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## Little Paxton School Governing Body

### **Minutes of the Site & Buildings Committee Meeting held on Monday, 16th January 2017, at 6:30pm**

#### **Present:**

|                   |                             |                       |                        |
|-------------------|-----------------------------|-----------------------|------------------------|
| Maria Button      | Co-opted Governor           | Oliver Poulain        | Parent Governor        |
| Neil Donoghue     | Co-opted Governor/Chair     | Natasha Stott         | Staff Governor         |
| Richard Faribairn | Parent Governor             | Paul Warmington       | Parent Governor        |
| Diane Hawkes      | Staff Governor/Head Teacher | <b>In attendance:</b> | Alison Gatward (Clerk) |

1. Apologies for Absence - Received and accepted from Penny Conway Authority Governor  
NS was introduced to the committee as this was her first meeting.
2. Declaration of Interests - ND advised he is currently standing in for the site officer.
3. Minutes of Last Meeting held on 17<sup>th</sup> October 2016 – no comments made.
4. Matters arising - Hall lighting is on hold until building work has been completed in the hall area.
5. Head's update and forecast of work  
Several lights require replacing; ND is currently looking into what is required. It was discussed whether to replace like for like or change for LED. The builders will eventually replace many of the lights into LED although at this stage they don't know how many or which ones. This will be paid for from the consequential improvement fund which the builders hold. It was agreed it would probably be short sighted to go with the older fittings and the preference would be to move to LED if possible. Quotes will be brought to the committee for the lights that urgently need to be replaced and cannot wait to be included in the consequential improvement work.

The replacement of the old radiators in the classrooms would be on the wish list for the consequential improvement budget.

The builders plan to replace all the external doors during half term. This will include the patio door in Robin classroom which has been in poor repair for many years. There will be a new entrance into the hall via the music cupboard corner.

They plan to have the roof water tight by half term and appear to generally working to schedule. The ideal plan would be have the new build available before the summer holiday so that some work can be carried out in the existing school in the last few weeks of term. This may mean relocating some classes to the new build for that time.

**QU:** What about furniture for the new classrooms? County will send someone to discuss a budget for the furniture and IT requirements. **QU:** Can this be done sooner rather than later due to availability of stock over the summer period? It can but there is no storage space in school to order items now. It would be good to be able to plan ahead and know how much will be available to spend. **QU:** Is the server capable of supporting the extra capacity? The County ICT team has already been out to review what is required. They have confirmed that what we have will be sufficient. DH will follow up to find out the timescales.

**QU:** What has the impact been on the day to day running on the school? Generally the noise has not been a problem and the builders have not hugely impacted the life of school. Communication has been good regarding what they are doing and where disturbances may be.

*Post meeting update:* the CoG spoke with Miss Sheppard (whose classroom is most affected by the building work) who confirmed that the builders were very courteous and thoughtful in planning when various aspects of the work would occur. Whenever possible noisier, more disruptive activities are carried out when the children are not in the classroom. On the few occasions that this has been unavoidable Miss Sheppard said she was given adequate notice so she could ensure that the lessons she planned for that time would not be unduly affected.

**QU:** What is the plan for the mobile? This will be removed by County once it is no longer required.

It was noted that there is further development planned for 199 houses in the village. This was not taken into consideration as part of this current extension work.

6. Health & Safety report

No formal meeting has been held and there is nothing outstanding. However, it is felt that due to the building work the staff are more vigilant regarding health and safety matters. MB or NS will be invited to attend the next Health and Safety Review meeting.

7. Review of Policies & Plans - There are no policies or plans scheduled for review

8. AOB There was none.

Meeting closed 18:56