

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

Date of Meeting : 7.00 p.m., Wednesday 14 June 2023

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

Mrs Angelina Adrien (AA)	Present
Mrs Areði Christou (AC)	Present
Mrs Zoi Iliokaftou (ZI) – Vice Chair	Present
Mr Philip Prodromou (PP) - Chair	Present
Ms Nikoleta Tsiamas (NT)	Present
Mr Christopher Vradis (CV)	Absent

In attendance :

Mary Rider (MR) : Clerk

1.	<p>PRAYER, WELCOME AND APOLOGIES</p> <p>The Chair welcomed everyone present and opened the meeting 7.05 p.m. with the Lord's Prayer.</p> <p>The meeting was noted to be quorate.</p>
2.	<p>PECUNIARY INTEREST DECLARATION</p> <p>The information that Directors have stipulated within their annual declarations of business and pecuniary interest applies.</p> <p>There were no declarations of interest.</p>
3.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>3.1 Minutes</p> <p>The Minutes of the previous meeting held on 25 May 2023 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>DECISION : Governors AGREED that the Minutes of the meeting held on 25 May 2023 were a true and accurate record of the meeting.</p>

The Minutes were signed by the Chair.

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

There were **no** matters arising.

3.3 Actions

*AC to retrieve all the necessary structural documentation for the build from Balfour Beatty and Hambridge Estates – **OPEN***

The information has been requested but has not been received.

*PP will go to the main dealer to see if a retrofit is available for the vehicles for them to be modified to become ULEZ compliant – **OPEN***

PP has been in touch with two Ford dealerships regarding retrofitting the school buses to make them compliant with ULEZ. For Ford to respond we have opened a case and sent the log book to them for them to check with their database. We are awaiting a response from Ford and are hoping for a good resolution.

Q : Do they seem optimistic?

A : We were not given any indication on the outcome.

Q : Is the case opened under St Cyprian's?

A : Yes, as we are the owners of the vehicle. Victoria Yeats (VY) has sent copies of the relevant documentation requested.

Q : What can we do regarding the vehicles?

A : We are hoping there is a modification that makes the buses compliant.

Q : What about the grant?

A : TfL have said there are grants and we will look into this if necessary.

NT commented that the mini-bus is a good extra for the school; the buses are well used and can give solutions to small issues.

*Clarification to be provided on the quotes obtained for the roofing works to see what is actually being included in the quote – **OPEN***

The quotes obtained in relation to the roofing works have now been circulated to Governors.

Q : The quote from Dale Jones Roofing includes a mobile scaffolding tower – is that viable?

A : Nico Kourmouzis, Site Manager (NK) can advise on this.

Q : With the roof repairs, Knightsbridge Roofing quote £11,450. Does that include the cost of scaffolding?

A : Yes, but the quotes from Perspective Roofing and Dale Jones Roofing did not include scaffolding. The Dale Jones Roofing quote includes 'to supply and fit a moveable scaffold tower where needed'. Perspective Roofing have not budgeted for the scaffolding.

Governors noted that there are possible extra costs with Knightsbridge Roofing; their quote is mainly for cleaning and the replacement of tiles but nothing regarding defective guttering. Therefore, the final cost will be more than £11.5k. They have included £5.5k for scaffolding but nothing is included about rotten battens or box gutters.

If you add in the cost of scaffolding to the Perspective Roofing quote that would also increase the cost to over £11k. However, they have included battens.

Dale Jones Roofing have not included scaffolding but using a moveable tower instead. PP expressed his concern whether a tower can go up to that height without become unstable.

NK has met with the quoters.

Q : Did he have confidence in one more than another?

A : He preferred the more local roofing companies – Dale Jones Roofing and Perspective Roofing.

Q : We were expecting to have more quotes – are there more booked in?

A : NK has been given more options to contact to give greater comparisons.

ZI will provide AA with a list of other companies to quote for the works before a decision is made.

Q : Will the work be done this summer?

A : Yes, it will be done before the winter months.

Q : Has insurance been looked at?

A : AA responded that as far as she is aware this has not been looked at.

Q : Would this have to be brought to FGB?

A : Yes, because it is over £10k.

Q : Should this also be raised at the next Finance Committee?

A : Yes.

In comparing the quotes, the Dale Jones Roofing quote is for £3,216 including VAT but there may be additional costs. The Perspective Roofing quote is for £6,720 but doesn't

