

Haslingfield Primary School

Minutes of the Extra- Ordinary Meeting of the Governing Body

Held via Zoom 6pm on 2nd March 2022

Governors present: James Hayward (JH-Headteacher), Paula Durrant (PD- Chair), Janet Reinemann (JR), & Poppy Short (PS), and Natalie Gillies (NG)

Also in attendance: John Offord (Building advisor), Becki Davies (School Business Manager) and Kathleen Baptie (Clerk KB)

<p>1. Welcome, Introduce purpose of meeting John Offord was welcomed to the meeting and introductions were made.</p> <p>2. Apologies None received.</p> <p>3. Premises report- Mr Hayward to provide overview of the current status of the school building and action taken to date. JH explained how as newcomers to the school, both he and BD are able to look at the condition of the school building with fresh eyes and identify key priorities. Whilst accepting that everything cannot be fixed at once, they would like to have a 3 or 5 year plan to work with, to include planning and budgeting for maintenance that they know needs attention, as opposed to re-acting to problems as and when they occur.</p> <p>BD gave an update on the following issues;</p> <ul style="list-style-type: none">• Music room roof was repaired in half term, however a small leak has since been discovered. The contractors have been asked to come back and payment is being withheld until the matter is resolved.• Kitchen ceiling, paint bubbling on asbestos surface – the flat roof above the kitchen was inspected and found to be in a decent state of repair. Phil Hill (Schools H&S officer, CCC) inspected before half term and was very concerned, but has not been in touch since. However John Offord advised that the problem may be caused by the extractor fan not working properly. As a result, the extractor has recently been serviced and appears to be working better, so the situation will be monitored.• John Clayton (Education and Capital team, CCC) and Matt (Property Management Company) have inspected the drains and soakaways in the playground and car park, and plan further investigation and scanning to establish where the services are, before potentially having to dig up the playground to repair drainage problems. <p>4. Mr Offord – Guest and building expert to provide summary of his site visit on 21st February 2022 findings and recommendations Mr Offord reported that his inspection of the flat roof above the</p>	
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<p>kitchen/hall block found it to be in satisfactory condition, and all rainwater outlets were clear and big enough to cope. He suggested that the extractor fan may be the cause of the paint bubbling on the ceiling and that this should be looked into.</p> <p>He expressed his surprise that there may only be 2 soakaways under the car park and playground and doubts that the reinstatement of these will be sufficient in resolving the problems. He suggested that the school would be entitled to feed into the rainwater drains on the public highway.</p> <p>With regard to the heating problems in the hall block, the issue is that there is not enough electrical power in this block and thinks it would not be unreasonable to ask CCC to increase the power supply in this part of the school by installing a new mains. He suggests taking regular temperatures at certain times of the day as evidence to support the school's argument for an urgent need for the problem to be addressed. He believes they need to provide an overhead cable supply whilst they fix the underground cable and recommended getting in touch with the Local Authority as soon as possible.</p> <p>A section of the glass roof at the top left corner in Hawthorn class is dangerous and needs replacing urgently.</p> <p>An electric cable identified in a cupboard needs to be made safe.</p> <p>Mr Offord offered to recommend trades people if required. He was thanked for his time and advice and left the meeting.</p> <p>5. Governors to discuss and consider</p> <p>A discussion took place to establish which members are prepared to lead on contacting the Local Authority (Rob Lewis, Area Education Officer) to ask questions about the asbestos, the heating and the water drainage. The issues need to be made clear and as a LA school we need to know what they are prepared to do about them. We need to let them know that the school has already been trying to deal with these matters and does not feel supported by the Local Authority. We need to ask what is the costs of the repairs discussed, how much money is available and how the school can access funds. We need to know that we have the Local Authority's support.</p> <p>The suggestion was made that a focus group within the Resources Committee should take this on as part of the Committee's remit. It was agreed to also seek the support of the local MP Anthony Browne by writing to him and ask for a meeting, explaining the issues, and that the school has engaged with the Local Authority but is not getting a satisfactory response.</p> <p>A discussion followed about how the Resources Committee can monitor and audit the property for the future and plan for maintenance and expenditure. BD advised that the school needs to have a strategic view, looking at facilities and advising how useful equipment is and how long</p>	<p>Focus Group to write to Rob Lewis and Anthony Browne MP BD will provide a summary of repairs.</p>
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<p>it is likely to last and suggested that it would be helpful to have a linked Governor.</p> <p>Gov. Does the school set the budget amount for repairs and maintenance?</p> <p>BD advised the school allocates £10,000 for maintenance and receives a capital allowance of £5,800 from the Local Authority.</p> <p>PD agreed to speak to GL about this and ask if he is willing to lead on this.</p> <p>6. Finance</p> <p>Governors to discuss and consider</p> <ul style="list-style-type: none"> • <i>Budget- focus on the SFVS and areas RAG'd RED- staffing key area. Need to consider current and future organisation (Teachers/TA's and ancillary staff)</i> JH confirmed that the school will be sticking with the 6 class structure, with a mixed year 1 & 2. He explained the difficulties of merging the smallest cohort, year 4 with the year groups either side, which are both large groups. There have been some new enquiries from parents. He is not yet aware of any staff movement. • <i>Staff Cover/Sickness- Long Term</i> It was noted that staffing costs are the highest outlay, including quite a lot of staff on higher level salaries. The reception teacher is currently on a phased return to work and the supply teacher is working Monday to Thursday. JH advised that the school has exceeded it's budget on supply staff. Gov What happens if the teacher goes off sick again during phased return? JH explained that the school would contact EPM for further advice. JH discussed a strategy for recruitment, and that it is not necessary to look for senior leaders. The new EQT is doing really well and is a good example of the positive benefits to the school. • <i>Hidden costs – Union 1.75 increase for support staff (March 2022)</i> The school has had to ask for an additional sum to fund this increase for support staff. • <i>Future funding streams</i> PD advised that they had interviewed a potential Governor with experience of writing bids for funding. • <i>Action Plan (short, medium and long term goals to gain a balanced budget.</i> Resources Committee to work on this. <p>7. Close of Meeting Meeting Closed at 7.10pm</p>	<p>PD to ask if GL is willing to lead on property maintenance.</p> <p>Resources Committee to work on Action Plan</p>
<p>ACTION PLAN- NEXT STEPS</p> <ol style="list-style-type: none"> 1. Focus Group to write to Rob Lewis and Anthony Browne MP.BD will provide a summary of repairs. 2. PD to ask if GL is willing to lead on property maintenance. 	<p>Autumn/Spring Term 2021/2022</p>

<p>3. Resources Committee to work on Action Plan with short, medium and long term goals. To monitor and audit the property and plan for future maintenance and expenditure.</p>	
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