

# MINUTES



Noadswood

**BOARD:** General Purposes Committee

**SCHOOL:** Noadswood School

**DATE:** 19 April 2021

**TIME:** 18:30hrs – 21:00hrs

**VENUE:** Remotely – via Teams

<b>ATTENDED:</b>	Catherine Langdon (CL)	Chairman / Member appointed trustee
	Kathryn Marshall (KM)	Head Teacher
	Lisa Taylor (LT)	Member appointed trustee
	Paul Goater (PG)	Member appointed trustee
	Helen Sanderson (HS)	Parent Trustee (joined the meeting at 7pm)
	Steven Pike (SP)	Staff representative
	David Crowley (DC)	
	Matthew Hewitt (MH)	

**ATTENDING:** Louise Instone *Clerk*

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked \* are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	<b>Welcome and Apologies:</b> CL welcomed those present.
2	<b>Procedural items:</b> <b>2.1 Apologies for absence</b> Apologies were received from TS NC was absent from the meeting <b>2.2 Confirmation of Quorum</b> The meeting was quorate throughout the whole meeting. <b>2.3 Declarations of interest</b> No pecuniary or personal interests were advised for any agenda item for this meeting
3	<b>Any Other Business:</b> To consider any urgent items of business that need to be added as <b>AOB</b> for the end of the meeting.  2 policies for approval were added to the meeting



4	<p><b>Minutes:</b></p> <p>The minutes of the previous meeting held on 14<sup>th</sup> January 2021, were approved by LT and seconded by CL.</p>
5	<p><b>Matters Arising from the Minutes:</b></p> <p>See list below, all matters were addressed.</p> <p>MH mentioned that a possible data breach occurred since the last meeting but once it was clarified it was confirmed there was no need to report the incident.</p> <p><b>ACTION:</b> Confirm to MH want type of data breach needs to be reported to this committee: LI</p>
6	<p><b>Correspondence:</b></p> <p>To note any correspondence received by the Trust /Chair. There was no correspondence to bring to the meeting.</p>
7	<p><b>Safeguarding / Child Protection</b></p> <p>KM - Nothing to report</p>
8	<p><b>Accident, violent incident and near miss reports</b></p> <p>DC shared documents on the screen, Incidents Reported &amp; Injury Classification 2020/21 and GP Update. These documents are available on the GovernorHub.</p> <p>DC reported that while there had been 6 near misses since the last GP meeting, there was no real action to be taken to avoid them. For example, member of staff bumped their head, parent who slipped by reception.</p> <p>The following will be put in place to mitigate incidents.</p> <ul style="list-style-type: none"> <li>• Netball posts will be changed to lightweight posts and cover installed to avoid injuries.</li> <li>• Gym stairs will have handrails and anti-slip strips</li> <li>• Evacuation chairs will be put round soon</li> </ul> <p>Accidents – Jan &amp; Feb are low because school was partially closed. March, school reopened, usual accidents, nothing untoward.</p> <p><b>Violent Incidents</b> – none reported since last GP</p> <p>KM explained the reason the number of violent incidents is so low is because the policy approved in 2018 is no longer fit for purpose. Whilst incidents are recorded on CProms etc they are not recorded officially unless the person involved wants them to be recorded. Once the policy is rewritten it will be taken to SIC meeting. It was acknowledged that ‘violent’ incidences do occur but are maybe not recorded and commented on due to the policy in place. Therefore, the policy needs updating.</p> <p>DC agreed to have a draft version ready for the next SIC meeting for discussion.</p> <p>LT confirmed governors do not need details of incidents but they do need confirmation that they are being tracked and recorded. By the school.</p> <p><b>ACTION:</b> Draft of new Violent Incidents policy to be taken to next SIC meeting: LI to add to agenda</p>
9	<p><b>Premises Manager H&amp;S report inc. audit updates</b></p> <p>DC continued to present from the GP Update document on the GovernorHub.</p> <p>DC confirmed H&amp;S processes are coming back online as the school is now fully open. They are redeploying the H&amp;S policy, H&amp;S Committee and members of staff will be doing H&amp;S refresher</p>



training. MIDAS training will be done as the minibuses come back online, probably in September. There have been no RIDOR incidents, no accidents to investigate. Staff continue to report any defects need looking into along with full site inspections every 6 months by Haywards Management Inspections.

