

Facilities Committee Report

Date: 17th Oct 2012

Membership: Andrew Sleasey, Sarah Seed, Lindsay Fournier, Tim Fox, Julie Gawthrope Matt Casey

Main points discussed	Decisions and Action	when	by whom
<p>AS greeted Sarah and Julie as new members of the Facilities Committee</p> <p>1. The minutes of the last meeting (25/1/12) were approved</p> <p>2. Matters arising – any matters arising to be covered within the meeting.</p> <p>3. Review of capital work</p> <p>TF updated the meeting as follows:</p> <ul style="list-style-type: none"> • Building maintenance code – very tight for cash. Money has mostly been spent on essential maintenance. We have received £5,000 towards the new server from the Friends of Morley. There is approximately £5-6,000 left until March 31st. It is important to remember that this budget was cut by £22,000 from last year to balance the whole budget. • Lighting – hall lights have been mended and safety cages fitted, classroom lights replaced. There is a rolling programme of light replacement throughout the school. • Toilets in Gold class have been replaced with child-sized toilets. (£800) • Cold water tanks installed as add-on to previous plumbing work to sort out knocking noise in pipes. • Thermostats added to the radiators. • New markings painted in front playground. • Parquet flooring in corridors has been sanded and stained. • The 5 year electrical check has been completed. Initial comments suggested it was fine but the final report picked up several minor details which meant it had to be classed as unsatisfactory. These are already being addressed. • Work was carried out on the drains, with a manhole being reset. • Following the library fire at Sawston, PCM (property advisors) have suggested that heat detectors linked to the fire alarm system could be placed in the roof voids. The committee queried the need for this as we already have smoke detectors fitted throughout the school. The cheapest quote is around £800(?). After a discussion it was decided these should not be pursued unless they are a statutory requirement. AS agreed to speak to an old work contact for advice as to whether this is a statutory requirement. 	<p>AS to check.</p> <p>Friends of Morley to be asked</p> <p>AS and SS to inspect toilets and</p>	<p>asap</p> <p>TF</p> <p>AS, SS</p>	

<ul style="list-style-type: none"> • Security – a new lock has been fitted to the front door and all staff will be supplied with key fobs. • The safety surface around the large climbing frame is worn and needs to be replaced. The committee suggested that the Friends of Morley might be willing to fund this. • Mark has reported that pinpricks are appearing in some pipework which will need to be repaired. • A member of staff has complained about the state of the staff toilets. Not so much the cleanliness, but simply that they are grotty and in need of refurbishment. She felt it was an important way of maintaining staff morale. • TF suggested that it might be sensible to spend some of the ‘non-existent’ money on getting our computer needs sorted. The purchase of 4 new desktop computers for the Early Years has been authorised and Gary (Parkside ICT) is preparing quotes for more new laptops. The aim is for the school to have two fully stocked laptop trolleys, but at present several of the newer machines are being used by the NQTs and by those teachers whose laptops are failing. We should ideally have a rolling replacement programme in place as the equipment ages. SS told the committee that Antony Carpen, a newly appointed Community Governor, has contacts within the organisation tasked to donate used IT equipment from the Olympics to schools. This information has already been passed to Michael Catchpool. 	<p>decide if they should be a priority.</p> <p>This potential opportunity to be chased up.</p>	<p>asap</p> <p>TF</p>
<p><u>Update on County Council plans</u></p> <p>A meeting was held on 9th October between the County Council representatives and the school, which both TF and AS attended. The architects and Morgan Sindall, on the CC's behalf, have produced a feasibility report on the various options put forward. A provisional meeting has been arranged for the 8th November. The council seem very confident that they could sell the EYs building if necessary, hopefully for educational use.</p> <p>A 5 year capital plan is due to be ratified in January and our school improvements are part of that plan. The earliest start date for the building would be April 2014, but all plans could be finalised before that date with a phased scheme in place to allow the school to function on the same site while the work is carried out. This is seen as an ideal opportunity to bring the rest of the school up to standard.</p>	<p>The preferred plan is as follows :</p> <ul style="list-style-type: none"> • The two Early Years classes to move to the main site into the front classrooms (3 made into 2) with purpose built cloakrooms and playground. • An extension at the back of the hall to accommodate the ASC, with a possibility of staging and a backstage area. • The middle part of the school to be opened out to remove the narrow corridors. This would require classes and staffroom to move and require a new two storey building to be built at the back to accommodate new classrooms. • The tennis court across the road would be made into a MUGA (Multi purpose games area) with toilets and changing rooms in the old coach house. 	<p>Asap</p> <p>TF</p>
	<p>Policy to be sent to Clerk of Govs.</p> <p>AS to circulate</p> <p>To be suggested to Full Govs meeting.</p> <p>LF to check</p>	<p>Before next meeting</p> <p>AS</p> <p>By next full Govs.</p> <p>LF</p>
		<p>asap</p>

<p>Possible complication in that the two ash trees in the main playground have preservation orders on them!</p> <p><u>Policy reviews</u></p> <ul style="list-style-type: none"> o Risk Assessment Policy – TF has checked the existing policy and modified it slightly. The FC ratified it with a few minor changes. o Accessibility – AS to send round by email for committee to consider. o The Health and Safety Policy is due for review. SS pointed out that the School should be responsible for updating statutory policies and that the Governors should then ratify them. o Healthy Eating and Food Policy – has this been updated? o Environmental issues – does not currently exist but similar policies to be researched. o After School Activities – do we need a policy? All the people who run clubs already have very specific procedures to follow such as risk assessments, fire procedures, registers etc. o Extended Schools policy – to be reviewed. o First Aid Policy – has this been recently reviewed? <p><u>Terms of reference</u> The committee discussed these and a few revisions were made.</p> <p>AS and TF to raise existence /relevance of the Asset Management Plan at the next meeting with the Council.</p>	<p>LF to check other schools' policies</p> <p>.</p> <p>MC to review</p> <p>LF to check</p> <p>AS to make revisions</p> <p>AS and TF to raise issue.</p>	<p>by next meeting</p> <p>by next meeting</p> <p>asap</p> <p>by next meeting</p> <p>at next meeting with CC</p>	<p>LF</p> <p>MCasey</p> <p>LF</p> <p>AS</p> <p>AS, TF</p>
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Future points to be discussed	when	who with

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Items and issues for main governing body meeting	Recommendations
Review of Statutory Policies	School should prepare and update these policies and the Full Governing body should ratify them.

Notes for other committees	Suggested action

Dates of future meetings	Comments / Agenda
8.00, Jan 23 rd 2013 at 28 Langham Road.	