

KGGS Governors visit form. Please complete and return to the clerk to governors

Link Governor	Jo Green		
Faculty / Member of staff Visited	Ian Birchenough, Facilities Manager	Date	24 th September 2021
Purpose of Visit	Health and Safety Link Governor visit		

Further to my last visit in June 2021, Ian reported the following progress against actions identified at that meeting:

1. School events have re-commenced with the Y11 and Y13 BBQs in June being well attended and appreciated by the girls. A Y6 open evening has taken place and a Y7 welcome evening is planned. Events have been planned into the school calendar largely as usual, and decisions will be taken on a case-by-case basis with ongoing monitoring of risk and Covid guidance.
2. Owing to the retirement of three members of the site team within the next few months, it has been agreed to appoint a Senior Caretaker on a 52-week contract and to increase the hours of another member of staff to full-time, term time only. The Senior role will have no management responsibility but will be able to deputise for Ian in his absence and have access to Ian's systems, as well as being an initial point of call for staff and particularly the cleaning staff. These changes will enable Ian to work more efficiently on his wider site management and health and safety responsibilities, hopefully with fewer distractions and with a large proportion of the low-level queries being handled by someone else.
3. The school has recruited some additional cleaners and now has just one vacancy, having had four at the time of my last visit.
4. The two ongoing major projects have been the focus for summer works this year, but a number of minor tasks were completed over the summer including new storage areas for art and some painting in the kitchen. Moving furniture and equipment to re-locate staff back to their own bases after a year of teaching in year group bubbles has also taken up a lot of the site staff's time, but teaching staff are very pleased to be back in their own teaching spaces again.

The boiler and fire door projects will both overrun, largely because of issues with availability of materials. Additional work is being carried out overnight where possible but there will inevitably be some disruption to some areas of the school with the boiler project. Ian expects the majority of the work required to enable the new boilers to be used to be completed before the heating needs to be turned on, however. The boiler servicing Harrowby House and the sixth form study area, not due to be replaced as part of this project, was serviced and found to be uneconomical to repair, and this has since been replaced.

Ian will carry out the school's annual review of the Fire Risk Assessment in October, by which point the fire door and boiler projects should have been completed and signed off. Discussions are ongoing with SKDC Heritage team about the changes being made in Old Hall, which has caused further delays. The discussion held last time around the Old Hall area being treated as one compartment for fire safety is a worst-case scenario; the Listed Buildings advisor may yet agree some further changes can be permitted. Ian will report back to governors on this matter once final approval from the Listed Buildings advisor has been received and final inspections of the replacement doors has taken place. More fire drills have been carried out than usual recently owing to some activations from the building work!

The revised Health and Safety policy will be considered by Resources committee at its next meeting. Ian and I looked at the updates to the site safety section of the policy and were both content that the changes put in place with the new gates and fencing to the front of the building

have significantly improved the safety and security of the site. Having visited during the school day to undertake my visit, and on three occasions since the start of term to large, well-attended events (open evening and 11+ tests), I feel the benefits of this work are huge, both from an organisational and a site safety point of view.

Thank you to Ian for inviting me into school, and thank you to those involved in the huge efforts required to organise a safe and effective open evening for the school; feedback has been excellent, the students never fail to make a positive impression. I very much hope that all governors will have the opportunity over the coming months to attend school events as we hopefully continue toward some sort of normality.

Signed _____Jo Green_____

Date _____26/09/2021_____