

Minutes			
Title:	Governors Infrastructure Meeting		
Date:	Wednesday 20 th April 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	Apol	Iain Kinnis		Hazel Cole	
Geoff Hurst		Martin Holt			
In attendance:					
Sarah Mayes		Rachel Richardson (Minutes)			
LCC Hannah Moss/Charlotte Connor				Bouges Myles Messenger/Lee Hyde	

NOTES	
#	Agenda Item
1.	Welcome and Apologies
	1.1 Atika welcomed Governors to the meeting 1.2 Bob Chamberlain sent his apologies via the Clerk
2.	Declarations of Interest
	2.1 Hazel Cole – item 5
3.	Matters to be raised under AOB
	3.1 No items to be raised
4.	Minutes of the previous meeting
	6.1 The minutes were discussed and amendments were made AP Clerk to make amendments and reissue
5.	SCORE (LCC & Bouges) to attend
	5.1 Representatives from the LA/Bouges attended the meeting Introductions were made Hannah LCC gave an update on our current position Other measures to consider are: Lighting upgrade - LED technology – huge electricity savings Boiler replacement – 3 targeted - main boiler house, reception and swimming pool Mechanical systems (heating and hot water) separate domestic to shut down Swimming pool handling system – heat recovery system Guaranteeing a saving of 20% minimum expectation 21% Electricity and 19% Gas 2 development stages – desktop (estimations), investment grade proposal more detailed development Decision needed whether we go forward with proposals – summer holidays is best time for the work to be carried out

	<p>Estimated Capital cost of works is £550,000 – operating lease over time using savings made Savings £44,000 year 1 total annual service charge in year 1 is £43,000</p> <p>Governor questioned if savings are capped – Bouges confirmed no they are not and savings are entirely the schools</p> <p>Governors questioned when savings from Solar panels will be known – Bouges will do some more analysis and then be able to report on this</p> <p>Governors questioned where we are at moment</p> <p>Generation meter measuring anything generated</p> <p>Export meter dealt with by supplier – fitted on 4th May</p> <p>Governor questioned surely we have been exporting already with holidays and weekends – this was confirmed but it is lost as meter has not been fitted</p> <p>LA rep confirmed this is not an isolated event</p> <p>GVR requested powerpoint from Bouges</p> <p>AP2 Presentation from Bouges to be sent to BM</p> <p>AP3 Pass presentation to Govenors</p> <p>Payback is:</p> <p>11.5=4 yrs lighting</p> <p>Heating control 7 years</p> <p>Boilers 28 year payback</p> <p>Direct gas fired</p> <p>Heat recovery 9 years</p> <p>Ommiter controls 8.4</p> <p>GVR questioned if lighting units fail who is responsible to replace – Bouges confirmed 50,000 hours guaranteed. After 5 years it is then our responsibility</p> <p>GVR questioned if we can divert rather than export – Bouges confirmed yes you can but it is more economical to export</p> <p>GVR questioned if we can switch from bolier to solar powere – this can be considered</p> <p>Meter agreement for 4th May MOP details – need to chase</p> <p>Works completion certificate will be completed when all work is done</p> <p>BM aksed how much of the project the LCC can support – Hannah confirmed all of it</p> <p>GVR Questioned - Can we go ahead with everything but the boilers. Bouges confirmed that is ok but he would recommend we do the boilers</p> <p>What decisions do we make and what are the timescales</p> <p>£11,000 liability</p> <p>GVR again questioned if we should include the boilers</p> <p>Governors discussed the proposal</p> <p>Chair of Governors wants an asset list created in the future to enable finance planning</p> <p>Another Governor raised concerns over our exposure on energy prices</p> <p>The committee agreed to make a recommendation to Finance to commit to Investment Grade Proposal for £11,000 and subject to paybacks not being greater than presented today they unanimously support going ahead with all of the works</p> <p>AP Recommendation to Bouges to consider the option of an immersion heater driven by solar</p>
6.	<p>CIF Bid Update</p>
	<p>6.1 BM reported that we have been awarded a grant for the replacement of the science block windows and roof. She is in the process of arranging a meeting with the surveyor to plan how and when the work will commence. The total amount of the award is in the region of £600,000</p> <p>£317,943 windows and £312,813 Roof</p> <p>Science will be the area</p>

