

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

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| DARTINGTON C E PRIMARY SCHOOL AND NURSERY | | | | | | | |
| Tuesday 27th February 2018 | 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 | | Abigail Read | AR | Parent | |
| Rob Salem | RS | Associate | | Geoffrey Breckin | GB | Co-opted | |
| Martyn Johnson | MJ | Foundation | | Pete Coleman | PC | Co-opted (F&P Ctte) | |

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| Apologies | Initials | Reason (Category of Governor) |
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| Absent without Apology | Initials |
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| In Attendance | Initials | (anyone who is not a governor/associate) |
| Yvette Elliott | YE | Clerk |
| Sue Veale | SV | H&S Co-ordinator |

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| Minutes to |
| All governors |
| School website |

Documents referred to and shared at the meeting:

- Guidance on safer working practice (Oct 2015)
- Health, Safety & Wellbeing Policy (DCC V. Oct 16)
- Personal Information Security Policy (DCC V.5 01/15)
- Policy on Safety from Violence & Aggression (DCC V. Jan 18)
- Policy Statement on Accessibility
- Excellence for All spreadsheet

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| | <p>services. AR highlighted that the budget will not withstand overspending in new site - need to monitor to see where we're saving / overspending. Lead Designer at Atkins confirmed no calculations were done on estimated running costs, which makes the budget setting process more difficult. All current heaters on thermostats and timers and all staff know about this.</p> <p>JM authorises orders before purchases are made. AR wants clarification of process when costs are higher than expected or if regular variable amounts are billed. PC to include this in his purchasing review.</p> <p>GB reported that the alleged debt with British Gas has been dealt with by Sarah Maunder. GB to have conversations with Gavin Punchard, DCC Procurement re. alleged British Gas debt. There are unpaid bills from Laser which were sent to DCC and not forwarded to school - relatively small.</p> <p>RS to take meter readings on day we move into new site.</p> | <p>PC to carry out purchasing review in Summer term</p> <p>GB to speak with Gavin Punchard</p> <p>RS to take meter readings on day we move into new site</p> |
| 7 | <p>Excellence for All / GAP</p> <p>There will be a 'Babcock review of Governance' soon - GAP being reviewed on 2nd March at 12.30pm. Any items specific to Premises Ctte to be brought back from this.</p> | AR to report on GAP issues affecting Premises Ctte |
| 8 | <p>Buildings Update</p> <p>GB attended Kier progress meeting - virtually finished internally and landscaping ongoing. Looks lovely.</p> | |
| 9 | <p>Planning the School Move</p> <p>GB showed the committee Kier drawings showing their planned presence around the school site in the Summer term whilst the temporary site is removed and the impact on pedestrian access. H&S and Safeguarding has been properly considered during this phase of work. Skips will be delivered to site 2 weeks prior to the move and fenced off so only RS will access them.</p> <p>The first non-pupil day will be used for packing and labelling and after that date, there will be no further access onto the temporary site. The second non-pupil day is for unpacking, but as storage set-up is different in the new school this will have to be managed carefully. AR asked if any new shelving or purchases will be required from our Capital account? JM confirmed that this is possible, but the plan is to save these funds for new screens. A formal Kier hand-over pack has been created and shared with GB.</p> | |
| 11 | <p>Policy Review</p> <p>1. <u>Guidance on safer working practice (Oct 15)</u> - Ratified.</p> <p>2. <u>Health, Safety & Wellbeing Policy (DCC V. Oct 16)</u> - Ratified.</p> <p><u>Personal Information Security Policy (DCC V.5 01/15)</u> -</p> | |

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| <p>3.</p> <p>4.</p> <p>5.</p> | <p>Ratified. <u>Policy on Safety from Violence & Aggression (DCC V. Jan 18)</u> - Ratified. <u>Policy Statement on Accessibility</u> - Updated by SENCO but will need to be revisited when on new site. SV highlighted Personal Emergency Evacuation Plans (PEEPS) in place for children with specific needs, which will also need reviewing in new site.</p> <p>SV notified the Committee that her contract ends at Easter and her H&S role will need to be reassigned - she is happy to work alongside new staff member to aid the hand-over and training.</p> | <p>Review Accessibility policy at end of Summer term</p> |
| <p>10 & 12</p> | <p>Actions, questions & next steps</p> <ul style="list-style-type: none"> • Complete inventory lists • Work with F&P re: Bidwell invoicing • Review accessibility policy in new school • Plan the move of our huts, sheds & chalets and the base pads required at the new site (RS to lead) <p><i>AR asked if there have been any H&S incidents that need reporting to Governors? JM confirmed that there have been no on-site incidents and anything that occurs off-site that requires a risk assessment (such as needing crutches) is acted upon in school.</i></p> <p><i>AR asked if there is a priority list of assets in need of repair or replacement? The inventory list has enabled RS and SV to fully itemise assets and a positive impact of the school move is the ability to get rid of old and broken items. There are no maintenance liabilities and we have the advantage of a new build. Kier will provide a list detailing a regular and planned maintenance schedule which can be used to support budget planning. Current fire extinguishers are suitable to move to the new site, but we will need to purchase new stands for them.</i></p> | <p>RS to plan moving the sheds etc</p> |
| <p>13</p> | <p>Evaluate impact on School Improvement</p> <p>The whole school environment for learning will be improved whilst the impact on teaching & learning is minimised.</p> | |
| <p>14</p> | <p>The next meeting date has been put back one week to Tuesday 8th May at 1.30pm. The meeting closed at 3pm</p> | |