



Little Paxton School Governing Body

Minutes of the Sites & Buildings Committee Meeting held on Monday 11th June 2018 at 6:00pm

Present

Diane Hawkes Staff Governor /HT
Neil Donoghue Co-opted Governor/Chair
Richard Fairbairn Parent Governor

In attendance: **Jeannie Marshall** Clerk

1. Apologies for Absence.

Penny Conway Authority Governor - apologies accepted.
Oliver Poulain Parent Governor - apologies accepted.
Paul Warmington Parent Governor - apologies accepted.

Note: the meeting was not quorate and no decisions were taken.

2. Declaration of Interests.

No changes declared.

3. Minutes of the last meeting held on 26th March 2018.

These minutes were approved at the Full Governing Body meeting on 30th April 2018.

4. Matters arising and update on agreed actions.

Who	Actions Agreed	Date.
S&B Committee HT	To monitor the snagging list and ensure items identified are addressed appropriately. Significant issues with the heating system to be sorted out with builders.	Ongoing. Completed.
HT	Doors to foyer and entrance hall to be fitted during the Easter holidays.	Completed.
HT	Obtain report for the inspection & test of the electricity system in the existing school building	Report received.
HT	To make further enquiries about possible means to hire a mobile and report back to governors at a future meeting. Whilst it may be feasible for school to buy or lease a mobile the cost of siting it is prohibitive. HT to follow up possible solutions with LA.	Removed from agenda as not financially viable.
ND/P Loughran	Health and Safety Policy including Lone Working	On Agenda

	to be review and updated.	
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.
S&B Committee	Investigate the fixing of a turn bolt to the foyer doors.	After investigation It has been decided that a turn bolt will not be fixed to the foyer door.
HT	Cleaning Contract – to update on quotes received from external companies and the possibility of taking the cleaning in house.	New Contractors took over on the 4th June 2018. All staff have been transferred under TUPE.
HT, Site Off, Chair S&B	Compile 5yr maintenance plan	Ongoing. 2 nd Draft to HT May 2018. Further discussion between ND and HT and then a copy of the plan will be sent to governors.

5. Head Teachers update and forecast of work.

Job	Contractor	Cost	Comp. Date
Hall floor	Contract Flooring.	£4800 incl. vat	April 2018
Carpets	Norfolk Flooring.	£845.00 incl vat	May 2018
Replacement pump and control panels – old boiler house	HP2G	Pump £1038.12 Control panels £2223.00	May 2018
Painting and Decorating	Hunts Painting and Decorators.	£1250 plus vat	13/14/15 th June 2018
Replacement lighting in main office, ppa room, Deputy Heads room, Senco office and photocopier room.	B S Graves.	£1522 plus vat	14 th June 2018

6. Health and Safety matters.

Fire and evacuation test has been carried out. No other Health and Safety matters.

7. Review of Policies and Plans.

Health and Safety Policy (including Lone Working Policy).

The policy has been reviewed by ND and Site Officer and amendments suggested. A revised policy had been distributed to governors for approval.

QU: We appear to have our own policy and the standard Council policy, do we need both?

ND: Yes, as the Council policy is not specific to the school and the more detailed the policy is to the school the better.

QU: Item 15 in the policy bullet point number 3 - does this point belong in the H & S Policy?

H/T: Yes as it regards food hygiene and wellbeing.

Due to low attendance at the meeting the clerk will forward the policy to all governors to read and return comments/questions before the policy is ratified.

8. AOB.

No other business.

Meeting closed at 6.30pm.

Agreed actions.

Who	Actions Agreed	Date
S&B Committee HT	To monitor the snagging list and ensure items identified are addressed appropriately.	Ongoing
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.
HT, Site Off, Chair S&B	Compile 5yr maintenance plan	Ongoing. 2 nd Draft to HT May 2018. Further discussion between ND and HT and then a copy of the plan will be sent to governors.
Clerk	To send the revised Health and Safety Policy to all governors for review before ratification.	asap