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Little Paxton School Governing Body

**Minutes of the Site & Buildings Committee Meeting
held on Monday, 27th March 2017, at 6:30pm**

Present:

Penny Conway	Co-opted Governor	Diane Hawkes	Staff Governor/Head Teacher
Neil Donoghue	Co-opted Governor/Chair	Oliver Poulain	Parent Governor
Richard Fairbairn	Parent Governor	In attendance:	Alison Gatward (Clerk)

1. Apologies for Absence - Natasha Stott Staff Governor, Paul Warmington - Parent Governor
2. Declaration of Interests
3. Minutes of Last Meeting held on 16th January 2017 (Approved at FGB 13th March 2017) – no further comments made.
4. Matters arising

It was understood that the 'old' radiators in the classrooms were planned to be moved but not replaced. This has been challenged and they are now going to be replaced.

5. Head's update and forecast of work - 2FE Build update

Last building meeting 4 weeks ago on 1st March; at that stage they were a week behind. There are now walls and cloakroom areas defined.

There has been some frustration regarding lack of communication between the architects and the contractors. Last year DH spent a couple of days with the interior designer from the architects, Zoe. They discussed the options and design choices were made. Zoe then left and all the information has not been handed to the contractors. In addition the paint had to be re-chosen from a different manufacturer. DH also spent time choosing the hardware for the cloakrooms but these details were not passed on and the wrong items were almost ordered. The fitments in the classrooms and some whiteboards on the cupboards had been requested and this was overlooked, but has now been amended. Cubicles were also chosen from the wrong supplier and had to be re-chosen from another supplier. DH feels she now needs to check everything to ensure that the right things are being ordered. This lack of communication between the architect and the building contractor has been somewhat frustrating and wastes valuable time. **QU:** Moving forward, what further decisions will be needed? Probably been through everything now except the staff room. Furniture is not done through the building contractors.

There has been a lack of guidance from County as to what should be ordered when. DH contacted ICT and they came in last Friday to look at what may be needed. DH compiled a wish

list of what is required which will be costed and put to County as a proposal. **QU:** Is there not a County person who is responsible for telling us what we need to order when? There is a contact at County but guidance has not been forthcoming. Lead-time for furniture could be 6-8 weeks. DH will follow up before Easter. Any furniture delivered can go straight into the new building.

Work during the holidays will mainly involve one classroom and the library. These will be emptied on Friday and should be ready to be used again after Easter. The work involves removing asbestos. This asbestos is a low grade risk but the affected area will be appropriately screened. DH to advise any users hiring the building during the holiday to keep clear of the screened area. A further dividing wall is being replaced with a full wall. **QU:** Is there any chance it won't be completed during the holidays? If there are delays this will impact the work in the corridors rather than the class room.

6. Health & Safety matters – Heads report

The new external doors open out onto the playground, previously they had been sliding patio style which did not encroach on the playground. There was concern that the doors are hazard to running children and that they may not stay open in strong winds. Hoops have been placed behind the doors to address both these issues.

The second door in the hall will be designated as a fire escape once the music cupboard is removed.

There was a recent accidental use of the fire alarm resulting in an unplanned evacuation. This made for an interesting exercise and has highlighted areas which need to be reviewed further once the build is complete. It has become clear that the fire brigade do not automatically attend the call goes to a response centre who then phone to check if they need to dispatch the fire services. The site manager came to reset the alarm and there needs to be back up should he not be available. It became clear that it is not possible to see the assembly point now from the front of school so there is a plan to invest in a set of walkie talkies to facilitate communication during an event like this.

The door release at the main entrance in its new position is working well.

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

8. AOB. Request to move the next meeting from 15th May to either week before or after. 22nd May is preferred date.

Succession planning - ND is not intending to step down but asked governors to consider if there is anyone to take on the role in the future. It needs to be determined what is the role for S&B chair rather than ND's role in school.

Meeting closed 6:59pm