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## Little Paxton School Governing Body

### **Minutes of the Site & Buildings Committee Meeting held on Monday, 19th October 2015, at 6:30pm**

#### **Present:**

Sophie Carroll	Parent Governor	Diane Hawkes	Staff Governor / Head Teacher
Penny Conway	Authority Governor	Oliver Poulain	Parent Governor
Neil Donoghue	Co-opted Governor / Chair	Jordana Watts	Staff Governor
Debbie Gray	Co-opted Governor		

**In attendance** Alison Gatward Clerk to the Governors

1. Apologies of absence – Received and accepted from Jordana Watts Staff Governor
2. Declaration of interests – as updated summary shown in register of interests to be presented to the Finance Committee.
3. Minutes of Last Meeting held on 18th May 2015 - No further comments

#### 4. Matters arising

- Key Fobs – awaiting further update on hold whilst Site Officer was absent.
- Swifts & pre-school maintenance

Historically there have been some issues with requests for assistance with maintenance issues being not dealt with. Frustration has led to Swifts and Pre-school not communicating with School regarding such matters. OP has had some discussion with both tenants regarding the issues. Swifts and Pre-school have forwarded some details to OP. This is a temporary solution in order to bridge build and restore faith that requests will be reviewed and acted upon. Going forward the normal procedure will be for Swifts and Pre-school to drop a note into the office. They will be asked to write down their requests, just as note, so that there can be a paper trail and the requests not lost or forgotten. OP to liaise with both Swifts and Pre-School in the short term only. No further action is required, item closed.

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

- No major work planned due to the pending extension.
- There are two class rooms where blinds need to be fitted.
- A second-hand large wooden climbing frame was purchased last year and it needs to be set up. St Neots Fencing have been recommended by another school and are coming to quote for the whole job including drilling into the soft core to make it secure. If we want to go ahead they may be able to the work in half term. They will supply additional wood to replace any parts as required and bill just for the timber used. This is part of the outdoor learning project and budget.

- The path outside of pre-school has been relaid. Thanks was given to ND's son-in-law who worked on this.
- DH has spoken to Paxton Pits regarding the discovery area to enlist some help from them in the spring term. The aim would be to have a bird box and 'bird cam.' OP may be able to get some advice through his wife who works for the RSPB. It may also be possible to link up with the RSPB and get further advice for this area from them.
- **QU:** What about the hall floor which was previously in the plan to replace? DH has done some temporary fixes and it is now safe. It would be wise to leave this until the extension is completed to avoid the new floor being damaged during the work.

#### Proposed Extension

- Plans were again available for Governors to review and on-going feedback requested.
- **QU:** Has any consideration been given to the impact of the extension of the school on Swifts and Pre-school? As the school grows then it would be a sensible assumption that there would be more demand for both of these services. Both Swifts and Pre-School are running near maximum capacity already. The availability of both of these are a benefit to the school itself. **QU:** Would it be possible to include an additional large room in the extension that could be used for an out of hours school club? This needs to be considered in more detail once the extension plans are fully confirmed by the LA.

#### 6. Health & Safety matters

Informal day to day reviews have taken place. A formal meeting will be held after half term. DG was invited to join this subcommittee as it has previously been valuable to have a non-teaching member of staff involved in these reviews. DG agreed.

There has not been a fire practice yet this year so this will be done shortly after the half term break. Swifts would also like to practice a fire test. Governors were advised that Pre-school practice along with the school.

#### 7. Review of Policies & Plans

- **Accessibility Plan – Physical aspects.**  
All is in order. An induction hearing loop in all areas has been delayed until the need arises. A hearing system has been installed in a classroom as required for a specific child. This can be moved with the child into the next classroom
- **Audit check list identifies that the windows when opened are at the height that may cause a hazard to the children. It was noted that the style should be changed at such time as the windows need to be replaced and the style of windows will be considered carefully for the extension.**

The Accessibility Plan will now be passed to the curriculum committee to review and then brought through to the FGB for ratification.

#### 8. AOB – no further matters

Meeting closed at 7:02pm