

Premises Meeting 5th December 2011 5.45pm

Present

Jerry Hope
Adrian Scarrett
Krystal
Laura Beer
Paula Dunn

Guest : Lisa Barlow catering manager

No apologies received

1. Old Pool Site

Currently the old pool site needs development. However as there maybe potential in the future to develop the other old mobile units, the space created from the disused pool may need to be considered. Therefore we need to place something that is useable but not too costly as changes may need to be made in the future.

St Mary's School has obtained quotes from three builders;
South West Highways
Hurst
MJ Lockett

Area A: Jerry proposed and Adrian seconded that the quote from Hurst go to the finance committee and all in agreement

Area B: Jerry proposed and Adrian seconded that the quote from Hurst go to the finance committee and all in agreement

Area C: Jerry proposed and Adrian seconded that the quote from Hurst go to the finance committee

Recommendation for finance and personnel : Proposed by Jerry and seconded by Adrian :
Premises committee recommends Hurst for quotes A,B and C for the swimming pool site and surrounding areas and asks that finance and personnel find the money to do this.

2. Catering

Lisa held a community lunch for all the local neighbours of the school. This was very well received with 18 residents attending. Adrian read out an email sent to him following this lunch, thanking all those involved and saying how much they enjoyed it.

Reports from Laura Beer and Paula Dunn were discussed following a review of the catering service supplied by Norse.

Discussed how the hours would need to be changed for the service to be managed "in house". Lisa would need her hours increasing from 25hours per week to 30 hours per week and the two catering assistants would need their hours increasing by a further 3 hours each so that one would be working 18hours and one working 15hours. The finances have been worked out by Sally and Adrian. Report from Laura Beer to be amended with

the recommended hours discussed and send to all Governors this evening, along with Paula Dunn's report.

Therefore there are two recommendations for the full governors extraordinary meeting on the 6th December:

Recommendation for full governors extraordinary meeting : That we cancel the catering contract with Norse and take both the management and supply of school meals "in house"

Recommendation for full governors extraordinary meeting : That we withdraw from the Norse contract for caretaking and cleaning and manage "in house"

Action: Premises committee will draw up the job specifications with relative parties
Jerry; caretaking and cleaning
Laura and Paula; catering

Aim to have the job specifications ready next term to take up for the summer term.

Lisa Barlow left the meeting

3. School Crossing

The school is able to use the DCC pole outside of school, just have to make sure the height of any attachments are safe. Discussed the children designing a safety poster as well as signs for the school crossing to formalise the crossing point.

Discussed the volume of traffic at the beginning and end of the school day. The traffic wardens will be much tougher in the new year on cars not displaying a valid permit in the car parks. Adrian was waiting to hear back from DCC if the parking area for St Mary's School could be extended to include the parking near the sure start centre, therefore parents could avoid the bottle neck at the end of Chanters Road. Once he has had confirmation there will be a letter and new permits to parents and carers before the end of term.