

# **ST MARY'S C OF E PRIMARY SCHOOL.**

## **Extra-Ordinary Meeting**

Date: 6<sup>th</sup> December 2011 Start Time 6.35pm Finish 7.05pm

<p>Present: P Dunn R Edwards M Channon R O'Dell S Bunting L Waters L Beer K Bines K Stacey J Hope A Scarrett M Richards P Wilcox</p> <p>S Westlake (Minutes)</p>	<p>Apologies:</p>	
<p>Agenda: 1. Declaration of Business Interests 2. Norse Contracts</p>	<p>Minutes signed as being accurate:</p>	
<p>Minutes: 1. There were no declarations of business interests. 2. With ultimate approval from the Finance &amp; Personnel committee the Governors met to discuss withdrawing from the current Devon Norse contracts for Catering and Caretaking and Cleaning. Premises Committee had analysed the mechanics and Finance &amp; Personnel Committee had analysed the financial implications. The overall consensus was that the school could save money and take control of these services. The question was raised about cover should personnel be absent due to illness. It was thought that training could be the answer – an MTA could be trained in the kitchen to cover catering personnel and re-training could allow a cleaner to cover Darren's caretaking post. Michelle Avery Finance Support Officer from County had confirmed that the school was in a good position to take on extra staff . The question was asked were</p>	<p>Look at insurance cover for the staff.</p>	

the governors content that there was the Management Capacity within the school to manage the extra staff. AS had discussed this and was confident that the extra staff could be absorbed and managed with current personnel. Essentially there would be only 2 extra people to manage Darren Cairns who would then be the line manager for the cleaning staff and Lisa Barlow who would then be the line manager for the catering staff. Meal numbers were averaging 35% of the school. The kitchen would be self sufficient not profit making and if a contingency fund were required as the carry forward figure is healthy this would not be a problem. Lisa is sure that she is able to source food cheaper and possibly of a better quality. If the governors agreed to take on the service it was thought that the way the meals are delivered could then be examined. The community lunch was a great success – 18 neighbours buying a meal at £4.20 per head. MR asked that if both services were taken on by the school the amount of work going through the office should be examined. LB & PD will work with Lisa regarding job specifications and AS & Premises committee will work with Darren Cairns regarding the cleaning/caretaking job specification, mentoring and training.

**Recommendation 1** Do not renew the Devon Norse contract for caretaking and cleaning, give notice to Norse and the school will take on the servicer. JH proposed, MR seconded all in agreement.

**Recommendation 2** Do not review contract with Devon Norse for catering, give notice to Norse and take on the service ourselves. JH proposed, KB seconded, all in agreement.

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