 **Holly Park School – Governors Premises Commitee Date – 8th February 2018**

Present- A Pelham, M Michael, F Quinton, K Tress, S Reid, T Graveney, Poppy.

Apologies -

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| Actions from last meeting | * 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 AP to look at the outdoor signs which are fading. * 3 SR/AP to chase BC re asbestos. | 1This has been done. The gardeners are storing their rubbish behind the Drs surgery. They are clearing behind the nursery this week.  2 FQ to search for sign contact.  3 Done |
| SIP  To develop the EYFS provision even further in the outdoor area | 1The increase in the PE grant is to be spent on two new PE sheds. The old shed could be used in the allotment.  2 Money from the grant is to be spent on the EY outdoor area. A governor asked if there was a time limit on spending the grant? No. | 1The site manager at Coppetts is to be asked to help build the sheds.  A party of parents is to be asked to move the shed to the allotment.  2 MM is getting a PE consultant to advise on outdoor equipment at a cost of £700. |
| Report on tours of buildings | A governor asked whether the tours were too detailed and should be an overview? No as it is useful for SR to have a fresh look at things. |  |
| Feedback on Asbestos & Legionella | The asbestos in the boiler room has been encapsulated and the water is now clear from legionella. However, there is a dispute over the £1200 cost. | AP/SR to continue to dispute who is responsible for the £1200 bill. |
| Summer Works 2018 - wish list & priorities | AP/SR outlined the schedule of summer works. AP said the capital budget has shrunk from £120k to £9-10K. The rolling redecoration programme would be: dining hall, music room, Sally’s room, Jan and Bradley’s room with new carpet in each apart from the dining room. Quotes have not been asked for yet. The wish list includes renewal of the wet pour surfacing in the infant playground and the wooden edging around beds, an outside area for Elm Class. A governor queried how long that will be an infant classroom? A: 3 years. Also no mow in the EY slope and story garden and the front gate post. | The new bids committee could look at the wish list especially if it was packaged as a combined grounds/playground work.  SR to get quotes for redecoration work. |
| Cleaning Contract | AP/SR are unhappy with the cleaners. | SR getting new quotes as the contract ends in March. AP/SR to decide on the new company. |
| Record of certificates | These were presented to governors. There is a query over the future of the kiln which is not used much and takes up a large cupboard. | AP to ask teachers how often they use the kiln. |
| Holly Park Annual (own) Health and Safety Audit | This was presented to governors. A governor asked whether there should be a heading for playgrounds? This is a separate survey but could be appended. |  |
| Review of policies  Health & Safety  Adverse Weather  Lettings | A governor queried whether there was an evacuation every term? No, it’s annual. |  |
| Matters to be taken to full govs | Summer works |  |
| AOB | A governor asked why we don’t have solar panels? SR said the roof faced the wrong direction. | The bids committee could be asked to reconsider this. |