

**WESTLEA PRIMARY SCHOOL**

**Company Number 8713214**

**PREMISES COMMITTEE MEETING**

**Wednesday 29th April 2015, 5.00 pm**

**Westlea Primary School**

**ATTENDEES:** Trevor Dowell (TD) – Chair, Rose Carberry (RC) – Head Teacher, Tony Pugh (TP), Carol McKinlay (CMcK), Michelle Walker (MW), Lucy Batstone (Observer), Amelia Penfold (Clerk)

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| **1**  **1.1** | **Welcome**  TD welcomed everyone to the meeting, in particular to LB who was a newly appointed governor who is observing at all the committees before making a choice which to join. |
| **2**  **2.1** | **Apologies**  Apologies were received and accepted from Bob Barrett. The meeting was declared quorate. |
| **3**  **3.1** | **Declaration of Interests in any Agenda Item**  No interests were declared. |
| **4**  **4.1** | **Minutes from Previous Meeting (11.3.15)**  These were agreed as a true record of the meeting. They will be signed at the next meeting by BB as he chaired that meeting. |
| **5**  **5.1** | **Action Points and Matters Arising**   * Checklist and certificate for electrical panel from Saphire. TP reported that both   the Bursar and TD had contacted Saphire but had no response. The school has now  been advised by the National Inspection Council for Electrical Installation Contracting  (NICEIC) which regulates the training and work of electrical enterprises in the UK.  A further letter will be sent by Recorded Delivery to Saphire and if there is still no  response then the NICEIC will intervene. **Carry Forward**   * Revised organisational chart to be sought from Ellis Whittam. See Min 7.3 * TD, BB and TP – put a date in the diary re snagging Sunshine Room. **Carry Forward** * Dates to be diarised for Site Walks, a week before Premises meetings. See Min 9.1 * Clerk to consult re start time of next meeting. Completed |
| **6**  **6.1** | **Ongoing Works**  Minor repairs  TP provided an update:   * Front gates * Dishwasher * Signage * Kitchen taps * Fire door closure * Fencing and gate.   TD asked if all these are being recorded; TP confirmed that they are. |

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| **6.2** | Major repairs  RC reported on several areas (see separate handout):   * Kitchen Floor.   This needs replacing as there are problems with damp, the floor is now moving. Governors asked what is being done re the damp; TP said it will be treated when the floor is replaced.  Two quotations received:  Butler Cox - £2,894  Swindon Flooring Company - £2,805  RCM - £933 To move kitchen equipment to the Hall  Total - £4,000   * Redecoration throughout the School.   Two quotations received:  A G Stone (painting) - £16,914  Moda Blinds (blinds) - £5,012  Total - £21,926   * Grounds Maintenance.   Two quotations received:  Countrywide - £3,560 Current provider;contract ends July 2015  Enlan - £2,280  Avium - £3,578  Envisage - £2,736 New contract begins July 2015.  Governors asked about the new supplier; TP said that a much better service will be provided, including marking out the lines on the grounds.     * External Windows.   Many of them are scratched and have graffiti. Last year Saphire quoted approximately £14,000 for this work. Quotes have yet to be sought this year.   * Computer Room   Due to the unsuccessful bid for improvements to the new block, one end of the existing Computer Room will be developed. Quotes are to be sought.   * Outside Learning Environment   This is yet to be determined but the PTA will support this financially.   * Lighting Throughout the School   110 fittings need to be replaced in all the classrooms as they are old and burned out.  Quotes received:  Lyco - £2,057  Screwfix - £3,187  TLC - £2,090  TD advised that the HT can make this decision as it is less than £2,500.  Fitting: Tony (+ Abbey to sign off) - £50  Abbey - £990   * CCTV Cameras   Quotes received:  T H White - £4,813  Vision Secure - £3,495  Bristol Fire - £4,553  The Vision Secure quote includes coverage of the areas on Langstone Way which will help resolve parking incidents. CMcK took a Chair’s decision to proceed with Vision Secure at £3,495. This will be reported at the next Finance Committee. **<Agenda>** |

