

MINUTES OF PREMISES MEETING – HARLYN PRIMARY SCHOOL

Tuesday 10 February 2026 – 3.30 at the school

Present: Michele Matonti (Chair), Simon Jones, Duncan Andrews, Jill Schrodel (Minutes)

1. Apologies for absence – Sally de Jongh.
2. Minutes of the last meeting dated 17 September 2025 were agreed as accurate and signed.
3. Matters Arising/Actions
 - a) Statutory Fire Risk Assessment – the new health & safety company will manage this (see 5.)
 - b) Cleaning contract complaints log – additional cleaning is scheduled during half term. Noted that some new cleaning products seem less effective. Regular monitoring continues by Site Manager
 - c) Quote for JCB work to path – shelved at present.
 - d) Window fastening repair – ongoing. Possibly will wait until other window repairs are required.
 - e) Meeting between Adeptify and Premises Chair – no longer relevant.
4. Flat Roof upgrade

Mr Andrews reported no further leaks and deemed the repair as good. He intended to tidy up the hall flooring during the half term. **ACTION DA**
5. Health & Safety Report

The Local Authority has resumed responsibility for the maintenance of schools, which will now be provided by the LBH Health & Safety Management System. All Head Teachers attended a recent health & safety course. A new Health & Safety Policy has been released, personalised to the individual school, which will be ratified by the Full Governing Board at its next meeting. Adeptify are therefore no longer providing Health & Safety advice to the school. Nothing significant to report otherwise.
6. School Welfare Officer report

Mr Jones reported that there have been no notifiable accidents.
7. School maintenance works update

Notable unscheduled repairs

West Building hot water boiler return pump – R&L Paul fitted a new pump, and hot water is now instant.

Year 6 underfloor heating circulation pump – R&L Paul fitted a replacement pressure vessel and dial gauge and heating has been restored.

School garden fence – to be completed during half term, utilising spare pallets.

ACTION DA

Car park fence – concrete fence spur has been fitted.

Other notable items

Legionella and water hygiene – Invoq Ltd have produced a new schematic; monthly temperature testing has now commenced.

LBH Health & Safety Management System – a register of all glazing and schedule of periodic inspection of all windows, doors and plastics is now required, as British Safety standards must be maintained. This will involve the recording of all glazing, including all measurements and will need to be conducted by an outside contractor. A quote of £1,600 has been obtained to provide a one-off Register, with any changes recorded thereafter.

Arboreal Survey – to be undertaken every two years, at a cost of £700. Arrangements have been made with the relevant contractor and following the survey, a log must be kept in the event of adverse (windy) weather in case of tree damage, as this could be dangerous to children.

Risk Assessment – as there is no prescribed method of Risk Assessment or advice on who should sign it off, the advice of the Local Authority is awaited on this matter.

8. Future projects – repainting of some areas is required, to be done by Site Manager. A couple of areas of worn carpets will be patch repaired by the Site Manager. Site Manager is also considering making some additional play stands from left over materials and the Sugar Tax funding could be used for this.

ACTION DA

9. Any other business

Clancy – this company have offered to replace the roofs on five storage sheds (three in the Nursery and two in Reception), as well as providing some new raised beds. This is being done free of charge, as community service.

Parking outside the school – the Chairman said he will email Jonathan Bianco, Ward Councillor, about illegal and dangerous parking outside the school in the mornings. Some parents illegally park on the white zig-zag lines, which is dangerous for children and pedestrians. Mr Jones pointed out that he has arranged Parking Attendants previously, but because they take no action, parents have continued the illegal parking.

ACTION MM

There being no other business, the meeting closed at 4.00pm

10. Date and time of next meeting

Thursday 7 May 2026 at 3.30pm

Signed

Date: