

**PROPERTY, HEALTH & SAFETY COMMITTEE MEETING**  
**ON**  
**Tuesday, 18<sup>th</sup> October 2022 at 4pm**  
**VENUE: Woodlands Meed, Chancetonbury Road, Burgess Hill, RH15 9EY**

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

**Clerk: Louisa Rydon (LR)**

<b>BUILDING UNIQUE FUTURES TOGETHER</b>
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MINUTES		
1.	<b>Welcome &amp; Apologies</b> Apologies were received and accepted from Alan Robison, Dave Pilbeam and Marion Wilcock	
2.	<b>Election of chair and vice chair</b> The elections were held and SV was duly re-elected as chair with BH as vice chair.	
3.	<b>Declaration of Interests</b> None to declare in the agenda.	
4.	<b>Any changes to make to terms of reference</b> The recommended additional clause on the bi-annual WSCC audit had been included in the terms of reference approved at the FGB: <i>Monitor bi-annual WSCC health and safety audit and ensure action plan is reviewed as appropriate.</i>	
5.	<b>Approve minutes of meeting dated 24<sup>th</sup> May 2022</b> The minutes were approved and signed as a true record.	
6.	<b>Action Grid and Matters Arising</b> Nothing to add.	
7.	<b>Existing Buildings: Report on any key issues and developments</b> The committee passed on their thanks to Dave Pilbeam for his comprehensive report. The work to fit the new balance tank was taking place over the INSET day with completion during half term. AFR reported on the issues raised during the recent water testing programme carried out by WSCC. The committee discussed and were concerned & surprised by the onerous and time heavy requirements recommended. They understood the school were taking them seriously and there was a detailed management plan to clarify exactly what was needed and to then ensure the correct procedures were followed.	
8.	<b>New College Building progress, next steps and decisions</b> a) <u>Update from Project Board</u>	

	<p>AFR reported on the need to change lift providers. Warranties were not forthcoming from the new company which governors were not prepared to accept and Marion Wilcock was actively investigating.</p> <p>b) <u>Update from CEM meetings</u></p> <p>Updates had been received on the 12 outstanding items which staff would discuss in detail. The committee asked if a final height for the balustrade had been given and were reassured that the staff would carefully look into the safety aspect.</p> <p>c) <u>Update and actions regarding changes that WSCC have made since DA signed</u></p> <p>The committee were aware of the enforced delay to open the college. Paul Wagstaff had approved the extra 4 INSET days and parents had been informed.</p> <p>AFR/SV confirmed they would carry out a health and safety walk as the building was completed to highlight any areas for snagging.</p> <p>d) <u>Drainage</u></p> <p>It was understood that MGW was looking at the plans to re-route the drainage system following the need for a pump. Responsibility/payment for the pump running had not been discussed as yet, and the committee asked AFR to check at the next CEM meeting what would happen flood wise if the pump failed for any reason.</p> <p>e) <u>Community Use</u></p> <p>Following a question, AFR confirmed there had been no update.</p>	<p>MGW 5/12/22</p> <p>AFR/SV building completion</p> <p>AFR/MGW CEM</p>
9.	<p><b>Proposal for cottage at the college site</b></p> <p>a) <u>Update on garden use and plan</u></p> <p>The committee had been pleased to learn the garden was being used by students for horticultural purposes.</p> <p>b) <u>Proposal / Ideas for using the buildings</u></p> <p>Several ideas had been raised: model home for students to practice household skills and independent living; painting, decorating; DIY; art, music etc.</p> <p>AFR confirmed asbestos checks would need to be concluded.</p> <p>c) <u>Discussion of change of use / impact from residential use to educational</u></p> <p>The committee were excited by the proposals for using the building and discussed WSCC's position. Currently, the residential rates for the building were £1800 and would double once the building was empty for two years. They were confident the cottage was part of the main school site and governors owned the freehold but asked BH to check this with MGW. BH did feel that as the cottage was part of the school site it should not be rated as residential and so not subject to council tax. AFR to check.</p> <p>If necessary, the committee recommended a proposal at the next FGB to change the use of the building from residential to educational use.</p>	<p>BH/MGW 1/11/22</p> <p>AFR 1/11/22</p> <p>FGB 5/12/22</p>
10.	<p><b>Update on building works impact on existing site / progress and concerns</b></p>	

	On questioning, AFR confirmed that the barn was in good condition and the security camera had been fitted on the same system used at the college. DP had installed a light for the temporary car park and more were needed as the evenings got darker.	
<b>11. Any other business</b>	None.	
<b>12. Anything to change on risk register</b>	Note new company being used for the lifts in the college.	LR 1/11/22
<b>13. Impact of governor action/discussion</b> <b>Use of cottage for educational purposes.</b> <b>Oversight of new buildings and health and safety.</b>		
<b>14. Date of next meeting – Tuesday, 21<sup>st</sup> February at 2pm</b>	To give DP and staff an opportunity to attend the meetings, timings were changed to 2pm. (It was hoped one of the new staff governors would be interested in replacing Alan Robinson on the committee.)	

SIGNED.....*Simon Virgo*..... DATE.....21<sup>st</sup> February 2023

	ACTION GRID OCTOBER 2022		
8a	Warranties for new lift company.	MGW	Waiting for information
8c	Health & safety walkround as building is completed.	SV/AFR	Sept 23
8d	Responsibility for running & maintenance of pump. Question risk of pump failure and flooding.	AFR/MGW AFR	Ongoing
9c	Check ownership of cottage, current classification and possible change of use.	BH/MGW/AFR	✓
12	No guarantee of warranties from new company providing lifts.	LR	✓