

**PROPERTY, HEALTH & SAFETY COMMITTEE MEETING  
ON**

**Tuesday, 16<sup>th</sup> May 2023 at 2pm**

**VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

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

**Clerk: Louisa Rydon (LR)**

<b>BUILDING UNIQUE FUTURES TOGETHER</b>
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MINUTES		
1.	<b>Welcome &amp; Apologies</b> There were no apologies.	
2.	<b>Declaration of Interests</b> Sandra Boyd: granddaughter at College. Simon Virgo: Sister in law employed as cleaner at WM	
3.	<b>Approve minutes of meeting dated 21<sup>st</sup> February 2023</b> The minutes were approved and signed as a true record.	
4.	<b>Action Grid and Matters Arising</b> a) <u>Lift warranties</u> The agreements had been made verbally but not yet signed. Keep on the action grid. b) <u>Pump maintenance</u> WSCC has agreed to sign a maintenance agreement, which governors had not yet seen. They had asked Brown Jacobson to draft an indemnity that would sit alongside. c) <u>Height of roof railings</u> MGW confirmed the height was 10' with 4" intervals. The committee were concerned about the shadows cast but agreed the safety aspect came first. They also considered the lack of light in the 2 PMLD buildings on the north side of the building and the importance of electric lighting. There were two lightwells on the roof for the corridor and AFR confirmed they were strong enough to be walked over. d) <u>Noise planning</u> The planning condition for the noise wall had been removed. It was also agreed that the MUGA would be excluded from any community use requirement so therefore the school would have more control to limit any noise. MGW/AFR to raise the methodology used for the noise levels at the next Project Board. The noise levels from the plant and roof had been confirmed at less than 50 decibels. DP was sure the pool plant room would require acoustic doors and SV raised the concern of noise from the heat pumps. AFR to raise fitting acoustic doors and matting underneath the heat pump with ISG. Governors noted their concerns that due to the lack of design collateral warranties provided regarding the plant equipment such as air source heat pumps, it might be	<div>Grid</div> <div>Grid</div> <div>AFR/MGW 10/6/23</div> <div>AFR 10/6/23</div>

	difficult to seek remedy directly should the assurances regarding noise and vibration not be delivered.	
<b>5. Existing Buildings: Report on any key issues and developments</b>	<p>a) <u>Light fire fitting</u> DP confirmed he was waiting to hear from the light company on the reason for the fire. He confirmed it had been dealt with quickly, before the fire service arrived. SV asked how many lights were effected and DP said 100s. SV recommended checking a sample of the lights and the committee were aware DP was waiting to hear back from the light company.</p> <p>b) <u>Pool</u> DP reported on the manhole that was disturbed and the subsequent barrier and pile of earth round it. He confirmed Faithful and Gould were chasing to get it fixed which was critical to allow servicing.</p> <p>c) <u>New lighting</u> 40 controllers were going and grant funding was available to replace them with LEDs.</p> <p>d) <u>Tree felling</u> The committee were pleased to learn how the trunk of a dead tree being felled at school would be used educationally.</p>	Grid
<b>6. New College Building progress, next steps and decisions</b>	<p>a) <u>Fire Strategy</u> The committee welcomed ISG completing the fire strategy but still could not understand why the college was responsible for the costs.</p> <p>b) <u>No go date</u> The date was 11/7/23 and the committee were aware of the three possible scenarios. The committee asked to ensure governors were informed as soon as a decision was made. They were happy to hold an extraordinary meeting if required.</p> <p>c) <u>Warranty Tracker</u> AFR to ask for an update.</p> <p>d) <u>Windows looking onto houses</u> The committee were aware of the issue and stressed the importance of having good light in the classroom and how critical these windows were to the contribution of daylight.</p> <p>e) <u>Cabinet member for learning and skills</u> Nigel Jupp informed MGW of his replacement, Jacquie Russell.</p>	<p>AFR 11/7/23</p> <p>AFR 10/6/23</p>
<b>7. Update on use of cottage at the college site</b>	<p>The deadline to hear about the application for educational use for the cottage was two days away. JPM to chase and inform governors when she had heard. (JPM subsequently reported that the cottage had been changed and instead of council tax that business rates would now apply. As the school is exempt from business rates it should result in zero cost to the school saving money going forward.)</p> <p>The committee were excited to learn of ongoing plans to use the cottage as a life skills centre and the uniqueness of such a facility. DP reported that some external work might be needed.</p>	JPM 11/7/23
<b>8. Update on building works impact on existing site / progress and concerns</b>		

	Nothing to report other than the potential completion delay impacting children due to move from the school to the college.	
<b>9. Any other business</b>	None.	
<b>10 Anything to change on risk register</b>	No.	
<b>11 Impact of governor action/discussion</b> <b>Gaining the best possible building for pupils.</b>		
<b>12 Date of next meeting</b>	Monday, 16th October at 2pm in new building.	LR

SIGNED.....*Simon Virgo*..... DATE.....16<sup>th</sup> October 2023.....

	ACTION GRID MAY 2023		
4	Check lift warranties, pump maintenance agreement, noise prevention (pool pump and air source heat pumps) at Project Board	MGW/AFR	✓
5c	Repair round manhole cover at pool to allow servicing.	DP	✓
6b	Keep governors informed of situation on go/no go date	AFR	✓
6c	Receive update on warranty tracker	AFR	✓
7	Receive result of planning application for educational use of cottage as soon as received.	AFR/JPM	✓
	<b>October 2023</b>		
8c	Health & safety walk round as building is completed.	SV/AFR	Sept 23