

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

Date of Meeting : 7.00 p.m., Wednesday 9 November 2022

Venue : Milan's Library, St Cyprian's Greek Orthodox Primary Academy

Mr Arthur Broadberry (AB)	Absent
Mrs Aredi Christou (AC)	Present
Mrs Rianne Darko (RD)	Absent
Mrs Zoi Iliokaftou (ZI)	Present
Mr Adrian Prescod (AP)	Present
Mr Philip Prodromou (PP)	Present
Ms Nikoleta Tsiamas (NT)	Absent
Mr Christopher Vradis (CV)	Present

In attendance :

Mary Rider (MR) : Clerk

1.	<p>PRAYER, WELCOME AND APOLOGIES</p> <p>AC welcomed everyone present and opened the meeting at 7.01 p.m. with the Lord's Prayer.</p> <p>Apologies for absence were received from AB (Remembrance Day Event preparations), RD (work commitment) and NT (unwell), which were accepted.</p> <p>The meeting was noted to be quorate</p>
2.	<p>PECUNIARY INTEREST DECLARATION</p> <p>The information that Governors have stipulated within their annual declarations of business and pecuniary interest have been updated. There have been no further changes.</p> <p>There were no declarations of interest.</p>
3.	<p>ELECTION OF CHAIR</p> <p>AP nominated PP for position of Chair. There were no other nominations.</p>

	<p>Governors agreed to have a public vote for the position of Chair and PP remained in the room. PP was elected to the position of Chair by unanimous decision.</p> <p>AP nominated ZI for the position of Vice-Chair. There were no other nominations.</p> <p>Governors agreed to have a public vote for the position of Vice-Chair and ZI remained in the room. ZI was elected to the position of Vice-Chair by unanimous decision.</p>
4.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>4.1 Minutes</p> <p>The Minutes of the previous meeting held on 21 June 2022 had been distributed prior to the meeting.</p> <p>The Chair asked whether there were any questions or comments regarding the accuracy of the circulated Minutes.</p> <p>Actions Arising</p> <p>The Scope of Works was circulated to Governors on the day following the meeting.</p> <p>The library opening has been delayed to accommodate attendance by Balfour Beatty but CV would like this to take place before Christmas.</p> <p>ACTION : CV will continue to liaise with Balfour Beatty regarding suitable dates for the library opening and will provide details of the library opening to Governors when it has been confirmed.</p> <p>Q : AP asked who donated the time and money? A : CV responded that Balfour Beatty donated all of the resources – they absorbed the costs of the scaffolding, resources and manpower.</p> <p>ZI was provided with a copy of the Incident Report.</p> <p>The Risk Assessment was circulated to the Premises and Health & Safety Committee.</p> <p>Q : ZI asked if there have been any further updates to the Risk Assessment? A : CV responded that there have not been any further updates.</p> <p>CV informed Governors that the Safeguarding Audit had been carried out very recently and the report is awaited.</p> <p>Q : ZI asked who had carried out the Safeguarding Audit? A : CV responded that the Safeguarding Audit was carried out by senior people at Croydon, together with the LADO. The Audit was very thorough.</p> <p>Q : ZI asked if there was any update?</p>

	<p>A : CV advised that following the review, we will be given an update and advised on any points that need addressing.</p> <p>The report will be circulated when it has been received.</p> <p>Q : AP asked if CV got any impressions from the Audit?</p> <p>A : CV responded that the Audit showed that the school is relatively safe and they were happy with the SCR but there are always points that are raised, i.e. something on a separate document but better if on SCR – it is in place, but could be put in an alternative place. We have the expectation that they will say the school is safe but two or three things to implement.</p> <p>Q : AC asked would that be a good report to have when Ofsted come in?</p> <p>A : CV responded that all of these reports are helpful for Ofsted. We need experts to come in to offer advice and alternative approaches.</p> <p>Q : ZI asked, regarding the incident, can we see what happened and what has been implemented?</p> <p>A : CV responded that when the report comes, he expects the incident to be discussed.</p> <p>ACTION : Report of the Safeguarding Audit to be circulated to Governors upon receipt.</p> <p>Q : AP asked who is responsible for the minutes being uploaded as they seem to be missing?</p> <p>A : CV responded that Victoria Yeats, SBM, is responsible for this and that he will raise this with her.</p> <p>ACTION : Minutes of previous meetings to be uploaded.</p> <p>DECISION : Governors AGREED that the Minutes of the meeting held on 21 June 2022 were a true and accurate record of the meeting.</p> <p>The Minutes were signed by AP, who was Chair of the Premises and Health & Safety Committee on the date of the previous meeting.</p> <p>3.2 Matters Arising (not covered by rest of the meeting)</p> <p>There were no matters arising.</p>
5.	<p>TERMS OF REFERENCE</p> <p>Governors reviewed the Terms of Reference for the Premises and Health & Safety Committee.</p> <p>As part of the Premises and Health & Safety Committee's Terms of Reference it oversees the safe management of all aspects of the school's premises. AP proposed</p>

