

St Thomas' C.E. Primary School

Premises Committee Meeting

10th March 2015

9.30am

Present:

Mrs Carolyn Lord

Mrs I Umer

Mr L Noon

Mrs A Robinson (Chair)

Mr Virmani

Father Martin

Mr Cannon

In attendance:

Mrs Smith (Minutes)

Minute No.	Text/Issue	Action
1	<u>Apologies For Absence</u> <ul style="list-style-type: none">• No Apologies	
2	<u>Declaration Of Pecuniary Interest</u> <ul style="list-style-type: none">• None declared.	

3	<p><u>Minutes of Last Meeting and Matters Arising</u></p> <ul style="list-style-type: none"> • Cllr Virmani confirmed that the school had managed to get the parking lines. The Mosque is not happy and not agreeing that it should be blocked off. IM added that were not able to close the road down and what is the objective. Cllr Virmani explained the reasons and will have to take the objective to the council committee. • CL added that it is an unadopted road in a bad state of repair. Cllr Virmani commented that all 3 owners have to repair and the others are not willing to pay and have no money. IU asked Cllr Virmani what he suggests and he said that it is a long process and 2 people have to agree. IU added that the school would be willing to give access on weekends. Suggestion to meet with the Mosque and the Amina Hall. Father Martin added that we are not willing to take the risk and does someone have to be killed first. There have been lots of near misses and is going to take time to resolve. CL added that a substantial amount of money has been spent. 	IU is going to write a letter
4	<p><u>School Meals/Kitchen Update: Mandy's role, Tasters, computerisation in kitchen</u></p> <ul style="list-style-type: none"> • CL kitchen looking at different menus and what the children would like. Rosie has been showing the kitchen staff how to make authentic curry and taking taster dishes around the classrooms. The biryani was a hit. Also trying burgers and pasta dishes and Rosie is going to do a dahl. IU confirmed that more children are going home and asking to start on school dinners after the taster sessions. • CL the children rank the taster sessions and they have been quite successful ensures the impact on the menu. • CL the school now have chickens and the kitchen are making egg custards with the eggs LN added that the Breakfast Club are using the eggs as well. • CL announced that the dinner choices will be computerised soon and it also organises how many of each item has to be made. The system is installed and the children will choose online from home and the numbers go straight to the kitchen and will also do shopping lists for the ingredients. • Cllr Virmani was concerned if the food allergy and hygiene aspects have been looked at CL confirmed that it was all done. • Mandy is now taking a big role also working with the gardening and cookery clubs. LN added that the cookery clubs have started by making fruit salads and kebabs. • CL there is a new grab bag choice on certain days which is alleviating the queuing problems. Trying lots of different contents. Also operating as hot station including soup and a v variety of hot items. Children know where they are going and the choice of dinner is colour coded and the children wear the 	

	<p>corresponding band.</p> <ul style="list-style-type: none"> • 	
5	<p><u>SDP and Outdoors Provision: Woodland Walk, Garden Fence, Chickens</u></p> <ul style="list-style-type: none"> • CL the priorities on the SDP were the outdoors. Woodland walk has been installed via a grant with Greening Audley alongside St Matthews. CL explained what the Woodland Walk entailed and also getting some sculptures. It is a nice area. • AR asked if there could be a path installed so that Marie could access the Woodland in her wheelchair. • CL - fence has been taken down in the back garden; there are some new planters, a greenhouse, chicken coop and rabbits. It is called the School Farm on the website. CL added that she is blown away with the effect the chickens have had on the children they are picking the chickens up and carrying them under their arms and checking for eggs. Absolutely stunning effect on the children. • CL added that DS has a friend who is helping to plan an allotment. Hoping to find some way of operating it during the summer holidays lots of items grew last year when the school was closed. • Look at community clubs running in the holidays. IU added there will be lots of health & safety aspects to look at. • CL - looking at DB's classroom and have work done on the ¼ size plot outside. CL showed the governors a plan drawing and will have the area block paved with a seating area so that the classroom could spill outside. A fence will be needed around it. Received a quote of £6000. The area would be protected from the bin store and side road. IU expressed concerns regarding obstruction and the fire escape. • CL - big planters have been put near the Air Raid shelter at an easy height for the children to plant. Lots of seeds have been bought ready to plant for wild flowers. Lots of rubbish to clear. Will get grounds maintenance to clean up. Will grow blackberries. • IU unsure about the land near the Woodland Walk area. CL explained the boundaries and which land is St Thomas' IU added that it needs clearing up. AS - there are problems with the Amina Hall side enforcement letter has been sent. Has an impact on the use of the Woodland. Cllr Virmani - been chasing for years but can try our best. There are lots of rules and takes a lot of time and it is difficult with the laws. AR there is problems with the guttering on the building. • Long Discussion re the Amina Hall. Cllr Virmani - the police and health & safety will not enter quickly. CL added that the school used to use the hall and if it was safe it could be used for events. Cllr Virmani - the floor is not safe. IU expressed that the school could buy the building and would write to the charity commission showing an interest 	<p>CL said she could ask the question</p> <p>IU</p>

