


Finance & Personnel and Premises Committee

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Friday 11 th December 2018	1.30	Dartington C E Primary School		DRAFT MINUTES			
							
<i>Attendees</i>	<i>Initials</i>	<i>Category of governor Any office held</i>	<i>Time they joined/left if not present for full meeting</i>	<i>Attendees</i>	<i>Initials</i>		<i>Time they joined/left if not present for full meeting</i>
Abigail Read	AR	Parent		Jill Mahon	JM	Headteache r	Left 2.20pm
Joanne Tisdall	JT	LA (Chair)					

Apologies	Initials	Reason (Category of Governor)
Mike King	MK	Foundation
Geoff Breckin	GB	Co-opted

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/ associate)
Yvette Elliott	YE	Clerk
Marea Sayer	MS	Finance Administrator
Rob Salem	RS	Site Manager
Donna Hamlet	DH	H&S Co- ordinator

Minutes to
FGB
FIPS
Website

Premises documents shared or referred to:

- H&S Review Report, HR One
- Loneworking Policy (DCC, V. Jan 18)
- Business Continuity Plan
- Public liability insurance email (DH, 03/12/18)

F&P documents shared or referred to:

- Budget Monitor, Month 8 (November)
- Budget Monitor notes, Month 8 (November updated)
- 5 Year Recovery Plan, 10/12/18
- Catering income & expenditure
- School lunches monthly totals

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

Agenda Number	Details of discussion for Premises Committee	Decision or action
2.	<p>Apologies. None</p>	
3.	<p>Declaration of Pecuniary or Business Interests. No new declarations.</p>	
4.	<p>To approve all minutes of the last Premises meeting, held on 20th November & 7th December 2018, inc. Part 2 Minutes were approved & signed.</p>	
5. 1 2	<p>Health & Safety <u>H&S Walkabout feedback</u> - RS reported that this was undertaken with GB and all issues identified have been dealt with already, with the exception of dealing with the wooden gate near the barrier. RS recommends that this is removed and Governors approved this. <u>H&S Audit feedback</u> - JT noted the very high score on this audit and school staff were congratulated. The main item for action was the requirement for servicing and weight-testing the 'risk springs' on the roof (for harness use). DH is requesting quotes for this work and RS is speaking to Kier over their role in this. Governors agreed that the risk springs should not be used until a service has been completed. DH highlighted the need for a racism policy, this is already in hand from FGB, and a stress & wellbeing policy is also recommended. YE to seek model policies. It has been recommended that the wooden PTA shed is moved (min 5m from main building) - DH to speak to PTA and RS to consider alternative locations. Governors have taken on board all audit recommendations and will plan to action these.</p>	<p>YE to share copy of report from GB RS to remove wooden gate by barrier YE to seek model policies for racism and wellbeing DH & RS to deal with PTA re: shed move</p>
6. 1	<p>Premises <u>Snagging list update</u> - RS reported that the snagging list is being monitored and updated and DCC are aware of the main item (water ingress at hall doorway). AR asked if a risk assessment has been undertaken in this area? RS confirmed that risk mitigation includes barrier mats at the entrance and regular mopping. Kier are working with the window firm to deal with the issue and Governors felt that any damage would be a contractual issue - end March is the deadline for raising any new snagging items. The tarmac path to the playing field has gradually subsided and RS has shared aerial photographs of works vehicles crossing in this area during construction. GB sent a report in his absence, updating Governors on the water meter and a leak has now been confirmed between the Bidwell and Dartington meters. DCC have been informed and</p>	

<p>2</p>	<p>Kier have been instructed to investigate (outside of school hours). GB suggests that the school should prioritise financial indemnity from the cost of the leak and any potential damage (historic and current).</p> <p><u>Phone mast update</u> - Nothing to report.</p>	<p>MS to seek financial indemnity from water leak</p>
<p>7. 1 2 3</p>	<p>Finances</p> <p><u>Review monthly monitor</u></p> <p>This was covered in depth at the extra meeting on 7th December. AR is checking the SFVS return before signing and returning to MS. JT highlighted that the current IT support contract seems inadequate with a lack of technician availability and it was agreed not to renew this. The school may need to review its brief about what cover is required and MS can seek alternative providers.</p> <p><u>Update on FIPS communication</u></p> <p>MS has received a copy of our signed deficit license. The 5 Year Recovery Plan has also been submitted.</p> <p><u>Update on pupil numbers</u></p> <p>The Admin staff member responsible for attendance is signed off sick currently and there have been some children leaving to move to home-ed and new starters have arrived and are due to start. AR asked how these changes are affecting class sizes? JM confirmed that there is flexibility in space but it is important not to overload any teachers with a large number of new starters.</p>	<p>AR to sign SFVS return</p>
<p>8.</p>	<p>Personnel Update</p> <p>The school has appointed a very strong candidate for the role of Site Manager in preparation for RS's retirement. There will be a two week hand-over in January and this cost was forecast and is included in the budget. JT thanked RS for all his work over the years.</p> <p>The committee moved to Part 2 minutes.</p>	
<p>9. 1 2 3</p>	<p>Policies for Review</p> <p>It was agreed that these policies should be considered at the next meeting.</p> <p><u>Loneworking Policy</u></p> <p><u>Business Continuity Plan</u></p> <p><u>Emergency Management Plan</u></p>	<p>Policies to roll over to January agenda</p>

9.A	<p>GDPR</p> <p>MS reported that Bitlocker is now installed on all school laptops. No outside advertising takes place in newsletter anymore. A footer on emails now states that it is for the intended recipient only. MS is booked onto training in March and is confident that we are GDPR compliant.</p>	
<p>10.</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p>	<p>Matters Arising (not dealt with above)</p> <p>It was agreed that the new Site Manager should be involved in inviting tenders for new maintenance contracts in Spring.</p> <p>DH confirmed that public liability cover is in place and the PTA and Premier Sport have their own cover. Certificates being shared with school.</p> <p>Names have been replaced with job titles in policies.</p> <p>DH and new Site Manager will start to create a calendar of maintenance work with RS in January.</p> <p>MS has placed an order for the new website, but it won't be done until mid-January. YE, AR & JT to meet in early January to confirm content requirements.</p> <p>YE has updated and saved ratified policies.</p> <p>YE to invite SENCO to meeting in new year</p> <p>USF admin review on January agenda</p> <p>The decision to purchase a second new oven was retracted.</p> <p>The barrier is problematic due to poor phone reception for the system in use. JT offered to purchase a new phone and SIM for the school to top-up in an effort to remedy this situation.</p>	<p>DH, RS & Site Manager to create calendar of maint.</p> <p>YE, JT & AR to meet re: website</p> <p>YE - invite SENCO to Jan mtg</p> <p>JT to donate phone & SIM for barrier</p>
11.	<p>Strategic Questions</p> <p>JM had left the meeting and so this item was deferred to January.</p>	
12.	<p>Actions, Questions and Next Steps</p> <p>Covered in the minutes above.</p>	
13.	<p>Evaluate Impact on School Improvement</p> <p>Positive recruitment of an experienced new Site Manager.</p> <p>Positive action on dealing with the snagging list.</p> <p>Positive progress with the school website.</p>	
14.	<p>Date of next meeting</p> <p>Tuesday 15th January 2019, 1.30pm. Meeting closed at 2.30pm.</p>	