

Minutes

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| Title: | Governors Infrastructure Meeting | | |
| Date: | Wednesday 8 th October | Time: | 5.00 pm |
| Chair: | Andy Smith | Location: | Compass |

MEMBERS

| Name | Present /Apologies | Name | Present /Apologies | Name | Present /Apologies |
|-----------------------|--------------------|-------------------|--------------------|--------------|--------------------|
| Andy Smith Chair | √ | Hazel Cole | Late | Iain Kinnis | √ |
| Colin Crane | √ | Atika Kholi | √ | | |
| In attendance: | | | | | |
| Sarah Mayes | √ | Hannah Moss | √ | Gary Burgess | √ |
| Miles Messenger | √ | Rachel Richardson | Apologies | | |

NOTES

| # | Agenda Item |
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| 1. | Welcome and Apologies |
| | 1.1 Rachel Richardson was unable to clerk the meeting due to the change in start time |
| 2. | Declarations of Interest |
| | 2.1 No declarations of interest declared |
| 3. | Items for AOB |
| | 3.1 Recycling |
| 4. | Score+ |
| | 4.1 A presentation was given by the Local Authority and Bouygues on an energy saving initiative. Following the presentation Governors had the opportunity to ask questions and unanimously agreed to proceed with the installation of a solar PV array |
| 5. | Election of a Chair |
| | 5.1 Previous chair of the committee had stepped down. Atika Kholi was nominated by Andy Smith and seconded by Iain Kinnis. Atika was unanimously elected as chair of the Infrastructure committee |
| 6. | 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 |
| 7. | Visits |
| | 7.1 Colin, Andy and Atika visited in the Summer term and their report is to be shared this term AP |
| 8. | Reports by section |
| | <u>8.1 Catering</u> The catering service made a small profit last year despite a number of long term absences. The amount of overtime in the kitchen escalated during 2014/15 mainly due to the changes to break and lunchtime. We have tried to see if we can rationalise the kitchen to reduce overtime but have been unable to find a workable solution. With this in mind we have commissioned 'The |

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| | <p>Children's Food Trust' to undertake a review of our service. The cost of this review is around £2000 and the first meeting is due to take place with Chris Parkinson next week.</p> <p><u>8.2 Premises</u></p> <p>Premises salaries for 2014/15 exceeded the budget set due to a number of absences in the premises and cleaning team, some of the long term issues have been resolved but some are ongoing.</p> <p>Work on the replacement roof began at the end of September and is due to take 14 weeks. Due to the nature of the project we have been able to replace some windows funded through the bid. The CIF bid application process is now open for the next round of bids and we will be submitting two bids for a replacement roof and windows.</p> <p><u>8.3 Utilities</u></p> <p>During the summer we installed thermostatic radiator valves to the rooms/corridors where the replacement windows have been fitted. This should make the temperature in the classrooms/offices more manageable.</p> <p><u>8.4 Extended Services</u></p> <p>The nursery did make a profit during 2014/15 again despite two long term absences. We have raised fees above the norm to take into account the increases to pension costs.</p> <p>The academy continues to work with Desford FC meeting regularly in order to develop the relationship. The club has installed a container on the top field for them to store their equipment, the long term vision is to obtain funds to build a club house with changing facilities that would benefit the academy and the club. The club has taken control of the entire top field which has brought additional funds to the academy.</p> <p><u>8.5 Safeguarding</u></p> <p>A concern has been raised regarding the ease of access at the front of the academy to the general public, this could form part of an Ofsted judgement. I met with two companies during the summer to get quotes to automate the front gates. Costs range from £20,000 - £29,000. In order to gauge whether this course of action is necessary we have asked our Health and Safety advisor to undertake a safeguarding risk assessment due to take place this week.</p> |
| 9. | Capital Plan and Financial Report |
| | 9.1 Still to be updated |
| 10. | Health and Safety - Report from Committee |
| | 10.1 Plans are in place to organise a staff health and safety committee – this is still work in progress |
| 11. | Safeguarding - issues? |
| | 11.1 See section 8.5 |
| 12. | Policies for Review |
| | <p>12.1 Community Cohesion Planning Document</p> <p>It was agreed that this policy should be passed to People and Stakeholders</p> <ul style="list-style-type: none"> • E Safety and Acceptable Use of IT <p>It was agreed that this policy should be passed to Learning and Teaching</p> <ul style="list-style-type: none"> • EFYS <p>It was agreed that Sarah would arrange a visit from an external consultant to work with the Nursery AP</p> |
| 13. | Free School Meals |
| | 13.1 A discussion took place and it was agreed that we would continue to promote take up at Parents Evening/Open Evenings etc |
| 14. | Remit |
| | 14.1 No changes were made to the remit |
| 15 | AOB |
| | 15.1 Recycling. |

| | Governors felt that the Academy should do more to promote recycling across the Academy. The Business Manager agreed that she would move recycling bins that are not being used in Post 16 would be moved to the KS3 Laureates area AP | | | | |
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| | Next Meeting <ul style="list-style-type: none">Tuesday 3rd February 4 pm | | | | |
| OPEN ACTIONS | | | | | |
| # | Action Item | Owner | Due Date | Status | Notes / Update |
| | Report from summer term visit to be produced | Atika/Colin/Andy | Spring term | | |
| | Visit from an external consultant to work with the Nursery | Sarah | | | |
| | Move recycling bins from Post 16 to Laureates area | Sarah | | | |

| MINUTES AGREED & SIGNED | | | |
|-------------------------|-------------|-------|--|
| Chair: | | Date: | |
| Name: | Atika Kholi | | |