



Olchfa School Governing Body

Minutes of the Premises, Health & Safety, Educational Visits

Committee Meeting held on

Wednesday 9 October 2024 at 5.15 pm in the Conference Centre

Present Ms Ros Colasanto Cllr Mary Jones
Mrs Jen Howells Mr Julian Kennedy
Cllr Jeff Jones Mr Damian Rees
Mr Matthew Jones Mr Ian Stewart

Apologies Mrs Kathryn Novis

In attendance Mr Simon Roberts, Business and Finance Director
Mrs Gayle Quick – trip coordinator
Mrs Jan Platt, Clerk

		ACTION
PH&SEV24.01	Apologies	
1	Apologies were received and accepted from Mrs Novis. The Clerk explained that Mrs Novis had agreed to be on the committee the previous week and had a prior engagement for this meeting.	
PH&SEV24.02	Election of Chair of the Committee for the Academic Year	
2	Mrs Howells's appointment as Chair was confirmed.	
PH&SEV24.03	Trip: Year 9 residential trip to London, June 2025	
3	Mrs Quick ran Governors through the proposed trip to London for Year 9 Humanities pupils. The trip would include visits to the Thames Barrier, the Imperial War Museum, Borough Market etc. It was hoped it would encourage take-up of humanities subjects in Year 10. A tour company would be used this time but the goal was to move to staff organising the trip in future. They were hoping to bring the cost down slightly from £360 to £340. Governors approved the trip. Mrs Quick left the meeting at 5.25 pm.	
PH&SEV24.04	Terms of Reference	
4	The Terms of Reference were reviewed and agreed.	
PH&SEV24.05	Minutes of the previous meeting	
5	Minutes: the minutes were agreed to be a true record. Action points: <ul style="list-style-type: none">• Paragraph 6: Roof/Mould: Mr Roberts said he had not yet drafted a letter to the LA as he was currently in discussion with them about this matter. If an	

	<p>acceptable outcome was not forthcoming, then he would draft the letter.</p> <ul style="list-style-type: none"> • Paragraph 18: member of staff having oversight of trips and being able to provide an overview of opportunities being made available to pupils. Mr Salmon had oversight of trips. Governors had asked that they receive data on past trips including costs and a breakdown of types of pupils taking up the trips. Mr Kennedy said that he would ask Mr Salmon to print out a report of the trips for the past year. He would ensure that analysis of trips was done going forward. 	ACTION
PH&SEV24.06	Health & Safety Policy 2024	JGK
6	The Policy had been circulated in advance. In discussing the policy Mr Kennedy observed that Governors had devolved responsibility for Health and Safety to himself and Simon Roberts. Governors' responsibility was to hold them accountable. Governors received regular updates on health and safety including accidents. Mr Stewart asked that Learning Managers be reminded of their duties under the policy, that the situation regarding mould in some areas of the school continue to be monitored and that employees using display screens be reminded to speak to Mr Roberts if they had any issues arising from this use.	
PH&SEV24.07	Accident Form Statistics for period September 2024-December 2024	
7	Mr Roberts presented a breakdown of accidents. There had been a decrease in the number of accidents reported, but an increase in the number of hospitalisations (which was most likely a result of a more cautious approach). Most accidents continued to occur in PE. He did not believe the school had a huge problem with accidents. Governors noted the statistics.	
PH&SEV24.08	Traffic Management Plan 2024	
8	There had been no changes to the policy. The previous year Governors had raised the point that minibuses were parked very close to the building. There was now a path between the minibuses and the building. Governors approved the Plan.	
PH&SEV24.09	Administration of Medication Policy 2024	
9	There had been no changes to the policy this year. Changes would be necessary when the new STF was up and running. Mr Roberts confirmed that the Pupil	

		ACTION
	Welfare Officer had been consulted on the policy. Governors approved the document.	
PH&SEV24.10	Accessibility Audit 2024	
10	Mr Roberts said that the audit had been redone and some changes made as a result of the school now having two pupils in wheelchairs. More would be done during October half term. Unfortunately, due to the layout of the school it was impossible to install more lifts. Governors noted the audit.	
PH&SEV24.11	Whole School Toilet Policy 2024	
11	Mr Stewart said he was not sure the school was doing all it could for all pupils (including LGBT) to feel comfortable with the toilets. Mr Kennedy said that guidance would soon be forthcoming and, when that was received, it would be possible to see what could be done to improve the spaces. Much would depend on available funds.	
PH&SEV24.12	Whole School Food Policy 2024	
12	There were no huge changes to the policy. Free fruit was now being provided and a wider range of dietary options was available. Mr Roberts confirmed that all allergies were factored in. Thanks were due to Mrs Jones, Catering Manager, who was growing a good quantity of food in the kitchen garden which was being used in the kitchen. Governors agree the policy.	
PH&SEV24.13	Premises Development Plan 2024/2025	
13	Mr Roberts said that budget cuts had significantly limited school improvements. Only one project had been completed and work was still awaited on a second. The science labs needed a gas ventilation retrofit and the LA were contributing towards this. Cllr M Jones asked about the refurbishment of the Sixth Form Block. Mr Kennedy said that, although there had been a plan in place the previous year, the school was no longer in a position to undertake the work.	
PH&SEV24.14	Lettings Policy	
14	Governors discussed the Lettings Policy and agreed to increase the prices of all facilities except the 3G pitch by approximately 10% in April 2025. Mr Kennedy said that credit was due to Mr Roberts for arranging free use of the swimming pool for partner primary schools and free transport in the summer term as part of transition.	
PH&SEV24.15	Next meeting – Wednesday 5 February 2025	
15	Governors noted the date of the next meeting.	
16	There being no further business, the Chair thanked all present for attending and the meeting concluded at 6.40 pm.	

