

**LAWNSWOOD SCHOOL
FINANCE/ H&S COMMITTEE**

MINUTES OF THE MEETING HELD ON 30th April 2008.

PRESENT:

Ms J Shemilt (Chair)	Dr P Hobley
Mr M Davidovic (Head)	Mr P Coltman
Mr J Powney	Mr S McFarlane
Mr O Bankole	Dr J Gleisner
Ms S Hart	Miss K Doyle (Clerk)

IN ATTENDANCE: Mr Sam Barrett

1.00 Apologies

1.01 Received from Ms A Jahdi

2.00 Minutes of Last Meeting

The minutes of the meeting held on 19th March 2008, were signed and passed to Miss Doyle to file.

3.00 Matters Arising

3.01 Cover flaps – still ongoing with Carillion. It was noted that there had been incidents of injury at Manchester Airport where such cover flaps had been made overly tamper-proof, so we would need to ensure that the covers still enable the alarms to be triggered in emergency.

3.02 Heating & Ventilation – still ongoing with Robert Thirtle

3.04 Update on Diner – still ongoing. Fire Officer was happy with the plan and this has therefore gone to the planning department. There should be some schematics from Clovis (sub contractor of Carillion) arriving next week, and then we can get firm costings.

4.00 Health & Safety Update

4.01 Fire Risk Assessment: Mr Barrett circulated the fire safety booklet on risk assessments, and the fire risk assessment action plan to the group. SB explained that the principle was to be able to identify risks, seeing actions in order to reduce and manage the risk and log the process of doing so.

Ms Shemilt suggested that the group take the information to read and feedback to Mr Barrett by the end of the week,

with a view to signing off the process so it can be returned to Education Leeds as soon as possible, and in light of the imminent fire visit.

Dr Hobley asked for there to be a periodic review of the process/plan. It was agreed by all that this would be an agenda item for the next meeting, and will then be reviewed on a 6 month basis unless significant events occur.

Dr Hobley commented that footing the documents with 'Versions' was a good idea and asked for this to be done when updates are made to these documents and new versions are created.

- 4.02 Individual Egress plans: Mr Barrett sought advice on the role of the Fire Marshall to be included in the plan, but with no response as yet. That aside, the egress plan has been highly commended. Action: Mr Barrett (awaiting response)

Ms Hart commented that we already have fire marshalls in place, but they are unaware that this is their official role and the responsibility needs to be formalised and documented.

- 4.03 Meeting with Annette Bradley. Mr Barrett is waiting on a response from an email sent with 2 possible dates in which to meet. Action: Mr Barrett

- 4.04 Lockdown procedures: Ms Shemilt asked if there was any update on this. Mr Barrett informed the group that the lockdown relates to shutting the school to pupils at break and lunch times. Ms Hart commented that this may be a recommendation in order to know where everyone is in the event of a fire. Mr Barrett suggested a formal risk assessment be done for this. Action: Mr Barrett

- 4.05 Near miss report: Ms Hart referred to the H&S report which stated there were no near misses logged.

5.00 Budget Papers 2008/09

- 5.01 Ms Hart circulated papers to the group and reported that the final outcome had been received from Education Leeds that morning, and for any queries to be directed to Ms Hart. The group discussed the papers in detail.

Ms Shemilt asked for questions and answers to be minuted that had previously been sent to Ms Hart from Ms A Jahdi in relation to the papers. Please see document

attached.

Ms Hart was thanked by the group for the prompt issuing of papers.

5.02 HR Agreement: Ms Hart informed the group of two proposals – Basic and Business Partnership Service level Agreement. Taking up the Business Partnership option was agreed by all.

6.00 Behaviour audit-aesthetic impact of the school

6.01 Ms Shemilt stated that this is part of the behaviour audit and to look at the aesthetic impact of the school in order to potentially make an improvement. Ms Shemilt asked for comments on this subject.

Some of the ideas suggested were:

- Art walls
- A team of student reporters to photograph events which can then be displayed around the school
- Garden areas (already been looked into by Miss McGuigan, Head of RE)
- Ambient music
- Display screens

Action:
All

Ms Shemilt asked for all suggestions to be emailed to her for discussion at the next meeting

10.00 Any Other Business

11.00 Date and Time of Next Meeting
Wednesday 18th June 2008, 6.30pm