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| **6.3**  **6.4**  **6.5** | * External Painting   The external red paintwork of the school and the George & Anne Tweed Room is now very faded so quotations will be sought. Governors asked if planning permission is required when changing the external colour of a building; TD will source information on this. **<Action>**   * Pre-School Kitchen (George & Anne Tweed Room)   Some issues were raised on the recent Risk Assessment. Costings:  Tradepoint (B&Q) - £1,500 TP will fit during Summer Holidays.  This will be come from the Kitchen fund.   * Sheds/Workshop/PE Storage   RC explained the requirement for each of these types of storage. Quotes received:  Reception Playhouse Workshop /  Area Storage / Shed PE Storage TOTAL  Easyshed £1,730 £502 £3,628  Bulldog Sheds £1,862 £904 (with verandah) £4,215  ShedsWarehouse.com £898 £442 £1,229 £2,569  Following governors’ enquiry, TP assured the meeting that they were ‘like for like’ quotations. He also said that ShedsWarehouse.com construction was good quality. TP will seek references. CMcK took a Chair’s decision to proceed with ShedsWarehouse.com at £2,569. This will be reported at the next Finance Committee. **<Agenda>**   * Dishwasher   During a recent hygiene inspection, this is presenting major problems due to limescale and was not rinsing at the correct temperature. A new water softener system and descaling is required. Quotes received:  Dawson - £610  RCM - £833  Alternatively, the cost of a new dishwasher would be £3,560 (from Dishwashers Direct).  Governors asked if there was a softener system on the existing dishwasher, which as confirmed to be the case by TP.  Quotes re Grounds Maintenance  See above.  Update on EFA funded projects  It has now been confirmed that the bid submitted was unsuccessful.  Feedback on Snagging on Sunshine Room  This will be carried forward to the next meeting. **<Agenda>** |
| **7**  **7.1**  **7.2**  **7.3**  **7.4**  **7.5**  **7.6**  **7.7** | **Health and Safety Follow-up**  List of all H&S policies currently in place is in the file, plus the date of next review  The HT presented the following information:   |  |  |  | | --- | --- | --- | | **Policy** | **Date Last Reviewed** | **Date Of Next Review** | | Health And Safety Policy |  |  | | Risk Management Policy | October 2014 | October 2015 | | Asset Control and Accounting policy | October 2014 | October 2015 | | Risk Register | October 2014 | October 2015 | | Premises Maintenance policy | October 2014 | October 2015 | | Equality Plan | October 2014 | October 2015 | | Accessibility Plan Statement 2014-2017 | January 2015 | January 2016 |   Completion of H&S Policy (then to go to FGB for ratification)  A revised organisational chart is still awaited from Ellis Whittam. RC confirmed that the information had been sent to Ellis Whittam some time ago. They have recently assured the school that it will be actioned soon. Once received, the Policy will go to FGB. **<Action><Agenda>**  Review of RIDDOR book  CMcK reviewed the documentation. She identified some that had yet to be signed, which were actioned. The governors also reviewed in depth the report of the incident on 2.4.15 and noted that it had been signed off correctly.  Source Working at Height Policy  Apart from one ‘typo’, this was accepted by the governors as an appropriate document. This will go to the FGB for ratification. **<Agenda>**  External users to sign to say they have read and accept terms of hire, including H&S  TP reported that a system is now in place to ensure that all external users and visitors sign upon entry to the school. When asked by governors about the Ladder and Step Register, TP confirmed that this document is in place.  Completion of Risk Assessments  RC confirmed that all risk assessments are now complete. Governors asked TP about procedures when he carries out work that is not covered by one of the generic Risk Assessments; TP confirmed that he completes a separate form.  Other Health & Safety Business  Governors asked about the COSHH training that had been ‘failed’ by some of the cleaners. RC said that those staff had now retaken the exercise and all had now passed. The committee asked for their congratulations to be passed on to the staff. |
