

St Cyprian's Greek Orthodox Primary Academy
Meeting of the Premises, Health & Safety Committee
Minutes of Meeting

Date of Meeting : 7.00 p.m., Tuesday 2 November 2021

Venue : Samos, St Cyprian's Greek Orthodox Primary Academy

Mr Christophe Vradis (CV)	Present
Mr Arthur Broadberry (AB)	Present
Mr Adrian Prescod (AP) - Chair	Present
Mrs Rianne Darko (RD)	Absent
Ms Aredi Christou (AC)	Present
Mrs Zoi Iliokaftou (ZI)	Absent
Mr Philip Prodromou	Absent

In attendance :

Mary Rider (MR) : Clerk

1.	PRAYER AND WELCOME Chair welcomed everyone present and opened the meeting with a prayer.
2.	APOLOGIES Apologies for absence were received from RD, ZI and PP, which were accepted. The meeting was quorate .
3.	PECUNIARY INTEREST DECLARATION The information that Directors have stipulated within their annual declarations of business and pecuniary interest applies. There were no declarations of interest.
4.	ELECTION OF CHAIR Nomination for the position of Chair was submitted by AP. There were no other nominations. AP withdrew from the room and the Board cast their votes. AP was elected Chair by unanimous decision.

5.

MINUTES OF LAST MEETING AND MATTERS ARISING

5.1 Minutes

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

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

Pt 4 – Quotes for Reception/Outdoor Learning Area will be discussed during the Headteacher's Report.

A sandpit has been built for Reception and building is underway for a mud-kitchen/planting area. We are at the beginning of a long process and finances/fundraising have been slow.

Two offices have been built in the Reception area.

CV has spoken to his Eminence. Money is due to arrive and has been arriving month by month. CV is due to meet with his Eminence again tomorrow (03.11.2021). Discussions have taken place regarding other fundraising.

Addressing the payment to CV's partner for works on the plans, if any payment were to be made it would be as a goodwill payment and no invoice required. Payment may be made as an 'angel' donation as a last payment if any money is left after everything else has been accounted for. It is important to recognise that there may be formal engagement subject to funding and to make a record of this.

CPD – numbers of members of staff to be added. This is now on the Headteacher's Report and is constantly updated. CLOSED.

Q : Managerially, how do you assure yourself that all the things listed are kept up to date?

A : The Government guidance is checked on a regular basis against this document to ensure there are enough people.

Q : What assists you to keep it up to date?

A : It is part of our SCR which keeps the information updated and flags up when running out of date. It is managed by the Office Manager and overseen by CV.

Q : How many are required by law?

A : Some are not. All Safeguarding and Health & Safety are updated regularly. Updates are sent by DfE.

Q : Do staff know they have to update the document themselves?

A : Yes, they do have the responsibility to make sure they are up to date but the SLT also ensures everything is up to date.

	<p>Q : Is it a matter of priority to make sure staff are meeting statutory requirements? A : Yes, in order of priority - PREVENT, online courses, in file, another PREVENT document is to be circulated and questions will be asked.</p> <p>The Minutes were AGREED.</p>
<p>6.</p>	<p>TERMS OF REFERENCE</p> <p>The Governors were reminded that the policies for review by this Committee are:</p> <p>Disability Access Plan Display Screen Equipment Policy Epilepsy Policy First Aid Policy Health & Safety Policy School Travel Plan Smoking Policy</p> <p>These policies were AGREED at the July Full Board Meeting.</p>
<p>7.</p>	<p>HEADTEACHER’S REPORT</p> <p>A report was included in the meeting pack that had been circulated to all in advance of the meeting. The following points were highlighted and/or covered in more detail:</p> <p>Lettings Lettings are back up and running, as listed.</p> <p>We are looking at a separate company that could possibly do lettings for us in future as well as looking at other different avenues. For example, there is a website that groups individuals together in a local area. A fee is paid but there is less administration.</p> <p>Reception Area The new offices are being built. The walls need to be tidied up and painted and new carpets laid. We expect to be in the new office within three weeks.</p> <p>The first step for knocking the wall through between the Reception area and the Headteacher’s office is to carry out a structural survey. CV met with a local developer this morning who has access to a number of structural developers and is in negotiation for them to carry out the structure sign off. They do carry out a lot of community work and said that they would install the metal joist but before that can be done they require the drawings. When we have the drawings we will have to buy the joist (RSJ) but the labour may be offered as a good-will gesture.</p> <p>Q : Would the developer ask for a sign outside of the school to show they have donated?</p>

