



Little Paxton School Governing Body

Minutes of the Sites & Buildings Committee Meeting held on Monday, 6th November May 2017, at 6:00pm

Present

Richard Fairbairn	Parent Governor	Oliver Poulain	Parent Governor (from 6.30)
Diane Hawkes	Staff Governor/HT	Paul Warmington	Parent Governor
Neil Donoghue	Co-opted Governor/chair		

In attendance – Peter Loughran (Site Officer) (Item 6 Only)

Apologies for absence

Penny Conway	LA Governor	Natasha Stott	Staff Governor
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Declaration of Interests – no changes declared.

1. Minutes of the last meeting held on 22 June 2017. These Minutes have been approved at the Full Governors Meeting on the 10th July 2017.

Matters arising

2. None – all issues are on the agenda.

Item 6 on the Agenda – Report on Fire Risk Audit.

3. This item was taken early in order to receive a report from Mr Peter Loughran (PL). PL briefed the committee on the result of a Formal Fire Risk Audit carried out by a Cambs County appointed assessor. The Assessor was requested to attend by school following the completion of the new build to advise on the requirements for the number and location of new extinguishers. In addition a number of procedural and practical observations were made and PL has been working to address these. Immediate requirements have been completed and the remainder are scheduled to be completed ahead of the imposed target date of Easter. During a child-originated alarm, a discrepancy between the alarm panels in the existing and new-build areas became apparent; this has been referred to the Contractor for resolution.

QU: PL was asked if he had enough time to complete these actions; PL replied that the re-writing of the Fire Policy, Safety and Evacuation plans, together with reviewing the school's Risk Assessments was very time consuming and, as previously discussed with SLT and Chair S&B, he no longer carried out the same level of daily cleaning tasks as previously.

ACTION: recommend to Personnel Committee a review of staffing needs for maintaining the building following extension of school

4. The Chair thanked PL for his efforts and for his attendance at this meeting. PL left at 6.25.

Item 5 on the Agenda - Head's update and forecast of work.

5. The Head reported on the successful completion of the new build extension and works within the existing school building. With the exception of a few issues the build is complete and fit for purpose. An ongoing 'Snagging List' is being compiled for the builder's attention. Turning to

the needs of the existing building the SLT and Chair S&B have itemised a list of work required. This list draws extensively on the 2014 County Surveyors provided Condition and Maintenance plan, together with necessary and desirable upgrades of the school's estate. Immediate needs, to be completed over the Christmas Holidays, include the replacement of the Hall Lights with new LED units. Longer term it is planned to replace the existing internal doors with new doors that match those in the extension. Many of the doors will need to be fire doors in order to comply with safety requirements which makes them significantly more expensive. The HT will look at various options and get quotes. There is still approximately £15k of consequential improvement money that could be used although the total is likely to exceed this. This work will likely be carried out over some years in order to spread the cost.

ACTION: S&B Committee to monitor the snagging list and ensure items identified are addressed appropriately.
HT to get quotes for replacement doors

6. A routine 5-Year inspection & test of the school's electricity system was conducted in 2013. Unfortunately, because of the death of one of the company's directors and the subsequent inability to access his IT system, a Certificate was not issued despite both LP school and our Property Advisor's best efforts. As the New Build has a new 5-Year Certificate it has been decided to bring forward the planned re-test to enable the 2022 test to address all areas of the school buildings.

ACTION: HT to ensure inspection & test of the electricity system in the existing school building

7. Enquiries into the purchase or rental of a Mobile building for the Swifts wrap-around care provision have been made. Initial impressions are that this may not be a viable proposition given the Swifts' owners wishes to expand their activities throughout the day. Further enquiries are to be made.

ACTION: HT to make further enquiries about possible means to hire a mobile and report back to governors at a future meeting

Health and Safety matters.

8. PL has addressed the meeting at Para 5 on the Fire Risk Audit and associated issues. The H&S committee will meet once a suitable date has been established between Swifts, pre-school and school staff.

ACTION: H&S Committee to arrange meeting at a time convenient to participants (including other users of school premises)

Review of policies and plans

9. The following Policy and Plans need review following completion of the new extension.

- a. Fire Policy – Model Policy to be identified and school specific version compiled by PL for submission to SLT/Governors.
- b. Fire & evacuation plan - to be reviewed by PL for submission to SLT/Governors.
- c.. Health & safety policy (Scheduled Spring 2018)
- d. Accessibility Plan (Physical Aspects – review facilities) Chair S&B to carry out review and circulate report with Agenda for Spring term.

ACTION: Fire Safety Policy to be brought to FGB meeting in December

Any Other Business – there was no AOB.

Meeting closed at 6.45pm

Agreed actions

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Initials: Date:

Personnel Committee	Recommendation to Personnel Committee a review of staffing needs for maintaining the building following extension of school
S&B Committee	To monitor the snagging list and ensure items identified are addressed appropriately
HT	To get quotes for replacement doors
HT	To ensure inspection & test of the electricity system in the existing school building
HT	To make further enquiries about possible means to hire a mobile and report back to governors at a future meeting
H&S Committee	To arrange meeting at a time convenient to participants (including other users of school premises)
S&B Committee/ FGB	Fire Safety Policy to be brought to FGB meeting in December