



Kirklees Directorate for Children and Adults

THE HEALTH & SAFETY COMMITTEE OF SHARE MULTI ACADEMY TRUST

Minutes of the meeting of the Health & Safety Committee held at 3.30pm at Shelley College on Monday 26th February 2018.

Present

Mr V White (Vice-Chair), Ms K Humphries, Ms B Stapleton

In Attendance

Mrs S Aaron-Abel (Headteacher, Millbridge J, I & N School)
Ms E Kilner (Minute Clerk)
Ms M Lee (Headteacher, Heaton Avenue Primary School)

The meeting commenced at 3.40pm.

Agenda Item	Discussion and Decisions	Action – who/by
18.	<p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • Apologies for absence were received from Ms T Hopkins, Mrs C Lally, Ms S Love, Mrs C Potterton, Ms J Seedarsan, and Mr N Wilson all with consent. • No one was declared as a LAAP. • There were no declarations of interest. 	
19.	<p>Business of Meeting</p> <p>The order of business was agreed as that of the agenda previously communicated to the attendees.</p>	
20.	<p>Matters for any other business</p> <p>There were no matters to be considered under any other business.</p>	
21.	<p>Minutes of the previous meeting held on 19 October 2017</p> <p>RESOLVED: That the minutes of the meeting held on 19 October 2017 be approved and signed as a correct record of the meeting.</p>	

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22.	<p>Matters arising</p> <p>(a) <u>Appointment of Committee Vice-Chair (Minute 4 refers)</u></p> <p>The Chairs and Headteachers have been advised of the request to attend the Health & Safety Committee meetings.</p> <p>(b) <u>Terms of Reference 2017-18 (Minute 5 refers)</u></p> <ul style="list-style-type: none"> • Feedback on the TOR 2017-18 has been received. • The Shelley College schedule of Health & Safety works has been sent to Mrs C Potterton. • The Proposed Works Schedule for 2017-18 has been circulated. <p>(c) <u>Health & Safety Updates from Schools (Minute 9 refers)</u></p> <p>Feedback on the Health and Safety policy has been received.</p> <p>(d) <u>Review DBS Files (Minute 10 refers)</u></p> <p>DBS checks should be updated on a 5 year rolling cycle.</p> <p>It was agreed that Cowlersley School should be asked to confirm their DBS checks status.</p> <p>It was agreed that the HR Manager should be asked to implement a programme of DBS checks on a 5 year rolling cycle.</p> <p>(e) <u>Agree Standing Items (Minute 15 refers)</u></p> <p>The Health & Safety Committee Work Programme 2017-18 has been circulated.</p>	<p>MB/JS</p> <p>RW</p>
23.	<p>Health & Safety Updates from Schools</p> <p>(a) <u>Millbridge J, I & N School</u></p> <p>Mrs S Aaron-Abel gave an update for Millbridge School.</p> <ul style="list-style-type: none"> • Health & Safety audits have been performed. All current issues are either Amber or Green. There are no Red issues. 	


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	<ul style="list-style-type: none"> • A Fire Audit has been performed. There are no Red or Amber issues. • The Health and Safety register is maintained. • The Health & Safety governor has visited the school. <p>(b) <u>Heaton Avenue Primary School</u></p> <p>Ms K Humphries circulated the Heaton Avenue Health & Safety Plan.</p> <ul style="list-style-type: none"> • The Gallagher template is being used. • Actions are being progressed for all Red and Amber risks. • An issue has been identified with the lobby which is not secure. A change order is with Kirklees Council for approval. Work is expected to be complete by March 2018. • Asbestos has been found in the French House. Quotes are currently being obtained for removal. Removal is required before any refurbishment work can be undertaken. <p>(c) <u>Shelley College</u></p> <p>Ms B Stapleton gave an update for Shelley College.</p> <ul style="list-style-type: none"> • A Fire Risk Assessment has been performed. • Legionella risk assessment has been received and some work is required. • Some follow up work has been identified relating to the toilet refurbishment. • A rolling programme of work is in place for the school but there are no Red risks. • Fire training is taking place during w/c 26 February to ensure that the school has 10 qualified fire wardens. • Working patterns for caretakers will change from 1 April 2018 to ensure cover during school letting periods. <p>(d) <u>Cowlersley School</u></p> <p>The committee is awaiting an update from Cowlersley School.</p>	<p>ML/KH</p> <p>MB/JS</p>
24.	<p>Approval of Policies</p> <p>There were no policies for review and approval at this meeting. Ms B Stapleton updated that a revised Lettings Policy is currently being worked on. This will be reviewed by Shelley Governors before being presented to the Health & Safety Committee. Revision is required due to</p>	