A : No, they are more looking at children's drawings on the hoardings to indicate that they have supported the school.

The aspiration is to get the sign-off from a structure engineer and aim to knock through the wall before Christmas. We are looking to move quickly with the developer.

Q : Will any works be covered by professional indemnity if there is no charge to us?

A : Yes, because it will be paid work but the work will be paid for by the developer.

We are hoping to use monies raised by the gala to pay for the RSJ and also support from the Greek School.

We have received an email from Leventis Foundation apologising for not being quick to respond and asking for us to provide them with the bid proposal again by 05.11.2021.

The PTA has held cinema nights which will raise good funds.

Q : Have you taken an opportunity to look at what previously submitted?

A : Yes, but more has been done and there is a lot more to say. CV also knows the school better now and is aware of the background.

Q : How realistic is it of the school achieving bid?

A : We are not confident with this bid. We hope to be successful with the engineer, the wall and the RSJ. We will submit our bid and then contact the Ambassador to ask for his support.

Q : How do you assess overall progress and keep track on the programme?

A : Progress is slow but there is an action plan. It is incredible that work has been done without spending any money. We continue to move forward.

The outdoor learning centre has a sandpit and garden area. There is a mini-forest area and an outdoor classroom. Full funding has been secured from the Tree Council and Network Rail have donated the money for the forest project. There are hedgerows and trees of different sizes. We will do some landscaping and are asking for volunteers to help plant with planting.

We are still looking for £23-£25k for the outdoor classroom, which will need to be insulated.

The PTA are very active and are doing a lot of fundraising. There are various events for all children leading up to Christmas, the timetable for which will be shared with Governors. An Awards Ceremony is also proposed.

The PTA are going to pay for the library. We want to create a proper library with shelves that can move to one side and stackable desks. The library will be located above the nursery. It should be ready by the end of January.

	<p>The uptake on parental donations has been extremely disappointing.</p> <p>Fire Drill We recently had a fire drill which was very fast.</p> <p>Health & Safety We are following the guidance on 'living' with Covid.</p> <p>We continue to follow guidance on handwashing, hygiene and more frequent deep cleans are carried out.</p> <p>Update on Works since Autumn Term</p> <p>CV talked Governors through the works that have taken place through the last few months and highlighted the following:</p> <p>We are keeping the boiler going.</p> <p>ULEZ affects any trips the minibus makes into the zone as it does not meet ULEZ admission targets.</p> <p>Q : In relation to the fire checks, how do you know the checks are being carried out with the correct frequency? A : Our fire consultants look at that and we carry out x2 tests per year. We have x2 three hour tests a year to make sure the battery lasts for three hours. On top of that, we do in-house monthly one hour tests and keep a record of when the tests were carried out.</p> <p>Q : What is Envirotek? A : We have a compactor for the rubbish – Envirotek empty and service the compactor from time to time.</p>
8.	<p>ANY OTHER BUSINESS</p> <p>There was no other business.</p> <p>CV would like Governors to be aware that although funding is being awaited, Andreas should be thanked for all of the additional work he has carried out.</p> <p>Governors would like to Minute their thanks and gratitude to Andreas Stavrous for all that he has done.</p> <p>Governors would also like noted their appreciation to CV for his leadership, enthusiasm and energy, and his drive and ideas to bring the school forward.</p>
9.	<p>DATE OF NEXT MEETING</p> <p>The meeting closed at 8.15 p.m. with a prayer.</p>

	The date of the next meeting is 3 March 2022.
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