 **Holly Park School – Governors Premises Commitee Date – 6th February 2017**

Present- Fiona Quinton, Michael Crooks, Liz Pearson, Ann Pelham, Maria Michael

Apologies – Fiona Vettiankal, Gael Birthill, Clare Wishhusen, Angie Peake, Ben Van Dyk, Brian Salinger, Hedley Dindoyal

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| 1. Actions from last meeting 2. Report on tours of buildings 3. Re-wire Update 4. Water leaks in nursery – Simon 5. Nursery heating – Simon 6. Summer Works 2017 - wish list 7. Cleaning Contract 8. Record of certificates 9. Holly Park Annual own Health and Safety Audit 10. Review of policies   Health & Safety  Adverse Weather  Lettings   1. Matters to be taken to full govs 2. AOB | 1 i)The leaks and repairs to the boiler will cost £2k. Barnet Council said it will pay £300.  ii) AP asked for an increase in the decorating budget for SR’s house from Barnet council but it was turned down.  iii) The greenhouse has been removed but the glass is still there. FQ to ask allotment person again.  2 Following the last premises tour some small items have been done but restricted by lack of budget and SR’s injured back. A governor raised the lack of a working cooker in the Orchard Room but there is no money for a new cooker.  It has been found that one kitchen tap is coming from the tank which has asbestos in the unit.  Caroline Giles is applying for a grant for after school club to include the allotment.  3 Rewiring of the main buildings is complete. SR’s house is being trunked at the end of March.  4 There has been a big water leak in the nursery and a temporary main has been installed. The leak is underground. Most of the repair will be covered by insurance. The work could be done at Easter. A governor queried whether we will be billed for the extra water.  5 The lack of heating in the nursery has been ongoing. A governor asked if any parents had complained – answer, one. A governor suggested plastic ‘curtains’ at the doors.  6 There is £10k in the capital budget which will pay for the refurbishment of the foyer, offices and 3 infant classrooms and re-carpeting. It will be done in summer. If there is any surplus SR would like to install lights in the nursery and EY outdoors.  7 SR and staff are unhappy with the cleaning contractors whose contract ends in March. SR has started the process of tendering and is hopeful of saving some money.  8 The records are complete SR is chasing the energy rating. A governor asked where they are all kept – answer: in the front office.  9 There is no requirement to do an internal audit but HPS does one and it is all in order.  11 Policies to go to full govs. Also cleaning contract, water leak and kitchen water.  12 AOB i) there is asbestos in the infant boiler room which a survey has noted is deteriorating. The recommendation is to have it removed within 3 months. SR is getting quotes. Barnet Council will play for the works. A governor asked if it had to be in a school holiday. Answer: no.  ii) a governor asked if the gardening contract was being renewed automatically. Answer: yes because SR and AP are happy with them.  iii) a governor asked if there was a guarantee from the sign maker as the green logos are fading. | iii) FQ to remind allotment man to take the glass  2 AP to ask if the site manager of Coppetts Wood can help for a day.  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.  4 SR to follow up the billing of the wasted water.  5 SR to monitor.  iii)AP to check the paperwork with JH. |