

PREMISES, FINANCE AND MARKETING COMMITTEE**Meeting no. 4 held at the school on 2nd July 2018 at 4pm**

Present: **Mr. S. France (Head teacher)**
Mr. A. Bush (Chair)
Ms. K. Knudsen
Mr. A. Moore
Mr N Burton

Also Present: **Mrs A Clothier**
Mrs L Dominey

Summary of Actions

Action Point	Description	Resp.	Status
1.1 (15/16)	Produce and circulate a staff Travel to Work survey.	KK/LD	Completed
2.4 (16/17)	Circulate a list of major purchases and standing contracts to the committee.	NB	Completed
1.1	Contact DCC to discuss fire inspection options	SF	Ongoing
1.2	Arrange for an LMPS article to be in the Parish magazine.	SF/LD	Ongoing
2.1	Review the Whistleblowing Policy	SF	Completed
3.1	Progress CCTV signs for key entry points	NB	Completed
3.2	Schedule a Health and Safety Assessment	AB/NB	Ongoing

Meeting commenced at 16.06.

1. Apologies

There were no apologies.

2. Declaration of Business Interests

The Chair asked the Governors if they had any changes to their Business Interests Form. There were none.

3. Minutes of Previous Meeting

The minutes of the previous meeting held on 16th April 2018 were agreed and signed by the Chair.

4. Matters Arising

Item 1.1 (15/16) A discussion was held on the Travel to Work Survey – it has been completed and will be uploaded to Dropbox. There are a range of distances travelled to school and a variety of people are not using public transport because of timings. There were 32 respondents. Car sharing is a difficult thing to do for teaching staff because of

the hours that they do. There are no actions from this for the school but this needs to be fed back to the staff to thank them for their time in completing it. The results could feed into the discussion on the safe crossing point.

Item 2.4 (16/17) The list of major purchases and standing contracts has been circulated placed on Dropbox. There were no comments.

Item 1.1 DCC are sending a Fire Safety Inspection Officer to do an assessment of the school before the summer break. Mr Bush and Mr Burton have been looking at a plan for putting in automatically closing fire doors. There are a total of 3 double doors and 5 single doors. The plan has been placed on Dropbox. This breaks the school into zones to limit the smoke and fire spreading and is matched to the school escape routes. The cost would be £2,500 and it has taken a year to find a value for money quote. The teachers raised the point about trapping children's fingers in doors. The doors may be propped open and the closer would be connected to the alarm. The door would then be heavier to open again once the alarm has gone off. In daily use the doors could be set on 'free' so they would not be heavy close. 3 of the doors are normally closed, 5 are normally propped open. Mr France and Mrs Dominey stated that putting one on the staff room would not be advisable. The other doors are acceptable but would need to look at trap guards. Mr France will need to find out the cost of the DCC Fire Audit and whether this is necessary. It was agreed that the purchase of the doors is taken forward, without the staff room, pending the results of the the DCC Fire Audit. Governors stated that if the staff room door is not going to be done then the Fire Door signs need to be moved higher and staff made aware of the consequences of propping the fire door open.

Item 1.2 Parish Magazine - this will be picked up in September.

Item 2.1 Whistleblowing Policy – completed and will be uploaded to Dropbox.

Item 3.1 CCTV signs – a map was circulated of the current location of signs. There was a discussion on the potential of a new sign at the north gate however it was concluded that a new sign was not needed as it is clearly stated that CCTV is on the premises. Mr Burton was thanked for all his work on this

Item 3.2

Health and Safety Assessment – in progress.

5. Premises

School Improvement Plan

There was a discussion on the redecoration of the reception classrooms which would include new carpets and LEDs. The new carpet tiles may need latex surface which would be an additional cost of £1,200. Most of this can be covered by devolved capital. It was agreed that this work would progress but any additional projects would need to wait for the transition to Hamwic.

Eldons Drove entrance project

This project is in line with encouraging people to walk to school. This is still in discussion with Dorset County Council as the Parish Council need to purchase some land to make this viable.

Astro entrance project

This planning of this project can go ahead and a plan was sent round. The preference for an access point is on to the playground as it is an easier spot for supervision. Mr France commented that there is a need to think about supervision and ongoing costs as that would mean 4 members of staff on an entrance point. The Eldons Drove entrance point would take a lot of people from the Wareham Road so that might be a preference. Mr France would like to see that the project would be able to go ahead before spending resources on it. There is a need to focus on

where the best place is and what is the requirement from the school.

Health and Safety Assessment

Discussed in matters arising.

6. Finance

YTD vs budget

Governors challenged why the support costs have been very high. They are currently £7000 overbudget and projected to be £27,000 over budget by the end of the year. Mr France commented that this is to do with one to ones and catching up. This needs to be checked against income coming in. Mr France to investigate. Everything else is on budget. Under Hamwic there will not be a separate voluntary fund so at the end of August this account will close.

The new budget with Hamwic needs to be in place by the end of November. The school will need their assistance in setting the budget and will need to establish how the transition costs will work. DCC services will run on until the end of the financial year but the budget will still be split. Governors asked that it was ensured that there was no double counting when the budget is split.

Astro Agreement review

Ongoing.

7. Policies

FGB Standing Orders and Governing Committee Structure

This was brought to the committee's attention as the dates needed updating and the committee structures are slightly different. It was agreed that the names of the committees are aligned.

Whistleblowing policy

Completed.

8. Marketing

No update.

9. Chair's Correspondence

Name for School Hall – it has been suggested that the hall be named the 'Diana Cobden Hall' to celebrate her 45 year link with the school. The was unanimously agreed.

10. Items for Next Agenda

The meeting ended at 17:08

Future meeting dates:

PPC Meeting no.4	Wed 4 Jul 2018	17:00
FGB Meeting no.6	Wed 4 Jul 2018	17:30