

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

DRAFT MINUTES - Part I							
Tuesday 28th November 2017	1.30pm	PREMISES COMMITTEE					
							
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	
Abigail Read	AR	Parent					

Apologies	Initials	Reason (Category of Governor)

Absent Apology	without	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Yvette Elliott	YE	Clerk
Sue Veale	SV	H&S Co-ordinator

Minutes to
All governors
School website

Documents referred to and shared at the meeting:

- Babcock Model TORs for Premises Committee
- School Emergency & Business Continuity Plan
- Health & Safety Policy, inc. appendix
- Loneworking Policy (DCC, V. Nov 05)
- Policy on Safety from Violence & Aggression (DCC, V. Sept 04)
- Personal Safety Guidance (DCC, V. Sept 15)
- Privacy notice - school workforce
- Privacy notice - pupils & parents

Agenda Number	Details of discussion	Decision or action
----------------------	------------------------------	---------------------------

1

Signed by Chair

Dated

1 & 2	Apologies	None
3.	Declaration of Business and Pecuniary Interests	No new interests declared.
4.	Minutes of the last meeting held on 3rd October 2017 Minutes were agreed and signed by the Chair.	
5.	Babcock Model TORS Recommended to FGB for approval. Quorum of 3. Lead Governor names to be included in an appendix.	Bring to FGB
6.	Matters Arising	
1	<u>YE/GB to update & sign June Minutes</u> - Done.	
2	<u>RS to Get oven report from Bartletts</u> - Done. New regulations will apply which may impact on the new kitchen as old ovens can't be over-ridden if they trip out. Neil Pateman has previously indicated that DCC would provide new ovens if ours fail to work when moved to new site. GB to share the Bartlett report with him and agree terms if required.	GB to speak with Neil about ovens
3	<u>GB to chase energy data</u> - In contact with DCC Energy Manager but still no data available since May. Letter also sent to VOIP regarding a recent order for the school phone system which is unclear. AR asked if there is a list of relocation costs? JM suggested that Marea will have a list from previous moves, but GB will create a new list to include School / DCC costs.	GB to create cost of relocation lists
4	<u>SV to receive SIMS training (for inventory)</u> - this is not proving easy so it was agreed that an excel spreadsheet would be sufficient.	SV to type inventory info into a new spreadhseet
5	<u>SV to book H&S Advisor for Spring</u> - this relies on a meeting with [Jamie?] first to then consider the new school. Kier will hold a CDM file for the new school.	SV to book H&S Advisor
6	<u>Investigate community funding (canopy)</u> - JM reported that the DRA would be interested in having the canopy if it would otherwise be scrapped. It is currently programmed for removal by Kier around 12 th February. AR to speak with Governors ASAP about possible grant funding applications.	AR to ask Gov's to investigate grant funding
7	<u>RS to check toilet door opening in new school</u> - they will open inward into cubicle and can be opened in an emergency from outside. <u>SV to investigate display screen assessment</u> -	SV Assessor training

8	Ongoing. Sarah maunder, YE and new SENCo will need training in January when SV is an Assessor. <u>Arrange H&S Walkabout at drop-off / pick-up time</u>	then staff training for display screens in Jan '18
9	- 8.30am 14 th December. AR requested that car parking is considered during this walkabout (JM confirmed that the Safeguarding Audit also flagged this up), but it is noon school premises. <u>GB to arrange new school site visits - Governors</u>	GB, RS & SV to meet 8.30am 14 th Dec
10	visited after the Strategic Away Day. It is more difficult for staff because of availability and lack of release time and the School Council will need to visit in 2 separate groups but this is huge willingness to make this happen.	
11	<u>Termly RA check with Karen - GB to arrange.</u>	GB to meet Karen to check RA's
12	<u>YE to update and file ratified policies - Done.</u>	
7	Health & safety The Emergency and Business Continuity Plan was discussed and RS will provide updates to SV for continuity plans in the event of his absence.	RS to update business continuity plan for SV
8 & 9	Buildings Update & Planning the School Move As of today at a pre-handover meeting with Kier, the estimated completion date has now been brought forward by approximately 3 weeks to 5 th March 2018. The original plan to move during the Easter holidays may now be changed to a long weekend Fri 2 nd - Mon 5 th March. Logistical issues were discussed and some require further information, such as the power supply arrangement from WPD as both sites cannot receive full power simultaneously. Other considerations for the school include: 1) Catering - this is likely to be time consuming to move but the plan is to manage food ourselves rather than buying in so there is a potential for a reduced menu for 1-2 weeks. Moving within the Easter holiday would be easiest. JM to meet with Danielle to determine her basic requirements for picnic / reduced option lunches then Bartlett can be contacted to see if any items could be temporarily hired if necessary. 2) Communications - internet access, server and telephone system. Neil is seeking	JM to meet Danielle to determine kitchen requirements before 14 th Dec Contact Bartletts as required for hire items if required

