



Little Paxton School Governing Body

**Minutes of the Site & Buildings Committee Meeting
held on Monday, 9th May 2016, at 6:30pm**

Present:

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

- 1) Apologies for Absence - Oliver Poulain
- 2) Declaration of Interests - no amendments declared.
- 3) Minutes from meeting held on 14/3/16
Adjust to show Oliver Poulain’s apologies for the last meeting.
- 4) Matters Arising - covered on agenda
- 5) Head’s update and forecast of work.
 - a) Summer 16 activities – ‘Art Room & Mobile move’ – this item was taken with (b) below
 - b) Future (2FE) New Build Classrooms.

Coulsons, the builders, have set up a meeting to discuss logistics for the internal work. DH confirmed that she is happy for this to commence mid July. There is a sink area which is not currently being used, the site manager will remove this and the surrounding partition on next the training days. This will enable the builders to make tidy the sink area. The flooring will be assessed to see whether it needs to be replaced. County have agreed to pay for refurbishment of the art room and have the work completed before the building work begins. As this work is entirely internal it can commence before planning permission is granted. The planning officer has undertaken a site visit. The only concern she raised was the proximity of where the new build is to the boundary fence. A lot of the neighbours came to the presentation about the proposed extension and saw the plans at the consultation evening but no major issues were raised.

- c) Community rooms kitchen
A radiator will need to be removed in order to make room for the extra units and worktop. This job will be dealt with separately.

As per school policy 3 quotes have been requested.

CD Hood (recommended by by Strictly Ed)	£1935 inc VA
CPS Building Services	£1907 inc VAT
Martin Hensman	£445

The quotes include installing the hand washing sink, storage units and worktops.

Martin Hensman is the husband of Pat the cleaner; he has previously done work in the school which he completed to a good standard. He is a qualified carpenter and was responsible for the new men's toilet. Governors are keen to support a local tradesman. The only element of work not included in his quote is the moving of the electrical socket. The school has agreed to pay for the full cost of the work in the kitchen and therefore the proposal is to use Martin Hensman. Governors agreed to offer the work to Martin.

d) Fingerguards

H&S meeting has taken place. Finger guards are needed on both sides of the entrance door in the Owl class room. There is access behind the door resulting in the need for guards on both sides. There is also a replacement needed on Swifts kitchen. Therefore, propose to purchase three guards at this time.

e) Emergency lights

Some of the emergency lights have batteries in for use in a power cut. There seems to be a fault as if the battery goes down the lights then won't come on at all when switched on via the mains. There is a concern that they may not have been installed correctly. They are rechargeable batteries which may have reached the end of their life. There is no supplier in the UK but a supplier in France has been located and they have been contacted, waiting for their response. The batteries are currently working so it is not an issue, but something needs to be put in place for when the batteries require replacing. During the extension there will be electricians working in the school and the proposal is to ask them to take a look at the emergency lights and advise. Replacing the emergency lights if necessary may be included in consequential improvements.

6) Health & safety - Report from H&S Meeting 4 May.

- There is an accumulation of rubbish at the back of the kitchen which is a concern but this will go in the skip at the end of the year.
- Staff are to be reminded not to dispose of batteries in the regular bins but in the recycling boxes. School would be liable to a weighty fine should they be disposed of incorrectly.
- The soft floor is delaminating where the two different colours meet and a gap has resulted. Plan to try filling it with silicone.
- Swifts plan to get the carpet and oven cleaned at their expense.
- The padlock on the gate opposite Swifts is difficult to open and this is not acceptable as it is the access to the fire assembly point. Padlock to be exchanged.

7) Review of policies & plans.

COPLAR - Governors accepted the policy as it stands as no changes are required.

8) AOB - none raised.

Meeting closed at 7pm