


DARTINGTON C E PRIMARY SCHOOL AND NURSERY

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| DARTINGTON C E PRIMARY SCHOOL AND NURSERY | | | | | | | |
| Tuesday 3rd July 2018 | 1.30pm | PREMISES COMMITTEE | | DRAFT MINUTES - Part I | | | |
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| Attendees | Initials | Category of governor Any office held | Time they joined/ left if not present for full meeting | Attendees | Initials | Category of governor Any office held | Time they joined/ left if not present for full meeting |
| Jill Mahon | JM | Headteacher | | Geoffrey Breckin | GB | Co-opted | |
| Rob Salem | RS | Associate | | Martyn Johnson | MJ | Foundation | |

| Apologies | Initials | Reason (Category of Governor) |
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| Donna Hamlet | DH | H&S Co-ordinator |
| Abigail Read | AR | Parent |

| Absent Apology | without | Initials |
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| In Attendance | Initials | (anyone who is not a governor/associate) |
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| Yvette Elliott | YE | Clerk |
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| Minutes to |
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| All governors |
| School website |

Documents referred to and shared at the meeting:

- Lead Governor Report from Lucy Woollett
- Accessibility Plan
- Letting Policy
- Lettings Conditions of Hire
- Business Continuity Plan
- Fire Emergency Evacuation Plan

| Agenda Number | Details of discussion | Decision or action |
|---------------|---|---|
| 1 & 2 | Apologies | Recorded |
| 3. | Declaration of Business and Pecuniary Interests | No new interests declared. |
| 4. | Minutes of the last meeting held on 8th May '18 Minutes were agreed and signed by the Chair. | |
| 5. | Matters Arising | |
| 1 | <u>iPad serial numbers to be added to inventory list</u> - YE to check with DS if this has been done & share with RS. This summer RS will PAT test and update the inventory at the same time. | YE talk to DH RS PAT testing & inventory update |
| 2 | <u>Seek clarification on line painting around site</u> - Email from Sarah Cate confirms that no additional work is required. | |
| 3 | <u>Contact Sarah Maunder (British Gas confirmation)</u> - No debt outstanding. Sarah to get formal closure. | Sarah M to get closure from British Gas |
| 4 | <u>GB & Neil Pateman to agree meter reads</u> - Invoice raised to Kier at Neil Pateman's instruction for usage prior to the school move date. | |
| 5 | <u>Letter of thanks to Kier/Removal firms</u> - Verbal thanks given and inclusion in school newsletter. GB to draft letter. Kier have now signed off this project. Gilpin also noted as being very professional and efficient. | GB to draft letter of thanks |
| 6 | <u>Arrange meeting with Neil P</u> - No longer required. | |
| 7 | <u>Get quote for main office key-fob lock</u> - Too expensive. Not being pursued. | |
| 8 | <u>Remove rotten balance stumps</u> - Ongoing - likely this week. | |
| 9 | <u>H&S document review in Autumn term</u> - Ongoing - Agenda item for Autumn. | Autumn agenda |
| 10 | <u>RS & GB to arrange a 2 yearly schedule of maintenance / premises checks</u> - Ongoing - Agenda item for Autumn. | |
| 11 | <u>Create a Premises folder of key documents</u> - Paper and electronic O&M manual from Kier received. RS to share electronic file with Admin for X Drive. | RS to share O&M Manual with Admin |
| 12 | <u>Investigate secure storage for archive documents</u> - RS got a quote for flat-pack storage (watertight & secure). School is keen but funds may be required for new ovens instead as one has broken. DCC will offer funds, equivalent of repair, towards a new one. MJ suggested off-site storage. RS to get quotes. YE to ascertain rules & constraints from Babcock/DCC. | RS to get storage quotes YE to check storage rules |
| 13 | <u>Update Lettings Policy & Emergency Management Plan / Contingency Plan</u> - Both updated by DH and RS. | |
| 6 | H&S Walkabout Report GB, RS and DH to arrange before the end of term to access new site. | GB, RS & DH to arrange H&S Walkabout |

