

**PROPERTY, HEALTH & SAFETY COMMITTEE MEETING**  
**ON**  
**Monday, 18<sup>th</sup> October at 3.30pm**  
**held on Microsoft Teams**

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

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES	
<b>1. Welcome &amp; Apologies</b>	Apologies were received and accepted from Sandra Boyd. Alan Robinson sent apologies following the meeting due to work he had to carry out in the classroom.
<b>2. Declaration of Interests</b>	None in the agenda.
<b>3. Election of Chairman &amp; Vice Chair</b>	The election process was carried out once MGW had joined the meeting. SV was duly elected as chair and BH as vice chair.
<b>4. Approve minutes of meeting dated 17<sup>th</sup> May 2021</b>	The minutes were approved and electronically signed as a true record.
<b>5. Action Grid from previous minutes</b>	Assurances had been given by WSCC that the acoustic fencing would not be needed. It was also noted that access would be difficult, as they would have to ask permission to get onto the site.
<b>6. Matters Arising</b>	None.
<b>7. Update on operating in a Covid world</b>	AFR was pleased to report that there had only been 2 covid cases to this stage of the term and there had been no further spread. The risk assessments were in place and pupils took lateral flow tests as a matter of course. WM was supporting the NHS by allowing pupil vaccinations on site, arranged for 5/11/21. SV checked the police had been informed, as there had been some local protests. The committee understood that should there be any left over vaccinations, they would be given as booster doses to eligible staff members. MGW joined the meeting.
<b>8. Existing Buildings: Report on any key issues and developments</b>	a) <u>Update on pool balance tank repair/replacement</u> DP confirmed he was still waiting for WSCC and Wilmott Dixon to come up with a solution. The committee were concerned about the long term problem and the extra costs being incurred by WM for excess water. They understood there was no way to isolate the water costs but usage would be compared over the years in view

	<p>of a claim. The committee agreed a patch job was not suitable and understood WSCC had rejected the short term repair job Wilmott Dixon had suggested. The committee were in no doubt that the tank had failed and they understood it was now a case for the insurers. The importance of having collateral warranties in place for the new build was underlined again to avoid the issues the school site had experienced with the balconies and pool. MGW asked DP to check that WSCC had made a formal claim on the balance tank to ensure the school did not meet time limitation regulations.</p>	<p>DP 19/11/21</p>
9.	<p><b>See confidential part II minutes</b></p> <p><b>New College Building progress, next steps and decisions</b></p> <ul style="list-style-type: none"> <li>• <u>Development Agreement, Warranties and legal issues</u></li> <li>• <u>Design progress</u></li> <li>• <u>Schedule</u></li> <li>• <u>Next steps and meetings with WSCC</u></li> </ul> <p>The committee asked if the building was now fit for purpose, following the ceiling height issues. AFR confirmed a solution had been found for the hoists and subject to there being no implications for other areas of the build, the committee agreed the derogations could be signed off. They commented on the number of areas they had had to negotiate with WSCC and noted the compromises they had to make to ensure the building could go ahead.</p> <p>MGW raised her concerns about the ventilation system and whether it was acceptable/normal that the system would need to be replaced within 25 years. To be checked at Project Board meeting.</p> <p>MGW had received no response to the following and the committee would pose the questions again at the Project Board meeting due for tomorrow:</p> <ul style="list-style-type: none"> <li>• Clause 8, MGW had resorted to going through the documents and pulling out the dates. She had emailed Jonathan Brown with a proposed programme, which the committee agreed had acceptable and reasonable conditions.</li> <li>• It was noted that Jonathan Brown had reinstated the clause on the building contract, which WSCC had agreed to take out at the meeting discussing the development agreement. MGW had therefore submitted the list of items unacceptable to governors.</li> <li>• MGW had registered governors concern about the sectional completion certificate and that they could not accept it being signed off by Faithful &amp; Gould and given to WSCC not WM.</li> <li>• Have planning preconditions be satisfied?</li> <li>• Has the drainage design be completed?</li> <li>• No documents had been received for the health &amp; safety precautions for working on site.</li> <li>• Do the lower ceilings have any impact on the fire risk assessment?</li> <li>• AFR asked that the committee add the movement of equipment from the old college to the new college as ISG had informed him they were not responsible.</li> </ul>	<p>Items for discussion at Project Board 19/10/21</p>
10	<p><b>WSCC Health &amp; Safety Audit</b></p> <p>The committee agreed the audit should be dealt with through this committee. DP confirmed that the six points for action were being addressed with two already completed. Committee to review progress at the spring meeting. Consider adding</p>	<p>Agenda 15/2/21</p>

	clause to terms of reference along the lines of: <i>Monitor annual WSCC health and safety audit and ensure action plan is reviewed at termly meetings.</i>	
11	<b>Confirmation of policies:</b> <ul style="list-style-type: none"> <li>• <u>Annual Confirmation that Pool Policies are in place</u></li> <li>• <u>Annual Confirmation that suitable risk assessments are carried out as set out in health and safety policy and suitable procedures put in place to manage risks</u></li> <li>• <u>Annual confirmation of scheduled fire drills and proposed timings</u></li> </ul> <p>DP had sent his termly report on the works undertaken in Summer 21 and the list of future works. He had included the links to confirm policies in place:</p> <p><a href="#">O:\Premises\Maintenance\Maintenance 2021</a>  <a href="#">O:\Premises\Pool docs\2021</a>  <a href="#">O:\Risk Assessments\RISK ASSESSMENTS\swimming pool</a>  <a href="#">O:\Risk Assessments\RISK ASSESSMENTS\Fire Risk Assessment</a>  <a href="#">O:\Premises\Reports\Grounds Audits 2021\September 21</a></p>	
12	<b>Any other business</b> <p>a) <u>Governor roles</u></p> <p>SV suggested and the committee agreed that the health and safety visit carried out by the head teacher and health and safety governor was carried out once per year, when there were no students in WM. Change to be noted at FGB.</p> <p>MGW wondered whether bespoke arrangements for checking health and safety during the build should be implemented. On discussion, with the commissioning of BLB to check health and safety, it was felt a reporting line to governors would be more effective. Governor could also ask to be included in site vests where appropriate.</p>	
13	<b>Anything to change on risk register</b> <p>MGW asked if the agreement to the lower ceilings should be added. Governors noted the number of derogations they had been obliged to sign off on and the need to ensure that it was made clear this had happened.</p>	LR 22/10/21
14	<b>What impact has the meeting had on pupils</b> <p><b>Designing a school fit for purpose for students with best provision possible.</b>  <b>Economically run buildings so more resources are available for students.</b>  <b>Health &amp; safety audit completed and committee have oversight of action plan.</b>  <b>Pool policies and risk assessments in place.</b></p>	
15	<b>Date of next meeting</b> <p>Tuesday, 15<sup>th</sup> February 2022 at 3.30pm</p>	

SIGNED.....*Simon Virgo*..... DATE.....15<sup>th</sup> February 2022.....

	ACTION GRID OCTOBER 2021	
8a	Check WSCC had made a formal claim on the faulty balance tank.	15/2/22
10	WSCC H&S audit action plan for review at next meeting.	15/2/22
13	Add to risk register number of compromises made to building to ensure it is built.	✓