17 June 2026

LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE HEALTH & SAFETY SUB-COMMITTEE MEETING OF CENTRAL FOUNDATION GIRLS' SCHOOL

Meeting Held on Wednesday 25th March 2025 (from 5:00pm)

Present:	Carla Prince	(Headteacher)
	Anna Moulton	(Chair)
	Shamira Bhikha	
In Attendance:	A. Lawrence-Kandappa	(HR Manager)
	J. Weeks	(Operations Manager)
	R. Rehman	(Assistant Head Teacher)
	L. Brewer	(Clerk)

1. Welcome and Apologies for Absence

a. The Chair welcomed everyone to the meeting.

Apologies for absence were received from Shahanur Khan.

Apologies were also received from C Drysdale (NASUWT H&S representative), J. Winslow (NEU H&S representative) and P. Chaillet (Director of Finance).

b. As there were three governors present the meeting was quorate.

2. Declarations of Interest

There were no declarations of interest with regard to items on the agenda.

3. Minutes of the Meeting Held on 1st October 2025

The minutes had been attached to the agenda as Enclosure A. There were no amendments to the minutes.

Decision: The Minutes were agreed as a true record of the meeting held on 1st October 2025.

4. **Matters Arising from the Minutes**

The updates to the actions listed on the last page of the minutes were as follows:

Action 1 (Shelves and Rooms audit report) – The Shelves and Rooms Audit Report was summarised as part of the H&S Report on the agenda. This action was completed.

The Chair also reported that with regard to the Fire Risk Assessment (FRA), an update on the ongoing issue with the fire doors was provided at the recently held Governing Board (GB) meeting and there has been an action around a fire door survey. The Operations Manager (OM) reported that the fire door survey had been received and it was passed on to the school's PFI consultants.

5. Health and Safety Report

The OM reviewed the report which had been circulated as Enclosures B. The Accident and Incident Report had been circulated as Enclosure C and the Health and Safety Policy as Enclosure D.

Accidents and Incidents - With regard to the Accident and Incident Report, the OM reported that there were no incidents that required reporting under RIDDOR. The incident level remained stable but there had been an increase in the number of incidents involving glue guns in the Design and Technology (DT) department. The OM had liaised with the head of department who would be reinforcing safety briefings with students and assisting with the current checks on temperature levels as part of ongoing housekeeping in the department.

Q. Have the incidents been serious?
A. No. They have been very minor. It just needs monitoring by staff. The H&S team would also be monitoring this over the reporting cycle.

Fire Safety Systems – The systems remained operational with one fault addressed promptly and no ongoing concerns identified. As indicated earlier the fire door survey had been received and passed on to the PFI consultants.

First Aid – First Aid training had been carried out for existing staff as refreshers and also for new staff so that the number of First Aid trained staff has been increased across all school sites.

Lock Down Drills – The first lock down drill had been carried out in line with Martyn's Law on 17th March. It is part of the school's Critical Incident Plan. The lock down drill went well but there were a few areas for improvement. The frequency of the lock down drills had not yet been decided. There would however

be a full external evacuation at the end of June and then the lockdowns, fire drills and whole school evacuations would be planned as part of a cycle to take into account times of the year when they can't be done, for example at exam times. It was understood that the requirement is to do at least one internal lockdown and one mass evacuation per year. The fire drills will be done termly as normal and will be included in the school calendar planning for the year.

Q. For the whole school evacuation where will the cluster point be?
A. There are various locations, based on the part of the building the students are located. One is Malmesbury School and for the sixth form there is use of the green as well as Phoenix School. The majority of the school can be accommodated at the neighbouring schools or the green. The worse case scenario will be lining up students outside Tesco across the road.

The HT reported that she carried out a scoping walk with the OM and the main things recognised were the importance of planning before doing the drill and that there are greater safety risks in taking students off site. The planning had not been finetuned yet. It would involve liaising with the neighbouring schools as it needed to be a shared school exercise. The aim was to have the whole school evacuation drill when exams were finished.

Teams Room Audit – An audit was carried out on all department team rooms around basic health and safety. There was generally a safe working environment in the rooms but two of them needed some work around general housekeeping, i.e., tidying up and maybe some reconfiguration. The risk was medium to low and the issues would be addressed over the short term, one room during the Easter break and the other in the May half term. General health and safety was satisfactory in these rooms. Some in house staff training was also carried out around the essentials of health and safety, particularly the importance of keeping work areas tidy. This work would be ongoing.

Health & Safety Policy – The H&S Policy was reviewed. There were no comments from governors.

Decision: The Health and Safety Sub-Committee agreed the Health and Safety Policy and recommended it to the Governing Board for ratification.

Key Risks and Priorities – The main risks and priorities that were currently being managed were as follows:

- Fire Safety – This was mainly around the Fire Risk Assessment and the fire door survey which was discussed;
- Heat and ventilation systems – This was ongoing work with the PFI partner but there was no update at the moment.

- Incidents in DT – This would be monitored over the next cycle.

It was noted that one thing that needed focus was close monitoring of the students during the whole school evacuation to prevent truancy during that time.

6. Any Other Business

Meningitis B

The HT reported that generally in response to an outbreak such as the Meningitis B outbreak, the Local Authority (LA) would send out advice to all schools. The school had not received advice from the LA to date but it had received some information from the Department for Education (DFE). In the end of term newsletter that went out to parents, links to this information had been shared with families in the event they had concerns. First Aiders were trained in general first aid as well as in recognising infectious diseases. There was a section in the Critical Incident Management Plan around Meningitis B regarding symptoms to recognise and actions to take. No incidents had been reported in London but the school was being cautious and vigilant.

It was highlighted that the best approach was to signpost families to their GP or NHS 111 if they had any concerns. If there were concerns about a student being infected it was best that they stayed at home and a health evaluation carried out.

Q. Will there be a wider vaccine roll out?

A. The immunisation committee nationally is looking at this. It had been considered in 2015 when this infection was first recognised but due to cost effectiveness there was a decision not to roll out the Meningitis B vaccine except to infants. This is being re-evaluated due to the new outbreak. Some parents are choosing to have their children vaccinated privately but this has not been observed in East London. The NHS is on high alert but there is no specific roll out particularly for immunisation.

6. DATE OF NEXT MEETING

The date of the last meeting for the academic year was noted as follows:

- Wednesday 17th June 2026

The meeting ended at 5:25pm

CFGS H&S SUB-COMMITTEE MEETING (24.03.26)
Action Sheet

No.	ACTION	RESPONSIBILITY
1.	The Health and Safety Policy recommended it to the Governing Board for ratification.	The HT/TES For next GB meeting