

SCHOOL INSPECTION COPY

SHARE MAT FILE COPY

THE HEALTH & SAFETY COMMITTEE OF SHARE MULTI ACADEMY TRUST

Minutes of the Meeting of the Health & Safety Committee of SHARE Multi Academy Trust held at 3.30pm at Shelley College on Thursday 19th October 2017.

PRESENT

Mr N Wilson (Chair),

IN ATTENDANCE

Mrs Helen Tones (Minute Clerk)
Ms S Aaron-Abel, Headteacher, Millbridge J,I &N School
Ms K Humphries, Business Manager,
Ms S Love, Business Manager
Mrs C Potterton, Director of Finance
Ms J Seedarsan, Business Manager
Ms Bev Stapleton (Facilities Manager)

Meeting commenced at 3.45pm

It was noted that this was the first meeting of the SHARE MAT Health & Safety committee.

1. WELCOME, INTRODUCTIONS AND APOLOGIES

Apologies had been received from:

Mr J McNally, CEO, SHARE MAT (consent), Mr Vic White, SHARE MAT Director who had delegated his voting rights to Mr N Wilson (consent),
Mr G Davis, Trust Governor, Shelley College (consent)
Mrs C Lally, Business Manager, Shelley College (consent)

2. REGISTER OF BUSINESS INTERESTS AND LAAPS

None.

3. APPOINTMENT OF COMMITTEE CHAIR

The Minute Clerk chaired the appointment of the committee chair. Mr N Wilson volunteered to be Chair of the committee. Those in attendance supported Mr N Wilson to be committee chair.

RESOLVED: That Mr N Wilson be appointed as Chair (Unanimous)

4. APPOINTMENT OF COMMITTEE VICE-CHAIR

The Chair proposed Mr V White to be invited to be the committee Vice Chair.

RESOLVED: That Mr N Wilson invite Mr V White to be appointed as Vice-Chair of the SHARE MAT Health & Safety committee (Unanimous)

It was noted that a new Trust Governor, Cowlersley was another possible committee member. It was also noted that the Directors were to undertake the annual review of committees at the Directors meeting to be held on 7 November 2017 where committee membership would be ratified.

It was proposed that the following Governors attend the SHARE MAT Health & Safety committee meetings as they had responsibility for health and safety in their schools:
Ms Tracey Hopkins, Millbridge J, I & N School
Mr Vic White, Heaton Avenue Primary School
Mr Andrew Clifford, Cowlersley Primary School
Mr Nick Wilson, Shelley College

ACTION: Mrs C Potterton to advise Chairs and Headteachers of local GBs of this request.

5. TERMS OF REFERENCE 2017-18

Mrs C Potterton circulated draft terms of reference. Mrs C Potterton advised for TOR item 3.5 that it was proposed that committee membership is for a duration of three years with an option thereafter to re-elect every year up to maximum of 6 years membership. This was in line with the SHARE MAT Audit & Risk committee TOR.

Ms S Aaron-Abel fed back that she felt that the TOR should remain detailed as proposed. Mrs C Potterton suggested that she put a work programme together for circulation to the committee.

ACTION:

- (i) Attendees to feedback to Mrs C Potterton comments on the proposed committee TOR 2017-18 prior to 7th November 2017.**
- (ii) The Minute Clerk to email previous Shelley College schedule of health & safety works to Mrs C Potterton.**
- (iii) Mrs C Potterton to draft and circulate a proposed works schedule for 2017-18.**

6. BUSINESS OF MEETING

It was agreed that the business of the meeting be as circulated beforehand. Mrs C Potterton requested that Business Continuity be an 'Any Other Urgent Business' item. This was agreed.

7. MINUTES OF PREVIOUS MEETINGS

(a) Shelley College 13th June 2017

The minutes of the meeting had been circulated beforehand.

RESOLVED: That the minutes of the Health & Safety committee meeting held on 13th June 2017 were an accurate record of the discussion and accepted as a true record.

(b) Heaton Avenue, Millbridge and Cowlersley

No minutes were available.

8. MATTERS ARISING FROM PREVIOUS MINUTES

(a) Shelley College

- a. Accessibility Policy (minute 134 refers) was to go to the Board of Directors for approval.
- b. Anger Management staff training (minute 136(b) had been organised by Mrs J Carr.
- c. PAMP (minute 137 refers) was on the work programme

9. HEALTH & SAFTY UPDATES FROM SCHOOLS

Mrs C Potterton advised that Mr Peter Ramsden, Gallaghers, was the competent person for health & safety across the trust.

Mr P Ramsden joined the meeting and brief introductions were held

(a) H&S contract

Mr P Ramsden advised that Arthur Gallaghers originally supported Shelley College and that this had now expanded to the trust. An annual audit visit was undertaken in schools. Heaton Avenue had recently joined the contract. There was access for all schools to online documents and online training courses.

Mr P Ramsden asked for feedback, with specific regard to the online training courses. Millbridge had been using the training courses. Ms S Love fed back that staff have done a range of the online training courses. Ms S Love advised that staff had been notified online that they had passed but the software was saying that training was in progress when next they logged back in. Mr P Ramsden advised that the software is not specific for education but a generic product.

