 **Holly Park School – Governors Premises Commitee Date – 15th May 2017**

Present- Fiona Quinton, Ann Pelham, Maria Michael, Andrew Ballam Davies, Simon Reid, Michael Crooks

Apologies – Fiona V, Hedley Dindoyal, Clare Wischhusen, Gael Birtill

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| Actions from last meeting:   * FQ to remind allotment man to take the glass DONE * AP to ask if the site manager of Coppetts Wood can help for a day. DONE * SR is getting a quote to remove the asbestos. AP to ask Barnet about who is responsible. \* * AP to check with CG about the grant. NOT HAPPENING * SR to follow up the billing of the wasted water. DONE * SR to monitor nursery heating. FIXED   1. Re-wire – Simon’s House  2. Summer Works 2017  3. Internal H&S audit  4. Risk assessments  5. Premises tour  6. Review of policies   * Evacuation procedures * Premises Management * Legionella   7. AOB | * Asbestos situation ongoing. Barnet said they would deal with it and pay but this hasn’t happened.   1 Rewiring has been completed.  2 Because of budget constraints the summer works consist of painting 3 infant classrooms and the offices. The offices were due to be re-carpeted but this may not be possible. SR has 2 quotes and is expecting a 3rd.  3 This is not mandatory but will be done this term.  4 SR has completed these. A governor asked where they are kept? They are on the shared hard drive so staff can read them and AP and SR have hard copies.  5 The main item on the premises tour is the infant playground in particular the wooden edging of the beds which is rotten and coming away and the wet pour which has split from the tarmac and is a trip hazard. AP said funding for this will have to come from the contingency fund. A Governor asked if the coloured plastic fencing could be used but it is too expensive.  The doors on Simon’s storage area have fallen off – he will repair them in summer.  Allotment – some staff and governors have cleared most of the weeds from the allotment. A Governor asked if the gardening company could remove their bags of clippings and could clear the ivy behind the nursery.  SR said the gardeners were clearing the ivy off the medical centre and continued to spray the weeds in the area behind the kitchen.  A governor asked whether the area behind the ball area should be cleared?  6 Evacuation policy – a Governor asked whether SR was in contact with FBS re opening the gate?  7 AP said Incognito Theatre were planning works which required scaffolding in the infant playground. SR said this had been put on hold. | SR to chase urgently.  SR is getting quotes to replace the edging and is getting advice on repairing the wet pour.  AP confirmed that the gardeners will clear the allotment beds twice a year from October.  SR to speak to gardeners re moving bags of clippings and clearing ivy and weeds behind the nursery.  AP to see if it is visible from the ball area.  SR to try and get a direct line to the FBS site manager. |