

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

Monday, 16th October at 2pm

VENUE: Woodlands Meed College, Birchwood Grove Road, Burgess Hill RH15 0DP

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

On Teams: Dave Pilbeam (DP)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES		
1.	Welcome & Apologies DP joined on Teams. There were no apologies.	
2.	Declaration of Interests None to declare in the agenda	
3.	Approve minutes of meeting dated 16th May 2023 The minutes were approved and signed as a true record.	
4.	Election of Chair SV was duly re-appointed as chair.	
5.	Election of Vice-Chair BH was duly re-appointed as vice-chair. In line with FGB recommendation, BH to chair spring meeting.	BH 29/1/24
6.	Action Grid and Matters Arising a) The lift warranties had been received. Governors had taken a unanimous decision not to sign the pump agreement and it had been sent back to WSCC. b) SV understood that at the last project board meeting, there had been a discussion on more work needed on the noise levels from the roof. It would not be possible to check until the equipment was running. c) MGW confirmed they had received all the warranties they were going to get. The committee did raise a concern that all the contractors were still in business.	
7.	Anything to action/report post Ofsted No.	
8.	School Buildings: Report on any key issues and developments 8.1 Developments, Plans and Projects DP reported under 8.1 in his report. 8.2 Defects, Latent Defects, Warranty Claims Roof upstands deterioration and water ingress DP reported Wilmott Dixon had not provided a copy of the warranties. The committee noted that the original work had not been of satisfactory build quality and the repairs were not acceptable. MGW felt it would be the repairers who were now liable. DP said it was not the repair but the product used by Accurate Roofing. SV to contact Ron Robson to demand a solution. Roof leak in purple area Repaired.	SV 3/11/23

	<p>Window leak in Owl Being monitored.</p> <p>Squirrel hygiene room leak Investigations were unable to find anything wrong. DP stated that if it leaked again, the paving stones would have to be lifted.</p> <p>Water ingress and contamination in Lift shaft There was nothing obvious to show where the water was coming from. The water tested had a very low evidence of e-coli so it was more likely to be groundwater. SV asked DP to send him a summary of the work/investigation so far, so he could raise it with Ron Robson.</p> <p>The committee discussed the cut off date for the Wilmott Dixon warranties at the school was coming up. It was important all faults were registered.</p>	<p>DP/SV 3/11/23</p> <p>DP 18/12/23</p>
9.	<p>Old College update – key issues and developments Maintenance is ongoing to ensure the buildings are fit for purpose until the new college is ready. The hut roofs had been repaired again.</p> <p style="text-align: right;"><i>DP left the meeting.</i></p> <p>The committee were sorry that DP was retiring. AFR confirmed the position had been advertised and interviews would take place with the aim for a February start date. Any committee members were welcome to join the recruitment process.</p>	<p>AFR to contact cttee</p>
10	<p>New College Building progress, next steps and decisions The committee had just completed a site visit. Governors had been right not to consider the half term date originally offered and they understood mid November was the current proposed date. They were adamant they would not agree to opening until they had the sectional completion. AFR did not want to write to parents with details until he was certain students could start. The committee discussed the necessary closure days, one before Christmas and 2/3 days at the start of the January term. They considered the necessary notice needed by parents, and agreed they would have to be informed by 15/11/23. MGW to write to WSCC confirming sectional completion needed by mid November and to inform the Project Board (next meeting 14/11/23). Governors asked for an extra FGB meeting to be called on 13/11 at 3pm for a final decision.</p>	<p>MGW 30/10/23 LR 30/10/23</p>
11	<p>Update on use of cottage at the college site AFR confirmed the cottage was now a life skills centre. There would be a living and cooking space and the garden was being used. AFR confirmed they were working with the building and would make it as accessible as possible. The committee discussed marketing the centre and looking for sponsorship. AFR confirmed it formed part of Gilly Barton's APR and she was visiting a school with a life skills centre. He would discuss sponsorship with Anna Hull. One ambition for the cottage was to run a café. Cottage to remain constant item so committee could monitor its use.</p>	<p>AFR/AH 11/12/23</p>
12	<p>Any other business Lighting – the report on the light fitting had been received and confirmed the electrician's findings.</p>	
13	<p>Anything to change on risk register Following the site visit, the committee asked for low ceiling height on the ground floor, open pipework and acoustic panels to be added to the risk register.</p>	<p>LR 30/10/23</p>

14	Impact of governor action/discussion Ensuring the college will be safe and ready for pupils to start. Parents given adequate notice of when closure days will be. Life skills centre excellent facility for college students. Ongoing maintenance on school and college to give best environment for pupils and staff.	
15	Dates of next meeting Monday, 29 th January at 2pm Tuesday, 14 th May at 2pm	

SIGNED.....*Bill Hatton*..... DATE.....29th January 2024.....

	ACTION GRID OCTOBER 2023		
5	BH to chair spring meeting	BH	✓
8	Contact Ron Robson re roof repair and water in lift shaft. DP to provide summary of issues with lifts.	DP/SV	✓
9	Contact governors re recruitment interviews	AFR	✓
10	Inform WSCC move to college will not take place until sectional completion received.	MGW	✓
10	EGB date to governors 13/11/23	LR	✓
11	Sponsorship options for cottage	AFR/AH	✓
13	Add to risk register	LR	✓
	October 2023 – delayed to opening		
8c	Health & safety walk round as building is completed.	SV/AFR	April 2024