

Facilities Committee Report

Date: 23rd Jan 2013

Membership: Andrew Sweasey, Sarah Seed, Lindsay Fournier, Tim Fox, Julie Gawthrope, Matt Casey, Philip Colligan.

Main points discussed	Decisions and Action	when	by whom
<p>1. Apologies received from Matt Casey, Julie Gawthrope and Philip Colligan.</p> <p>2. There were no declarations of interest.</p> <p>3. The minutes of the last meeting (17/1/12) were approved.</p> <p>4. Matters arising – any matters arising to be covered within the meeting.</p> <p>5. Review of capital work</p> <p>TF updated the meeting as follows:</p> <ul style="list-style-type: none"> • Review of security for Early Years building. Current CCTV system is working but outdated and would need to be replaced if we want any more cameras added. Even if EY's building is to be affected by County Council building plans, additional security is still a priority. Gate is padlocked at present but this is not really practical for access and a keypad with intercom will need to be fitted. • An electrical cable check was carried out over the Christmas holidays. • No further progress to report over the problems with the pipework. The plumbing company denies liability and it is not practical to pursue a legal course. The caretaker believes that further pipe failure is possible. • The problem with the front door failing to close properly has been fixed. • AS inspected staff toilets and feels that refurbishment is not a priority. <p><u>Update on County Council plans</u></p> <p>The decision will be made next Tuesday as to whether the proposed school building</p>			

improvements will go ahead. In anticipation of either a negative decision or a delay of several years, the Headteacher, TF and SS attended a meeting with an advisor from Mills and Reeve to discuss the implications of applying for academy status. What impact would this have on the building plan? The improvements would no longer be the Council's responsibility but academy status might help if the proposals are turned down as the money would come directly from the Department of Education. The meeting looked at making links with other Cambridge primary schools, maybe forming a 'soft federation' for greater bargaining power. Mills and Reeve to investigate funding per pupil under the academy system – if this is calculated nationally it may be better than Cambridgeshire funding.

Policy reviews

- o Accessibility – This was originally written by a previous head. Michael Catchpool to update.
- o Health and Safety Policy – This can be a general policy or could be broken down into lots of minor policies. The existing policy has been reviewed by Tim Fox and Karl Brown and approved by the Facilities Committee. (Does this need to be ratified by full Govs?)
- o Critical Incident Policy – this has been discussed recently by the school and the co-chairs of governors and it was decided to approve it subject to final amendment from the head.
- o First Aid Policy – approved. TF to insert a reference to the Critical Incident policy and then forward to Clerk of governors.
- o Administration of medicines policy – approved.
- o Healthy Eating Policy – requires a few minor amendments. The committee queried whether the food supplied by Spectrum After school club was consistent with the school's healthy eating policy? Since Breakfast club is mentioned, Spectrum should probably also comply with the policy. TF to discuss the Spectrum tea provision informally with Matt Casey. LF to make revisions and email to committee for approval.
- o Environmental policy – LF has found a very general policy and will send it round for other committee members to consider. (This is a Good Practice policy, not a statutory requirement.)

Policy to be sent to Clerk of Govs.

TF

Policy to be sent to Clerk of Govs.

TF

Policy to be sent to Clerk of Govs.

TF

LF to circulate.

LF

LF to circulate.

LF

TF to collate

TF

MC to review

By next meeting

Matt C

<ul style="list-style-type: none"> o After School Activities – All the people who run clubs already have very specific procedures to follow such as risk assessments, fire procedures, registers etc. TF to collate all this information and put together into a policy. A Governor queried whether the office could be given up to date information about club vacancies at the beginning of each term. o Extended Schools policy – apologies from Matt Casey who is currently covering two jobs and very busy. <p><u>Terms of reference</u></p> <p>AS to send final revisions to Clerk.</p> <p><u>Detailed Condition Survey</u></p> <p>Any work is subject to the Council decision. This will be referred to during planned February walk round. AS to propose dates for this walk round and invite other members of the Facilities to attend. Any recommendations about the state of the school buildings could be useful evidence in the case for the building plans.</p> <p><u>AOB</u></p> <p>– the committee praised the Caretaker’s efforts in clearing the recent snow around the school entrance and playground, but requested he also clear the route to the early years building even if it means clearing part of the public pavement.</p> <p>Next meeting – 8.00, 5th June at 31 Cavendish Avenue.</p>	<p>Terms of reference to Clerk.</p> <p>AS to set date.</p> <p>TF to speak to caretaker.</p>	<p>asap</p>	<p>AS</p> <p>TF</p>
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Future points to be discussed	when	who with

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

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

All decisions pay due regard to the school's equality policy and the Equality Act 2010