

**PROPERTY, HEALTH & SAFETY COMMITTEE MEETING**  
**ON**  
**Tuesday, 15<sup>th</sup> February at 4pm**  
**held on Microsoft Teams**

**Committee present: Sandra Boyd (SB), Simon Virgo (SV), Adam Rowland (AFR), Marion Wilcock (MGW), Bill Hatton (BH), Dave Pilbeam (DP),**

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES		
1.	<b>Welcome &amp; Apologies</b> Apologies were received and accepted from Alan Robinson who was involved in parents' evening.	
2.	<b>Declaration of Interests</b> None to declare in the meeting.	
3.	<b>Approve minutes of meeting dated 18<sup>th</sup> October 2021</b> The minutes were approved and electronically signed as a true record.	
4.	<b>Action Grid from previous minutes</b> None.	
5.	<b>Matters Arising</b> a) <u>Update on pool balance tank – had WSCC made a formal claim</u> The committee were sorry to learn that despite repeated requests and a follow up from AFR and Dave Westons's line manager, he had still not replied whether the tank would be repaired or replaced. MGW noted the issues WM had had with Dave Weston over the school balustrade. At the very least, a response was required and the committee asked AFR to contact Dave Weston again (cc SV), confirming that if no response was forthcoming, governors would have no option but to get involved.	AFR 18/2/22
6.	<b>Existing Buildings: Report on any key issues and developments</b> The committee had received DP's report detailing completed works, the scheduled and proposed works. SV asked for confirmation that all safety certificates were in place and that policies, processes and risk assessments had been reviewed and were in date. DP confirmed all documents were in order and filed in the online opps file.	
7.	<b>New College Building progress, next steps and decisions</b> a) <u>Update from Project Board</u> Governors had discussed their concerns with the items removed and changed from the original build agreement and had been promised a clarification meeting to discuss the issues which AFR had carefully raised in the valuation tracker. Andrew Edwards had subsequently refused to arrange this meeting and had not agreed to send the recording of the project board meeting where this had been discussed. MGW had raised a complaint with the ICO. <u>Party Wall agreement</u>	

	<p>MGW noted that the party wall agreement had been submitted listing WSCC as the owner. After raising it with Jonathan Brown, he had declared the agreement was not required. Governors disagreed as it would be their and the neighbours only protection if there were any problems resulting from the piling work. MGW had contacted the neighbours' surveyor dealing with the party wall agreement and had agreed on ensuring WSCC gave indemnities to the neighbours and governors. To be confirmed at next project board meeting.</p> <p><u>UKPN substation</u></p> <p>WSCC had accepted the site of the UKPN substation on the site though as an exempt charity, MGW had pointed out governors needed a certificate of value and was waiting for confirmation WSCC would cover the surveying costs. SV was aware UKPN could connect to other third parties and governors believed any payment should come to WM not WSCC. AFR to liaise with UKPN to ensure the major work takes place in the school holidays.</p> <p><u>Electrics</u></p> <p>SV asked for confirmation that the electrics were set up to ensure they did not trip when the sprinkler system went off. AFR to clarify at tomorrow's CEM meeting.</p> <p>b) <u>Update from CEM meetings</u></p> <p>AFR was pleased that WM were being given the opportunity to input on the design and make sensible changes. They had removed the unnecessary car park barrier though had not been informed what the cost saving was and had picked up on the lift size and asked for a new design.</p> <p>The committee thanked AFR for concentrating on design issues and MGW for monitoring the legal side. They were aware of the amount of work and disappointed BLB or another governor representative had been barred from joining the meetings but offered their full support.</p> <p>c) <u>Update and actions regarding changes that WSCC have made since DA signed</u></p> <p><u>All weather pitch</u></p> <p>MGW wondered if changing the all-weather pitch to tarmac had invalidated the Section 77 consent. Governors were in complete agreement that tarmac was not acceptable. The committee carefully discussed their options and after due consideration unanimously confirmed it was an item they were not able to compromise on. They had noted the two all-weather pitches promised to mainstream schools in the Horsham area and were concerned about the extra injuries tarmac would lead to for WM pupils. In the first instance, the committee were determined to get funding from WSCC for the all-weather pitch and were prepared to use publicity.</p> <p><u>Site visit</u></p> <p>MGW had been invited to do a site visit with Nigel Jupp and would raise her design concerns with the new screening and cladding.</p>	<p>MGW</p> <p>AFR</p> <p>AFR 16/2/22</p>
<p><b>8. Update on building works impact on existing site / progress and concerns</b></p>	<p>DP highlighted the noise of the generator next to the hut which started up at 7am. BH asked if contractors were using Birchwood Grove Road contrary to the agreement. DP was not aware of any complaints to date and the committee asked that both issues were monitored.</p> <p>ISG would need access to the site before Easter but as much work as possible would be done through half term and Easter.</p>	

	<p>MGW would organize a newsletter to inform parents/stakeholders of current works. She would report on the positive points but would give an alert of Governors' concerns about the change of pitch surface and their determination to ensure an all weather pitch was secured.</p> <p>MGW had attended the NGA Mainstream Leadership Forum and had been interested in the strategy for building sustainable new schools. The committee believed this might be a way to secure funding for the required solar panels which WSCC had not included in the spec.</p>	
<b>9. Review WSCC Health &amp; Safety Audit action plan</b>	<p>Good progress had been made on the action plan and DP confirmed the thorough health and safety checks in place for the contractors. MGW asked if UKPN staff would need DBS checks as they would access the college site. DP confirmed it was obligatory for all contractors who were in the college grounds to have a DBS.</p> <p style="text-align: right;"><i>AFR left the meeting to attend parents evening</i></p>	
<b>10 Any other business</b>	None.	
<b>11 Anything to change on risk register</b>	Nothing to add.	
<b>12 Impact of governor action/discussion</b>	<p><b>Keeping pupils safe.</b></p> <p><b>Working towards providing the best college with buildings suitable for excellent learning.</b></p> <p><b>Not prepared to accept cost cutting from WSCC at the expense of provision for pupils.</b></p>	
<b>13 Date of next meeting</b>	Tuesday, 24 <sup>th</sup> May 2022 at 4pm (The committee noted they were happy to meet at short notice should the need arise.)	

SIGNED.....*Simon Virgo*..... DATE.....24<sup>TH</sup> May 2022.....

ACTION GRID FEBRUARY 2022		
5	Chase Dave Weston for decision on repair or replacement of pool balance tank. If no response, SV to take up on behalf of governors.	✓
7	Party wall agreement clarification at next project board meeting.	✓
7	Check status of UKPN substation plans & ensure majority of work takes place in school holidays.	✓
7	Check electrics will not trip when sprinkler system activated.	✓
8	Newsletter with update on college build.	✓