| **8**  **8.1** | **Deep Clean**  The Committee agreed to use the same company as last year but it would be carried out in the Summer Holidays. TP will book this for the final part of August 2015. |
| **9**  **9.1**  **9.2**  **9.3**  **9.4**  **9.5**  **9.6** | **Site Inspections of Buildings and Assets, Maintenance Equipment and Asset Management**  To inspect the premises, grounds and equipment, including Maintenance Equipment; (including feedback from Site Walk)  TD fed back from the Site Walk that had been carried out immediately prior to the committee meeting, involving TP, RC, MW, LB and TD:   * Walkways were noted to be clear. * New signage is an improvement. * Police cones are being used in parking near the school which is effective. TP is also liaising with neighbours so that they ‘hold’ the cones and then put them out every school morning. Feedback from this is very positive. * External painting (see Minute 6.2 above). * Ivy on the outside of the school. * Panel outside the Kitchen to be replaced; TD will check on the legalities regarding colour.**<Action>** * George & Anne Tweed Rooms to be freshened up externally. * ICT area was noted to be in excellent condition now. * Freshening up the Main Hall will be included on future maintenance. * Ceiling in the Hall is noted as needing attention.   Prepare a plan of costed priorities for maintenance and development (re Asset Management Plan)  See Minute 6.2.  General maintenance review  The governors reviewed the documentation for maintenance records relating to mechanical equipment, electrical equipment and the boilers.  Agree how assets are being recorded  It is stated in the Asset Plan.  Review of Asset Register  TD reviewed the documents as the annual check on the Register. When asked if all items are now barcoded, TP confirmed they were.  Other Issues relating to Buildings and Assets  Governors asked about the following areas:   * Utilities: RC explained that the school already has a ‘good deal’ through West Mercia. * Records of monthly checks re legionella: TP explained these were in a separate file. * Asbestos: TP said it is held in a separate file. * Outside playground equipment: documented in the review of maintenance records.   The governors thanked TP for his work and commended him on his record-keeping. |
| **10**  **10.1**  **10.2**  **10.3** | **Any Other Business**  Pavement Repairs  TP reported that he is waiting for quotes to tarmac the car parking and pavement areas where pot-holes have appeared as this was highlighted on a Risk Assessment.  Fire Alarm Test  RC said this was an ‘announced’ alarm and staff and pupils were out of the building in under a minute so it is much improved.  Burst Water Main Locally  Governors asked if the school had been affected during a recent incident. RC said that the school had not lost water but staff had needed to text the parent community early to reassure them that the school was open as usual. |
| **11**  **11.1** | **Date of Next Meeting**  Wednesday 24th June 2015, at 5pm. |

**ACTIONS:**

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| **Min** | **Detail** | **By Whom** | **By When** |
| 5 | * Send letter recorded deliver to Saphire for checklist and certificate re electrical panel. * TD, BB and TP to put a date in the diary re snagging Sunshine Room. | TP  TD/BB/TP |  |
| 6.2/  9.1 | * Planning permission required to change the colour of external paintwork (and panel near Kitchen)? | TD |  |
| 7.2 | * Chase Ellis Whittam for organisational chart (H&S Policy) | RC |  |

**FUTURE AGENDAS:**

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| 6.2 | - CCTV: Vision Secure - £3,495  - Storage/Sheds: ShedsWarehouse - £2,569 | Finance – Term 5  Finance – Term 5 |
| 6.5 | Feedback on snagging of Sunshine Room | Premises – Term 6 |
| 7.2 | H&S Policy to go to FGB (when complete) | FGB – Term 5 or 6? |
| 7.4 | Working at Height Policy | FGB – Term 5 |

Signature of Chair ……………………………………… Date ………………………………