 **Holly Park School – Governors Premises Committee Date – 21st May 2018**

Present- Fiona Quinton, Ann Pelham, Clare Wischhusen, Simon Reid, Maria Michael

Apologies -

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| 1 Actions from last meeting:  AP/SR to continue to dispute who is responsible for the £1200 bill.  2 The new bids committee could look at the wish list especially if it was packaged as a combined grounds/playground work.  3 SR to get quotes for redecoration work  4 SR getting new quotes as the cleaning contract ends in March. AP/SR to decide on the new company.  5 The bids committee could be asked to reconsider solar panels. | 1 There has been no progress on this.  2 Meeting being held later today – JH, FQ, MM and SR  3 SR has got 2 quotes and the third is imminent.  4 New contractors have started already.  5 FQ reported that this process had started as an initiative from eco council (?). HPS is tied into a deal with BC to source utilities. | AP/SR to continue to dispute it.  5 AP to ask JH to get an electricity bill and investigate the details of the contact with BC. |
| Links to SIP  6 To develop the EYFS provision even further in the outdoor area | 6 SR is getting quotes to utilise the slope in the EY playground however this will not happen until 2019 as we have to wait for the sports grant money. |  |
| 7 Summer Works 2018 | 7 Summer works are as previously reported: redecoration of the dining hall, redecoration and carpeting of Jan and Bradley’s room, the music room and Sally’s room, all coming from the capital budget of £10k.  A surplus £30k is being spent on the new gate, rainbow fencing and a canopy for Elm class, a new kitchen for SR’s house and GDPR-compliant furniture which is being installed now, plus possibly some new windows in the offices which are leaking. |  |
| 8 Cleaning Contract | 8 The new contractors are in situ, SR reported there were some small glitches but otherwise OK. |  |
| 9 Premises | 9 There had been no premises tour and SR said there were no issues to report. |  |
| . 10 Review of policies   * Evacuation procedures * Premises Management * Legionella | 10 A governor asked whether the premises management policy should be linked to the green procurement policy? | AP to link policies |
| AOB | I FQ asked for suitable edging for the flower beds outside the foyer.  2 Allotment update – AP said two plastic sheds were being bought to house tools. | 1 SR agreed to supply and fit wooden roll edging to the main bed to stop children standing on the plants. |