

MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BODY
OF RAWMARSH RYECROFT INFANTS SCHOOL HELD ON
THURSDAY 17TH SEPTEMBER 2020 AT 5.15 PM

Governors were in agreement that due to the current COVID 19 situation, the annual Health and Safety Walkthrough would be attended and conducted by the Chair, SLT and the Clerk only.

GOVERNORS PRESENT:

Mr C Ozer (Chair), Mrs C Smyth (Head), Mrs K Blythe (Deputy Head),

Also attending: Miss N Davies (Clerk).

1. **APOLOGIES FOR ABSENCE**

Not Applicable on this occasion.

2. **HEALTH AND SAFETY WALKTHROUGH**

Prior to the meeting, Mr Ozer was provided with a Health and Safety update report from Mrs Smyth.

Covid 19 Update

The SLT are regularly reviewing risk assessments and conducting tours of the school to check procedures are being adhered to. Staff regularly check first aid kits and ensure cleaning stations are well stocked and clean. (Items have been checked and are available to view on the school COSHH list). Pupils are currently working in class bubbles within their year bubble. Children have their own equipment for use during the school day which is stored in a clear sealable wipe clean wallet. Staff are working within their class bubble with other staff minimising contact with different bubbles as much as possible. School have staggered drop off & collection times, staggered lunchtimes & break times and are operating two entry and exit points to maintain social distancing. Parents/carers have been asked to wear face masks when dropping off and collecting their children. An information letter has been sent out to parents/carers and regular reminder text messages and emails are sent regarding social distancing and safety around the school site.

Walkthrough

Mrs Smyth, Mrs Blythe, Mr Ozer and Miss Davies conducted a tour of the school whilst maintaining social distancing. The following issues were identified:

Class 1 – No issues identified.

Class 2 –

A fire notice had been relocated on to the fire door. This should be on the fire alarm point on the wall. - **A new sign was immediately positioned and fixed in the correct place next to the alarm point.**

The Emergency lighting has a flashing red light. **The emergency lighting has recently been checked and school were advised to purchase a number of new battery packs. This will be rectified shortly.**

Class 3 – No issues identified.

Class 4 – The Emergency lighting has a flashing red light. **The emergency lighting has recently been checked and school were advised to purchase a number of new battery packs. This will be rectified shortly.**

Class 5 – No issues identified.

Signed.....

Date:.....

Mr C Ozer (Chair of Governors)

Page 1 of 1

Class 6 – The Emergency lighting has a flashing red light. **The emergency lighting has recently been checked and school were advised to purchase a number of new battery packs. This will be rectified shortly.**

Nurture – No issues identified.

School Hall – An out of date certificate is on the wall. The member of staff who it belongs to has received the appropriate training – **The certificate has now been replaced and the new one displayed.**

Reception and Office Area - No issues identified.

School Corridors – Due to COVID 19, the carpets in school have been cleaned regularly. The corridor carpets are now showing signs of being overstretched and rippled in areas (in particular outside the school office). Mrs Smyth said that redecoration and new carpets had been planned prior to lockdown and the plans had been put on hold temporarily to limit the number of visitors/adults accessing school. **Redecoration and replacement of carpets is now a priority to be carried out in school.**

School Library – No issues identified.

Outside areas - The playground has been repainted during lockdown. The grates have been cleaned out and new covers fitted where required. Mrs Smyth advised that the areas outside FS2 are a project for the current academic year. These areas will be freshened up and refurbished.

The caretaker has been reminded of outstanding jobs such as staining the decking and this will be carried out as soon as possible. The current focus has been cleanliness in school due to the COVID 19 pandemic.

Fire Extinguishers – Mrs Smyth advised that the fire extinguishers are now overdue their annual check. This has been reported to the buildings manager who has advised that there has been a change of contract. School are now responsible to source their own contract. Mrs Marson has been in contact with a number of companies for quotations regarding this. This will be rectified shortly.

3. **ANY OTHER BUSINESS**

Parent Governor Vacancies

Mr Oxer asked if school had received any interest regarding the two Parent Governor Vacancies.

A letter was sent out to parents on 9th September informing them of the vacancies. School have received 4 expressions of interest. The four nominees have been asked to provide personal statements which will be circulated to parents/carers for consideration week commencing 21st September 2020. A Parent Governor Election is planned to be held and completed by noon on Monday 28th September 2020.

4. **FUTURE MEETINGS**

Please see the following planned dates for future meetings.

The agendas and accompanying documents will be emailed to Governors prior to the meetings. Please advise if these dates are convenient to all.

Thursday 15th October 2020 5pm – Virtual Autumn Term Meeting

Thursday 4th March 2021 5pm – Virtual Spring Term Meeting

Thursday 1st July 2020 5pm – Virtual Summer Term Meeting

Signed..... Date:.....

Mr C Oxer (Chair of Governors)

Page 2 of 2