


DARTINGTON C E PRIMARY SCHOOL AND NURSERY

Tuesday 3rd October 2017		1.30pm	PREMISES COMMITTEE		DRAFT MINUTES - Part I			
Attendees	Initials	Category of governor Any office held	Time they joined/ left if not present for full meeting	Attendees	Initials		Time they joined/ left if not present for full meeting	
Jill Mahon	JM	Headteacher		Martyn Johnson	MJ	Foundation		
Rob Salem	RS	Associate		Geoffrey Breckin	GB	Co-opted		

Apologies	Initials	Reason (Category of Governor)
Abigail Read	AR	Parent
Sue Veale	SV	H&S Co-ordinator

Absent Apology	without	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Yvette Elliott	YE	Clerk

Minutes to
All governors
School website

Documents referred to and shared at the meeting:

- SV's proposed amendments to minutes of 13/06/17 meeting
- SV's email of 05/07/17 regarding risk assessment / H&S
- Toilet cubicle door memo
- H&S Walkabout Report - 10/07/17
- Policy for Supporting students with medical conditions and for the administration of medicine
- Policy statement on accessibility 2013-2017

	Details of discussion	Decision or action
1	Signed by Chair	Dated

Agenda Number		
1 & 2	Apologies	Noted
3.	Declaration of Business and Pecuniary Interests	No new interests declared.
4.	Minutes of the last meeting held on 17th June 2017 SV's proposed amendments were discussed. Majority of amendments agreed. YE to update and GB to sign.	YE to update and GB to sign minutes
5.	Election of Chair and Vice-Chair GB and MJ offered to continue in their current roles of Chair and Vice respectively. This was approved by the committee.	
6.	Matters Arising	
1	<u>AR to feedback to F&P on catering report</u> - YE to speak with AR.	YE to speak to AR
2	<u>F&P to be informed of potential oven repair/replacement costs for school move</u> - Bartletts supply our ovens - RS seek a report on its current function, longevity in respect of proposed move and potential replacement costs.	RS to get report from Bartletts
3	<u>Kitchen layout plan</u> - Danielle had asked about the kitchen layout and RS has now confirmed this is all planned appropriately & Danielle is happy.	
4	<u>Energy data</u> - GB confirmed that no new data is available on line since May 2017 from the smart meter system. GB to chase again, particularly as demand is now increasing in school.	GB to chase energy data
5	<u>Inventory</u> - RS completed PAT testing in the summer holidays and provided a list of all equipment to SV for SIMS. SV needs training to input.	SV needs training for SIMS
6	<u>Babcock H&S Advisor</u> - A visit should be booked around the time of the move to ensure the new site is ready and safe.	SV to book H&S Advisor
7	<u>Moving the canopy</u> - Canopy belongs to the school so DCC won't pay to move it. GB offered two solutions - sell it privately and buyer dismantles and collects or raise funds ourselves to move it. JM will speak to Louise Morpeth about community funding possibilities.	JM to investigate community funding
8	<u>Risk Assessment actions</u> - Ongoing.	

<p>7 1 2 3</p>	<p>Health & safety SV's email of 5th July confirms that actions carried out in respect of the whole school risk assessment. In summary: RS to check how toilet doors will open in new school; the same alarm will be used for all emergency situations; no day bell used since 2010; new policies coming to this and next Premises Ctte meeting; First Aid training was updated at the beginning of term; SV to investigate if DCC have online display screen assessments training; fire extinguishers checked and certificates received with further checks required before the school move.</p> <p>GB and RS to arrange a date for next H&S Walkabout. GB keen to observe the new site in advance of the move too. JM suggested monitoring the current site at key times of day too, such as school drop-off / pick-up to check for any additional issues at these times. RS now supervises bin collections.</p> <p>Inventory work ongoing, as above in 6.5</p>	<p>RS to check how toilet doors will open in new school</p> <p>SV to investigate DCC training for display screen assessments</p> <p>GB to arrange next H&S Walkabout at pick-up / drop-off time</p>
<p>8</p>	<p>Buildings Update MJ attended the last site meeting and construction is currently running approx. 1 week behind schedule. Work is going well and the site is impressive. Underfloor heating is going in and it is well insulated so should be cheaper to run. There is a potential material supply issue (Celotex shortage due to factory fire), but 80% is already on site so not a major concern.</p>	
<p>9</p>	<p>Planning the School Move There was a discussion around the planning of several meetings with Neil Pateman to plan the move, with consideration of key areas such as kitchen (Danielle's needs, financial implications, H&S, impact of timing), office (logistics of moving the server, phones etc) and general relocation (contents will be moved for us). JM has contacted DCC about potential school closure days - as non-pupil days for the year have already been allocated and staff planning/training occurs on these days the committee agreed that a request for two additional days for school closure</p>	

	<p>would be preferable. The FGB will need to make this decision, but parents need to be informed ASAP. In order to minimise the impact on Year 6 pupils preparing for SATs, the formal recommendation to the FGB is School closure on Wednesday 28th and Thursday 29th March 2018 (2 days before Easter holidays), with the possibility of Year 6 pupils having special lessons continuing on these days. Staff would be at work on these two days.</p> <p>Kier are happy to arrange small, arranged tours of the site over the next two weeks. MJ suggested inviting Parents Forum members, the new School Council and Governors after the Strategic Away Day.</p>	<p>FGB agenda item - school closure days recommendation</p> <p>Invite inviting Parents Forum members, the new School Council and Governors to visit site</p>
10	<p>Strategic Questions</p> <p><i>Does the school have clear and proportionate procedures in place for approving (risk assessing) school trips/outdoor activities?</i></p> <p>Yes, there are permission letters, Karen Wallis has undertaken training, we have clear policies in place which are regularly reviewed and GB checks online risk assessment records termly.</p> <p><i>How will projected pupil numbers affect the building requirements for the next three years?</i></p> <p>We have buoyant numbers and the new school has ample space and can accommodate more (the potential to extend the building by 2 more rooms was designed in). The current temporary school has a spare classroom and staffing is more of an issue with increasing pupil numbers than physical space.</p>	<p>GB to carry out termly check of online RAs with Karen Wallis</p>
11	<p>Policies</p> <p>1 Accessibility 2013-2017 - This policy was ratified by the committee. It was agreed that the SENCo should update this policy for current pupils moving into the new school - a site which is all on one level and very accessible.</p> <p>2 Supporting Students with Medical Conditions and for the Administration of Medicine - This policy has recently been updated by the SENCo and was ratified by the committee.</p>	<p>SENCo to update Accessibility policy for new school</p> <p>YE to update and file ratified policies</p>
12	<p>Actions, questions & next steps</p> <ul style="list-style-type: none"> • Oven report • Energy data for analysis 	

	<ul style="list-style-type: none"> • New site to be considered by H&S Advisor and SENCo for accessibility • Plans for moving the canopy • Whole school risk assessment actions • Recommend school closure days to FGB • Site tours 	
13	<p>Evaluate impact on School Improvement</p> <p>Significant impact. The performance of the school will be improved; the current site meets the needs of the school; we are effectively planning to overcome any potential barriers (to the whole school or for individuals) in the school move.</p>	
14	<p>DONM brought forward by one week to Tuesday 28th November at 1.30pm to enable full attendance. The meeting closed at 2.55pm.</p>	<p>YE to inform AR of meeting date change</p>