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| 7 | <p>Snagging List RS reported that there is nothing critical outstanding and small issues are being dealt with as they are raised. All low level exit buttons have now been raised & when the price is known it should be raised with Neil Pateman. A sign is required for the main gate to remind parents it's a managed entry/exit point. Fire safety signs have been ordered.</p> | <p>Discuss price of moving exit buttons with Neil P</p> <p>JM & RS to arrange sign at main gate</p> |
| 8 | <p>Check H&S arrangements against DCC H&S Policy DH's work is ongoing. A Fire Safety Officer has visited the new school and it was confirmed that the external cladding is not fire-proof but as a single story building with the majority rooms having external doors this was considered acceptable by Governors.</p> | |
| 9 | <p>Update on pupils that had temporary exclusions LW had shared a report prior to the meeting. JM stated that external agencies have confirmed the school could not be doing more and risk assessments for pupils and staff are in place. MJ asked about the impact of permanent exclusions on the school and pupils? 2 permanent exclusions are very problematic in terms of Ofsted grading and more than one permanent exclusion for a pupil results in exclusion from mainstream schooling. Part-time timetables also impact on school attendance records as there are multiple session absences.</p> | |
| 10 | <p>Phone Mast The school objected to both planning permission applications but the school has now received unfair criticism following the installation of the mast. A walk-out was held last week by some families. GB to draft a response to correspondence from Governors. Letters to Planning Authority, DCC (land owners), Phone company and Ofcom also need sending. John Hart, Conservation Councillor should also be contacted to see how school can help with situation, requesting an open letter in response. Copy in Sarah Woolaston, MP. Bidwell Brook and other local settings should also be made aware of our plans so they can be invited to do the same.</p> | <p>GB to draft response to phone mast correspondence</p> <p>Letter to John Hart (GB/AR)</p> <p>GB to contact Bidwell etc</p> |
| 11 | <p>Strategic Questions <i>Are staff clear about the procedures for dealing with health & safety emergencies?</i> JM informed Governors that the E-visit report had highlighted that staff are not always clear on head-bump procedure and if a sticker is required. DH to order more stickers and a phone call home should always be made. Staff to be asked during the next H&S walkabout. A weekly safeguarding scenario is now ongoing with staff.</p> | <p>DH to order head-bump stickers</p> <p>Staff to be asked about head-bump procedure during H&S Walkabout</p> |

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| | <p>Have we got adequate levels of insurance for the new school? YE to ask Marea Sayer and feedback.</p> | <p>YE to ask Marea about insurance cover</p> |
| <p>12</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> | <p>Policy Review</p> <p><u>Accessibility Plan</u> - Ratified.</p> <p><u>Lettings, inc. Conditions of Hire</u> - Ratified.</p> <p><u>Business Continuity Plan</u> - Jerry to be trained by RS re: legionella temperature checks. Website is only updated by RS as the programme is complicated. Governors are investigating different website options. Plan approved.</p> <p><u>Fire Emergency Evacuation Plan</u> - Plan approved. DH to ensure this is brought to the attention of all staff.</p> | <p>RS to train Jerry</p> <p>DH to share Fire Plan with all staff</p> |
| <p>12</p> | <p>Actions, questions & next steps</p> <p>Covered above.</p> | |
| <p>13</p> | <p>Evaluate impact on School Improvement</p> <p>A large H&S and safeguarding focus looking at our practice and community/whole school engagement.</p> <p>Positive that we have a very accessible and inclusive site.</p> <p>The site is secure, but positive improvements have been highlighted moving forward.</p> | |
| <p>14</p> | <p>YE invited governors to complete slips with preferred dates / times for 2018-19 meetings for scheduling. A potential merger between Premises and Finance & Personnel committees will take place from September.</p> <p>MJ was thanked for his work as a Governor and the support he has offered in this role as he steps down as a Foundation Governor on 31st August.</p> <p>The meeting closed at 3.05pm</p> | |