

PROPERTY, HEALTH & SAFETY COMMITTEE MEETING
ON
Tuesday, 21st February 2023 at 2pm
VENUE: Woodlands Meed, Chancetonbury Road, Burgess Hill, RH15 9EY

Committee: Simon Virgo (SV), Adam Rowland (AFR), Marion Wilcock (MGW), Dave Pilbeam (DP), Sandra Boyd (SB)
Deborah Scott (DS) & Liz Huffy (LH) invited to the meeting

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES		
1.	Welcome & Apologies Apologies were received and accepted from Bill Hatton and Sandra Boyd.	
2.	Declaration of Interests None to declare in the agenda	
3.	Approve minutes of meeting dated 18th October 2022 The minutes were approved and signed as a true record.	
4.	Action Grid and Matters Arising a) <u>Lift warranties</u> Waiting for response. b) <u>Pump maintenance</u> MGW has consulted Browne Jacobson who from the information received suggested WSCC were responsible for the costs. Their advice was not to sign the document and to wait for the Atkins Report and, if necessary, get specialist advice from BLB.	Update at FGB Update at FGB
5.	Receive pool risk assessments The pool risk assessments were in place. The committee noted that the completed actions could be removed from the document.	
6.	Existing Buildings: Report on any key issues and developments The committee thanked DP for his comprehensive report. <u>Management and control of legionella</u> DP confirmed WM was now compliant. The committee were concerned with the cost and scale of an annual check but recognized that had to meet recommended guidance. <u>Balance Tank</u> The committee were concerned the balance tank had still not been commissioned. DP was waiting for another date for the fix to the failed pipework and commissioning.	
7.	New College Building progress, next steps and decisions <u>Roof terrace railings</u> There had been no response to governors' concern about the height of the railings. (Subsequently a meeting was arranged for 7/3/23. MGW to confirm invitees.)	

	<p><u>Noise Planning</u></p> <p>MGW had highlighted there was no need for the planning condition as the college was being built on the same space, with a smaller number of pupils and there was no all-weather surface. She had taken legal advice from Browne Jacobson. It was also noted governors could not sign the community use agreement until it was clear outside groups could not hire the outdoor space.</p> <p><u>Topping out ceremony</u></p> <p>The ceremony was taking place on 22/2/23 with specified invitees.</p> <p><u>ISG open day</u></p> <p>MGW had agreed with ISG that parents/staff should be invited to see the college in the first instance.</p> <p><u>Fixture, fittings and equipment</u></p> <p>AFR was very pleased to report that the design had been finalized with the items requested.</p> <p>Plans were now in place for the move with regular meetings. The committee applauded the decision to sell as much unneeded equipment as possible.</p> <p>Access to the building would be from 1/7/23 and DP asked if WSCC would be supporting the risk assessments. AFR understood they would be WM's responsibility. The committee discussed the current signage and fire extinguishers which might be able to be reused. The committee were disappointed to learn that WSCC would not be providing the additional signage and fire extinguishers that the larger building would need. AFR/DP/JPM had a meeting arranged to discuss the correct procedures and the committee recommended liaising with Matthew Wakefield as they felt fire extinguishers should be part of the design.</p>	<p>MGW 7/3/23</p> <p>Update at FGB</p>
8.	<p>Proposal for cottage at the college site</p> <p>AFR confirmed that an application to arrange for council tax to be removed from the property and for a non-domestic valuation to take place was submitted to the Valuations Office Agency as advised by MSDC on 12/1/23. JPM to chase after 18/5/23 and keep the committee informed of progress.</p> <ul style="list-style-type: none"> <u>Update on garden use and plan</u> <p>Alan Robinson was making good use of the garden with his students.</p> <ul style="list-style-type: none"> <u>Proposal / Ideas for using the buildings</u> <p>Plans were in place to use the cottage for life skills.</p> <p>Cottage to remain on committee agenda until confirmation of educational use had been confirmed by the VOA / Mid Sussex DC.</p>	<p>JPM 16/5/23</p> <p>Agenda 16/5/23</p>
9.	<p>Update on building works impact on existing site / progress and concerns</p> <p>Work was progressing well. The lighting had been improved in the carparks and when problems arose, they were well managed. The committee confirmed that there continued to be a separate water meter for the building works.</p>	AFR/DP
10	<p>Any other business</p> <p><u>Thank you</u></p> <p>MGW had brought a group of local chairs of governors to the school and they had toured the building. They had been impressed by how well maintained the buildings were, and how clean and tidy there were. The committee passed on their thanks and appreciation to DP and his team.</p>	
11	<p>Anything to change on risk register</p> <p>None.</p>	
12	<p>Impact of governor action/discussion</p>	

	<p>Governor follow up on roof terrace railings, planning conditions and maintenance of pump.</p> <p>Work on risk assessments for new college</p> <p>FFE confirmed for new college</p> <p>Cottage and garden to be used for education</p> <p>Well maintained, clean and tidy school buildings</p>	
13	<p>Date of next meeting</p> <p>Tuesday, 16th May at 2pm</p>	

SIGNED.....*Simon Virgo*..... DATE.....16th May 2023.....

	ACTION GRID FEBRUARY 2023		
4a	Warranties for new lift company.	MGW	✓
4b	Responsibility for running & maintenance of pump. Question risk of pump failure and flooding.	AFR/MGW	✓
7	Meeting to discuss height of railings on roof terrace	AFR/MGW	✓
7	Noise planning condition update	AFR/MGW	✓
8	Confirmation of educational use for cottage.	AFR/JPM	✓
	October 2023		
8c	Health & safety walkround as building is completed.	SV/AFR	Sept 23