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**Minutes for the Meeting of the Site and Buildings Committee held on Monday 15<sup>th</sup> October 2018 at 6.00pm**

**Present**

**Penny Conway**  
**Neil Donoghue**  
**Nickie Moore**

LA Governor  
Co-opted Governor/Chair  
Head Teacher

**Richard Fairbairn**

Parent Governor

**1. Apologies for absence**

Apologies received and accepted from: Oliver Poulain and Natasha Stott

**2. Declaration of interests**

No changes declared.

**3. Minutes of last meeting held on 11<sup>th</sup> June 2018. (Agreed at the FGB 9<sup>th</sup> July 2018)**

**4. Matters Arising and Update on Agreed Actions**

FGB Minutes 9 July 2018			Action at 5 Oct 2018
S&B Committee HT	To monitor the snagging list and ensure items identified are addressed appropriately.	An email has been received from the building requesting a formal list in order to sign off the building. This will be arranged.	Snagging issues mainly completed by Contractor over Summer Holiday. Site officer chasing outstanding issues.
H&S Committee	To arrange meeting at a time convenient to participants (including other users of school premises) Pre School meeting already held others to be arranged.	Ongoing – meeting to be arranged with all parties.	New Term/New Head. Meeting to be arranged as <b>priorities allow</b> .
HT, Site Off, Chair S&B	Compile 5yr maintenance plan	<b>Ongoing.</b> 2 <sup>nd</sup> Draft to HT May 2018. Further discussion between ND and HT and then a copy of the plan will be sent to governors.	Plan agreed with DH and forwarded to NM. For discussion as <b>priorities allow</b> .
Clerk	To send the revised Health and Safety Policy to all governors for review before ratification.	√	Approved by the S&B Committee on 9 July 2018



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5. Heads update and forecast of work

a. **New Build Snagging Lists**

We have four areas outstanding. ND and PL will be attending the Man Safe – Roof access course on the 16/10/18. There is some outstanding work to be done on the guttering and two other minor repairs to be completed.

b. **Electrical Work scheduled for Oct half-term**

**QU: What work is taking place?** ND – On our recent 5 year inspection we were found to be non-compliant in relation to current standards. Work will be carried out earthing the electrical supply and installing mini circuit breakers throughout the school to bring us in line with current standards.

c. **Pre School toilet refurbishment**

In an overheard conversation it has come to light that the Pre School have organized a complete refurbishment of the children's toilets in the part of the building they rent from the school during the half term. PL was given a list of components and fittings from the contractor (Bywaters) and highlighted a concern regarding the size of the job. On request PL, ND and PC had a meeting with the Pre School at which plans and a schedule of work were supplied. It is a complete refurbishment replacing everything and also includes high specification taps and hand dryers. The cost of the work will be met by the Pre School. PL has made the Pre School aware not to dispose of any equipment removed as some equipment like the existing hand dryers may be under rental agreements. The Pre School say they had the project agreed by the previous Head Teacher but no evidence can be found to verify this and the previous Head Teacher has no recollection of agreeing to a full refurbishment. As the cost is being met by the Pre School themselves and the Site Officer has viewed all documentation including relevant certification, there is no reason not to let the work go ahead. The Pre School are aware that the building belongs to Little Paxton Primary School and should they decide to vacate the premises in the future all fixtures and fittings will have to be left. **QU: Will we update the SLA (Service Level Agreement) to include maintenance of any equipment fitted?** PC/ND - Yes. ND to forward suggested amended SLA to Finance Committee.

d. **Maintenance and capital projects for 2018/19**

These will come from the 5 year maintenance plan – see entry 3 on table above.

e. **Five Year Maintenance Plan**

To be agreed by NM – see entry 3 on table above. **QU: Can governors have a copy of the plan?** NM - Yes, when it has been agreed it will be sent out.

6. **Health and Safety matters**

No Health and Safety matters to report.

7. **Review of Policies and Plans.**

a. **Fire Safety Policy** – reviewed and ratified.

b. **Premises Management Review.**



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New Policy to be reviewed annually in the Summer term – to define what is needed and write policy. See – compliance guidelines in Council Buildings and Good Stewardship for schools' premises (2012).

QU: [What is the need for this Policy?](#) PC – It is recommended that all schools should have a policy on Premises Management. ND – will make a start on this policy and bring it to the next FGB.

- c. **To add COPLAR (Code of Practice on Litter and Refuse) to the review timetable.** ND – email PC a copy of the policy to be added to the review timetable for the spring term next year.

## 8. AOB

It was noted that the Letting Policy which is being reviewed by the Finance committee, that on the last page of the policy it states in an emergency 999 should be called from the telephone in the office. This needs editing as the offices are now locked so it would not be possible to use the office phone to make the call. PC – this will be raised at the finance meeting.

Meeting closed at 18.28.

### Agreed actions arising from this meeting

	ACTION	BY WHOM	TIMESCALE
2018/2019 - 021	To arrange H&S meeting at a time convenient to participants (including other users of school premises)	Chair of S&B, HT	Meeting to be arranged as priorities allow.
2018/2019 - 022	Compile 5yr maintenance plan	Chair of S&B, HT	Plan agreed with previous HT and forwarded to NM - for discussion as priorities allow.
2018/2019 - 023	Premises Management - ND will make a start on this policy and bring it to the next FGB.	Chair of S&B	Initial thoughts to next FGB and then to next S&B meeting
2018/2019 - 024	Forward copy of COPLAR to CoG for addition to review timetable.	Chair of S&B	This term
2018/2019 - 025	Update of information in Lettings Policy	CoG	At Finance meeting