



Learn. Enjoy. Achieve.



Little Paxton School Governing Body

Minutes of the Site & Buildings Committee Meeting held on Monday, 25th January 2016, at 6:30pm

Present:

Penny Conway	Authority Governor	Jordana Watts	Staff Governor
Neil Donoghue	Co-opted Governor / Chair	In attendance	
Debbie Gray	Co-opted Governor	Alison Gatward	Clerk to the Governors
Diane Hawkes	Staff Governor / Head Teacher		

1. Apologies for absence received and accepted:
Oliver Poulain Parent Governor

2. Declaration of interests: No amendments declared

3. Minutes of Last Meeting held on 19th October 2015

4. Matters arising

Key fobs have been received and issued. The spares are stored in the safe and a list of key holders is held by Mary Parnham in the office.

5. Head's update and forecast of work

DH recently had a meeting with Pre-school and Swifts where they advised that the kitchen does not meet food hygiene requirements as there is no separate hand washing sink. DH asked them to identify what they need. A sketch has been provided of the kitchen detailing the additional requirements. The proposal is to add the extra sink and include some more storage at the other side of the room. This will require the radiator to be removed. **QU:** Both organisations rent the space based on the current facilities and at no previous point has the kitchen been identified as not fit for purpose; so should they not bear the cost? This is a shared area and used by both organisations, but any improvement will benefit the school in the long term. DH will request quotes for the work and then propose to split the cost three ways with Pre-School and Swifts.

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

2FE rebuild

DH fed back that the plans are progressing well. Generally finding the communication with architect and builders to be good. They listen and make the changes that are asked for. They have clearly worked on schools before and are aware of issues.

Subject to Planning permissions being obtained, the main build is due to start in the autumn of 2016 with a target completion date of August 2017. Subject to separate planning permission the mobile classrooms will be moved in the summer holidays of 2016 to a location on the Northern playing field; the previous plan to relocate to the car park is not suitable as it will impede the main building phase. It will take two weeks to move them and reinstall the utilities. If it can't be done in the summer then it will be done the week before half term and over half term as this will only affect school for 4 days.

It is hoped that some of the old radiators and fluorescent lighting in the current building can be replaced as part of consequential improvements.

The builders and architects are going to be leafleting the area and are having a drop in at the school on 9th February for the public to see the plans. This is also parents evening which may encourage the parents to also review the plans.

6. Health & Safety matters

There has not been a formal meeting yet this year, however discussions between DH, ND and PL have taken place, with the One exception below, there are no outstanding issues. A number of doors have broken finger guards and other doors potentially need them, however, because of the cost, of approximately £140 per door, a full risk assessment will be conducted to ensure that only those doors which require finger guards are replaced.

ACTION: DH & PL to complete a full risk assess how many need to be replaced.

7. Review of Policies & Plans

Flood Policy – this is being reviewed as part of the planning process. The contractors are doing it on our behalf. Some of the phone numbers need to be updated.

8. AOB – no further matters

QU: What about the extra pegs for Dove? A solution has been identified and this needs to be actioned.

ACTION: DH to arrange for more pegs to be put up.

Meeting closed at 18:58pm