



FULBRIDGE ACADEMY
MINUTES OF PREMISES, FINANCE & RESOURCES
9:30AM ON 2ND MARCH 2020
BOARDROOM MEETING ROOM

Present: Helen Bath, Charles Swift, Janet Barnes, Keith Sharp, Ben Erskine, Sam Smee

Absent: None

Apologies: Gareth Davis, Allison Duff

Clerk: Fiona Pais

1. Welcome & Apologies

Chair welcomed all to the meeting and apologies were noted.

2. Declaration of interest

None

3. Matters Arising from last meeting

JB - H&S Audit - The chair & the buildings team have done a H&S walk & Rob Parker has now completed his as well. Both reports highlighted very similar points and there are just a few outstanding small items to complete. Both reports and their findings were shown to the committee during the meeting

JB - School Condition Report - this has now been completed and highlighted a number of things. This was shown to the Governors along with a simplified breakdown.

GOV - Who does the report?

STAFF GOV- The report is conducted on behalf of the government by an external company

GOV - Do we agree what was highlighted?

STAFF GOV- Yes, we were aware what needed to be done due to the age of the building which is the reason we are looking at the new building work.

JB - Dangerous footpath was reported to the council the same day as the meeting.

A response from the council received on 4/12 and a log has been kept of the conversation

ACTION - Timescale to be put into place for the completion of any outstanding items on the audits and reports - SS to ensure this is put into work schedules going forward

4. Minutes from last meeting

It was agreed that the minutes were a true representation of the meeting that took place.

5. Finance Report from Finance Manager

Finance report was read through by the clerk in the Finance Managers Absence.

Clerk read through documents and highlighted carried forward figures



CF at the end of the year is expected to be around 750 thousand and this will go towards the new building.

6. MAT Premises & Accident Report

This document was distributed prior to the meeting.

There has been a lot of work this month concentrating on the trees due to the strong winds. We have had someone out to check one tree in particular and the tree assessment report showed no issues with the trees.

The building team has been pleasantly surprised that there have been no complaints from Neighbours at all over this period. The trees at the front of the school which are owned by the council are the main problem and they produce a lot of debris.

We did have one tree cut back over half term due to it blocking the signals for the emergency services.

GOV - Was there a lot of debris picked up?

STAFF GOV - Nothing major, but mainly from the front of school

STAFF GOV - The site team have worked very hard to clear anything and this shows by no complaints from the residents. The team is highly motivated and are eager to carry out their jobs well which is great to see..

GOV - It may be a good idea to write a letter to residents about the trees to show we are being proactive??

ACTION - SS to action letter

Legionella Risk Assessment - Ongoing work at FAH trying to get drinking water in all of the classrooms. It has now been confirmed after a number of tests that going forward drinking water is now available. All classrooms have a sink in them and will have drinking water and a water fountain is being installed outside for the children during break time. Once the letter has been received confirming this, all staff will be told.

2 of the buildings team staff are off sick - 1 has now resigned and the other will return to work next month. A collection is being done and a card / letter will be sent from the school due to the length of service of the member of staff who is leaving.

7. H&S Audit

This was covered in Point 3 - action from last meeting

8. Future Building Plans

An architect has now been round to take measurements of the planned works and we are now waiting for him to come back to us with plans and costings.

This will be shared with the Full LGC once they have been received.

The original estimated cost was expected to be around £1million however it is believed it may now be a lower price. it will be fully costed out by the quantity surveyor when we receive the plans.



GOV -

Does the

estimated cost include the removal of the current corridor?

STAFF GOV - Yes this is included in the price.

Next step will be the quantity surveyor but we are still in the early stages of the planning.

GOV - Is inflation accounted for in the figures?

STAFF GOV - Yes it will be costed in by the quantity surveyors

GOV - Has there been any development in Grants for the building work?

STAFF GOV - The buildings are in a good state of repair so not likely we would get a grant. Once the MAT becomes 5 or more schools, money is paid to the trust for development around the region of £350000 which Jonathan (Trustee at AMVC) has said could potentially be allocated to Fulbridge. As no other schools in the MAT are in need of expansion or building work at this stage.

GOV - What is the timescale?

STAFF GOV - It is still 3-5 years.

We are eager to get the first stages of moving classrooms completed over the holidays so that some classrooms can be moved in preparation for the development. If it is not done during the school holidays, then we will need to wait for another big holiday to allow the time for movement.

It was discussed about advising the residents of the proposed work prior to the planning application being put in. This will give them some information about what to expect. It was agreed that this would be a good idea when we have more concrete plans.

GOV - Will the size of the classrooms be bigger than what we have at the moment?

STAFF GOV - As a minimum they will be the same size as FAH classrooms as this is the minimum required space.

9. Planned works for this term

Looking at moving soft play into the hall and using the shed as sports storage.

Lots of in house decoration of corridors this term.

A quotation is being done to update 1 of the staff toilets which is the first of many that need doing.

We have added additional capacity to our site team to lower the overall cost to action more jobs in house.

10. Any other business

Chair advised we need compliance to be completed by the Governors - Risk assessments, H & S checks etc. To be completed during the holidays.

ACTION - To be arranged between SS, JB & KS



Service comes to B&H on arranging handover



agreement an end with 31st March SS with them a date for all of

the paperwork etc.

GOV - Will we be setting up our own online portal for the documents?

Yes we will be setting a Google Drive folder for everything along with paper copies in the H&S Folder.

GOV - What are we doing to prevent a coronavirus outbreak at school?

STAFF GOV - We are on top of additional cleaning. Every classroom will be cleaned with a new cloth so there is no cross contamination. Extra hand gels have been put out for visitors.

Little bottles of hand gel have been given out for staff, especially the healthcare team.

If we were to have an outbreak, we have a different type of cleaner that can be used to prevent spreading.

STAFF GOV - Letter went out last week just as an overview for parents and google + for staff logging the staff travel arrangements over the half term

<u>Action Point</u>	<u>Action</u>	<u>Responsible person</u>
1	Timescale to be put into place for the completion of any outstanding items on the audits and reports - SS to ensure this is put into work schedules going forward	SS
2	Letter to be sent to local residents advising of steps taken with trees that have caused concern in the past	SS
3	Compliance check to be arranged	SS, KS & JB

Date of next meeting

9th June 2020