

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

Date of Meeting : 7.00 p.m., Thursday 25 May 2023

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

Mrs Angelina Adrien (AA)	Present
Mrs Aredi Christou (AC)	Present
Mrs Zoi Iliokaftou (ZI) – Vice Chair	Present
Mr Adrian Prescod (AP)	No longer on committee
Mr Philip Prodromou (PP) - Chair	Present
Ms Nikoleta Tsiamas (NT)	Absent
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 7.19 p.m. with the Lord's Prayer.</p> <p>Apologies for absence were received from NT (diary clash due to change of date), which were accepted.</p> <p>AP has stepped down from the Premises, Health & Safety Committee. RD is no longer on the Premises, Health & Safety Committee as she is now Chair of the Education Committee.</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>

The Minutes of the previous meeting held on 9 November 2022 had been distributed prior to the meeting.

The Chair asked whether there were any questions or comments regarding the accuracy of the circulated Minutes.

DECISION : Governors **AGREED** that the Minutes of the meeting held on 9 November 2022 were a true and accurate record of the meeting.

The Minutes were signed by the Chair.

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

There were a number of actions for CV but these have not been addressed due to his absence.

Governors are concerned that the school has not received any of the sign-off certificates regarding the works being carried out. Although the companies gave their time and resources for free, we will require the structural survey, safety certificates and fire certificates for the safety of everybody in the school. We must ensure we have all the relevant certification for the work undertaken, particularly for insurance purposes. There is also structural documentation that needs to be provided and stored by the school. Governors understand that Carolyn Kellaris (CK) may have asked about this.

ACTION : Governors to receive the relevant sign-offs and certification for works carried out by Balfour Beatty and Hambridge Estates at the next FGB to be held on 10 July 2023.

CV was due to ask Nico Kourmouzis to create a file with all the relevant information from the charitable works that were undertaken. Everything went through CV but the paperwork has not been passed to NK. CV has been asked to provide these on a couple of occasions, but he has not been in school.

Q : Which companies carried out the charitable works?

A : Balfour Beatty and Hambridge Estates.

Q : Who is responsible for this paperwork?

A : CV; everything went through him.

Q : What happens if we can't obtain these certificates?

A : We will have to speak with CK who can perhaps get in touch with these companies.

CK has asked for this paperwork but is awaiting a response. If the paperwork is not received, we could contact the companies directly to ask for copies of the paperwork. The work has been done officially but as a donation from them.

	<p>ACTION : AC to retrieve all the necessary structural documentation for the build from Balfour Beatty and Hambridge Estates. For the RSJ in the Reception area there must be drawings, structural calculations, etc.</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. PP remarked that the report is very detailed. The following matters were highlighted:</p> <p>There continue to be a number of lettings, including ad hoc lettings for birthday parties.</p> <p>AA informed Governors that Nico is looking to change the cleaning company. There are issues with the cleaning not being done properly and not turning up.</p> <p>Q : Have they been spoken to?</p> <p>A : Yes, lots of times.</p> <p>Q : The cleaners – Westgate – are they not performing as you would expect?</p> <p>A : No.</p> <p>Q : How long have they had the contract?</p> <p>A : Not very long; they were a replacement for someone else.</p> <p>A number of repairs have been carried out to the heating system and to the alarm system.</p> <p>Q : Regarding roof repairs, is that the main building?</p> <p>A : Yes, the one with a big apex on the front above reception. It needs to be repaired and will only get worse the longer we leave it.</p> <p>Q : You have received three quotes. Have you decided who to go with as they are so different?</p> <p>A : We need to get the details of the quotes to see what has been left out.</p> <p>Q : Are they all local companies?</p> <p>A : Perspective Roofing and Dale Jones Roofing are more local, the other is central Croydon.</p> <p>We will consult with Andreas for his comments on the quotes and ask for his advice.</p> <p>Q : Have you got the details of everything they will do? Has anything been missed?</p> <p>A : Andreas will pick up on that.</p>

There have been lots of issues with children's toilets. Children are damaging the toilets by putting objects down them and flooding the toilets. Nico and Miles spend a lot of their time fixing the toilets.

