

# THORPE PRIMARY SCHOOL

**DRAFT**

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

**Monday 10<sup>th</sup> October 2016  
at 9.30 am**

### ***Present***

Emma Anderson	EA	Deputy Headteacher (Associate member)
Jo Fillmore	JF	
Colin Hammond	CH	
Trevor Pearce	TP	Chair of Committee
Kate Trethewy	KTr	Headteacher
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"> <li>• Diane Wade</li> </ul>		
2. Nomination of Chair and Vice-Chair	<u>Chair</u> TP was nominated as Chair of the Premises Committee for 2016/2017  <u>Vice-Chair</u> KT was nominated as Vice-Chair of the Premises Committee for 2016/2017	<u>Chair</u> TP was nominated as Chair for 2016-17  Vice-Chair JT was nominated	
3. Minutes of the last meeting – Monday 23 <sup>rd</sup> May 2016	The Minutes of the last meeting Monday 23 <sup>rd</sup> May 2016:	<b>The minutes of the last meeting Monday 23<sup>rd</sup> May were agreed</b>	
4. Matters Arising	All items from the matters arising are on the agenda		
5. Declaration of Interest	There was no declaration of interest		
6. Terms of Reference and work agenda	The committee reviewed the terms of reference and agreed to update them to reflect the following: <ul style="list-style-type: none"> <li>• Standing Orders – take out bullet point 5: The chairperson will report to the next available full governors’ meeting</li> <li>• Terms of Reference – To add safeguarding to the sentence in the first bullet point</li> </ul>	<b>Terms of Reference to be updated agreed by the committee</b>	
7. Fire Building Risk Assessment	CH reported that whilst he was in school the fire alarm had sounded unexpectedly and the building was evacuated. The alarm had been triggered by an outside ed visit where smoke had been used and triggered the alarm. Several action points were raised following evacuation of the building: <ul style="list-style-type: none"> <li>• The bollard at the pedestrian entrance to the KS2 side of school to be dropped for emergency vehicle access</li> </ul>		

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Continued	<ul style="list-style-type: none"> <li>• A senior member of staff will evacuate with a 2 way radio to the front of school to meet the emergency services, identify the zone and communicate with another senior member of staff who will be at the main evacuation pint on the playground at the rear of school</li> <li>• A laminated sheet with fob attached and relevant keys and information will be put into the box</li> <li>• The gate to the side of the car park needs fixing</li> <li>• SLT to be trained on systems and procedures</li> <li>• No cars are to be parked in front of the driveway</li> <li>• Red bags to be placed in strategic positions in all classrooms with a red flag inside, 2 foil blankets and key medical information or medication. Teachers to take red bag with them when they go to PE/ICT/Music etc</li> </ul>	<p><b>A fire drill to be planned for the next half term and one unplanned drill in the next year</b></p>	
8. Security	<p>EA updated governors on the increased security arrangements this term:</p> <ul style="list-style-type: none"> <li>• Staff are signing in and out of school ensuring that should it be necessary to evacuate the building all staff can be accounted for</li> <li>• Teaching Assistants are prompt at ensuring entrances to doors are supervised when children are in school for registration</li> <li>• New security arrangements are in place at the front entrance</li> <li>• Quotes are being sought for a fob entry system for all staff and CCTV around school at various vulnerable entry points</li> </ul> <p>KA reported to governors the quote was around £10,000 for CCTV and the fob entry system including a monitor to be sited in the office. KA reported that staff would have a new entry system with a card replacing the fob with a photo on.</p>		
9. Property budget	<p>TE reported that the capital (property) budget available was approximately £9,000:</p> <ul style="list-style-type: none"> <li>• The £7000 that was agreed to improve the Nursery area would not be sufficient funding to make the changes needed.</li> <li>• The school would look to secure a match funded grant from PCC to pay for the CCTV and fob system to upgrade the security</li> </ul>		

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10. <b>Governors Register</b>	CH reminded governors to sign in and out on the governors register if they are coming in for a governor visit so that a record is available for Ofsted		
11. <b>Health &amp; Safety Walk</b>	TP asked the committee to organise a date for the Health & Safety Walk. KA, KT, CH and TP to organise a walk on Monday 14 <sup>th</sup> November	<b>Health &amp; Safety Walk Monday 14<sup>th</sup> November</b>	
12. <b>Rights Respecting School</b>	<p>EA reported to the committee that the Rights Respecting School Steering group were ready to apply for the Level 1 award in the Spring Term:</p> <ul style="list-style-type: none"> <li>• Rights Respecting School would be on each committee agenda to ensure governor understanding of the ethos and culture for a rights respecting school</li> <li>• Displays around school and on screens of the child friendly articles and the language used as a rights respecting school</li> <li>• Working parties have been set up with teachers in groups to look at policies and procedures</li> <li>• EA reported that children have been surveyed – Article 12, Right to have a say and an action plan is in the process of being drawn up</li> </ul> <p>EA talked to the committee about other chosen articles that school are working on with children:</p> <ul style="list-style-type: none"> <li>• Article 19 – Protect against abuse</li> <li>• Article 42 – Convention to be known to all children and adults. A newsletter has gone home ensuring parents and children know who the safeguarding team are in school. A parent session will be held this week to gain parents views. Child Protection information will be available on Parents Evening and Internet Safety session is planned with parents.</li> </ul> <p>A lunchtime reward system has been introduced with chosen lunchtime charters:</p> <ul style="list-style-type: none"> <li>• Article 24 – Every child has the right to a clean environment, clean water and nutritious food</li> </ul>		

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<b>Continued</b>	<ul style="list-style-type: none"> <li>Article 29 – Respect for the environment</li> </ul>		
<b>13. Re-wiring update</b>	<p>KA reported that the re-wiring over the summer holidays had been a good job and the part of school that has been re-wired looks good and professional and decorating completed as part of the making good after the re-wire. KA reported that a meeting had been set up to look at the 2<sup>nd</sup> phase of the re-wiring project.</p>		
<b>14. Lettings Charges</b>	<p>CH reported that the lettings charges needed reviewing as the current charges are not covering costs. CH reported that there is currently one letting a week:</p> <ul style="list-style-type: none"> <li>It was proposed to raise the cost from £17.50 for the first hour to £30 and £10 for the subsequent hour to £15</li> </ul> <p>There was one amendment to the policy to remove the sentence regarding using a payphone.</p>	<p><b>The committee agreed to raise the cost of the lettings charges. KTr to make contact with the current letting to be followed up with a letter</b></p>	
<b>15. AOB</b>	<p>CH reported that the:</p> <ul style="list-style-type: none"> <li>The noticeboard at the front of the school needs updating</li> <li>The committee discussed the Health &amp; Safety Walk to be a twice yearly visit</li> <li>The committee needed to respond to monitoring of energy and conservation</li> <li>KT asked about the playground rising in the foundation play area. KA to access quotes to have the area repaired</li> </ul>		

Meeting Closed at 10.45 am