



FULBRIDGE ACADEMY
MINUTES OF PREMISES, FINANCE & RESOURCES MEETING
9:30AM ON 17TH SEPTEMBER 2019
THE BOARDROOM

Present: Helen Bath, Gareth Davis, Sam Smee, Ben Erskine, Janet Barnes, Keith Sharp (Chair).
Charles Swift
Apologies: Allison Duff
Absent: None
Clerk: Fiona Pais

1. Welcome & Apologies

The Chair welcomed everyone to the first meeting of the term and noted the apologies.

2. Declaration of interest

None declared

3. Matters Arising & minutes of last meeting

SS addressed the committee following on from discussions in previous meetings in relation to appeals for school places. He advised that the council have removed the charge for appeals for all schools which is great news as we had previously discussed the outgoing costs spent by Fulbridge on these appeals.
The committee all expressed their delight with this outcome.

GOV - Have there been any further actions in relation to the building of the new classrooms since we last met?

Principal advised that we have had a couple of companies in to give quotations on costings.

GOV - Is there a timeline of events yet - maybe a target date for completion?

Principal - We are aiming for completion within 3-5 years but this will really depend on how quickly the money can be saved up.

GOV - Are there any grants available?

Principal - Yes this is possible and we are currently looking into different options. Have been speaking to Jonathan at the MAT to look at the options available through the MAT.

GOV - Do you need to take other building down before putting the other one up?

Principal - We are currently considering putting it in another location to give better access to the school. Want to ensure that sport provision is not affected if we look at



building on the field. With this option, we will be able to use the old building for longer and they will eventually have more space for outdoor sports.

GOV - Have you considered a two storey building?

Principal - It has been considered and we have talked about making a second storey to the main building which is still an option as nothing has been decided yet.

The committee has not received the budget for this year from the Finance Manager.

Clerk to chase this up with the Finance Manager.

(This was emailed to the committee on 18th September 2019)

4. Election of chair of committee

HB proposed Keith remains as Chairman of the committee for this year

JB seconded the proposal and the remaining members agreed.

Keith agreed to continue as Chair of the Premises, Finance and Resources Committee for the 2019/20 academic year.

5. Review of Terms of Reference

All members agreed that no amendments were required.

6. Report from Finance Manager

Apologies were given from the Finance Manager as the audit is taking place this week and therefore she does not have the final figures from last year until this is completed. These will be reported at the next meeting.

7. Premises Report

The MAT Premises report was distributed to the Committee prior to the meeting.

Update on the boiler problems at FAH. The parts have arrived and it will be fixed within the next 2 weeks.

The fence that has been added at the back of the school in the staff car park is a major improvement and keeps children and parents from running out into the road.

The block maintenance report was presented to the committee for the block that is going to be replaced to show what needs to be done. The building has exceeded the original life expectancy which is why we are looking at replacement of the building.

Accidents

First Accident - New "Mind your head" signage has been put up in the cellar (Only experiences normally take place in here and it is not used on a daily basis)

The member of staff was unsure exactly where he bumped his head so it is difficult to know if any further action is required on a particular area. The ceiling height is over 6ft so nearly all staff will have no problem in walking in the cellar.

GOV - Can we put some foam up for protection?



It is something to consider. The signage is yellow and black and all staff are given a full walk through of any experiences prior to the children taking part to ensure that any problem areas are identified and then this could be put in place if required.

Second accident - Member of staff knows she should have waited for additional help and has had manual handling training. Caused by someone not putting the chairs back correctly which caused them to fall when moved.

Fire panel is going to be replaced in October

There has been a big improvement with the change in hours for the cleaning staff. The cleaning staff are now finished before the children arrive and there are no cleaning products about when the children are in school which is ideal.

GOV - Have the staff been ok with the change?

SS - Yes, we sat all of the staff down last term to advise them of the change in timings that we were looking to make. We asked if any of them had any problems with the proposed change in timings but all agreed to the changes and they are working well.

8. Planned works for this term

Plans include:

- Finishing the pod for the Principal's office.
- Adding ramps and steps to the outside decking area
- Updating the fencing around forest school

9. Update on building work over the summer holidays

A comprehensive list of the jobs completed was distributed to the governors prior to the meeting.

JB Highlighted that we have had a professional tree surgeon in to cut trees down at FAH and FA. One tree was removed. This complies with the tree survey that was undertaken last term.

10. Any other business

GOV - In the C&S committee meeting last term, we visited Forest School. During the visit it was evident that they required a tap for Forest School to enable them to water the plants etc without pulling a hose pipe across the playground. Has this been budgeted for this year as the Forest School did not allocate for this in last year's budget?

Principal - Yes this has been taken from their budget for this year and we are obtaining quotes to have this put in. It has been quoted for so currently looking for a second company to quote before it can be agreed.

CHAIR - Advised the committee that he came in on Friday and did a H&S walkround with the site team. Everything was spotless and there were a few small items on which he has provided a detailed report for the site team to action. He was encouraged to see



that some of the items were already completed as he walked round the academy today. He wanted to encourage other governors to join him on the walk.

HB showed an interest in joining the Chair on the next meeting when it is due.

GOV - Had a walk round the school at the beginning of term. He visited school for the first time and he was more than impressed with what they are offering. It is very safe and an excellent offering for the children. The Forest School Staff explained their plans for the future which sound very impressive.

Principal advised he is aware of their plans and the team will work with the Forest School Staff to achieve them.

One of the neighbours on Dryden Road has offered to clean up the front flower beds next to the disabled parking spaces. The Academy accepts this kind offer.

GOV - At the end of last year, we were part of the Tesco's Token scheme which ran between May and June. We came 3rd and we received £1000 to go towards Forest School.

Governors agreed that this money will be well utilised in the Forest School area.

We have now started to collect the ALDI sports stickers if any governors would like to contribute. We need to collect 300 stickers to send off for free sports kit for the school.

Date of next meeting

19th November 2019

Action Point	Action	Responsible person
1	Clerk to chase up budget figures from Finance manager to be reported (emailed to committee 18/9)	Clerk