

Minutes			
Title:	Governors Infrastructure Meeting		
Date:	Wednesday 3 rd February 16	Time:	4.30 pm
Chair:	Atika Kholi	Location:	Compass

MEMBERS					
Name	Present /Apologies	Name	Present /Apologies	Name	Present /Apologies
Atika Kholi (Chair)	√	Andy Smith	√	Colin Crane	√
Bob Chamberlain	√	Iain Kinnis	√	Hazel Cole	Apol
In attendance:					
Sarah Mayes	√	Rachel Richardson (Minutes)	√		

NOTES	
#	Agenda Item
1.	Welcome and Apologies
	1.1 Atika welcomed Governors to the meeting 1.2 As Bob Chamberlain was new to the committee everyone introduced themselves
2.	Declarations of Interest
	2.1 Andy declared his daughter does trampolining at Braunstone
3.	Items for AOB
	3.1 Sentencing guidelines
4.	Minutes of the previous meeting
	6.1 The minutes were discussed and agreed that they were a true reflection of the meeting held last term – they were signed by Andy Smith (previous chair)
5.	Visits
	7.1 Iain Kinnis visited for site security – report was shared and discussed – see section 8.2
6.	Reports by section
	<p><u>8.1 Catering</u> Report from a recent review had been shared prior to the meeting – this was discussed SMA was challenged about the comments from the report and she gave governors feedback on the current situation. We are interviewing tomorrow for an assistant cook as we have had a recent resignation. AP SLT to pick up what they intend to do with this report and update the committee in Autumn term A Governor from this committee will be happy to work with them</p> <p><u>8.2 Premises</u> Iain has recently been on a Governor report based around site security. His report was tabled and this was discussed. Concern was raised about spending a significant amount of money when security will not be greatly improved. Business Manager showed a proposal re security gates to make the site more secure Governors challenged the Business Manager on this proposal on several aspects</p>

	<p>Our previous Ofsted report did not raise security as an issue but recent Challenge Partners visit did. Chair asked for all Governors thoughts on the proposal.</p> <p>AP Governors considered the security action plan and have recommended that SLT do a risk assessment of the general site security current and proposed security. Therefore the proposal was not accepted by Governors.</p> <p>CH Governors challenged the school on effective use of the capital plan – how many incidents have there been where upgraded security has been needed</p> <p>Business Manager updated Governors on roof and next stage of windows application</p> <p><u>8.3 Utilities</u></p> <p>Solar panels are now on and are producing electricity that we are re- using. Possible export during holidays/weekend between March and October.</p> <p>Business Manager asked Governors if they would like the company to come in again to move to the next stage of provision – Lighting, Pool and Boiler controls this was agreed by Governors</p> <p>AP Business Manager to contact Hannah Moss, Property Dept with a view to progress to stage 2 of the process</p> <p><u>8.4 Extended Services</u></p> <p>Expression of interest was unsuccessful for Sport England – needs to be revisited to see why we were unsuccessful</p> <p>Heating in the pool is not good – Business Manager asked Governors to consider whether we do this ourselves</p> <p>AP Discuss at next meeting whether to go with LA or take on the responsibilities ourselves</p> <p><u>8.5 Nursery</u></p> <p>CH Business Manager was challenged whether the nursery is meeting all the requirements We need an expert to come in review the nursery –</p> <p>AP Business Manager to check whether Challenge Partners offer this provision</p> <p>AP Learning and teaching committee to review the nursery</p>
7.	Capital Plan and Financial Report
	<p>7.1 Business Manager passed round a report on upcoming needs – this was discussed School Games programme – request for £8220 – this request was discussed. Governors agreed for two trampolines to be purchased. Capital bid will pay for one and Business Manager will ask them to seek funds for the second</p> <p>7.2 Premises have requested the purchase of a floor scrubbing machine – this was agreed Sports Hall floor needs replacing – two bids have come in. Governors were shown samples</p> <p>AP Governors asked BM to get supplier references and to also speak to the PE department</p> <p>National Grid had previously reported that our meter housing is not up to standard – this was challenged at the time but we did not get anything back until today.</p> <p>AP Governors recommended we get an independent surveyor in to assess the needs – suggestion is to contact LA and report back to the next meeting her findings</p> <p>If money left over then we need to replace the stairs at the car park entrance to the building</p>
8.	Health and Safety - Report from Committee
	<p>8.1 Inaugural meeting held – BM fed back how this had gone Governor challenged the need for the Policy to be updated Governors recommend that all faculties are involved with the Health and Safety committee Fire Service Audit on 25th February - possible let down for us will be fire extinguisher – this has been addressed and training will take place next week Suggestion that we offer for the Fire Brigade to do an exercise in the future Governors</p>
9.	Safeguarding – site security
	9.1 See item 8.2

10.	Policies for Review
	<p>10.1 Fire and Emergency Plan BM has amended this plan – Governors thanked Sarah for this but only policies need to come to the committee lain to visit before the audit to look at whether the plan is fit for purpose Governors challenged BM for clarification on the wording regular on the fire safety policy. BM was not able to clarify this as she has already raised at recent SLT meeting. Governors recommendation is that the wording is once per academic year preferably in the autumn term</p> <p>10.2 Fire Safety Policy</p>
11.	Request for purchase of Artwork
	<p>11.1 We have received a letter from an ex member of staff who wishes to purchase a piece of art work. This was discussed and it was agreed to get the artwork valued AP BM to arrange valuation and contact Sue Tongue to advise this is what we are doing</p>
12.	Remit
	<p>12.1 Discussed and agreed changes were noted and will be made to the remit AP Amendments to be made and remit updated and resent to committee</p>
13	Full Governors Meeting
	<p>13.1 Chair of Governors has asked for a statement from this committee for Full Governors Statement Governors challenged SLT's proposal to improve physical security of the school. They also reviewed the catering report and have asked SLT to produce an action plan. They also encouraged the school to bring forward phase 2 of the refit. They also identified priorities listed on the capital plan and authorised a bid from the PE Department which will allow greater participation in sport.</p>
14.	AOB
	<p>14.1 Governor updated us on new Government legislation on Health and Safety and the need to take it seriously</p>
	<p>Next Meeting</p> <ul style="list-style-type: none"> • Wednesday 20th April 4.30 pm • Finance 16th May

OPEN ACTIONS					
#	Action Item	Owner	Due Date	Status	Notes / Update
1.	SLT to pick up what they intend to do with this report and update the committee in Autumn term	SLT	Oct 16		
2.	Governors considered the security action plan and have recommended that SLT do a risk assessment of the general site security current and proposed security. Therefore the proposal was not accepted by Governors	SLT			
3.	Business Manager to contact Hannah Moss, Property Dept with a view to progress to stage 2 of the process Solar Panel	SMA			

OPEN ACTIONS

#	Action Item	Owner	Due Date	Status	Notes / Update
4.	Business Manager to check whether Challenge Partners offer this provision	Bus Mgr			
5.	Learning and teaching committee to review the nursery				
6.	Supplier references and to also speak to the PE department	Bus Mgr			
7.	Arrange for an independent surveyor in to assess the needs of the Meter house	Bus Mgr			
8.	Contact LA and report back to the next meeting re findings – see above	Bus Mgr			
9.	Arrange valuation of art work and contact Sue Tongue to advise this is what we are doing	Bus Mgr			
10.	Make amendments to remit and resend to committee	Clerk			

MINUTES AGREED & SIGNED

Chair:		Date:	
Name:	Atika Kholi		