Carys would like trustees to come back into school for a tour from the H&S prospective from Summer holidays/September onwards.

LT agreed to organise a H&S visit in September/October and offered other governors the opportunity to complete one.

KM asked for visit to be from end of September to get a true view of the school.

CL expressed new members and trustees may also like a visit and asked for that to be an action point.

DC confirmed there have been 4 fire drills since October and they were achieved in the time frame which is 7/8 minutes.

Building equipment and safety PAT testing is being undertaken, electrical testing, fire extinguishers. We need to get some more tests since the new heating system. If a member of staff needs to report a maintenance requirement for example, they use the help desk ticket system, this has been running for a few years and it is working well.

RA, COSHH assessments, management process is coming online. Cayley Mabey has been employed to support Carys with administration. This has allowed Carys to be doing a higher level of work.

PG asked what systems have been in place after the school has been shut for legionella and are the shower included?

DC explained the site team are trained for this. They currently run the water for 20 minutes. following the policy procedure for water testing for legionella.

KM explained SS went through all the HSE guidelines and site team maintain checks before going on maternity leave. The school didn't close during lockdown so usual maintenance checks just carried on.

SP asked if anything idiosyncratic is reported and do we compare data with other schools?

KM/DC confirmed this data isn't currently shared with other schools. Karen at Orchard has suggested that our site teams get together, this is a good idea.

H & S Audit – Action plan document on the GovernorHub

KM explained that Carys hasn't added some of the work that was completed during lockdown. Some of the outstanding work on the Action plan has now been completed but hasn't been updated on this document.

After discussions it was decided that an updated version of this document will be looked at again in September to check the red sections have been completed.

PG expressed the H&S Audit Action Plan document was exceptionally well done.



	<p><b>ACTION:</b> Organise a date for a H&amp;S Visit in September/October: LT</p> <p><b>ACTION:</b> New Members/Trustees may also like to tour the school next academic year: CL</p> <p><b>ACTION:</b> Organise a combined Site Team meeting with Orchard: KM</p> <p><b>ACTION:</b> To look at an updated version of the RWSS H&amp;S Audit Action Plan in September: LT</p> <p><b>ACTION:</b> Add RWSS H&amp;S Audit Action Plan to next agenda: LI</p>
10	<p><b>Appointment of vice-chair of committee</b></p> <p>Lisa Taylor kindly offered to be vice-chair of the GP Committee – she was unanimously voted in.</p>
11	<p><b>Update on core infrastructure</b></p> <p>MH confirmed all the quotes and tender processes are available for trustees to analyse on the GovernorHub.</p> <ul style="list-style-type: none"> <li>• Luke has received 7 quotes – although they are not all like for like so difficult to compare if you aren't an expert.</li> <li>• Luke has summarised the quotes and given recommendations</li> <li>• Luke has considered the customer care he received along with the costings; he has given his recommendations considering the best overall value to the school.</li> <li>• Luke has included a section in his report as to why we are not moving everything to the cloud, in short, it is expensive, unreliable and makes maintenance difficult.</li> </ul> <p>MH explained he would always go with Luke's recommendation; he gets incredible value for money and now is the right time to do this. Next years plan is to do the wireless, Luke already has ball part fixture and there would be an upside to doing both at the same time. However, today we are just looking to agree a supplier for the infrastructure.</p> <p>MH asked if trustees are happy to go with Medhurst?</p> <p>LT asked MH to thank Luke on our behalf, this piece of work was very well written and easily understandable. LT agreed Luke is the expert he knows what is needed and trustee's role is to approve the finances for the project after considering if the school have been diligent and followed the financial procedure for quotes and ensuring best value through reputable companies.</p> <p>CL also agreed to go ahead with the recommendations from Luke and asked for quotes for the wireless to be done. CL also asked if it would be of benefit to release Capital for laptops etc.</p> <p>MH explained they have got kits ready to get laptops up to a better standard, it is the wireless IT Technology that is slowing students down.</p> <p>LT agreed the wireless should be done asap to benefit the students.</p> <p>MH explained he will ask Luke to carry out the proper tendering process for the Wireless and will bring that back to trustees with quotations and recommendations. One of the reasons to do the wireless earlier is that we will start saving earlier. We are spending money on hosting.</p> <p>KM explained from a CFO point of view in the external audit with HWB we identified a number of projects so we need to not deviate from those. Core infrastructure was identified along with the wireless upgrade, if affordable. Conversion of School House, into a new base for alternative provision. With more money coming from County for the conversion we are likely to have money from the Capital for the wireless upgrade. KM will check quotes when they come in and let trustees know if there is an issue.</p>



