

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of the meeting of the ESTATES COMMITTEE of the Corporation held on Thursday 17 October 2019 at 5.30pm in the Principalship Meeting Room

Present:

S Salvin [Chair]
D Hankey

In attendance:

A Theakston
K Dales
M Roberts
R Davison
G Nicholson
C Menzies [Minute Clerk]

1 APOLOGIES FOR ABSENCE

Apologies were received from N Godfrey. MR and RD in attendance as officers [arrived a little late due to a fire alarm evacuation prior]. GN invited as officer for IT.

2 DECLARATIONS OF INTEREST RELEVANT TO THE BUSINESS OF THE MEETING

Other than MR role as Facilities Manager there were no interests to declare.

3 MINUTES OF THE PREVIOUS MEETING HELD ON 5 JUNE 2019

The minutes were approved and signed by the Chairman.

4 MATTERS ARISING AND ACTION POINTS

No actions outstanding.

5 FINAL ACCIDENTS/INCIDENTS OUTTURN FOR 2018/19 [RD]

DH reported on behalf of RD that the headline statistics and graphs indicate a higher number of instances however this is due to the more robust reporting mechanisms in place.

6 HEALTH AND SAFETY POLICY – ANNUAL APPROVAL [KD]

KD reported that minor changes such as job titles have been made and the broad essence of the policy remains the same. Annual review and approval is required by the Board. These changes were accepted and approved to go to the next Board meeting.

7 RSM AUDIT UPDATE [VERBAL UPDATE RD]

RD gave the following update:

- The health & safety audit identified 19 actions, 6 are closed, 11 in progress and 2 are ongoing which will always be the case. Of the 11 in progress 6 will be closed once risk assessments and COSHH information is transferred to EVERY [total of 670 documents in the process if being transferred]
- Table top exercises are part of continuity and more are planned
- 5s and health and safety inspections are ongoing with more planned during half term
- RD advised there are a couple of fire safety actions from January which may need to be accepted which are low risk with no way to action
- PEEPS – a new electronic system has been installed for visitors at reception and can be used in event of a fire alarm situation
- Mandatory training on GDPR has been completed by all staff
- Risk assessment training for staff across different schools has taken place to try and re-iterate staff responsibility for completion
- Health and safety training is scheduled for October and Duty Officer awareness training in February

- Agreement has been received to implement a new online health and safety package which contains 22 modules and will help with audit requirements

8 ESTATES STRATEGY [MR]

MR reported the 3 year estates plan includes the Off Shore Centre and plans are in-line with strategic planning and ESFA and Government categorisation. Costs are included with elements of inflation along with 'wishlist' jobs such as moving reception which would involve installing turnstiles. Further research is needed in relation to the cost to replace the roof of the Offshore Centre should this be damaged due to its age. MR explained that works are continually added to the document to incorporate as much as possible for building and curriculum works.

SS asked if the jobs for 2019/20 have been completed to which MR stated not all as further work re: costs is required. KD informed that all works have been included in the financial plan.

MR has started to send the estates newsletter to governors. AT reported the positive feedback received regarding this document from S Irvine and L Watson.

9 IT STRATEGY [GN]

GN explained that the areas in red are areas to improve, yellow are ongoing but not priority and green are complete. GN provided a summary of some of the works completed to date:

- Increased security for BYOD [bring your own device] now checks are done before allowing access to the College network
- Improving servers to provide increased performance and reliability
- Cyber security and phishing – 3rd trial of a phishing protective system has taken place and a new system with internal controls rather than external which can be tailored and customised internally as required. Any staff who have been caught out with the trial have received training on phishing
- A 2nd verification authentication method has been enabled to guarantee security for systems such as Horizon – this was a priority area as under increased threat
- In excess of 100 monitors have been replaced in classrooms as these were 17" and too small along with 40 extra PC's installed in a new LAB for Sage
- Canvas has replaced the old virtual system Blackboard as this was over 7 years old costing around £40k per year. Canvas has increased functionality, costs £20k a year and feedback received to date following all staff training on the new system is that Canvas is much preferred and much more user friendly. AT asked if governors were on Canvas, GN confirmed they are on the website staff portal page which can be accessed externally

GN explained the next big area to work on is replacement of projectors in teaching rooms as current ones are 7 years old. There will be 60 replaced in a 2 week period and will be much better for teaching and learning.

GN informed of the changed password policy which is now to use a more complex password that will be valid for one year with no need to change unless it has been compromised.

10 ANY H&S/IT SYSTEMS/SECURITY RISKS TO REPORT TO THE AUDIT COMMITTEE [VERBAL UPDATE KD]

KD informed there have been a few phishing incidents which have been dealt with and apart from that there are no incidents to report.

KD commented on the actions from the Zurich insurance risk assessment report saying she is comfortable with the content and although the 3 actions detailed are important, they are more good practice rather than urgent. The action relating to the sauna, which is 40+ years old, will be implemented by 12th December and KD will let the insurers know otherwise it may invalidate the insurance.

11 ANY OTHER BUSINESS

MR gave a more detailed overview of the items raised from the insurance risk assessment report:

- Forklift trucks - not to be maintenance records to be checked and charging stations not to be near any combustible materials i.e. wooden pallets
- Tumble dryers [1 for food court and 1 for salons] – posters to be displayed re: importance of emptying lint trays and the dryer must run through the cooling process
- Pallets in the yard – advised to keep 10m distance away from the building in case of risk from arson/vandalism. MR advised this was not in the report however MR has asked for clarification explaining that parts of the building are fenced off at night
- Sauna mist spray mechanism – will be actioned by December and no cost will be incurred

MR said that a tour of the building was available for anytime should members wish to view areas for themselves.

12 DATE OF NEXT MEETING

Wednesday 5th February 2020 at 5.30pm in room 2.35b

Chairman:

ACTION POINTS

6	Reviewed Health and Safety Policy to go to the next Board meeting	K Dales
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