



Olchfa School Governing Body

Minutes of the Premises, Health & Safety, Educational Visits
Committee Meeting held on
Wednesday 18 October 2023 at 5.15 pm in the Conference Centre

Present	Ms Ros Colasanto Mrs Jen Howells Cllr Jeff Jones Cllr Mary Jones	Mr Matthew Jones Mr Julian Kennedy Mrs Jen Raynor Mr Ian Stewart
Apologies	Mrs Karen Holland	
Not present	Mr Damian Rees	
In attendance	Mr Simon Roberts, Business and Finance Director Mr Steve Davey – trip coordinator Mr Lloyd Clement – trip coordinator Ms Charlotte Thomas – trip coordinator Mrs Jan Platt, Clerk	

		ACTION
PHSEV23.01	Apologies	
1	Apologies were received and accepted from Mrs Karen Holland.	
PHSEV23.02	Election of Chair of the Committee for the academic year	
2	Mrs Jen Howells was elected Chair of the committee for the year and she welcomed all present to the meeting.	
PHSEV23.03	Terms of Reference	
3	The Terms of Reference were agreed.	
PHSEV23.04	Trips	
4	<ul style="list-style-type: none">• Gibraltar: Mr Davey and Mr Clement presented their proposed trip to Governors. Mr Davey and Mr Clement then left the meeting. Governors had concerns about the cost of the trip and would have welcomed some comparative costs. They asked that a comprehensive payment plan be put in place for parents. Following discussion, Governors approved the trip.• Llangrannog: Ms Thomas had sent Governors details of her proposed trip to Llangrannog in advance and was present to answer questions. Ms Thomas then left the meeting. Following discussion, Governors approved the trip.	

Cllr M Jones left the meeting at 5.35 pm.

		ACTION
PHSEV23.05	Minutes of the previous meeting (14 June 2023)	
5	The minutes were agreed to be a true record. The Clerk had been unaware of the decision to ask female staff if they would like to form a menopause group to feed into Governors' discussions. She would action this as soon as possible.	Clerk
PHSEV23.06	Health & Safety Policy 2023	
6	Governors approved the Health & Safety Policy.	
PHSEV23.07	Health & Safety Accident Statistics	
7	Mr Roberts explained the statistics to Governors, observing that the number of hospitalisations had increased over the years as the school was now more likely to send pupils to A&E than it had been previously. All departments where accidents occurred ran through safety procedures with pupils but freak accidents still happened. Governors noted that, in terms of violence and aggression towards staff, perhaps staff needed reminding to report, for example, offensive interactions over email etc.	
8	In terms of an award for exceptional response to an accident or crisis, this was something Governors would like to see if presentation evening was reinstated.	
PHSEV23.08	Fire Risk Assessment 2023	
9	Governors had received all the documentation in advance. Mr Roberts said the assessment was carried out by an external agency annually. Much of the required remedial work had already been completed and the rest was being actioned or planned. The only item it was not possible for the school to complete involved splitting the above-ceiling spaces. This was something County Hall would need to consider.	
10	Mr Jones said he had some concerns over fire drills not being done early enough in the year and staff not being reminded of their roles or any changes to procedures. Mr Roberts said this was something that would be rectified as soon as the school was able to use the 3G pitch for fire evacuation.	
PHSEV23.09	Traffic Management Plan	
11	There was one gate timing typo to be corrected. Governors approved the plan.	
PHSEV23.10	Administration of Medication Policy	
12	Governors approved the policy.	
PHSEV23.11	Accessibility Audit 2023	
13	Governors noted the audit. It was agreed that making meeting spaces (eg the Library) suitable for those with hearing issues/wearing hearing aids ought to be looked at. Mr Kennedy said changes to STFs were imminent and he would update Governors in due course.	Clerk

PHSEV23.12 14	<p>Whole School Toilet Policy</p> <p>This had not been changed. Behaviour in toilets had improved and they were no longer staffed every lesson. Responding to a request, Mr Roberts agreed that references to pupils and pupil voice be moved to nearer the top of the document. Governors agreed the policy.</p>
PHSEV23.13 15	<p>Whole School Food Policy</p> <p>Governors noted that the food provision was much improved since it had been taken in-house. They accepted the policy.</p>
PHSEV23.14 16	<p>Premises Development Plan</p> <p>Mr Roberts said that much of the work Governors had approved had been done. The decision had been taken not to continue work on toilet refurbishments for the moment as there was no opportunity to get the work done. The funds would be redistributed or ring-fenced. Installation of security fencing would continue when work on the 3G pitch was complete. It was now extremely important to revisit providing upgraded changing facilities as pupils would be expected to return to wearing uniform and changing for PE and there would be increased uptake in terms of lettings.</p>
PHSEV23.15 17	<p>Lettings Policy</p> <p>This would not normally come to this Committee but, Mr Roberts said, as the 3G pitch was due to be completed by the end of the week, bar some testing and sign-offs, he would like to start accepting bookings. Governors agreed that the prices presented were fair and agreed the policy.</p>
PHSEV23.16 18 19 20 21	<p>Site walkabout/maintenance audit</p> <p>Governors agreed that it was important to see when work had been done at the school. It was a large site and this was probably better undertaken in stages.</p> <p>Mr Roberts mentioned that the recent School Condition Survey had raised some issues but that he did not agree with the overall grading the school had received. He would be pursuing this with County Hall and it would come back to the Full Governing Body in due course.</p> <p>Mr Kennedy thanked Mr Roberts for all his hard work in this area.</p> <p>There being no further business, the Chair concluded the meeting at 7.15 pm.</p>

Clerk -
agenda