



Little Paxton School Governing Body

Minutes of the Sites & Buildings Committee Meeting held on Monday, 29th January 2018, at 6:00pm

Present

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

1. Apologies for absence

Richard Fairbairn	Parent Governor	Natasha Stott	Staff Governor
Paul Warmington	Parent Governor		

2. Declaration of Interests – no changes declared

3. Minutes of the last meeting held on 6th November 2017.

These Minutes were approved at the Full Governors Meeting on the 11th December 2017.

4. Matters arising and update on agreed actions

No matters arising – all issues are on the agenda.

Agreed actions

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)
HT	To get quotes for replacement doors HT has checked with Fire Safety Officer which doors in the entrance foyer area are fire doors and will now get quotes
HT	To ensure inspection & test of the electricity system in the existing school building Inspection booked for half term
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
H&S Committee	To arrange meeting at a time convenient to participants (including other users of school premises)

	To be arranged
S&B Committee/ FGB	Fire Safety Policy to be brought to FGB meeting in December
	Completed

QU: Has any progress been made with looking at how much the Colts Football Club use the field? This was discussed at the last FGB meeting. The Site Officer has asked Colts for details of their use of the field both for matches and training. The Finance Committee is going to review current charges which are almost certainly too low as their use of the field has increased significantly as the Football Club has expanded. It was agreed that if the charges needed to increase markedly this would be done gradually over a period of time so as not to be unmanageable for the club. A governor reported how much other facilities locally charged. This information will be considered by the Finance Committee when it sets new charge levels.

5. Head's update and forecast of work

a. **Proposal for potential Mobile building.**

See above in agreed actions update

b. **5Yr Maintenance Plan**

Although not strictly part of the maintenance plan there have been very significant issues with the heating system in the new part of the building. It is an energy saving heat-exchange system and as such is slow to react to changes in the control settings. It had often seemed rather cold in the new classrooms last term and the heating engineer visited and re-set the temperature to be higher. He also advised that because it can take up to 2 days for this system to heat the space from cold the system should not be shut down over the holidays.

QU: Doesn't that significantly increase our heating bills? Apparently not because although the system runs for longer than one turned off in the holidays it is so much more efficient that it is still cheaper.

Last week it seemed to stop working completely and we are awaiting another visit from the heating engineer. Small portable heaters were used in the worst affected classrooms.

QU: Why was this heating system chosen? We had no say - it was part of the design specification agreed by the LA.

Much of the building is new but there are older parts in need of refurbishment. The following have been identified for action in the short to medium term:

- Entrance Foyer – plan to replace existing internal doors in this area to match doors in the new build. The Fire Safety Officer has advised which of these doors must meet fire safety standards; quotes will now be obtained.
- Hall lights – many had come to the end of their useful life – replaced with more modern energy saving “daylight” lighting
- Lights in pre-school also need replacing – planned for work to be done during the holiday
- Drains – there has been a long standing issue with drains blocking. School was advised that the problem was under the storage shed in the EYFS outdoor play area – the shed would have to be moved in order to access the manhole cover. The shed was moved by school staff but in fact the drainage problem was elsewhere. EYFS staff asked that the shed remain in its new location and so keep the extra space created in the play area. Quotes were sourced for the relaying of paving slabs in this area and will be carried out at a cost of £625. The actual cause of the drainage problem has been located and fixed.
- Hall floor – this is looking worn. Plan to scour, sand and reseal to improve its aesthetics and to prolong its life.

- Car park barrier – proposal to install a car-park barrier to prevent unauthorized use of the school car-park. Quotes are currently being obtained.
QU: Is there a lot of unauthorized use of the car-park? Yes, a certain times of the day. Parents collecting from pre-school often park in the car-park which, as well as filling spaces needed by staff and visitors, poses a potential safety hazard.
QU: Would it replace the gate? No, the gates would remain. It would be a simple bar that could be lifted by anyone with the key or remotely from the office.
- Soffit and guttering – this has needed replacing for some time but had been delayed due to the new build. Some was replaced as part of the new build. The remainder could be treated to prolong its life by 12-18 months but it was decided that it would be more cost effective to replace all the old soffit and guttering.
- Preschool have asked if they can replace the flooring in the toilets in their area. It was agreed that this was acceptable provided that the school could oversee the project and check the specification of the flooring used.

6. Fire Safety Audit and Health & Safety Report

70% of the recommendations have already been completed. The Site Officer reported that the work is target to finish the remainder by Easter which is ahead of schedule. Governors thanked the Site Officer for the swift implementation of the observations in the report.

- Fire Policy** – approved at the FGB in December
- Fire & evacuation plan** – complete and in use
Invacuation Plan – a draft version was presented based on a model policy which has been adapted for use at Little Paxton – this was approved.

7. Review of Policies & Plans

- Accessibility Plan** This had been reviewed and updated by the S&B Chair (see Annex A). Approved by governors present
- Health & Safety Policy** (Scheduled Spring 2018 to be reviewed and B/F 26 March)

8. Formation of Working Party with Personnel Committee to review Site Officer's job specification in light of the increased size of the building.

The Chair advised that the Personnel Committee were leading on this. He himself would not form part of the working party as he felt there could be a potential conflict of interests as he had from time to time acted as relief Site Officer. He observed that, having recently locked up at the end of the school day, some tasks now take considerably longer than they had previously and a review of the Site Officer role was therefore needed.

