

**Seaford primary School**  
**Minutes of the Premises Committee**  
**Tuesday 12 February 2008 at 10.15 a.m.**

**Present:** Michael Lovesay (Chair), Paul Nicholls (Site Manager), Jon Reynard (Head), Elizabeth Morgan-Jones (Clerk).

**1. 1 Welcome**

**1.2 Apologies** were received and approved from Jackie Ryan and Andy Steer.

**1.3 Quorum** – this meeting was not quorate but it was decided to proceed so information could be passed to the full governing body. Those present were concerned that it was necessary for more governors to serve on the premises committee if business was not to be interrupted.

**1.4 Declaration of Interest** – none.

**2. Minutes of the last meeting held on 20.11.07** having been previously circulated were approved and signed.

**3. Matters arising**

**3a. Re: 5b.3 Gates** – the situation was much the same with some parents still arriving once the gates were shut but it didn't cause any serious problems: it was hoped that by closing the gates at 8.45 a.m. it provided a physical reminder that the parents were late.

**3b. Re: 6.5 Electricity Bill** – The site Manager had now unravelled the situation. He was able to confirm that in fact payments were up to date, there was no backlog of bills and the bills were arriving promptly. The original confusion had arisen because after the latest change in supplier both the old firm and the new firm were reading the meter. Agreed it would not now be necessary for the school to take its own readings (ref 6.7).

**4. Capital Projects**

**4a. Financial situation** – The Head confirmed that county were not bringing forward any money from the 2008/09 budget and so everything must wait until April. The little money that the school had remaining from 2007/08 would be carried forward.

**4b. Future plans** – it was hoped to list two sets of priorities ahead of the new financial year: one for maintenance and one for projects. This could be done at the next meeting of the Premises committee.

The Lighting bollards and fire doors were still at the top of the list.

**5. Health and Safety**

**5a. Risks and Hazards report**

5a.1 The Head reported three accidents.

5a.2 In November a boy in Year 1 had fallen at the edge of the grass and broken his arm.

5a.3 In December a parent had been struck by a netball post that their son had been swinging around.

5a.4 In January a Year 6 girl had slipped down ten or twelve steps on the back stairs and had been taken to A & E but was able to return to school with no major damage done.

5a.5 There was no pattern to these incidents and all three were pure accidents.

5a.6 The Site Manager shared how impressed he was by the good practice that had been undertaken by all the staff involved on the above occasions. The parent involved was pleased with the first aid and assistance she had received.

5a.7 The Committee Chair would like it recorded that governors were thankful for the way everything was dealt with efficiently and effectively.

## **5b. Fire Risk Assessment**

5b.1 Two Fire Risk Assessments had been carried out together with a survey for the Accessibility Plan.

5b.2 As a result the Head would be talking with Year 5 over items left in the corridors.

5b.3 Accessibility Plan – had been undertaken by Paul and Michael as part of the recent Disability Discrimination legislation. The document was read out. (Copy in Minute Book).

5b.4 Fire Drill – the latest one had been held at the end of a Friday morning assembly in the hall with parents present.

5b.5 The evacuation time was four to four and a half minutes. All parents had signed in and were able to be checked off. The site Manager made the point that it was identifying any missing persons that was the most important aspect of the drill.

5b.6 The Head confirmed that the Fire Brigade came into school as part of 'Safety Week.'

## **6. Little Poppets**

6.1 The site Manager reported that their building had been broken into last Sunday after Julie Smith had been working there most of the day. It appeared that they had used a spade to prize open the fire door and then made a mess with flour, eggs and potted seedlings, with nothing apparently missing.

6.2 The nursery used the school's hall on Monday whilst the nursery parents cleared up the hut.

6.3 The police had not shown any interest.

6.4 The site Manager was concerned that the nursery had left tools outside: he had already advised them to remove the glass windows from their shed and provide more

locks on the shed door. He also felt the school had created a vulnerable situation by erecting a large tipi in the grounds this week.

6.5 It was confirmed that the nursery held its own insurance. The Chair felt it would be good if the Site Manager could monitor the situation.

6.6 Planning application - The Head had not heard anything further officially. Unofficially he knew that the nursery had been asked to provide screening for the gardens on Blatchington Hill.

6.7 It was reported in the newspaper that the application was valid until 2011.

7. Any other business

### **7a. Foundation Stage Playground**

7a.1 The Head reported that this was getting underway.

7a.2 He had instructed the Fund Generation Group to provide the Finance and Premises Committees with all details of quotes for capital works so that governors were aware of progress. They would also come and report directly at a governors' meeting. It should be a regular item on the governors' agenda.

7a.3 The project was in two phases as it was too expensive to do in one go.

7a.4 Phase one – to resurface the playground with colourful soft tarmac to include removing the fence and providing a new wall.

7a.5 Phase two – to build an outdoor classroom on the end of the building.

7a.6 The group intended to find Individual sponsors (from firms in the town) for individual play items.

### **7b. Report from Site Manager**

7b.1 Paul felt that because of the introduction of various initiatives (such as the recycling drive) and the increasing maintenance tasks for the IT equipment, etc., he could no longer cope with his work load.

7b.2 Governors in a recent meeting had referred to areas of the school where cobwebs had been observed but no one had notified him about this. He explained there were also certain areas, such as the main hall which was in almost constant use, which did not get cleaned so frequently as others because of the restrictions as to when work could be undertaken. He felt that governors' reference to deep cleaning the school implicated a lack of hygiene, where as, in fact, he had instituted a strict routine for the cleaning staff so this was not a problem.

7b.3 The Chair explained that the discussion had not been a criticism of staff merely of the areas that were not covered and that the only solution was to employ additional staff. Staff had also been reminded of the correct reporting procedures in the case of any job deficiencies.

7b.4 Those present felt that consideration should be given to employing another member of staff. Paul felt that it would be most cost effective to have someone for two hours per day in term time from 3.45 to 5.45 p.m. together with a larger block of

hours in the holidays for doing larger jobs uninterrupted. This would also provide cover for locking up the school at the end of the day – a task which can take up to three quarters of an hour.

7b.5 The Head emphasised that the Site Manager currently saved the school much money by careful comparison and sourcing of products and he would like to see this continue. The Head felt that any cost implications of employing an extra person would be worth it.

7b.6 Recycling – Lewes District Council were not able to facilitate commercial recycling except for cardboard, which was now being done.

7b.7 Membership of this Committee –should be raised with governors at the meeting tomorrow.

### **7c. Lettings Policy**

7c.1 The above situation had been exacerbated last weekend by two outside lets on two consecutive evenings. Lettings were not part of Paul's Job Description and no one else was currently responsible. He would like to see the appointment of a Lettings Co-ordinator which would be self-funded from the fees.

7c.2 Paul reported that security was an important factor during a let and depending on which rooms were in use dictated which areas should be locked off. Also whether or not alcohol was allowed and the way the building was cleared up.

7c.3 It was felt that guidelines were needed for those hiring the building so they knew their responsibilities.

7c.4 The Chair would refer the matter to the governors who should review the current Lettings Policy and draw up terms and conditions.

### **8. Date of next meeting**

Tuesday 11 March 2008 at 2.00 p.m.

The meeting closed at 11.25 a.m.