

THORPE PRIMARY SCHOOL

DRAFT

Minutes of Governors Premises Committee Meeting

**Monday 5th February 2018
at 9.30 am**

Present

Tracey Cheung	TC
Colin Hammond	CH
Trevor Pearce	TP
Kate Trethewy	KTr

Absent

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

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 2 nd October	The Minutes of the last meeting Monday 3rd July were agreed:	The minutes of the last meeting Monday 2 nd October were agreed	
3. Matters Arising	<p><u>Water Heaters</u></p> <ul style="list-style-type: none"> • The water heaters have been repaired and the £400 bill paid • The water heater that wasn't working has not been replaced as it is not necessary at the moment. The cost to replace the water heater will be £1,600 <p>KTr asked if we could ensure thermometers were accessible for checking temperatures in the classrooms with the broken heater due to the expected cold weather this week</p> <p><u>Partition/Blind to the sensory room</u></p> <ul style="list-style-type: none"> • KTr reported that no partition or blind has been installed in the sensory Room an alternative solution has been actioned <p><u>Cracks in the playground</u></p> <ul style="list-style-type: none"> • KA reported that the cracks in the playground weren't a trip hazard and it is thought they have appeared after the heavy machinery on site during the building works in 2015 <p>TP asked about the surface water in the playground where repairs have been made. KA reported that he felt this was due to the heavy rain recently</p> <ul style="list-style-type: none"> • The rubber matting in the Reception playground has been repaired <p><u>Re-Wiring to Nursery</u></p> <ul style="list-style-type: none"> • CH reported that he had emailed Brian Howard about the re-wiring to the Nursery. Brian Howard confirmed that the Nursery was not part of the re-wiring project 		

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4. Declaration of Interest	There was no declaration of interest		
5. Condition Survey	<p>The committee looked at the reports from the recent Condition Survey from Rider Levett and Bucknall who were commissioned to do the Condition Survey for the MAT:</p> <ul style="list-style-type: none"> • KA was concerned about the quality of the roof, although it was not highlighted in the report • There were various photos of hazards and priorities identified in the survey • The committee looked at the summary that was RAG rated to identify the condition of the school and the priorities • The Nursery has been highlighted as being in poor condition overall and is a priority for refurbishment • KTr reported that TE has made contact with the LA to ask for funding towards refurbishment of the nursery. The LA have responded that there are no funds for refurbishment but Early Years may be able to help • The committee looked at the planned preventative maintenance report and areas highlighted for immediate attention: <ul style="list-style-type: none"> ○ Emergency Lighting - £8,00 over 10 years ○ Fire Alarm System - £11,000 over 10 years ○ Commercial Grease Trap - £2,500 – 1 year 		
6. Property Priorities	<p>The committee looked at the list of identified premises priorities:</p> <ul style="list-style-type: none"> • The new main water heater is old and the contractors who maintain the water heater have reported that it is not in good condition. The committee looked at the condition survey and noted it is not listed as a priority in the survey. CH asked TE to contact RLB to ask for clarification 		

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Continued	<ul style="list-style-type: none"> • KA informed the committee that the shed used for storing PE equipment is not in good condition and staff have asked for a new shed. KA has looked at quotes for a metal shed and reported that it would cost around £500 but would also need a concrete base costing £650. KA would build the shed himself over Easter or the cost would be £300 to have it installed by an outside provider. <p><u>Nursery</u></p> <ul style="list-style-type: none"> • Staff children toilets – redecorate – taps • Take shower out and create new storage area • Turn the current office into a children’s learning space • Decorate the cloakroom • New storage under the covered area outside • New flooring throughout the building • Decorate throughout • New LED lighting <p>KA was asked to obtain quotes for all of the above. The quotes to be looked at together with the recommendations from the Condition Survey. The committee to prioritise work over the summer holiday.</p>		
7. Fire Risk Assessment	<p>The committee looked at the fire Risk Assessment report following a bi-annual check :</p> <ul style="list-style-type: none"> • KA reported that following the installation of 2 new fire doors over the summer holidays, it was necessary to fit 2 new fire call points. The call points will be fitted over the half term holiday at a cost of £480 • KA reported that school was audited by Dogsthorpe Fire Station and no action was needed following their visit • There was no further action 		
8. AOB	There was no AOB		

Meeting Closed at 10.27 am