



## Little Paxton School Governing Body

### Minutes of the Site & Buildings Committee Meeting held on Monday, 17th October 2016, at 6:30pm

#### Present

Penny Conway Authority Governor

Oliver Poulain Parent Governor

Neil Donoghue Co-opted Governor / Chair

#### In attendance

Diane Hawkes Staff Governor / Head Teacher

Alison Gatward Clerk to the Governors

#### 1. Apologies for absence

Received and accepted from: Richard Fairbairn Parent Governor  
Maria Button Co-opted Governor

#### 2. Declaration of interests - no changes

#### 3. Minutes of Last Meeting held on 9<sup>th</sup> May 2016.

Approved at FGB 11<sup>th</sup> July 2016 – no further comments.

#### 4. Matters arising: Community Rooms Kitchen

The additional worktop and sink are now complete and Swifts are pleased with the changes. There is a double socket over the sink which needs to be removed when an electrician is next on site.

#### 5. Head's update and forecast of work

a. Maintenance and capital projects for 2016/17 – none, although capital expenditure will fund the lights in the hall. See item 5c.

b. Update on proposed schedule for New-build to start Oct 2016.

The contractors are moving onto site on Friday 21<sup>st</sup> October and have a full plan of activity for during half term. Their major concern is the time available for the refurbishment of the existing building which can only be done when the children are not in school. They plan to enclose a window and door with a transparent material for safety purposes in Kestrel classroom. Some walls will be removed and some carpets replaced. Changes to the car park will be made to enable the spaces to be maintained until the final car park is installed. The builders want to have cctv monitoring their plant site. They are willing to contribute to some additional cameras to link to the school cctv system. Whatever they put in they will leave for school to use once they have finished. There are three spare ports for additional cameras. They would move the camera once they had finished to where we would need to use it afterwards.

c. Lighting replacement in the hall. DH confirmed she is still waiting for two more quotes which she will share these as soon as they are available. It may be too late to have the

work done during half term. PC confirmed that head teacher can enter into contracts below £3,000.

- d. Children's Centre Office – This office is now vacant space as they moved out at the end of July. Historic background was that the government required community spaces for Children's Centres at the time the extension for the community rooms (currently used by 'Swifts' and LP Pre-school) was completed. Therefore, they contributed towards the costs of the build. It is a requirement therefore that the space is used for under 5s. DH has received an email from Children's Centre reminding her of the original agreement that is still in place. A meeting has been set up with the Children's Centre management, Pre-school and DH to see whether the space can be utilized by Pre-school. The proposal would be to charge the Pre-school in line with the SLA (Service Level Agreement) that was in place for the Children's Centre.

DH confirmed that she will be writing to Swifts and the Pre-School just to inform them that building work is due to commence and that the car park gates will be locked during the day because of this.

6. Health & Safety matters.
  - a. Review of Fire Escape Routes and Building site security.

ND & Site Officer are currently finalizing plans showing which exits will and will not be available and mapping changes to exit routes. The final plan will be shared with staff on training day on Friday. Support staff have been advised that there are changes and they will be briefed immediately after half term. There will be a fire drill fairly soon into the new half term.
7. Review of Policies & Plans - There are no policies or plans scheduled for review
8. AOB.

Meeting closed: 18:59