



Olchfa School Governing Body

Minutes of the Premises, Health & Safety, Educational Visits
Committee Meeting held on
Wednesday 6 March 2024 at 5.15 pm in the Conference Centre

| | | |
|---------------|--|---|
| Present | Ms Ros Colasanto Mrs Jen Howells Mr Matthew Jones | Mr Julian Kennedy Mrs Jen Raynor Mr Ian Stewart |
| Apologies | Mrs Karen Holland Cllr Jeff Jones | Cllr Mary Jones Mr Damian Rees |
| In attendance | Mr Simon Roberts, Business and Finance Director Mr Owen Howell – trip coordinator Mrs Jan Platt, Clerk | |

| | | ACTION |
|-------------------|--|--------|
| PHSEV23.16 | Apologies | |
| 1 | Apologies were received and accepted from those named above. | |
| PHSEV23.17 | Trip | |
| 2 | Mr Howell gave Governors extensive information about a proposed trip to Llangrannog in September 2024. Paperwork had been distributed in advance. Mr Howell left the meeting at 5.25 pm. Having discussed the trip in detail, Governors agreed it should go ahead. | |
| 3 | Mr Kennedy informed Governors that the Gibraltar trip they had agreed recently had been cancelled due to lack of interest. | |
| PHSEV23.18 | Viewing of the new 3G pitch | |
| 4 | Viewing of the 3G pitch was brought forward so that Governors could see it in daylight. Governors were very impressed with the quality of the facility and pleased to hear that it was very popular with local children's sports clubs. | |
| PHSEV23.19 | Minutes of the previous meeting (18 October 2023) and matters arising | |
| 5 | The minutes were agreed to be a true record. There were no matters arising. Cllr Jones informed Governors that the Menopause Group (action point) had had a positive meeting and would meet again the next week so that progress could be discussed. | |

| | |
|------------|---|
| PHSEV23.20 | Premises Development Plan 2023/24 Update |
| 6 | Mr Roberts said that there was not much to say about the Plan at the moment. On Item 4 (refurbishment of toilet blocks) , if the school was to continue with the refurbishment, costs and financial uncertainty needed to be taken into account. A decision had been taken not to proceed for the moment but it would be brought back to Governors in due course. Mr Stewart requested that, when toilets were being looked at again, there was provision for some gender neutral spaces. Mr Kennedy and Mr Roberts agreed this was a good idea and wouldn't incur much in the way of expenditure. |
| 7 | Mr Roberts said that on Item 8 (Continuation of upgrade to security fence line) , work would be undertaken to fence lines next to the 'suds' and the other side of the 3G pitch to prevent access. This would cost more than £15,000 but the LA were contributing £10,000. This work would start the next day. |
| 8 | There was now less of a need for Item 10 (Create outdoor hardcourt area) to be progressed and, at the moment, there was the same argument regarding costs as for the toilet refurbishment. |
| 9 | In terms of building new changing rooms , the cost was much higher than originally estimated (now approximately £900,000) so the project was on hold for the time being. Mr Roberts would be trying to identify grants which could help with the project. As Governors were aware, this tied in with pupils being expected to return to wearing uniform full-time and changing for PE. Even if the school spent the amount quoted, it was not certain to get everything it wanted in terms of showers, culturally sensitive spaces etc. |
| 10 | Mr Roberts said it had been exciting working on various innovative projects over the years. There was now, however, less flexibility in terms of money. The reserve would come down over the next few years and there would be financial uncertainty. Olchfa was in a strong position and he had a plan to get through the next three years. They had, though, had to draw back on some projects and concentrate on routine maintenance. |
| 11 | Mr Roberts said that work would be done in the Library at Easter to install some soft furnishing acoustics and a more bespoke individual study, group work and meeting |

- areas. This was also linked with **refurbishing the Sixth Form Block** as the furniture was now old and not fire compliant. Plans had been prepared but, following input from the Sixth Form Team, the plans were being re-drawn to remove the toilet space as the current area was not best used and repurpose it as the catering facility. There had been some issues identified with this plan and, if necessary, it would come back to Governors in due course as costs were likely to increase.
- 12 Mr Roberts informed Governors that a change in the laws around **waste management** meant that all waste had to be separated or a fine could be incurred. Governors agreed to expenditure of £15,000-£20,000 for the necessary bins.
- PHSEV23.21 Health & Safety Accident Form Analysis**
- 13 Mr Roberts ran Governors through the most recent data which was more positive than the same period last year. Hospitalisations were up but that seemed to be a reflection of current culture. There had been more HS3 (violence and aggression towards staff) forms this year and Mr Kennedy said that some of the incidents had been completely out of order. The behaviour of parents (as well as pupils) seemed to have changed over the last few years and it was felt that perhaps staff needed to be encouraged to more readily report incidents. Mr Stewart said that perhaps a strongly worded letter needed to be sent out as had been done in Carmarthenshire. Returning to the data, Mr Roberts said that it was still the case that most incidents occurred in PE. In all departments safety information/risk assessments were gone through each time but the nature of PE meant that there were more accidents there than anywhere else. All PE staff had now been First Aid trained as the Pupil Welfare Officer finished work at 3.30 pm so was not around when many of the sports fixtures took place. The chair thanked Mr Roberts for his input.
- PHSEV23.22 Next Meeting**
- 14 Governors noted that the next meeting was scheduled for Wednesday 12 June 2024

There being no further business, the meeting concluded at 6.40 pm.