

## THORNDOWN PRIMARY SCHOOL

### Minutes of the Premises Committee Meeting Monday, 12 May 2014 at 3.30 p.m.

<b>Membership of the Premises Committee :</b>	
Vicci Godbold	Head
Helen Cooper	HC
Paul Mumford	PM
Sophie Dale	SD
Debbie Townsend	DT

Item		Action	Lead
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Helen Cooper and Debbie Townsend. Frank Newton was also in attendance.		
1.2	Non-Governors Present: David Clark (Clerk)		
1.3	The meeting was quorate with 3 governors present. Debbie Townsend agreed to act as Chair.		
1.4	Apologies for absence, with governor's consent: Sophie Dale and Paul Mumford.		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
<b>2.</b>	<b>Notice of change in order, or any other business, including inspection tour of area of the school</b>		
2.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
2.2	The Committee also agreed that no inspection tour of the school was needed at this time. An inspection of the new buildings would be undertaken after the next meeting on 16 June 2014.	June 14	Clerk
2.3	There were no items to consider under Any Other Business.		
<b>3.</b>	<b>Review of minutes and action points of the previous meeting</b>		
3.1	The minutes of the last meeting held on 10 March 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Four of the six Action Points from the last meeting, have been cleared (Action Points 1, 2, 3 & 5).		
3.3	Action Point 4 has been placed on hold, and under Action Point 6 a fire-drill will be taking place this half-term.	May 14	Head

3.4	Under Action Point 5 it was noted that the builders have agreed to clear the area where the changing rooms could be sited.		
3.5	Issues arising from these actions include the need for new perimeter fencing and temporary parking arrangements for staff with disabilities from September 2014 to January 2015.		
3.6	The Headteacher to organise a risk assessment of the site to help determine the type of fencing required, and the LA to be asked to use any remaining funds from the new building to meet this cost.	May 14	Head
3.7	Helen Cooper to investigate the possibility of hiring temporary parking space from neighbours of the school to assist two staff with disabilities from having to walk all around the site to access the school buildings from September 2014 to January 2015.	May 14	HC
<b>4.</b>	<b>Headteacher's report</b>		
4.1	The Headteacher reported an issue relating to the Public Highway outside the school.		
4.2	Residents of Dryden Close have complained about parents who are obstructing the highway when they drop off children at school. This was then followed up by the local newspaper.		
4.3	As a result a meeting between the Chair of Residents and the Headteacher and the Chair of Governors will take place on Thursday, 22 May 2014 at 5.30 pm.	May 14	Head/FN
4.4	Following the complaint the Headteacher has contacted the LA Road Safety Officer (Rosemary Mullen) and set up an on-line travel plan. A letter has also been sent to parents to remind them about parking sensibly.		
4.5	In addition, the school has further reviewed the possibility of establishing a walking-bus. Helen Cooper agreed to ascertain from the TAs if there was any interest in undertaking this activity, and to cost the TA time needed in establishing a walking-bus. This could operate from either the Outdoor Centre, or from somewhere along Ramsey Road.	May 14	HC
4.6	Debbie Townsend had also met with some of the residents of Dryden Close, in her role as Town Councillor. A meeting with a Highways Officer has been arranged, to discuss double yellow lines or access marking.		
<b>5.</b>	<b>Chair's Action</b>		
5.1	There were no actions to report other than those issues relating to Highways covered in the Headteacher's report – see Item 4.		

<b>6.</b>	<b>Feedback regarding progress on the new build, including work for new changing rooms</b>		
6.1	The new build is progressing well and is on-track.		
6.2	The FFE order was completed last week and Kier have agreed to order and take delivery of all goods.		
6.3	Skips will be ordered to help with the clearing up before the move.		
6.4	Helen Cooper to work with the contractors to ensure that the electricity supply in the new build is transferred into the Infant site as well.	July 14	HC
6.5	Electricity supply to the Junior School to cease on 25 July 2014, when contractors will then start stripping out asbestos.		
6.6	ICT to be installed into the new building during August 2014.		
6.7	All governors were asked to offer any spare time to assist staff in packing for the move (21 to 23 July 2014) or unpacking after the move (1 to 5 September 2014).	July 14/ Sept 14	All GB
6.8	The development of maintenance strategy has still to take place.		
<b>7.</b>	<b>Review the Work Schedule &amp; Schedule of Policies,</b>		
7.1	The Committee reviewed a number of items from the Work Schedule.		
7.2	<b>Fire Safety Policy</b> The Fire Safety Policy, circulated prior to the meeting, was reviewed and was then ratified by the committee. Helen Cooper to check the frequency of testing with the Caretaker.	May 14	HC
7.3	<b>Health &amp; Safety inspection &amp; Asbestos check</b> Helen Cooper and Debbie Townsend agreed to complete Health & Safety inspection & Asbestos check in the visit planned at the end of May 2014.	May 14	HC/DT
7.4	<b>Extended Schools Provision – from a Premises Perspective</b> Discussions to be held with the Pre-school to develop better links. The Kids Club mobile will be removed at Christmas as the group move into the Infant building. There will be located in a shared area with playgroup. Additional cleaning has been organised.		
7.5	<b>Review Accident Records</b> New summary sheets now in use.		
7.6	<b>Ensure Compliance with Nutritional Standards</b> The school employs CCS to undertake this task.		

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READ & AGREED AS A TRUE RECORD ..... (CHAIR)

<b>8.</b>	<b>Any Other Business</b>		
8.1	The date of the next meeting is Monday, 16 June 2014, at 3.30 pm. An inspection of the new buildings should be undertaken after the meeting at 4.30 pm. Any interested governors would be welcome to join the inspection tour.	June 14	All GB
8.2	There being no other business, the meeting closed at 4.46 pm.		

#### Premises Committee Action Points from 12 May 2014

AP No. Prem.	Action Point	By Whom	Outcome
1. 13/14	2.2/8.1 Next meeting is Monday, 16 June 2014, at 3.30 pm. Any interested governors would be welcome to join the inspection tour at 4.30 pm.	Clerk/ All GB	
2. 13/14	3.3 A fire-drill to be held this half-term.	Head	
3. 13/14	3.6 The Headteacher to organise a risk assessment of the site.	Head	
4. 13/14	3.7 Helen Cooper to investigate the possibility of hiring temporary parking space from neighbours of the school.	HC	
5. 13/14	4.3 Chair of Residents of Dryden Close, and the Headteacher and the Chair of Governors to meet on Thursday, 22 May 2014 at 5.30 pm.	Head/FN	
6. 13/14	4.5 Helen Cooper agreed to ascertain from the TAs if there was any interest in establishing a walking-bus.	HC	
7. 13/14	6.4 Helen Cooper to work with the contractors to ensure that the electricity supply in the new build is transferred into the Infant site as well.	HC	
8. 13/14	6.7 All governors with any spare time to assist staff in the move (21 to 23 July 2014) or unpacking (1 to 5 September 2014).	All GB	
9. 13/14	7.2 Helen Cooper to check the frequency of testing with the Caretaker.	HC	
10. 13/14	7.3 Helen Cooper and Debbie Townsend to complete Health & Safety inspection & Asbestos check in May 2014.	HC/DT	