	<p>Trustees were provisionally happy for the wireless upgrade and that KM as Headteacher ultimately has the say of yes or no regarding the spend. Once again paying due diligence to financial procedure.</p> <p>MH confirmed Medhurst have provided the school with free standing kit but haven't done any infrastructure, they did analysis on the current system and made sure what they are providing is fit for purpose. Luke was filled with confidence in the thoroughness of their quote.</p> <p>CL asked whether a discussion should be had with TS before this decision was made.</p> <p>KM explained he can look at the documents pertaining to the quotes on the GovernorHub</p> <p>This was approved by trustees at the meeting.</p>
12	<p><b>Risk Register – items allocated to the GPC committee with a score of 10 or more.</b></p> <p>DC explained this document may be done differently in the future.</p> <p><b>Item 5 Failure of key infrastructure components leading to unplanned closures.</b> The school needs a property services company to carry out anything that is needed. Carys has put this out to tender so we should have something in place by 1<sup>st</sup> June.</p> <p>KM explained over the last year 18 months they have been using a pay as you go scheme.</p> <p><b>Item 5a Failure to provide adequate ventilation in Technology catering rooms.</b> This is due to gas ovens potentially releasing fumes into the rooms. However, they have passed all the safety checks but by Winter 2021 we are looking to replace them, this will be at a cost of between £30/50,000. We may swap to electric ovens, in future.</p> <p>KM confirmed this will be a Capital expenditure.</p> <p>LT agreed students need ovens so this is a high priority to ensure learning can continue.</p> <p>PG asked if there were carbon monoxide alarms?</p> <p>DC explained the school is fully compliant and students are safe. Head of DT has agreed students don't need to cook with gas so a swap to electric is a possibility. In the future.</p> <p><b>Item 6a Failure to comply with Fire Safety regulations</b> DC confirmed a CIF bid went in for the work in Jan 2021. KM explained the work needed is to supply door seals on fire doors which have decayed over time.</p> <p><b>Item 7 H&amp;S of staff pupils and visits which could result in litigation and loss of reputation.</b> Staff attitude to H&amp;S is really good and top of mind for people in the school with regular checks coming back online. Governors coming back into school for visits will be very supportive and will ensure we are doing all we need too. Due to Covid some usual checks were halted and these are now coming back online. Teachers will be checking the H&amp;S in their classrooms.</p> <p><b>Item 15 IT Equipment failure in classroom which impacts the quality of lessons being delivered.</b> Failure of IT infrastructure would have a knock-on effect to students learning. Luke has done a fantastic job keeping the kit we have going, some of which is decades old.</p>



