

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	8 th June 2021
Purpose of Visit	Health and Safety Link Governor visit		

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

1. The annual health questionnaire has now been completed.
2. Asbestos awareness training has been completed by Ian, James and other staff from the site team.

Some events are planned for the summer term, such as the Y11 and Y13 BBQ. As the girls are still on roll but no longer in school, attendees will be asked to take a lateral flow test before the event. No external bookings are being taken at the moment, but subject to guidelines, the school will look to recommence long-standing booking commitments soon if there is demand. Following feedback received, parents' evening will remain to be conducted via Teams.

There have been issues with recruiting cleaners recently and the school currently has four vacancies, with existing staff working additional areas to cover. This will prove tricky to manage if vacancies cannot be filled in the short to medium term, especially with the recent uptick in Covid cases nationally, as we should expect that isolation notifications will start to have more of an impact on staff absence as cases increase again.

There are likely to be some changes to the site team over the next year to 18 months as staff reach retirement age. Ian will work closely with James and Jackie to put in place a structure that is fit for purpose and hopefully without increasing the staffing budget, with a view to creating a deputy site manager level role to sit between Ian and the site management team. I firmly believe that it would be beneficial to have a more senior role within the team to support Ian, and with the knowledge and authority to field issues and enquiries, and to cover any period of absence.

Some minor works are planned over the summer but with two major projects ongoing and site staff needing to take holidays, this will be less than in previous years.

Progress was initially slower than anticipated on the boiler replacement project given the very cold weather in May and the school having the heating on for four weeks longer than usual. Some off site work was carried out initially and the contractors came back on site during half term, with the project due to complete in August.

Ongoing issues with availability of materials due to shipping delays and Covid have had an impact on the timetable for the fire door replacement project, but work is progressing well, with contractors in school from 3pm-10pm daily. The listed status of the oldest part of the school means that all changes internally and externally require Listed Building Consent, and the heritage team at SKDC require the replacement heater covers and fire doors to match the existing, which is causing some challenges. In effect, rather than each separate room in the Old Hall being a separate compartment, the entire area will be one compartment. This has been assessed as an acceptable level of risk given the constraints for listed buildings and also taking into consideration the fact that the school has recently upgraded its alarm system. The burn time on a standard residential door is around 30 minutes when closed, and the doors fitted at the school will be far in excess of this.

With doors being replaced throughout the school, keys are being suited so that each room in teaching areas will have the same key, which is a significant improvement for teaching and site staff.

Ian noted last time we spoke that once these two major projects are completed, the asbestos survey will need to be updated. Quotations for £2,000 and £7,500 have now been received.

At Standards Committee last week we enjoyed speaking to Kevin Raynor, Catering Manager, who gave us a detailed update on catering activity at the school. Governors have overall responsibility for ensuring food standards for schools are met, and Tracy Doig has redrafted the School Food Policy, which will be reviewed by Standards Committee going forward.

Thank you to Ian for taking time out of a very busy schedule to speak to me, and I would like to record my thanks to the entire site and catering team for managing a challenging and constantly changing routine over the past 16 months.

Signed _____ Jo Green _____

Date _____ 11/6/2021 _____