

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	5 th June 2022
Purpose of Visit	Health and Safety Link Governor visit		

Further to my last visit in February 2022, Ian reported the following progress against actions identified at that meeting:

1. The appointment of a full-time senior caretaker is working well. He is experienced and knowledgeable, and acts as first port of call for the cleaning supervisors, lettings, and minor site issues, as well as managing the site team diary and covering sickness and absences. This appointment, combined with a slight shift in hours so that the final member of the site team to leave the school now finishes at 8pm, means that issues are identified and dealt with in a much more timely manner. Ian is finding he has fewer distractions during the day and is not starting the next day by having to deal with problems identified by the cleaners the previous evening, as they have already been taken care of.
2. There is some minor snagging work still to be undertaken in relation to the fire door project. Final funds will not be released until the project is complete. The new fire doors have been signed off by an external consultant and the fire risk assessment will be updated once the completion certificate has been received.
3. Again, minor snagging works still need to be completed in relation to the boiler project. There has been some damage to a small area of parquet flooring and the school is investigating a claim.

The annual audit was overwhelmingly positive, confirming that arrangements at KGGS are appropriate and confirming that all statutory and recommended checks and document trails are in place and fit for purpose. A very small number of minor recommendations were identified on the tour of the school conducted during the visit, which have already been addressed. This excellent outcome reflects the sensible and proportionate response to Health and Safety at KGGS, and the value of an engaged and proactive team. Thanks must be extended to everyone who has had a role in ensuring that the high standards at the school have been maintained.

During my visit, Ian and I spent some time viewing the 'Every' system which he uses for keeping track of statutory checks. The system generates a weekly reminder about checks due that week, as well as any upcoming in the next three months. This is particularly useful given the different time intervals for the many checks that have to be undertaken. The senior caretaker and IT department have access to the Every system as well, so in the event of prolonged or unplanned absence by Ian, robust procedures are in place to ensure checks still take place. The system sits alongside a contract register containing details of the various contracts in place and contractors appointed to undertake checks which require an external professional. The cost to the school for this system is £1000 per annum, which, given our 100% compliance in these areas during in our recent audit, represents excellent value for money.

With a view to budgetary issues, the department is managing well and Ian is not unduly concerned, but he is beginning to notice large increases in the costs of cleaning materials. The provision of a new modular building to replace the pavilion has been costed out, and will be discussed by Resources in due course. The maths classrooms will be refurbished over the summer, and a price is being sought for installing a canopy over the quad and in the area outside of the dining hall which faces the Sixth Form Centre.

As ever, thank you to Ian for inviting me into school and I am sure the Resources Committee will wish to join me in thanking the team for their continued hard work this academic year, and another excellent audit report.

Signed _____ Jo Green _____ Date _____ 10/06/2022 _____