Q : Is it girls or boys?

A : Mainly boys.

Q : Is this recent?

A : Yes, but it feels like a constant battle at the moment.

Q : Would it be possible to have someone to supervise them when they use the toilet?

A : We stand outside. A TA or teacher escorts them.

Q : Surely they know who the children are who are causing the damage? Do they go in and inspect after the children have used the toilets? Perhaps Niko can wait outside while the toilets are being used and inspect after each use.

A : It is possibly one child flooding numerous toilets. The child's mother has previously made accusations about Nico following the child to the toilet. We don't want any further accusations to be made and have to deal with this sensitively.

Q : If it is only one or two children, could they not be confined to only using one toilet? If they can only use one toilet it will narrow down who is causing the issue and reduce the time the caretakers use to fix the toilets.

A : There will need to be somebody around to take them to the toilet. We will try that plan.

The Premises Update doesn't show anything outstanding. All required repairs have been carried out.

There was a part that need replacing on a cylinder. A part was required and we were told there would be a delay. Following our complaint, this was addressed the next day.

Previously, Governors had been told there was an issue with one of the boilers not working well. When PP and ZI came in, nothing was said about the boilers.

Q : Are the boilers working properly?

A : AA said that they are, as far as she is aware.

Q : When will the coffee shop be open?

A : We need people to run it, but it is ready for use. The repairs have been carried out and it is up and running.

Q : Have we asked if anyone wanted to do it?

	<p>A : We have asked but there hasn't been any pickup yet. Previously there was an issue with people being allowed full access to the site.</p> <p>Governors would like to organise a PTA. They want to start again and want all parents to be included and to participate.</p> <p>Q : Can the reception meeting room be used for other purposes or is it used frequently?</p> <p>A : It is used a lot for meetings with parents so we don't bring them into the whole school.</p> <p>Further comments and questions were invited but there were none.</p> <p>PP thanked AA for her report.</p>
5.	<p>GOVERNORS' VISIT</p> <p>The Governor Visit Report on the visit carried out by PP and ZI had been circulated to Governors prior to the meeting. PP invited comments on the report.</p> <p>AC commented that the report was very detailed.</p> <p>Q : The report was a follow up on concerns raised during an earlier visit. Have they been resolved?</p> <p>A : The first report was not as complete as we would want it to be which is why we carried out a second visit and added more to it.</p> <p>There is some urgency to finding a solution with the mini-buses which are not compliant with ULEZ. There are four options: 1. Modification of the mini-buses to become ULEZ compliant; 2. Part exchange of the vehicles with ULEZ compliant replacements; 3. Government funding to scrap the mini-buses, and 4. Keep the mini-buses and continue to use them paying the ULEZ charge.</p> <p>ACTION : 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.</p> <p>Governors will make rough calculations of the costs if we continue with the current mini-buses.</p> <p>There is a scrappage scheme of up to £7k but there are eligibility criteria.</p> <p>We do need two minibuses.</p> <p>Q : How many passengers per bus?</p> <p>A : 15 children per bus.</p> <p>Q : Could you look to use a larger vehicle.</p>

