 **Holly Park School – Governors Premises Committee Date – 6th November 2017**

Present- Ann Pelham, Maria Michael, Fiona Quinton, Jon Harte, Kate Tress, Simon Reid

Apologies – Fiona Vettiankel

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| **Actions from previous Agenda:**   * SR to chase asbestos problem (see later) * 1 Gardeners to clear allotment x2 yearly * 1a SR to speak to gardeners re moving bags of clippings and clearing ivy and weeds behind the nursery. * 2 SR is getting quotes to replace the edging and is getting advice on repairing the wet pour. * 3 SR to try and get a direct line to the FBS site manager. | **1 Gardeners have agreed to clear the allotment beds twice a year, this needs doing asap.**  **2 SR has got some quotes but they are too high. No solution can be found at the moment.**  **3 There was no evacuation in the summer term.** | **1 SR to speak to gardeners asap to clear the allotment beds and move their rubbish. Also to ask if they can clear behind the nursery.**  **2 Keep on the agenda.**  **3 Evacuation will go ahead in spring. AP to contact FBS head about the gate key.** |
| **Actions relating to SIP for this committee:**   * To develop the EYFS provision even further in the outdoor area | **The PTA had agreed to give £1000 towards improving the EYFS outside area but now the Sports Grant has been doubled for the next two years so some of this money will be allocated to EY. A staff team has been set up to co-ordinate ideas.** | **EY outdoor group to meet.**  **Games shed to be demolished and replaced with two smaller ones.** |
| 1. Summer works report – Simon | Works were constrained by budget however 3 classrooms were done, plus 3 offices and the foyer including carpeting and the water main in the nursery. This only leaves the music room, the maths room and Sally’s room to be decorated. |  |
| 1. Report on Premises and grounds tour – Fiona & Simon | Minor items were identified. FQ noted that some of the summer cleaning could have been better. | AP to look at the outdoor signs which are fading. |
| 1. Staff H&S training September | SR did fire training for staff in September. A governor queried that two sets of doors are not fireproof. AP added that three classrooms in the old building do not have external fire doors. A governor asked if there was any extra money given because of the Grenfell disaster? No. |  |
| 1. Asbestos situation | There is still asbestos in the infant boiler room. Barnet said it would deal with it. This is now more urgent because of 5. | SR/AP to chase BC re asbestos. |
| 1. Kitchen | A bacteria has been identified in the hot water in the kitchen which could be spread by spray so the pot washer has been turned off. The water in the kitchen could be turned off but the tap is in the infant boiler room. |  |
| 1. Review of policies    1. Critical Incident    2. Site Security    3. Lockdown | Minor comments had been submitted.  A governor queried who handles external communications. Barnet Council. |  |
| 1. Matters to be taken to full govs | 4&5 and policies |  |
| 1. AOB | A governor queried whether we have a risk register. AP produced the register. |  |