



Olchfa School Governing Body
 Minutes of the Premises, Health & Safety, Educational Visits
 Committee Meeting held on
 Wednesday 18 June 2025 at 5.15 pm in the Conference Centre

Present	Cllr Jeff Jones Cllr Mary Jones Mr Julian Kennedy	Mrs Kathryn Novis Mrs Hannah Lake Mr Ian Stewart
Apologies	Ms Ros Colasanto Mrs Jen Howells (Chair) Mr Simon Roberts, Business and Finance Director	Mr Matthew Jones Mr Damian Rees
In attendance	Mrs Nicola Smart – trip coordinator Mrs Jan Platt, Clerk	

Cllr M Jones began the meeting by informing Governors that she had been in contact with Mrs Howells who was still in hospital but was hoping to start recovery soon. She looked forward to being back in September.

		ACTION
PH&SEV24.22	Apologies	
1	Apologies were received and accepted from those named above.	
PH&SEV24.23	Trip: Spanish Exchange, February 2026	
2	Mrs Smart presented the Spanish Exchange trip (Governors had received the documentation in advance). Following discussion of prices, Governors approved the trip in principle, leaving it up to the SLT to decide on whether the trip could leave and return on different days in order to make it more affordable. Mrs Smart left the meeting at 5.40 pm.	
PH&SEV24.24	Minutes of the previous meeting (5 February 2025)	
3	The minutes were agreed to be a true record.	
PH&SEV24.25	Premises Development Plan Update	
4	As Mr Roberts was not present, Mr Kennedy provided Governors with the update as below.	
4.1	The water supply to the south block had finally been reinstated (paid for by the LA). The work to improve the ventilation in the kitchen would happen over the summer, as would work to replace a heating boiler in the plant room (again, both paid for by the LA). The work to upgrade a toilet block, as part of the STF reorganisation project, was due to be done over the summer by the LA but, with plans not signed off as yet, the completion date remained unknown. A meeting to	

	<p>discuss this was planned for the following Friday so it was hoped for clarification then. Mr Kennedy said that, in due course, there would be further developments eg a wellbeing facility and improved toilet/shower facilities for staff (provision of showers formed part of the Menopause Policy). Mr Kennedy said that, as Governors were aware, the Sixth Form refurbishment would happen over the summer. This was being paid for by the school. Mr Stewart asked again about repairs to the roof. Governors had agreed to write to the LA if nothing was being done. Mr Kennedy agreed to follow this up.</p>	ACTION
PH&SEV24.26	Accident Form Analysis	
5	Governors noted the analysis. Mr Kennedy said that he was comfortable with the numbers which were, for the most part, coming down. Mrs Lake asked if 'near misses' were recorded. Mr Kennedy said they were not but that the school was continually looking for ways to improve and to intervene before problems arose.	JGK
PH&SEV24.27	Next meeting – October 2025 (date to be confirmed)	
6	Governors noted that the Clerk would send out proposed dates for the next academic year's meetings in due course.	
7	There being no further business, Cllr M Jones thanked everyone for attending and closed the meeting at 6.10 pm.	