	<p>quote for scaffolding. However, if we include the cost of scaffolding, this quote is similar to Knightsbridge Roofing. The Knightsbridge Roofing quote is for £11,450 plus VAT and includes costings for scaffolding but the quote indicates that we may incur more costs as their quote states that they cannot tell the condition of the box gutters as they cannot be accessed until scaffolding has been erected. Governors expressed their concerns about hidden costs.</p> <p>Governors remarked that they need to ensure that they get the best offer for the school.</p> <p>Q : Could we ask a local company to come in and ask for a quote for just scaffolding? A : We have done this and the quote was for £5,650 plus VAT.</p> <p>Governors need to ensure they have carried out due diligence. VY may know what checks have been carried out previously on contractors coming in to work on the school and will be asked to provide this information.</p> <p>Governors stated that these works have to happen as a priority. This matter will be brought to the Finance Committee to give the go-ahead to book in the work.</p> <p><i>AA to provide information in relation to the Energy Efficiency Grant – OPEN</i></p> <p>The school has received a grant of £17k for LED conversion. Two quotes have been received and a further quote is awaited.</p> <p>Q : When was the grant for £17k received? Is it new money? Has it been given to us for our energy or can it be used anywhere? A : It is for LED light conversion. It has been received as a grant just towards energy.</p> <p>Q : Can we find out where the grant came from? A : AA will look into this – where the grant came from and when it came in.</p> <p>Q : As the quotes are over £10k, this will have to be referred to the Finance Committee as well. For openness and clarity it should be mentioned to the Finance Committee under AOB. It is a lot of money to have received and we require clarity where it came from.</p> <p>If the money we have received has been given as an energy grant for lighting, that is what we will spend it on. Otherwise, the money could be spent elsewhere where it will be of more benefit.</p>
4.	<p>HEADTEACHER’S REPORT</p> <p>The Headteacher’s Report had been prepared by AA due to CVs continuing absence. It had been circulated to all Committee members in advance of the meeting.</p>

	<p>Q : Regarding the leaks identified. the Headteacher's Report lists the works that need to be carried out. Is this going to be done in-house?</p> <p>A : Yes, it will be done in-house. There won't be any major costs to the school other than materials. We will ask NK to provide a list of costings. NK also mentioned the ceiling in the main school which requires repair.</p> <p>Q : Is this extra work to be carried out by NK? Are we paying him extra to do it?</p> <p>A : NK works during the summer holidays. There would be no cost for the school for him; we are just paying for materials.</p> <p>Q : Is the work at high level?</p> <p>A : No, it is the Early Years playground.</p> <p>PP commented that we need to ensure Health and Safety guidelines are followed if NK carries out the repairs.</p> <p>Lettings continue as before and there are two ad hoc events planned. We will need to make arrangements for the opening and closing for these events as the person who currently does this is relocating back to Greece.</p> <p>At the last meeting, issues regarding the toilets were discussed. This matter has been resolved.</p> <p>PP thanked AA for her report.</p>
5.	<p>POLICIES</p> <ul style="list-style-type: none"> ○ Disability Access Plan and Equality Scheme - signed ○ Display Screen Equipment Policy - signed ○ Epilepsy Policy – further amendments required ○ First Aid Policy - signed ○ Health and Safety Policy – further amendments required ○ School Travel Plan Policy – signed ○ Smoking and Vaping Policy – signed <p>Governors have confirmed the amendments to policies via email. Vaping has been introduced into the Smoking and Vaping Policy. Updates have been included in terms of numbers in the School Travel Plan Policy. Some final amendments are required to be included in the Epilepsy Policy and the Health and Safety Policy.</p>
6.	<p>ANY OTHER BUSINESS</p> <p>Sports Day will be held on 30th June.</p> <p>NT informed Governors that classrooms are extremely hot; it is unbearable to teach and children are having to be sent home with high temperatures. NT asked if it would</p>

be possible to hire mobile air conditioning units. The building is not ideal for warmer temperatures.

Q : Rather than air conditioning units, what about fans?

A : There would be health and safety issues in relation to fans.

Q : What about if fans were wall-mounted?

A : Classrooms are quite large, and this might not be effective.

Q : Do we have blinds for all the windows?

A : Yes, we do.

Q : NT was asked if teachers could teach outside?

A : NT responded that teachers cannot do outdoor learning for certain lessons as resources are needed. Teachers do outdoor learning where possible but it is still very hot.

Q : Is the hall cooler?

A : Not always, and there is lots happening in the hall.

Governors commented that we need to look at a cool air provision for the whole building, possibly one central unit that will give cool air throughout the school.

AC agreed that something should be done but with only a short time left before the end of term, we will look to put something in place for the future.

NT informed Governors that she has been following up funding for the forest school. Some time ago the Tree Council came in and did some designs with the school and helped with design and build proposals. More mature trees would give more shade. The grant was for trees and plants up to the value of £7k. NT was advised that as the Tree Council had not heard back from the school the grant may have changed a little. A zoom meeting is due to take place to discuss this and NT asked if any Governors would like to attend this meeting. It will be a big project.

Q : Previously there was a problem regarding earth works to ensure the safety of the grounds. Is there any update?

A : Ian Turner of the Tree Council is happy to give support to carry out this survey. He is very open and would like to discuss this. We should start planning this and we will see a difference in our premises.

Q : Where would it be situated?

A : In the playground near the astroturf/adventure playground.

Q : Is that concrete?

	<p>A : Yes, underneath the astroturf.</p> <p>Any planting would need to take place in November or February/March.</p> <p>Governors commented that this has been talked about for a while and thanked NT for getting in touch with the Tree Council again. This will add to the aesthetics, particularly on that side of the school.</p> <p>Governors said that there will have to be checks as to whether there are any archaeological sites.</p> <p>NT has been in contact with the Norwood Society. The school is a very historic building and the Norwood Society are looking into the history of the building and will be coming in to do an assembly. The building works started in Victorian times and Queen Victoria has visited the school.</p>
7.	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Premises, Health & Safety Committee will be held in the Autumn Term on a date to be confirmed.</p> <p>PP thanked Governors for their input during the meeting.</p> <p>The meeting closed at 8.15 p.m. with a prayer.</p>