

	<p>Fire Marshalls - TF has asked for staff volunteers to express interest in being fire marshalls. To date has had one enquiry in response. TF stated that additional fire alarms have been installed in infant and junior playgrounds to ensure alarm can be heard when children are outside. Update 27/06/17; TF to ask for volunteers again as only one so far, not enough for training to be worthwhile. Ongoing</p> <p>AW to add use of fire equipment to induction process. Ongoing</p>	<p>TF</p> <p>AW</p>
4.	<p>Resources</p> <p>Premises;</p> <p>Proposed building expansion works – Following two previous meetings there will be a final public consultation for expansion to two form entry from Sep 2018 held on 10th July. The proposal is for two additional classrooms in the staff car park next to the junior building, with linked access. It will be a permanent, not modular, building. This will start in March 2018 for completion by September 2018. In addition, two classrooms in the junior building will be knocked through to make one larger classroom and a group room. The ICT suite will be relocated to a room with a suspended ceiling and new lighting. This will be carried out in the summer break in 2018. Staff parking bays will be provided in the service road and in front of the canteen. Double gates by canteen will stay as they are, but the fence will become L shaped. The top car park will be re-tarmacked. TF will obtain a quotation for tarmacking further and providing additional suspended ceilings at the same time. Contractors have been on site carrying out topographical surveys. TF will ask if we can keep copies of all surveys at school for future reference. The school will receive a £35,000 lump sum and can express wishes to the architect, for example, safety and access wishes</p> <p>Boiler – Boiler works are ahead of schedule and will be completed before the start of the new term. Exposed copper pipe work will be lagged / insulated and covered. Governors expressed their thanks to both the Foreman of works and his staff (T Clarke) for working considerately, and to all staff and pupils who have been affected / had to re-locate their lessons to enable work to go ahead</p> <p>Bags of Help application (grant) – Nature reserve looking good despite vandalism outside of school hours</p> <p>Works for this summer – Hall floor sanding and polishing. Chris Hale will rub down then paint all facias and soffits on the infant building (TF to check beforehand if covered with new infant windows), build cloakroom cubicles within classrooms / remove all pegs from corridors to prevent trip hazards in the junior building, and decorate all cloakrooms and toilets. Dean is covering Chris Hale’s planned absence. TF to obtain quotations for replacement of canteen roof over the summer. Chris Hale to rub down and re-paint canteen facias and soffits over October half term after roofing works. Ceilings / painting work next summer after expansion works.</p> <p>Electronic Access – First quotation £13,000 to include all external</p>	<p>TF</p> <p>TF</p> <p>TF</p> <p>TF</p>

	<p>doors and a camera entry system (£5,000 system alone), for added security and staff on site log for fire safety (fob only access for staff, including for photocopier use). TF to obtain a second quotation.</p> <p>Gate – Gate needs looking at as not locking properly since new reader installed. TF to contact Tyndalls</p> <p>Quotations – TF to check if replacement of junior building facias and soffits part of re-roofing quotation? Add new facias to infant window quotation? Fencing £23,000 but TF investigating leaving old fence up and putting new fence further out to reduce costs</p> <p>Current Works – Pointing around pool completed. Path to small gate being repaired / area for small group work</p> <p>Health & Safety; Reviewed site procedures for entry / access as requested of all schools by County. Difficult to manage with many points of entry so reduced to one – one gate to be re-hinged to open the same way as the other to alleviate congestion</p> <p>Finance (to include SFVS update); Last period's budget monitoring report was unavailable for the committee to review as there has been an issue with posting the payroll as the apprenticeship levy has been deducted via the payroll and the entries do not match with the bank statements so TF could not post and reconcile and is awaiting instruction. TF will send period 1 & 2 out to committee week commencing 03/07/17.</p> <p>SFVS sent in April. All in order</p> <p>Personnel (financial only); Fully staffed next term. Two leavers (MP & JT). Apprentice TA to start next term; apprentice pay levy means some financial return</p> <p>Safeguarding (premises only); see previous minutes regarding seat, electronic access, and gate</p>	<p>TF</p> <p>TF</p> <p>TF</p>
5.	<p>To receive any other business as agreed by the Chair</p> <p>Purchase of a Defibrillator Department of Education sent recent guidance and TF using forum on where to get, who already has, etc. Reconsideration given to this in light of further information provided by a concerned parent and decision made to purchase preferably with some donations. Also, committed to weekly maintenance to keep it running effectively if necessary.</p> <p>Riverside Elim Pentecostal Church is interested in using our infant building hall, sunshine room and music room for Sunday worship. Committee agreed that a fee of £80 rising to £100 if junior building included in keeping with our lettings policy (usually £150 for non-profit making, £15 first hour, £10 additional; applied discount for regular Sunday booking with an annual review at heads discretion, as per policy). Amount will cover all heating, lighting, water costs. Riverside to clean up themselves and be keyholders. Will start after hall flooring completed, and expansion works will just affect juniors</p> <p>Wurly Gig Family Music Festival is being held in the town centre and school grounds on Saturday 5th August 10:00 to 22:00. Hosted by Love Hoddesdon in conjunction with Borough of</p>	

	<p>Broxbourne / counsellors. Public access to grounds only, organisers providing portable toilets, stages, security, complete clean up, etc. - only acts / promoters able to access buildings. Risk assessment carried out with promoter (play scheme in holidays unaffected). School will receive a £1,000 donation. TF to notify diocese for their info</p> <p>Review and Update Three Year Accessibility Plan Updated plan together, JT to type in, go through with Sarah Brown, SEN Co, send out for approval and re-publish</p>	<p>TF</p> <p>JT</p>
6.	<p>Date of next meeting – Next full resources meeting date TBC</p> <p>Meeting closed at 18:45</p>	