

ST MARY'S C OF E PRIMARY SCHOOL.

Premises Meeting

Date: 3rd October 2011 **Start Time:** 5.45pm **Finish** 7.00pm

<p>Present: J Hope (Chair) K Bines A Scarrett P Dunn L Beer</p> <p>S Westlake (Minutes)</p>	<p>Apologies:</p>	
<p>Agenda:</p> <ol style="list-style-type: none"> 1. Declarations of Business Interests 2. Terms of Reference 3. Catering 4. Cleaning & Caretaking 5. Building Works 	<p>Minutes signed as being accurate:</p>	
<p>Minutes:</p> <ol style="list-style-type: none"> 1. There were no declarations of Business Interests 2. The Premises Committee terms of reference were read through and amended. 3. Lisa (The Kitchen Manager) is introducing a 'pick & Mix' lunch. She is very enthusiastic and has many ideas that she wishes to implement. There is a 2 term clause to get out of the Norse Catering contract. The committee agreed to speak to Lisa, pupils, parent body and the Westcroft Catering Team and review what is supplied to the children to see if we can improve what is delivered. 4. Darren is now able to mow the field again after some dialogue with County regarding insurance. The school should have a meeting once a month with Norse concerning the invoice, contract and service. No meetings have as yet taken place. JH has contacted Steve Jones offering dates when he is available for such a meeting. The £53K annual bill for Norse will increase by 12.5% next year. The Finance & Personnel committee are going to look at costing for a Caretaker and Cleaners to see if it is feasible to take this service on ourselves. If we employ 	<p>Agenda item for 5th December. Proposals for improvements in the food delivered to our children.</p> <p>Look for training for Darren regarding sit on mowers.</p> <p>Finance & Personnel to cost out taking the cleaning staff on in house.</p>	

<p>the caretaking and cleaning staff we are able to hone down the level of service provided and set out what we require.</p> <p>5. The non-pupil day for the 7th October has been agreed by County and the new classrooms will be up and running for Monday 10th October. It was agreed that more all weather surface is required for the children especially as the lower playground is significantly smaller now the classrooms are in place. This is something to remember when the old pool site is regenerated.</p>		
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