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	the change in the online booking system for sports facilities.	
25.	<p>Review of the 2017-18 Work Programme</p> <p>a) <u>Business Continuity Plans</u></p> <p>It was agreed that a standard format for Business Continuity Plans should be agreed for all schools to use. The Kirklees format will be reviewed and a proposal will be presented at the next meeting. Ms K Humphries will send the Kirklees format to Ms B Stapleton for review.</p> <p>b) <u>Emergency Plans</u></p> <p>It was agreed that all schools should present their Emergency Plans at the next meeting.</p> <p>c) <u>PAMP Inspections</u></p> <p>It was agreed the Ms K Humphries would obtain a copy of the PAMP inspection report for Heaton Avenue Primary School from SPIE.</p> <p>d) <u>Health & Safety Report</u></p> <p>It was agreed that a summary Health & Safety Report should be developed for review at the Health & Safety Committee. This will be developed as an automatic report that can be produced based on system uploads from individual schools.</p> <p>It was agreed that a check should be made on how Incident and accident reports feed into insurance requirements.</p> <p>e) <u>DBS Report</u></p> <p>Actions noted in Matters Arising (Minute 22 above)</p> <p>It was agreed that Cowlersley School should be asked to confirm their DBS checks status.</p> <p>It was agreed that the HR Manager should be asked to implement a programme of DBS checks on a 5 year cycle.</p>	<p>KH / BS</p> <p>All</p> <p>KH</p> <p>BS</p> <p>BS</p>
26.	<p>Correspondence</p> <p>None.</p>	

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27.	<p>Any Other Urgent Business</p> <p>a) <u>Long Term Health & Safety Plan</u></p> <p>Q. Do we have a Long Term Health & Safety Plan? A. Yes. Each of the individual schools has an action plan which is updated based on issues and risks identified at Audits and reviews. Funding is allocated based on priority and risk. Lower risk issues will be addressed over longer timescales and may be reprioritised if more urgent risks arise.</p> <p>b) <u>Staff Car Insurance – Business Use</u></p> <p>Q. Do we have a register of staff who have cars insured for Business use? A. A process is required to ensure that required Driving Licences, MOT's and Insurance is in place.</p> <p>Q. Can the trust acquire a block business use policy for staff? A. This can be investigated</p> <p>Q. Do we have a protocol for staff transporting pupils in cars? A. A protocol should be developed.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • A register of staff cars should be set up to check Driving Licences, MOT's and Insurance. • Enquiries should be made to check if a block business use car insurance policy can be put in place paid for by the trust. • A protocol should be established for use of staff vehicles for the transport of pupils. 	<p>BMs/BS</p> <p>CP</p> <p>CP/BS</p>
28.	<p>Dates of meetings for the 2017 – 2018 academic year</p> <p>RESOLVED: That the next meeting of the Health & Safety Committee will be held on Tuesday 12 June at 3.30pm.</p> <p>It was noted that the Schedule of meetings may be confusing as it is a combination of SHARE MAT and Shelley College. This should be reviewed by the Governor Clerking Service.</p>	<p>Governor Clerking Service</p>

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29.	<p>Agenda, minutes and related papers – school copy</p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The Vice-Chair closed the meeting at 4.35pm.



Chair _____

Date 12/6/18 _____