ACTION: Personnel Committee to review staffing needs for maintaining the building following extension of school including updating the job specification for the Site Officer

9. Any Other Business – there was no AOB.

Meeting closed at 6.45pm

Agreed actions

S&B Committee	To monitor the snagging list and ensure items identified are addressed appropriately
---------------	--

HT	To get quotes for replacement doors for foyer area
HT	To make further enquiries about possible means to hire a mobile, including siting costs, 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/ Personnel Committee	To form working party to review staffing needs for maintaining the building following extension of school including updating the job specification for the Site Officer

Annex A

Accessibility Plan 2018-2021 - Physical aspects of school building – Chair Site & Buildings Committee Review.

Notes:

1. The current Accessibility plan originates in the SEN & Disability Act (2001) and the Disability Discrimination Act (1995). It has been reviewed in light of the Equality Act and subsequent regulation.
2. The school's revised (2002) Plan was informed by a Physical survey carried out by County and was exclusively involved with the Physical aspects of providing access to the school buildings. The plan was also informed by a wheelchair user, a former pupil who had returned on Work Experience during 2000.
3. The 2005 Plan introduced the other two strands; Access to Information and Access to the Curriculum to the plan. At the 2008 re-write responsibility for the Plan was transferred from Site & Buildings to The Curriculum Committee; S&B providing the Physical Access aspects.
4. Most observations of the 2001 survey were satisfied by the rebuilding which took place in 2008/09. There are currently NO areas of the school which cannot, or would not be accessible but for classroom layout, for users of wheelchairs or those of limited mobility and there are NO steps within the school buildings.
5. The School's extension to 2FE during 2016/17 provided an additional 7 classrooms, group rooms and toilets. In addition, aspects of the 'Old-School' were upgraded which included the replacement of external doors from classrooms and corridor areas. New corridors, to latest accessibility standards, were created and internal walkways configured to provide maximum possible 'circulation' space.
6. With the exception of Four external doors, Two from EYFS into the Pencil Fence area, One from Classroom 3 and the 'New' Fire Door introduced into the main hall during 2017, all doors are fitted with Ramps or are level with the outside surface. The first Three exceptions were omitted from the County funded DDA compliance scheme as the installation of ramps would create more of a DDA Hazard than they would remove. The New Fire Door in the Hall has an 8 cm drop onto a paved area. Providing a level exit would either require the relaying of some 50m² of paving slabs which, would also introduce steps into currently level walkways, or the provision of a 2m² Step outside the door creating a trip

hazard into the Boiler Room and Site officer's store area. It is considered that neither of these options are Practicable within the meaning of the DDA (1995) .

7. All Old Style patio doors were replaced as part of the 2016/17 building of the 2FE extension. These are now included in the Fire & Evacuation plan as Fire Doors and are marked as such

8. All Fire Doors are provided with Push-Pad, Door Release handles or Push-Bar emergency opening locks.

9. The Current Plan looks very dated, contains obsolescent observations and includes Software restrictions preventing amendment.

Items Identified by the County Council DDA Audit and SEN review 2002 and Subsequently to Aug 2015.

	TARGETS	STRATEGIES	OUTCOME	TIMEFRAME	GOALS ACHIEVED	RESPONSIBILITY
SHORT TERM	Provide access to all areas of school.	Assess Requirement of Pupils	All Current Needs Met		Ability to access all necessary areas of school.	Site & Buildings
	Provide Equipment to assist Future Pupil with Hearing Difficulties	Seek advice from CCC, Occupational Therapist on requirements for individuals.	SENDCo /Occ Therapist have identified and sourced appropriate classroom equipment for 1x Identified individual	Fitted to Classroom Aug 2015. Equipment Moved as Pupil moved through school.	Appropriate Support given within the classroom.	Site & Buildings SENDCo
MEDIUM TERM	Provide access to all areas of school.	Seek advice from CCC, Occupational Therapist on requirements for individuals.	Main school building is on a single level with no steps. Accessible toilets provided in KS1, KS2 and admin areas of the school.	Short term once notification has been received of any changes required following OT's assessment of new individual.	Flexibility to access all necessary areas of school.	Site & Buildings
LONG TERM	Provide 'Shower' facilities.	Seek advice from CCC, Occupational Therapist on requirements for individuals.	1. One Shower Fitted in KS1 Accessible Toilet Cubicle. 2. Pipework & Drain provided in Hygiene Room, requires fitment of Tap Unit and Shower head	1. Current Needs Met 2.Short term once notification has been received of the Need for the hygiene room shower facility.	2. Provision of Shower Facility for Individual requiring Hygiene services. Hygiene Room has basic fitment Needs Shower head/control.	Site & Buildings
	Provide Hearing Loop Induction facilities 1. Kitchen Servery 2. School Office Window	Seek advice from CCC/ELH, Occupational Therapist on requirements for individuals.	Appropriate Hearing Loop facilities provided for disadvantaged individuals.	Short Term once need, and Technology identified	Provision of equipment to assist disadvantaged individuals	Site & Buildings
	Provide Suitable Colour Schemes to	Seek advice from the LA Visual Impairment	Areas are made more accessible for visually impaired	On routine redecoration or replacement	Physical accessibility of school improved.	Site & Buildings

	assist individuals with limited Visual Perception	Service on appropriate colour schemes. (Two Colour or Dado paints) on identification of disadvantaged pupil/staff	children.	of washroom tiles.		
--	---	---	-----------	--------------------	--	--

Items Subsequently Identified

	TARGETS	STRATEGIES	OUTCOME	TIMEFRAME	GOALS ACHIEVED	RESPONSIBILITY
SHORT TERM	Assess Pupils / Provide equipment to meet needs of Hearing Impaired pupils.	Seek advice from CCC, Occupational Therapist on requirements for individuals.	No identified requirement as at Jan 2018	Short Term once requirement identified		SENDCo Site & Buildings
MEDIUM TERM						
	None					
LONG TERM						
	None					