

# THORPE PRIMARY SCHOOL

**DRAFT**

## **Minutes of Governors Premises Committee Meeting**

**Monday 20<sup>th</sup> March 2017  
at 9.30 am**

### ***Present***

Colin Hammond	CH	
Trevor Pearce	TP	Chair of Committee
Karen Tucker	KT	Vice-Chair of Committee

Kevin Armstrong	KA	Site Manager
Terry Edwards	TE	Clerk to the Committee

### ***Absent***

Item of Business	Points Discussed	Decisions/ Recommendations	Action Points/Da tes
1. Apologies	Apologies were received from: <ul style="list-style-type: none"> <li>• Diane Wade</li> <li>• Emma Anderson</li> <li>• Kate Trethewy</li> </ul>		
2. Minutes of the last meeting – Monday 10 <sup>th</sup> October 2016	The Minutes of the last meeting Monday 10 <sup>th</sup> October 2016: <ul style="list-style-type: none"> <li>• There was one small typo in the initials of the names</li> </ul>	The minutes of the last meeting Monday 10 <sup>th</sup> October were agreed	
3. Matters Arising	<ul style="list-style-type: none"> <li>• The Health and safety Walk will be discussed on Item 9 of the agenda</li> <li>• KT asked if the area on the Foundation playground has been looked at. KA reported that the playground is to be looked at and made good over the Easter holidays</li> </ul>		
4. Declaration of Interest	There was no declaration of interest		
5. Rewiring project	<ul style="list-style-type: none"> <li>• Half of the school was rewired during the summer holidays last year</li> <li>• The Nursery was not included in the original quote but is now included and due to be done during the summer holidays this year</li> <li>• During February half term the Library and staffroom were done</li> <li>• During the Easter holidays the Staffroom and PPA room will be rewired</li> <li>• The rest of the school and classrooms will be finished over the summer holidays</li> </ul> All lights are now operated on a sensor and savings are showing on the utility bills		
6. Security Systems	KA reported that: <ul style="list-style-type: none"> <li>• CCTV has now been installed in school we have 3 cameras in the front of the school, 2 cameras in the front office reception area and 1 in the back playground</li> <li>• A magnetic door with a swipe system for all staff to sign in and out with an electronic ipad to monitor staff on site that can be used in an evacuation of the building</li> </ul>		

Item of Business	Points Discussed	Decisions/ Recommendations	Action Points/Dates
Continued	<ul style="list-style-type: none"> <li>• The cost of the installing CCTV and the electronic sign in system was £10,000 of which a match funded grant was received from the LA</li> <li>• KA reported that a fire drill was needed before the end of term and that he suggested an unannounced fire drill next term</li> </ul>		
7. Premises contracts and grounds	<p>TE and KA presented the committee with the costs and savings for property contracts for 2017-18:</p> <ul style="list-style-type: none"> <li>• <u>Grounds Maintenance</u> <ul style="list-style-type: none"> <li>○ Currently with Amey - £10,049 – new company Countrywide similar SLA cost of £6,149</li> </ul> </li> <li>• <u>Property management/Health and Safety checks - Amey</u> <ul style="list-style-type: none"> <li>○ Currently £10,550 – Site Manager will manage the property maintenance – Amey will continue to do the Health &amp; Safety checks at a cost of £5,437</li> </ul> </li> <li>• <u>Building Maintenance – School</u> <ul style="list-style-type: none"> <li>○ Currently budget at £7,493 – Increase for Kevin to manage building maintenance to £9,000</li> </ul> </li> <li>• <u>Refuse Collection</u> <ul style="list-style-type: none"> <li>○ Currently with Amey - £6,123 – new contract with Mick George at a cost of £4,500</li> </ul> </li> </ul>	<p><b>The change of contract have made a saving of £11,378 for the year 2017-18</b></p>	
8. Property Budget 2017-18	<p>TE reported that:</p> <ul style="list-style-type: none"> <li>• There was approximately £5,000 carry forward from 2016/17 property budget</li> <li>• There has been no confirmation yet of the DFC budget for 2017/18 but the current year was £9,101</li> </ul>		
9. Health & Safety Governor	<p>CH reported that there was a recommendation from LA Governors services that governors should appoint a H&amp;S Governor. TP agreed to be the Health &amp; Safety Governor</p>	<p><b>TP agreed to be the H&amp;S Governor</b></p>	

Item of Business	Points Discussed	Decisions Recommendations	Action Points/Dates
<p><b>10. AOB</b></p>	<p><u>Health &amp; Safety Walk</u>            CH discussed the H&amp;S walk with the committee and reported that governors were not expected to carry out a H&amp;S walk of the school but the H&amp;S governor would come into school and meet with the Site Manager to look at the systems and procedures in school for Health and Safety and Risk Assessments, Fire Drills etc.</p> <p>TP and KT felt that they would like to continue with a H&amp;S walk.</p> <p>TE reported that Insurance Section from PCC had recently visited the school to investigate a claim. The conclusion of the investigation was that:</p> <ul style="list-style-type: none"> <li>• Risk Assessments, procedures and systems were in place</li> <li>• All staff knew what to do if there was a spillage on the floor, that all staff had a responsibility to clear up any mess and knew where to find a mop and bucket etc</li> </ul> <p><u>Safeguarding</u>            The committee were presented with a safeguarding report from EA. The report looked at:</p> <ul style="list-style-type: none"> <li>• <b>Monitoring</b> – Seetal Swan – newly appointed governor and Safeguarding governor has been into school to meet with the safeguarding team and monitor procedures</li> <li>• <b>Training</b> – Child Information Network meetings (CPIN) are held half termly by the LA and always attended by the Safeguarding Lead and either one of the other DP’s.               <ul style="list-style-type: none"> <li>○ 4 staff have been trained on the First Aid at Work and 4 in Emergency First Aid</li> <li>○ New expectations for paediatric first aid trained staff in EYFS have been introduced</li> <li>○ 20 members of staff have been trained in ‘positive handling’/restraint techniques</li> </ul> </li> </ul>	<p><b>TP and KT to do a Governors Health &amp; Safety Walk on Wednesday 29<sup>th</sup> March at 9.30 am</b></p>	

Item of Business	Points Discussed	Decisions Recommendations	Action Points/Dates
Continued	<p><u>CP/LAC Numbers and Children's Social Care Involvement</u></p> <ul style="list-style-type: none"> <li>• 1 Looked After Child</li> <li>• 2 children currently subject to CP plans and 5 to CIN plans</li> <li>• 21 concern forms have been completed this term</li> <li>• 3 referrals have been made to Children's Social Care</li> </ul> <p><u>Other safeguarding issues</u></p> <ul style="list-style-type: none"> <li>• New security door entry system in place</li> <li>• CCTV cameras monitor the site</li> </ul>		

Meeting Closed at 10.30 am