29th L/S at 5.15	
8	AOB <p>LSW expressed concern that the library door is continually open in good weather and that anyone could conceivably walk in, unchallenged, and thus by-pass the signing-in system. It was agreed that this practice is not conducive to good safety, and will be stopped.</p>	

The meeting closed at 6.05pm