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Little Paxton School Governing Body

Minutes of the Site & Buildings Committee Meeting held on Monday, 14th March 2016, at 6:30pm

Present:

Penny Conway Authority Governor

Jordana Watts Staff Governor

Neil Donoghue Co-opted Governor / Chair

Richard Fairbairn Parent Governor

In attendance

Debbie Gray Co-opted Governor

Alison Gatward Clerk to the Governors

1. Apologies for absence received and accepted:

Diane Hawkes Staff Governor / Head Teacher DH asked JW to attend in her place.

Oliver Poulain Parent Governor

2. Declaration of interests: No amendments declared – An updated list of interests will be issued after this meeting.

3. Minutes and Matters Arising meeting held on 25th January 2016

(Approved at FGB 29/2/16) no matters arising outside those covered on the agenda.

4. Head's update and forecast of work.

a) Community Rooms kitchen upgrade

ACTION: DH to update regarding quotes for the work and liaise with Pre-School and Swifts regarding the cost

b) Maintenance

- Finger guards

ACTION: DH & PL to update regarding a full risk assessment how many need to be replaced.

- Emergency light batteries - these are due to be ordered

c) 2FE Build Update – A statutory notice of the pending development was published on 9th March 2016, there is now a 4 week period for comments to be submitted to the council. **QU:** Have there been any mummings of objections? Nothing has been heard from local residents; many came to the open evening at the school and had some discussions. There may be an objection from a neighbour who has previously objected to the porta cabins. **QU:** Where will the mobiles be sited? There have been discussions regarding this and the current proposal is to level the garden and stage area then use this to site the mobile classroom. Site surveys have indicated that there is space; however, the mobile will be quite close to the main building which may bring objections from the planning department. This would be a preferred option for the teaching staff and the most practical for the children as

they will be nearer to the main building than some of the other options. Also it may be easier for plumbing although gas bottles are being reviewed as the heating source. **QU:** When will the mobile class rooms be re-sited? Originally it was hoped for during the summer holidays but it might need to be over October half term. It will take 2 weeks, but would only disrupt school for 4 days due to a training day in October. These school days would be carefully planned by the teachers to take into account that they are likely to be based in the hall. The contractor is responsible for arranging this to be done whilst the children are not on site. The move itself will need to happen during the school holiday. Everything will need to be removed from within the porta cabins. It may be an idea to get some cage type storage to borrow to hold the contents of the portacabins. A couple of parents may have senior positions in Tesco's and could be approached. **QU:** What is the contingency should half term be missed? This is the contractor's project and they need to ensure that it is done in the October half term.

There has been no further update from the developers. They may be getting close to budget which would mean little left in reserve for consequential upgrades. A request has been made for fire doors on the food tech area.

5. Health & safety matters – nothing to report.

6. Review of policies & plans.

No policies or plans to review at this meeting.

Code of practice on litter and refuse for the next meeting. ND will review and issue comments on the policy ahead of the next meeting.

7. AOB

A request from DH on Saturday 18th June to use the hall for a social event, the committee approves the request.

The site manager has been opening the car park gates for teachers to drive in which prevents others using the car park. This has had a positive reaction from parents. Taxis are allowed to come in to the car park so that they can drop off or collect pupils. Other parents should not be parking in the car park or leaving their cars outside school. **QU:** Is there anything that governors can do to assist with the parking/traffic issues? Some parents during the discussions regarding the extensions have requested drive through drop off area, but there is not enough space to be able to do this. There are plenty of parking spaces within 2 miles from which the children could walk; this is the criteria set by County. There is a tiny percentage of children who don't live in the village so really there should be hardly any cars.

Meeting closed 6:50pm