

THORNDOWN PRIMARY SCHOOL

Minutes of the Premises Committee Meeting Monday, 16 June 2014 at 3.30 p.m

Agenda

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

| Item | | Action | Lead |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|
| 1. | Welcome / Apologies / Declarations of Interest | | |
| 1.1 | Governors Present: Vicci Godbold, Helen Cooper and Debbie Townsend. | | |
| 1.2 | Non-Governors Present: David Clark (Clerk) | | |
| 1.3 | The meeting was quorate with 3 governors present, and 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. | | |
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| 2. | Notice of change in order, or any other business | | |
| 2.1 | The Committee agreed that the business of the meeting should remain in the order on the agenda. | | |
| 2.2 | There were no items to consider under Any Other Business. | | |
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| 3. | Review of minutes and action points of the previous meeting | | |
| 3.1 | The minutes of the last meeting held on 12 May 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting. | | |
| 3.2 | Six of the ten Action Points from the last meeting, have been cleared (Action Points 1, 2, 4, 5, 7 & 10). | | |
| 3.3 | Under Action Point 2, a fire-drill has been held this half-term. | | |
| 3.4 | Under Action Point 4, some temporary parking space has been arranged with neighbours of the school. | | |
| 3.5 | Under Action Point 10, the new build will be clear of Asbestos and the school can be removed from this register. | | |

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| 3.6 | For Action Point 3, the Headteacher will organise a risk assessment for new perimeter fencing around the school site with Phil Hill (LA). | July 14 | Head |
| 3.7 | Under Action Point 6, Helen Cooper has established that two TA's may be interested in establishing a walking-bus. This would need to be risk assessed too. | | |
| 3.8 | See Action Point 8, Debbie Townsend to remind all governors at the next GB meeting that staff need assistance in the move (21 to 23 July 2014) or with unpacking (1 to 5 September 2014). | July 14 | DT |
| 3.9 | For Action Point 9, Helen Cooper to establish a new system of weekly checks with the Caretaker, with fire assessments needed for the new building. | Sept 14 | HC |
| 4. | Headteacher's report | | |
| 4.1 | The Headteacher reported that Helen Cooper was working with the contractors to ensure that the services such as gas and electricity are supplied in a timely manner. | | |
| 4.2 | Electricity supply to the Junior School to cease on 24 July 2014, when contractors will then start stripping out asbestos. | | |
| 4.3 | The Mobile Classroom will be dismantled and removed at the end of July 2014, and ICT will be installed into the new building during August 2014. | | |
| 4.4 | Secure document storage has been arranged on site for the summer period. | | |
| 5. | Chair's Action | | |
| 5.1 | There were no actions to report. | | |
| 6. | Feedback regarding progress on the new build, including work for new changing rooms | | |
| 6.1 | The new build is progressing well and is on-track, and feedback was given under item 4. | | |
| 7. | Review the Work Schedule & Schedule of Policies, including Terms of Reference with Finance | | |
| 7.1 | The Committee reviewed the Work Schedule and both remaining items have been cleared. It was agreed to review the use of CCS in the new academic year, and to include 'Food for Life.' | Sept 14 | Head/HC |
| 7.2 | The Committee reviewed the Schedule of Policies, and agreed that it needed to consider when it was the best time of the year to review the Lettings Policy. | Sept 14 | Head/HC |
| 7.3 | The Premises Committee will be joining up with the Finance Committee in the new academic year, and will need to amend Terms of Reference with Finance accordingly. It was suggested that the items listed under | Sept 14 | Clerk |

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| | Item 7 in each policy are combined. | | |
| 8. | Any Other Business | | |
| 8.1 | The Premises Committee will be joining up with the Finance Committee in the new academic year, and meetings will be held on Thursdays at 7.30 pm. | | |
| 8.2 | There being no other business, the meeting closed at 4.05 pm. | | |
| 8.3 | An inspection of the new buildings was to be undertaken after the meeting at 4.15 pm. | | |

Premises Committee Action Points from 16 June 2014

| AP No. Prem. | Action Point | By Whom | Outcome |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| 1. 13/14 | 3.6 A risk assessment for new perimeter fencing around the school site to be organised with Phil Hill (LA). | Head | |
| 2. 13/14 | 3.8 Debbie Townsend to remind all governors at the next GB meeting that staff need assistance in the move (21 to 23 July 2014) or with unpacking (1 to 5 September 2014). | DT | |
| 3. 13/14 | 3.9, Helen Cooper to establish a new system of weekly checks with the Caretaker, with fire assessments needed for the new building. | HC | |
| 4. 13/14 | 7.1 Review the use of CCS in the new academic year, with inclusion of 'Food for Life.' | Head/HC | |
| 5. 13/14 | 7.2 The Committee needs to consider when it is the best time to review the Lettings Policy. | Head/HC | |
| 6. 13/14 | 7.3 The Clerk to combine the items listed under Item 7 in the Terms of Reference for the joint Premises/Finance Committee. | Clerk | |