6	<p><u>The Playground</u></p> <ul style="list-style-type: none"> • CL since the last meeting the playground has been resurfaced via the Capital programme. All the marking are done now. Judith the every child counts teacher has asked for specific maths activities to be painted. • AR there is broken up areas and it is splitting. CL suggested that LN contact Bob Harris the builder. It is a health & safety issue. Two new steps also needed outside Mr Tindal's classroom 	LN
7	<p><u>Traffic and update on roadworks</u></p> <ul style="list-style-type: none"> • CL attends a monthly meeting and updated the governors. • Closure of Higher Audley Street 18th March 2015. • St Clements Street will be locked off for 3 weeks. CL expressed concerns with builders re the tyre tracks in the snow through the trees. The builders have put containers filled with water as an obstruction but some had been moved. • Concerns no parking for parents. • AR – Police involved with problems at the back of the school. Complete bollards will be put there but will possibly be used as a bunny run. Concerns if there was a possible police car chase. • Newton Street closed 7th April 2015 approx 2/3 weeks. CL has another meeting before then will impact access to the school. • Lambert has been closed longer than expected. • Harwood Street has got temporary 3 way traffic lights • End of April Cherry Street will be closed permanently. Blocked off for pedestrians as well. Installing a Zig Zag walk way ramp and will not reopen until the ramp has been built. LN added that this will not affect the walking bus and informed that they do not go on the main roads anymore. • Long discussion re developments in Blackburn • CL commented that the guys on the road have been absolutely brilliant and she has regular meetings with them. 	
8	<p><u>Buildings and Maintenance update</u></p> <ul style="list-style-type: none"> • CL has a meeting with the building liaison officer planned and the set up is happening. • Still have the problems with the fire alarm. It does work but registers a fault they are coming to have a look at it during the Easter holidays. • No big maintenance bills CL ran through the contracts. • IU asked if the quote had been received for the CCTV in the entrance • AR mentioned the incident which occurred Tuesday 3 March 2015 and CL explained what happened. Staff members were intimidated. CL expressed how non-committal the police were. IU explained how difficult it was to gain contact with the police. The neighbourhood policeman who came to visit CL was so embarrassed. • IU as a result of this incident CCTV is essential in the entrance and also a buzzer on the gates. CL added that the wiring is there ready. • IU informed the governors that she had received a signed confirmation from the mother of the girl who assaulted Carolyn agreeing that her 	CL

	<p>daughter had assaulted Carolyn.</p> <ul style="list-style-type: none"> CL showed the governors an Abuse Policy from Surrey County Council which could be devised onto a school policy for St Thomas'. IU to email a copy to the governors. 	IU
9	<p><u>Community Update</u></p> <ul style="list-style-type: none"> CL - now have a school facebook page and is monitored by a company called Blip It and the school also has a twitter feed. CL have to be careful who see's it CL & DS are set up as administrators. No staff must like the page and be very cautious. Parents will be subject to your own account. Will be put in a vulnerable position as governors. 	
10	<p><u>Walking bus</u></p> <ul style="list-style-type: none"> LN the walking bus route had to be changed due to the developments on the road and now come around the back streets. LN explained the route and the children who would normally meet on the main road meet at the hot and tender takeaway. Extra staff help during bad weather conditions. Currently up to the max numbers but there are a few children who pick and choose the days. IU added that more staff could be employed to meet the numbers LN – spaces go on the newsletter. Children who are attending late and have problems getting in to school are encouraged and try to accommodate everyone. 	
11	<p><u>Health & Safety Procedures – Re: Trips</u></p> <ul style="list-style-type: none"> CL - the school has quite good Health & Saftey and informed the governors that LN will be delivering a presentation at the Curriculum meeting. CL – every trip that goes ahead will be risk-assessed via EVOLVE and risk assessments are attached. Adventurous trips require Local Authority approval. CL mentioned the trips that have been held recently. LN added that we will do a pre visit to the venue. If not ring and speak to the venue or ask other schools who have been. CL informed the governors of a recent scenario with a parent whose child was returning back late from a trip and expressed that the school will make arrangements to accommodate a parents request. 	CL
12	<p><u>Medicine Policy – Updated and Relevant</u></p> <ul style="list-style-type: none"> CL – will only give medicines prescribed by a doctor. Parents can administer paracetamol if possible. IU – there is a lot of responsibility on Governors and asked if the Medicine policy is on the website. CL will check and add. Cllr Virmani asked if 2 people administer the prescribed medicines. CL confirmed that there are always 2 people and receive the exact information and instructions from the parents. AR mentioned that Chicken Pox is around at the moment 	CL

13	<p><u>Pauls Drama</u></p> <ul style="list-style-type: none"> • CL – Drama club is held on Saturday morning 10.45am – 11.45am and started after October half term 2014. • It is really successful and children come from other schools. • May have to split in to two groups • There are 15 + members • Possible ideas for other activities out of school hours ie: football schools and gardening. 	
14	<p><u>AOB</u></p> <ul style="list-style-type: none"> • IU – HMC have written to the school and has had a reaction in the community and mentioned to members that the kitchen is not HMC registered. Will discuss with parents and invite them in to the kitchen. IU explained a situation recently where a mum who came in to school understands how we operate but then a visitor who was Pakistani was adamant that the kitchen was not halal. The suppliers are HMC certified could invite HMC to the kitchen but should not be charged £150 for them to certify it is a spiritual duty. IU suggested that she could go in the kitchen and invite the governors to confirm that Halal and non Halal are separated and take a sheet of what is being checked to show that we have done our duty. Governors agreed to take this matter to the FGB. When the school is named it is scare mongering. Children are not sure if they are doing the right thing or not. Cllr Virmani explained a similar situation and expressed concerns about HMC. 	IU
15	<p><u>Tour of the building</u></p> <ul style="list-style-type: none"> • LN escorted some of the governors outside for a tour of the building 	