7.	Reports by section								
	<p><u>7.1 Catering</u></p> <p>BM reported that a new member of staff appointed to the catering team following an earlier resignation. Since this appointment we had a further resignation who was moving to a promoted post, we are yet to appoint a replacement.</p> <p>Catering Manager has been working with the student voice group to gather their views and suggestions for changes to the menu. She has also already changed the breakfast menu to a healthier offer and is working her way through the break time offer</p> <p>Governors thanked and recognised Becky and her team for the changes subtle changes made</p> <p>AP 4 BM to pass on thanks to Becky and her team</p> <p><u>7.2 Premises</u></p> <p><i>Sewage pumps</i> Both sewage pumps broke down during the spring term. Total cost of the replacement and associated costs is:</p> <table data-bbox="210 728 1101 884"> <tr> <td>Pumps</td> <td>£10050</td> </tr> <tr> <td>Fitting & Temporary pump hire</td> <td>£ 2560</td> </tr> <tr> <td>Tanker charges</td> <td>£ 6742</td> </tr> <tr> <td>Total</td> <td><u>£19352</u></td> </tr> </table> <p>Initial costs quoted were that last time we spent £20k on tanker charges plus the replacement pumps. So although an unplanned expense we did manage to save around £10k. STW were very helpful and gave us some very useful free support and advice.</p> <p>We have contacted a company in order to secure a maintenance contract so that we are better informed as to the condition of such a vital piece of equipment.</p> <p>BM has asked the premises team to produce a document which lists all of our key premises items (boilers etc) so that we are aware of their age and lifespan. This will allow us to incorporate replacement costs into the capital plan.</p> <p>AP 5 request scrap value from company who took the pumps</p> <p><i>Fire Service audit</i> – We had a fire service audit in February. The outcome was that we are ‘broadly compliant’ which is essentially ‘a pass’. These audits will be undertaken every 4 years apparently.</p> <p>Governors suggested that BM email the auditor detailing the acceptance from the fire service of the fire alarm delay</p> <p>AP 6 BM to email auditor</p> <p><i>Lighting</i> – We had a fire alarm activation just before the Easter holidays due to a faulty light fitting. The electrician felt that this happened due to the age of the fitting. The site team are currently undertaking an audit of how many similar light fittings we have in the school. BM says it is probable that we will need to either consider a loan from the LA or a phased replacement of the academy lighting.</p> <p><u>7.3 Utilities</u></p> <p><i>Solar</i> - We are having our solar power export meter fitted on 4th May. This will enable us to export any electricity we don’t use back to the grid. At the moment we are using everything we are generating.</p> <p><u>7.4 Extended Services</u></p> <p><i>Pool</i> – Currently investigating a potential problem with the pool. Instructed a repair which will hopefully remove the issue if not there could be a costlier repair. This was only brought to light over the Easter holidays and I don’t have any further information at the current time. BM will update as and when more information is received</p> <p><u>7.5 Nursery</u></p> <p>Changes to funded hours being looked at with Nursery Managers</p>	Pumps	£10050	Fitting & Temporary pump hire	£ 2560	Tanker charges	£ 6742	Total	<u>£19352</u>
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	<p>AP report back to Infrastructure in Autumn meeting Chair of Governors has asked that Infrastructure take on the responsibility to oversee the nursery Governors questioned this decision as the understanding that this is split with Learning and Teaching</p>
8.	Visits
	<p>8.1 None recorded since Full Governors meeting on 10/3/16 8.2 Governors suggested a visit to ICT Manager re requirements Meeting arranged with BM next week – Governor AS to attend IK to visit when assestt register is done AK to visit canteen</p>
9.	Capital Plan and Financial Report
	<p>9.1 Business Manager had emailed this prior to the meeting – this was discussed £30,000 moved to next year ????? Governors questioned how we decide what we spend on capital plan, clarity of priorities for capital expenditure Suggestions were: Pupil Premium, Pool, Dome, staged seating, Sports Hall floor was discussed. BM explained we could apply for a Sport for All grant to reduce the cost This all fits into Fourth Way thinking AP Get Capital Plan priorities from SLT – agenda item Mon 25th</p>
10.	Health and Safety
	<p>10.1 Committee has not met since last meeting AP Andy Smith to circulate the minutes</p>
11.	Safeguarding
	<p>11.1 No issues reported AP Risk assessment for site security</p>
12.	Policies for Review
	<p>12.1 Accessibility and CCTV policies for the next meeting Community Cohesion is now surplus to requirements since Fourth Way – AP Andy Smith to speak to Clerk to remove from list</p>
13.	Report for Full Governors Meeting
	13.1
14	AOB
	14.1
15	Governors Summary
	<p>15.1 Governors recommend to finance that we commit to part of Score plus Governors have also acknowledged the asset register that is being compiled Governors requested SLT to assist them with clarity of priorities consistent with SIDP for efficient to spend Cap ex Governors have seen catering section Governors would also like to acknowledge hard work constantly undertaken by premises team</p>
	<p>Next Meeting</p> <ul style="list-style-type: none"> To be calendared in next academic year

OPEN ACTIONS

#	Action Item	Owner	Due Date	Status	Notes / Update
AP1	Clerk to make amendments and reissue	Clerk	May 16		
AP2	Presentation from Bouges to be sent to BM	Bouges/ BM			
AP3	Pass presentation to Governors	BM	asap		
AP 4	NBM to pass on thanks to Becky and her team				

MINUTES AGREED & SIGNED

Chair:		Date:	
Name:	Atika Kholi		