	<p>A : If we had a larger vehicle, we would need to retrain people to drive it. The mini-buses can be driven by anyone with a driving licence.</p> <p>During discussions with Nico, we didn't get any feedback about problems with boilers; there is no evidence of any problems.</p> <p>Repairs have been carried out to stop the leak in the Resource Room.</p> <p>Q : In the minutes of another committee, Governors were informed that all of the roof leaks have been repaired. Is this not the case?</p> <p>A : No, there is still work to be done.</p> <p>Q : Regarding Admin, the utilisation of software is being very well managed and shows everything that is being done. For example, if staff need to be chased up for training, there are measures in place to chase them up and passed on to others in authority to make sure it was done.</p> <p>All the windows were locked.</p> <p>There was previously an issue with the hot water. There is documentation and evidence that the water was being checked. We had to lower the water temperature and it has subsequently been checked.</p> <p>Carbon monoxide alarms are present in each room.</p> <p>For future Governor Visits, PP and Zi will check the available options for the mini-buses, they will check progress on the roof leaks and dislodged tiles and check progress of delayed outstanding works and repairs.</p> <p>ACTION : Clarification to be provided on the quotes obtained for the roofing works to see what is actually being included in the quote.</p> <p>The school has received a grant of £17k for LED lighting conversion. AA will check with Victoria Yeats where this money is and will bring it to the next meeting.</p> <p>ACTION : AA to provide information in relation to the Energy Efficiency Grant.</p> <p>A number of issues were noted during the last Governor Visit by PP and ZI. PP and ZI could now report that the garden area has been made safe with tools now stored safely in the office and removed from the garden. CCTV issues have all been dealt with. The door entry has been repaired. The Wellbeing and Health and First Aid boards are now on display in the staff room and people can read it.</p>
6.	<p>POLICIES</p> <ul style="list-style-type: none"> ○ Disability Access Plan and Equality Scheme ○ Display Screen Equipment Policy

	<ul style="list-style-type: none"> ○ Epilepsy Policy ○ First Aid Policy ○ Health and Safety Policy ○ School Travel Plan Policy ○ Smoking Policy <p>Vapes need to be added to the Smoking Policy if they are not included.</p> <p>The School Travel Plan also needs updating; the numbers are incorrect particularly in relation to SEND.</p> <p>Q : Do we have another policy for complaints in school? A : No, just the complaints policy.</p> <p>Q : Is it on the website? A : Yes, all policies are.</p> <p>AC will review the Disability Access Plan and Equality Scheme and Display Screen Equipment Policy. ZI will review the Epilepsy Policy and First Aid Policy and PP will review the Health and Safety Policy, the School Travel Plan Policy and the Smoking Policy.</p> <p>AC will ask Victoria Yeats to clarify the disabilities numbers.</p>
7.	<p>ANY OTHER BUSINESS</p> <p>PP commented that there is no décor in the reception area.</p> <p>AA responded that there are plans to put pictures up, including a picture of Milan, a picture of Margarite plus a whole school photo from 2000 and one from 2009. The school are working on getting a whole school photo from 2019.</p> <p>Q : Is it appropriate from an emotional perspective to put up pictures of children who have passed? A : Yes, to remember them.</p> <p>Q : Would you approach the families and ask their permission? A : Yes.</p> <p>Q : You have Milan's Library for Milan. Are you doing something for Margarite? A : We will have a bench and a planter. Margarite's favourite colour was yellow so we will paint the planter yellow. There is also a Margarite rose which we will plant.</p> <p>Governors expressed their concern at putting up pictures of Milan and Margarite from both a safeguarding and wellbeing perspective, particularly as the school has other memorials for them. Governors agreed that the whole school photos should be put up.</p>

	<p>Q : There was a suggestion of having a mural as you go into reception on the right-hand side?</p> <p>A : There is a TV there now.</p> <p>Governors suggested that perhaps the TV could show pictures from school activities on a scrolling display.</p> <p>Q : Can we display school achievements?</p> <p>A : We should recognise the school achievements where children have participated in events.</p> <p>Niko is dealing with the outstanding repairs in reception.</p> <p>Governors suggested that the reception area is discussed at the next FGB for further ideas.</p> <p>ACTION : Suggestions invited from all Governors at the FGB to be held on 10 July 2023 on what is appropriate to go in the reception area.</p>
8.	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting is 14 June 2023 at 7 p.m.</p> <p>The meeting closed at 8.29 p.m. with a prayer.</p>