	<p><b>Item 36 Health risk to staff &amp; students due to Covid 19</b></p> <p>Carys and the team are doing all they can to make the site as open and safe as it can be. Numbers with Covid are low in the area and we are making best efforts to minimise staff contact to reduce possible infection.</p> <p>CL asked as spending of cleaning is high, what is the plan to reduce cleaners?</p> <p>KM confirmed they will wait until a few weeks after the Easter break in case there is a spike in cases. Review will be after the first 2/3 weeks and see if we can reduce the janitor service. If we don't see a spike, cleaners can be reduced but we need to keep the back up of support in case there is another wave and we need them back in.</p>
13	<p><b>Premises update inc. major projects and contracts</b></p> <p>The premises budgets are all on target, except for the Covid impact on the cleaning contract.</p> <ul style="list-style-type: none"> <li>• Cayley Mabey has been employed to support Carys with administration while she takes on some of SS's work.</li> <li>• Welfare Assistant continues to see approximately 18 students a day</li> <li>• Nothing to report regarding general maintenance.</li> <li>• Tender for cleaning contract will be started at the end of April.</li> <li>• There has been an issue with the mobile telephone provider but they can now accept incoming calls.</li> <li>• Been some repairs to the CCTV but it is very old and due an upgrade.</li> <li>• Churchill Security have kept the site secure during the evening and weekends, significantly reducing vandalism and trespassing.</li> <li>• School House refurb – we are receiving a higher level of funding for this than was expected so that will help budgets.</li> <li>• CIF bids in for Safeguarding &amp; Security &amp; Fire Safety equipment, just waiting to see if the funding is forthcoming.</li> </ul> <p>LT asked what capacity does CM have to help with COSHH assessments and risk assessments to get them up to date?</p> <p>DC explained as CM is new to working in education it will take a bit of time for Carys to get her up to speed. And will be able to support in the future</p> <p>LT agreed it is a good role to absorb some of these H&amp;S issues, they can be completed sooner A second person assisting</p>
14	<p><b>Policies</b></p> <p><b>Lockdown Policy</b> (this is for references not for approval, minimal amendments)</p>

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	<p>2 other policies to be considered:  <b>Acceptable use of IT</b> (minimal amendments to this policy)  <b>Gifts and Hospitality</b> (new policy, taken from a key template)</p> <p>The Acceptable use of IT and Gifts &amp; Hospitality policy was approved at the meeting by LT.  CL also approved the policies in an email following the meeting.</p>
15	<p><b>Any Other Urgent Business (AOB):</b></p> <p>Dealt with in point 14</p>
16	<p><b>Items to be kept as confidential</b>  Nothing to be recorded as confidential</p>
	<p><b>Meeting Dates</b>  Dates for meetings for the next academic year will be circulated in the coming months.</p>
	<p><b>The meeting was adjourned by the Chair at 19.45hrs</b></p>

## Matters arising from the Minutes of the General Purposes Committee held on 19<sup>th</sup> April 2021

Item	Action	Actionee	Status
5	Confirm to MH want type of data breach needs to be reported to this committee:	LI	
8	Draft of new Violent Incidents policy to be taken to next SIC meeting: LI to add to agenda.	LI	
9	Organise a date for a H&S Visit in September/October	LT	
9	New Members/Trustees may also like to tour the school next academic year	CL	
9	Organise a combined Site Team meeting with Orchard	KM	
9	To look at an updated version of the RWSS H&S Audit Action Plan in September, check for any red sections, add to the next GP Agenda	LT/LI	

## Matters arising from the minutes of the -General Purposes Committee held on 14<sup>th</sup> January 2021

Item	Action	Actionee	Status
8	MH to supply TS with the IT Strategy	MH	Complete
8	MH & LW to put a proposal together for the new IT Core Infrastructure and bring it back to Trustees.	MH	Complete
9	MH to report any significant data breaches to this committee in future	MH	Ongoing
11	SS to book a H&S Audit with Ray for the Autumn Term	SS	Complete
11	CL to write letters of gratitude to cleaners/site staff	CL	Complete
11	KM to arrange for a member of SLT to meet with the site team.	KM	Complete
13	SS to set up hyperlinks to relevant documents, when applicable, on the Risk Register.	SS	Complete

### Outstanding items:

Item	Responsible	Status

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<b>SIGNED BY:</b>	
<b>DATED:</b>	