



Little Paxton School Governing Body

Minutes of the Sites & Buildings Committee Meeting held on Monday 26th March 2018 at 6:00pm

Present

Penny Conway	LA Governor	Oliver Poulain	Parent Governor
Diane Hawkes	Staff Governor /HT	Richard Fairbairn	Parent Governor
Neil Donoghue	Co-opted Governor/Chair		

1. Apologies for Absence

Natasha Stott	Staff Governor – apologies accepted
Paul Warmington	Parent Governor – apologies accepted

2. Declaration of Interests.

No changes declared.

3. Minutes of the last meeting held on 29th January 2018.

These minutes were approved at the Full Governing Body meeting on 12th March 2018.

4. Matters arising and update on agreed actions.

Action ON	Action	Status
Personnel Committee	Recommendation to Personnel Committee a review of staffing needs for maintaining the building following extension of school	Completed – Personnel Committee to follow up.
S&B Committee	To monitor the snagging list and ensure items identified are addressed appropriately Minor snagging – doors have been readjusted Significant issues with the heating system (see below) There is a problem with the heating systems operating unit, the unit fitted does not seem fit for purpose. One classroom can be boiling hot and another freezing cold. This has been referred back to the builders. ND/HT to follow up.	Ongoing.
HT	To get quotes for replacement doors	Job to be completed during the Easter Holidays.
HT	To ensure inspection & test of the electricity system in the existing school building	Work done during Spring Half Term – awaiting report.
HT	To make further enquiries about possible means to hire a mobile and report back to governors at a	H/T No update as yet, have been chasing and will

	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	continue to chase.
H&S Committee	To arrange meeting at a time convenient to participants (including other users of school premises)	One Meeting Held with Pre-school others to be arranged.
S&B Committee/ FGB	Fire Safety Policy to be brought to FGB meeting in December. A discussion was held regarding the possibility of fixing a turn bolt on the fire doors at the entrance of the building as in the present cohort there is a child who runs away. We had been informed previously that this would decommission the fire door and therefore was not possible. We have had subsequent advice saying fixing a turn bolt is possible. ND/HT to investigate further and seek confirmation.	Completed.

5. Head Teachers update and forecast of work.

Foyer doors and all doors leading off the entrance hall are due to be replaced over the Easter Break. Cost £4000.00 plus a £500.00 contingency fund for any door furniture required.

The Hall floor will be stripped, sanded and polished over the Easter holiday. Cost £4000.00.

QU: Will this fix the lose tile problem?

HT: Yes it will.

It was agreed the company should be made aware of the lose tile before commencing the work.

Carpet in the foyer will be replaced at the cost of £845.00. We have secured a personalised mat for the entrance at no cost from our school photographer. This work is planned for May half term.

Redecorating of Foyer and entrance Hall area, the quote for this is £1050, however this is an old quote so there may be a slight increase in cost. This work will be done before the May half term, before the carpet is fitted.

Redecoration of bargeboards and soffits is planned but, we are awaiting a third quote before deciding who should carry out the work.

6. Health and Safety matters.

No new matters have arisen (see point 7 for review of Health and Safety Policy).

7. Review of Policies and Plans.

Health and Safety Policy. (inc. Lone Working Policy).

QU: What is the Lone Working Policy?

ND explained that it is a policy for when a member of staff is working alone on site.

It was agreed that the Health and Safety Policy which includes the Lone Working Policy would be looked at and reviewed by ND and the Site Officer, Pete Loughran, and brought back to the committee for review at the next FGB meeting.

8. AOB.

HT advised that we have now received 3 quotes from external companies to take on the Cleaning Contract for the school and will be reviewing them shortly with the additional possibility of managing the cleaning in house. This will be reported on at the next FGB meeting. It is to be noted that we can leave CCS at any time without a notice period as they are closing.

Meeting closed at 6.31pm.

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.	Update at next meeting.
HT	Doors to foyer and entrance hall to be fitted during the Easter holidays.	Easter Holidays.
HT	Obtain report for the inspection & test of the electricity system in the existing school building	To be in receipt of report by next meeting.
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	Ongoing – update at next meeting.
ND/P Loughran	Health and Safety Policy including Lone Working to be review and updated.	Review at next FGB meeting.

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.	Meetings to be arranged as soon as possible.
S&B Committee	Investigate the fixing of a turn bolt to the foyer doors.	Update to be given at next meeting.
HT	Cleaning Contract – to update on quotes received from external companies and the possibility of taking the cleaning in house.	H/T to report findings at next FGB meeting.