



Harlyn Primary School

Tolcarne Drive, Pinner, Middlesex, HA5 2DR Tel: 020 8866 1290
Headteacher: Mr S Jones BA (Hons) NPQH

AGENDA – PREMISES MEETING – HARLYN PRIMARY SCHOOL

Tuesday 10 February 2026 3.30 PM

Mr Jones's office

- | | |
|---|----------------------|
| 1. Apologies for absence | |
| 2. Minutes of Meeting dated 17 September 2025 | |
| 3. Matters Arising | <u>ACTION</u> |
| a) Statutory Fire Risk Assessment – details to be provided by Adeptify. | DV |
| b) Cleaning contract complaints log – Site Manager to inspect daily. | DA |
| c) Quote for JCB work to path | DA |
| d) Window fastening repair | DA |
| e) Meeting with Adeptify following last Premises Meeting | DA |
| 4. Flat Roof upgrade | |
| 5. Health & Safety Report | |
| 6. School Welfare Officer report | |
| 7. School maintenance works update | |
| A) Issues raised at September 2025 meeting | |
| B) Notable non-scheduled repairs | |
| C) New activity | |
| D) Other notable items | |
| 8. Future projects | |
| 9. Any other business | |
| 10. Date of next meeting – Thursday 7 May 2026 | |

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WE HAVE
ACHIEVED

