

MINUTES OF PREMISES MEETING – HARLYN PRIMARY SCHOOL

Wednesday 17 September 2025 – 3.30 at the school

Present: Michele Matonti (Chair), Sally de Jongh, Mike Simons, Simon Jones, Duncan Andrews, Doug Vigar.

1. Apologies for absence – none
2. Minutes of the last meeting dated 7 May 2025 were agreed as accurate and signed.
3. Matters Arising/Actions
 - a) Statutory Fire Risk Assessment – outstanding – details to be provided by Adeptify. **ACTION DV**
 - b) Cleaning contract complaints log – although there is a book in each building, Site Manager will continue to inspect daily and complain immediately. **ACTION DA**
 - c) Pedestrian safety barrier bolts - completed
 - d) Quote for JCB work to path – outstanding (not urgent) **ACTION DA**
 - e) Window fastening repair – ongoing **ACTION DA**
 - f) Adeptify report by Site Manager – completed. Meeting held with Dan Middleton and Mr Jones
 - g) Meeting between Adeptify and Mr Matonti – not required.
4. Flat Roof upgrade

Mr Andrews reported that Hillingdon decided that works would be project managed by Concertus with CWG Group as the main contractor. Following an initial meeting on 19 August with all parties, scaffolding was erected during the last week of August. Works to the roof are currently ongoing. Recent wet weather meant that rainwater was entering the hall so Mr Andrews devised a workaround to allow water to flow outside via the hall door. The work was initially expected to last four or five weeks, this to be discussed at a meeting on Friday next.

Mr Jones voiced his main priority as who would fund this upgrade. Borough policy is that schools who finish with a surplus in the previous year, are liable for a percentage of the costs. However in Harlyn's deficit situation, there is still yet to be agreement on this. Mr Jones is considering a letter to the Director of Education asking who will fund the works. It is possible that the Local Authority will loan the money, to be paid back over a year.

Langley Roofing provided the roofing materials and wrote a specification. They will also inspect on behalf of the Borough and sign the works off, with a thirty-year warranty. It was noted that the warranty must be carefully retained. Mr Jones' draft letter also spoke of the original work which has required recent patching, costing £8K, at the school's expense.
5. Health & Safety Report

Mr Vigar would go through his report with Mr Andrews following the meeting. Mr Matonti suggested that items which are yet to be completed, are colour coded amber rather than green. Noted that two items have in fact been completed (H&S Awareness training and Display Screen Equipment Assessments) and not as reported. **ACTION ADEPTIFY**

Statutory risk assessments – Mr Matonti queried the process when teachers or other staff wish to check a risk assessment? Mr Jones replied that there is no given rule. Following discussion it was AGREED that Mr Jones, Mr Andrews and Mrs Quigley would be able to access the basecamp portal and then keep a file on the computer system with the relevant documents and Mr Vigar would provide monthly updates to any documents. **.ACTION SJ, DA, SQ, DV**
6. School Welfare Officer report

Mr Jones reported that there have been no notifiable accidents.

7. School maintenance works update

Notable unscheduled repairs

Intruder Alarm – On 16 August a fault was notified to the new contractor, Spy Alarms, at 1600. An engineer attended at 23.45 but did not remedy the fault. Two triggers to the alarm alerted the Police in case of intruders; Mr Andrews attended to check and disabled the alarm. There appears to be a fault with the power supply unit for the East building. Spy Alarms will need to attend and release the security code but have shown no sense of urgency, resulting in £500 in call out fees. Spy Alarms appear to have set a code removable only by their engineer. It is hoped that when the contract is moved to ISF, an Uxbridge based contractor, the fault can be repaired and a new monitoring system fitted.

New activity

Sugar tax funded equipment – two new play panels have been fitted in the playground.

Other notable items

- a) Bridge Fire alarms have been taken over by Churches Fire Security Ltd (used by other local schools)
 - b) New commercial dishwasher installed in the hall kitchen is working well.
 - c) Sprinkler system passed its ten-year safety inspection
 - d) Fire extinguishers – two were removed from service on 4 July and replaced with hydro-mist models following a change in legislation. By 2030 all fire extinguishers must operate with hydro-mist.
 - e) Annual deep clean took place in July/August. Cleaning to high traffic areas will be done during the 2026 Easter break.
8. Future projects – none. Mr Andrews noted that he endeavours to find the best price for products such as paper goods.
9. Any other business
There being no other business, the meeting closed at 4.22pm

A discussion would take place between Messrs Andrews, Vigar and Matonti, following this meeting, to find a way forward with regard to issues around regulations including the replacement of fire extinguishers.

ACTION DA, DV & MM

10. Date and time of next meeting

Agreed to change the next two meetings to the following:

Tuesday 10 February 2026 at 3.30pm

Thursday 7 May 2026 at 3.30pm

ACTION CLERK



Signed

Date: 10/2/2026