

THORPE PRIMARY SCHOOL

DRAFT

Minutes of Governors Premises Committee Meeting

**Monday 3rd July 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/Dates
1. Apologies	Apologies were received from: <ul style="list-style-type: none"> • Diane Wade • Emma Anderson 		
2. Minutes of the last meeting – Monday 20th March 2017	The Minutes of the last meeting Monday 20 th March were agreed:	The minutes of the last meeting Monday 20 th March were agreed	
3. Matters Arising	<ul style="list-style-type: none"> • Item 3: The felting in the foundation play area is to be repaired during the summer holidays by Fenland Leisure at a cost of £1,400 • Item 6: The Security system is working well and staff are reminded to bring their badges • Half of the Health & Safety walk has been completed, but it is not statutory for governors to complete the task • A fire drill has been completed within the expected time. KA to do an unannounced fire drill in the Autumn Term • CH thanked KA and TE for the savings made on contracts from the 2017-18 budget 		
4. Declaration of Interest	There was no declaration of interest		
5. Premises Projects	The committee received a copy of the premises projects due to take place over the summer holidays: <ul style="list-style-type: none"> • Decoration quote for painting all the brick work and KS1 and KS2 toilets - £4,840 • New external doors to 3rd Reception class and Year 1 - £6,100 • Reception Canopy - £6,492.68 		

Item of Business	Points Discussed	Decisions/ Recommendations	Action Points/Dates
Continued	<ul style="list-style-type: none"> • Nursery Canopy - £4,609.99 • Removal of Y5 shared area – Fit new carpets, remove wall and relocate wet area - £3,883.80 • Fenland Leisure - £1,400 • Purchase of 5 dining tables and seating - £4,180.50 • Purchase of Rationale oven - £7,800 <p>KA reported that Brian Howard from the LA had contacted school about Fire Risk Assessments and Cladding</p>		
6. Re-wiring project	<p>KA updated the committee on the progress of the re-wiring project. The project was commissioned by the LA and commenced last year. All outstanding works are to be completed during the summer holidays:</p> <ul style="list-style-type: none"> • The Library area and staffroom is now complete • 4 further weeks work to be done over the summer holidays • The KS2 corridor and the ICT suite • The food tech room • The nursery to include making good after the works have been completed 		
7. Inventory	<p>TE reported that due to the conversion to the MAT it was necessary to bring the inventory up to date. The committee discussed using an outside company which would cost the school approximately £6,000. An inventory is in place but it is not as comprehensive as it needs to be for the MAT. TE reported that the ICT technician from Jack Hunt is currently upgrading the computer inventory and KA said he would itemise a furniture inventory over the summer holidays. The deadline for the inventory to be completed is 1st September.</p>		
AOB	<p>CH reminded the committee that it was the Summer Fair on Friday afternoon and asked governors if they could help out with running the refreshments stall.</p>		

Meeting Closed at 10.50 am