	<p>clarification on the likely timescale for swapping this over.</p> <p>3) Filtration & chlorination of water supply - water samples and testing is required before the water can be used.</p> <p>4) Packing / Unpacking - We had originally envisaged closing the school for two consecutive days for this in school, but the removal firm will require two days in between so this is not practical. JM suggested that it would be more disruptive to Year 6 SATs moving nearer to Easter, so early March might be better.</p> <p><i>AR asked for clarification about authorising additional closure days. JM confirmed that this is a Governor decision and we notify DCC and parents. Governors agreed to recommend to FGB that the school be closed for two days to facilitate the move into the new school. Governors also agreed to recommend to FGB that the choice of the dates for these two days be delegated to Chair of Governors and the Head Teacher.</i></p>	<p>Recommendations to FGB</p>
<p>10</p>	<p>Strategic Questions</p> <p><i>GB asked if we have identified all the obvious risks (including asbestos) associated with our buildings and do we have a plan for managing them? There is a process in place for identifying and dealing with risks through the regular H&S Walkabouts. There is no asbestos on either site. The new site may pose a risk of working at height which is not relevant in the current school.</i></p> <p><i>AR asked if staff and Governors have received appropriate child protection / safeguarding training? Staff received training on an inset day and all Leaders / SENCo are Designated Safeguarding Leads, with the final 2 completing their training now so the school is well covered. There is further training in February (CAP) that Governors can also attend and this is a programme of workshops for staff, pupils and parents. CPOMS makes recording and communicating safeguarding issues much easier and also improves the ability to collate and review data. A full Safeguarding Audit</i></p>	

	<p>was recently undertaken and we are awaiting the final report but some items were raised such as using lanyards for visitors, parking issues and a single page on the website for all safeguarding information. JM has also visited other schools and has ideas for other ways to work with visitors to the school. Governors have had Level 2 Safeguarding training offered at two separate times and most have now completed this with online training offered as an alternative. AR suggested that the Safeguarding policy should have all names recorded in an appendix rather than the main document for easier updating.</p>	<p>Safeguarding policy to have names of individuals recorded in appendix</p>
11	<p>Policies</p>	
1	<p><u>Health & Safety, inc. Appendix</u> - ratified.</p>	
2	<p><u>Loneworking Policy (DCC, V. Nov 05)</u> - ratified.</p>	<p>YE to update and file ratified policies</p>
3	<p><u>Policy on Safety from Violence & Aggression (DCC, V. Sept 04)</u> - ratified.</p>	
4	<p><u>Personal Safety Guidance (DCC, V. Sept 15)</u> - adopted.</p>	
5	<p><u>Privacy notices - school workforce and pupils & parents</u> - to be personalised to the school and brought to next meeting.</p>	<p>Personalise privacy notices and bring back to Ctte</p>
12	<p>Actions, questions & next steps</p> <ul style="list-style-type: none"> • Determine relocations costs • Determine catering requirements for basic food delivery • H&S Walkabout • Agreement on school closure dates • Additional Premises Ctte meeting to be held 10am on Wednesday 17th January. 	
13	<p>Evaluate impact on School Improvement</p> <p>Positive impact on the future of the new school with a carefully planned smooth transition. Our focus has not been diverted from safeguarding, standards or a focus on teaching & learning in the school during the move.</p>	
14	<p>The meeting closed at 3.10pm.</p>	