	<p>that the Committee receives a quarterly report giving a summary of high-level incidents that occur in the school during each term.</p> <p>CV advised that this is already reported to the Chair of Governors and he will bring this report to the Premises and Health & Safety Committee as well. The Committee will review high-level incidents at each meeting</p> <p>With this amendment, Governors AGREED the Terms of Reference for the Premises and Health & Safety Committee.</p>
6.	<p>HEADTEACHER’S REPORT</p> <p>CV had circulated the Headteacher’s Report prior to the meeting and highlighted the following:</p> <p>We try to do as many lettings as we can, and these are listed. There have been some ad hoc events. A Romanian community event has a letting booked for a big event in December and CV hopes to speak at that event to encourage publicity of the school. AC offered to attend the event and support if that would be of assistance. CV said that he would get confirmation of timings and let AC know.</p> <p>ACTION : CV will provide AC with timings of the Romanian community event.</p> <p>Q : AP asked what areas of the school Pasq Pappano and AFE Croydon Athletic use?</p> <p>A : CV advised that they hire the hall.</p> <p>Q : AP asked if we have looked at contract renewal?</p> <p>A : CV responded that ST has contacted the Greek School and this is ongoing.</p> <p>Angel Education pay a lot more than the Greek School per square metre. This is the club run by Angelina Adrien.</p> <p>Q : AP asked if this is a conflict of interest?</p> <p>A : CV responded no, it is declared and ongoing and is stated in AA’s Pecuniary Interests.</p> <p>Q : AP asked if this is renewed annually?</p> <p>A : CV responded that yes, it is.</p> <p>Q : AC asked if there are any children from other schools?</p> <p>A : CV responded that there are only children from this school.</p> <p>Q : AP asked if it is free?</p> <p>A : CV advised that no, it is not free – it is charged.</p>

PP joined the meeting at 7.19 p.m.

The work on the reception area is nearly complete; there is one wall to paint and a door to be fitted.

We are still working with Balfour Beatty who have agreed to the survey for the area where the trees are to be planted but we need to pin them down with date. CV is pushing as much as possible whilst bearing in mind that they are giving this service for free.

Q : ZI said that she understood the trees for the forest area were being donated by Network Rail?

A : CV responded that Network Rail are donating the trees but that the ground has to be surveyed before they can be planted. This survey will be carried out by Balfour Beatty. Balfour Beatty are committed to carrying out the survey but it is a question of fitting it in.

Balfour Beatty remain keen to install a new fence around the school.

The new entrance has extra card access which makes it much safer. Parents are unable to come into school without access being allowed.

CV then ran through the premises updates.

A new carpet was installed in Ithaka classroom. The old carpet had been patched but was becoming dangerous.

CCTV cameras have been installed in reception so the whole area can be watched, and also recorded. Reception area is an area where incidents could occur.

Q : AP asked where are the CCTV recordings saved?

A : CV advised that we contact our IT consultants for access.

Q : PP asked if the lifts are on a maintenance agreement?

A : CV confirmed that yes, they are.

Q : PP asked if there are any extra charges if they are called out?

A : CV confirmed that no, there is no charge.

Q : AP asked if the PE equipment is on a maintenance contract to be checked?

A : CV advised that we arrange an inspection and then get a quotation for repairs to fix what needs to be fixed; these are usually minor fixes.

When the buzzer and emergency alarm were relocated, the equipment was found to be old and susceptible to failure.

AP had previously requested a breakdown of the costs of the reception area. As last year's budget has already been signed off and came in £30k inside of budget, CV provided details for the money that is required to be spent this term, since August:

Internal Labour : £1,089.59

External Labour : £1,120.00

Materials : £4,646.61

IT Costs (including moving control panels) : £4,853.20

Future costs to complete the works : £400.00

Total : £12,109.40.

The Archbishop has paid £5k directly, leaving £7,109.40 to be spent by the school for the area to be finished.

Q : ZI asked if the works had been tendered?

A : CV responded that we had got some quotes in but other items were done by our maintenance manager. Some of the works were more 'handyman' rather than requiring skilled labour.

Q : ZI asked if there are quotes for the carpet?

A : CV responded that we got quotes from three or four companies and he is happy to provide these.

CV commented that there is a sum of £7k that hasn't been accounted for. As we are only in November, CV would hope to raise some of that money and request a further donation from the Archbishop. The intention is to get to balance zero by the summer.

Q : AP asked what is the cost for the works?

A : CV responded that he has previously provided this information. Quotes were obtained for the works but they were carried out 'in kind' and done freely. Milan's Library was done completely by Balfour Beatty with a zero cost. All of the furniture was donated by the PTA.

Q : AP asked if all of the other building works have been donated?

A : CV responded that yes, it had been with support from Andreas who had put a lot of work in. There were no charges from Balfour Beatty or from Hambridge Estate, who donated 'in kind' for the office area. There were a few minor costs for purchases by Andreas.

	<p>To finish the project, we need to bring in someone with expertise. We previously benefitted from skills that Andreas has but we now have to bring in people with those skills.</p> <p>Q : AP asked if any future works are planned?</p> <p>A : CV responded that there are no future works planned. We hope to get the fence and forest finished but this is reliant on donations 'in kind'.</p> <p>There is a spare room that can be used as a chapel, which is something we have wanted for a while. This is the room where the SBM was based, on the mezzanine.</p> <p>During the recent heavy rain, there were a lot of leaks.</p>
7.	<p>ANY OTHER BUSINESS</p> <p>CV commented that it is good practice to raise Any Other Business prior to the meeting. This would allow any issues to be addressed prior to the meeting and incorporated into agenda if possible.</p> <p>Q : AC asked how the Christmas preparations are going?</p> <p>A : CV responded that he can hear nativity songs coming out from Year 2!</p> <p>Q : PP asked how much notice is needed for a Governor visit?</p> <p>A : CV responded that he is happy for Governors to come in at any time but a couple of days' notice would be helpful to ensure the visit is meaningful.</p>
8.	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Premises and Health & Safety Committee is due to take place on 1 March 2023.</p> <p>The meeting closed at 7.53 p.m. with a prayer.</p>