

St Cyprians Greek Orthodox Primary Academy
Meeting of the Premises, Health & Safety Committee
Minutes of Meeting

Date of meeting: 7.00pm, Tuesday 20 January 2021
Venue: Via Microsoft Teams
Present: Mr Adrian Prescod (Committee Chair), Mr Arthur Broadberry (FGB Chair), Mr Christopher Vradis, Mrs Angelina Adrien, Ms Aredi Christou, Mrs Zoi Iliokkafou, Mr Philip Prodromou

In attendance: Mrs Adrienne Routledge (Clerk)

1. PRAYER & WELCOME

AB welcomed everyone, and led the prayer.

2. APOLOGIES AND DECLARATIONS OF INTEREST

EL had sent his apologies; there were no absences. The meeting was quorate.

The information directors have stipulated on their annual declarations of pecuniary interest apply. All were asked to note that PP works for the security company that takes care of the school's intruder alarm system; another company manages the school's fire alarm; CV asked all to note that his partner, who is an architect, has devised the plans and drawings for the potential new reception area, at no cost to date.

Action: Clerk to speak to VY to update PP and CV declarations of interest

3. MINUTES OF LAST MEETING (6 October 2020) AND MATTERS ARISING

3.1 Minutes

These had been circulated in advance, confirmed as read, and were agreed to be accurate. Chair to sign and submit to school.

3.2 Matters Arising (not covered by rest of the meeting)

Lockdown is making visits impossible, so AP will arrange a visit to the school to see the Asset Maintenance Programme as soon as it is possible.

Action: AP

4. HEADTEACHERS REPORT (inc Health and Safety and Premises)

A report was included in the meeting pack that had been circulated to all in advance of the meeting. At the request of those present, the Headteacher was invited to read through this at the meeting, which he did.

The following points were highlighted and/or covered in more detail:

- There has been a considerable amount of CPD carried out, all online
- The Headteacher explained the school's response to the fire alarm going off, which was genuine, and all were very pleased with how well this went; directors were assured that the Fire Brigade were confident about the source of the problem

and they secured the school; directors asked the Headteacher to source some more detail about the problem or fault, and detail how it was rectified; **Action:**

Headteacher

- The school remains as Covid secure as it can be, and only three classrooms are being used at the moment by keyworker children attending school
- Several maintenance jobs have taken place since the last meeting and these were listed in the report; the Headteacher advised that the repairs to the lino flooring in Year 1 have, in fact, taken place
- Lockdown has suspended lettings for now and the Headteacher advised that the Hall is being used for wraparound club
- Covid risk assessments have been updated and circulated to all staff
- Chair's action ratified the school's decision to change cleaning firm; the Headteacher advised that the new firm not only comes with a good recommendation from another school but is also much cheaper
- The school remains confident that sufficient monies will be raised to establish the outdoor learning environment
- The school is starting to obtain quotes for making improvements to the Reception outdoor learning area (eg, addition of sand pit, mud kitchen etc) and hopes to bring some ideas and quotes to the next meeting

Action: Headteacher

The Headteacher was thanked for his report and no further questions were raised.

The meeting went on to discuss the ways in which the school's entrance may be improved, and the Headteacher referred all to the drawings that had been circulated in advance of the meeting and which he was able to pull up on screen to go through in much more detail.

There are two drawings to depict two different options; both have been sent off to obtain builder and structural engineer quotes. When the quotes come back, the Headteacher will incorporate these into a more detailed proposal, with business plan, that will be discussed with His Eminence and will be part of the school's intentions to try and secure funding for the project. From early discussions, the school is confident that it will be able to raise funds in this way.

Directors reviewed the drawings and discussion followed. Directors asked if there was a preferred option. Option 2 seems grander and will result in a more impressive main entrance to the school. The Chapel will remain in its current position. Directors asked if the ideas have been discussed with staff; this remains to be done and the Headteacher will be discussion these with those staff whose working environments would be affected. Directors asked if there remains work to be done on the renders, and were advised this is still to be done and has been included in the scope of work that has gone to the builders to quote on. Directors asked about the impact on the car park and was advised this will be minimal, with the loss of one space at most. There will be no impact on the original building of the school, the exterior will remain the same (it is just the pathway to the entrance that will change), and the drawings reflect internal rather than external changes.

Some discussion followed about the role of the Headteacher's partner in this and the fact that, to date, she has not received any payment. All agreed the need for total transparency here and that, once quotes have been received, it is only right that a rate of pay is defined for her work.

Action: AB to take advice from, amongst others, the school auditors, regarding this payment

There were no further questions.

5. POLICIES

Display Screen Equipment Policy

Disability Access Plan and Equality Scheme

Smoking Policy

No changes have been made to these and the Committee was happy to approve these.

6. ANY OTHER BUSINESS

None.

7. DATE OF NEXT MEETING

The meeting finished at 8.00pm with a prayer.

The next meeting is scheduled for 12 May 2021, 7pm.

Signed:..... Date:.....

Minutes taken by Mrs A Routledge