Mrs C Potterton advised that the online training was to be rolled out to all schools.

Mr P Ramsden advised that all school audits, apart from Heaton Avenue that was in plan, had been done.

Mr P Ramsden recommended that the trust standardise across all schools and that this had not yet been achieved.

Ms S Aaron-Able was supportive of standardisation through use of GRC One.

Mr P Ramsden had bought template for a Health & Safety policy that was circulated in the meeting. Ms S Aaron-Abel wanted a Health & Safety policy for Millbridge that was consistent across the trust.

Ms B Stapleton had been on Gallagers website and had downloaded the template policy that the current Shelley College policy was based on.

Mr R Ramsden advised that the master document was based on three areas:

1. Legal content that contains the policy statement with non-specific objectives. Needs tweaking to reflect the trust and was to be signed by senior person in trust.
2. Management system that utilises a team approach
3. Specific comments regarding hazards in each school and how and who manages these. Mr P Ramsden recommended a standard approach is used by the trust schools.

The Chair proposed that the committee adopt the template and send amendments to Ms B Stapleton that were specific to their school. The template was on the Gallagher's 'SHARE Zone' and could be downloaded, modified and then sent.

ACTION: Schools to feedback to Ms B Stapleton and Mrs C Potterton by 3rd November 2017, who will then ask Gallaghers to review.

RESOLVED: To adopt the Gallaghers' Health & Safety policy in principle, customised to each school.

It was noted that the Directors needed to ratify the adoption of the policy.

The Chair thanked Mr P Ramsden for his report. Mr P Ramsden left the meeting.

(b) MAT H&S update on risk management and Health & Safety tools.

Mrs C Potterton circulated copies of her update on the Risk Management Software (GRC One) and sample reports from the system. Mrs C Potterton gave a verbal report on the trust dashboards from the GRC One system. It was reported that GRC One contained a suite of reports at school and trust level to analyse and act on. The CEO had fed back that GRC One was a powerful system to use for a range of activities (not restricted to H&S) across the trust schools.

Mrs C Potterton informed the committee that the Audit & Risk Assurance committee were keen that each school managed their local risk.

There were nine generic core risks. Business Managers and Headteachers had been working on their school's risk management to complete their matrix dashboard. Currently the Business Managers and Headteachers were reviewing the residual risk values. Mrs C Potterton and Ms B Stapleton were to then review the results and moderate to ensure consistency of approach across the trust.

Mrs C Potterton advised that each local Governing Body would review their risk matrix and produce an action plan of key objectives in consultation with the Headteacher. The agreed key objectives would be fed back to the Audit & Risk Assurance committee. Mr N Wilson proposed that this review should be part of the Headteachers report or a standing agenda item at every Full Governing Body meeting. It was agreed that the communication link between all parties was key to successful management of risk.

It was reported that the GRC One system allows for incident reporting.

Ms B Stapleton advised that clarification with regard to the measure of standards relating to curriculum progress were needed. Mrs C Potterton was to feedback to the CEO on the standard measures to be adopted.

It was recommended that focus was on red rated incidents and risks, supported by a program of inspections and Gallaghers' reports of inspections.

The Chair thanked Mrs C Potterton and Ms B Stapleton for their reports.

10. REVIEW DBS FILES

It was reported that Ms R Walker, HR Manager, had shared at the Headteachers' meeting the number of staff for whom a DBS check had not been completed in the last 5 years. A rolling program of DBS checks of staff, contractors and governors was proposed. This item was to be taken to Directors for review and agreement.

ACTION: Mrs C Potterton to ask Ms R Walker for an updated list of Governors' DBS checks for each H&S Committee

11. PAMP

It was reported PAMP inspections were as follows:

- (a) Cowlersley inspection was to be advised.
- (b) Heaton Avenue was to be done by SPIE and that was due in November 2017.
- (c) Millbridge was due in October 2017.
- (d) Shelley College had a full inspection in June 2017.

12. POLICY APPROVALS

It was reported that Mrs J Newson was collating a list of policies at trust level, then would do the same at school level, and would feedback to Directors.

13. ANY OTHER URGENT BUSINESS

(a) Business Continuity plan

Mrs C Potterton advised that a business continuity plan for the trust and each school was needed. There was a template on Gallaghers' system that Ms B Stapleton was to review.

Ms S Aaron-Able had sent Millbridge's continuity plan for Mrs C Potterton to review and then determine which model to adopt.

Ms K Humphries advised that for Heaton Avenue this was managed by SPIE and was to be woven through KSSL as well.

14. CORRESPONDENCE

None reported.

15. AGREE STANDING ITEMS

ACTION: Mrs C Potterton to draft a works programme (minute 7 refers)

16. DATE OF NEXT MEETINGS AND AGENDA ITEMS

RESOLVED: That the next meeting of the SHARE MAT Health & Safety committee was to be held at Shelley College on:

Monday 26th February 2018 at 3.30pm

17. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

Dates of future meetings

June 2018 at 3.30pm – date to be confirmed.

ACTION: Mrs C Potterton to confirm date of the June 2018 meeting.

Future Agenda Items

Meeting closed at 5.00pm

Vic White

Name



Signature

26/2/18

Date