

ST BARTHOLOMEW'S SCHOOL
MINUTES OF THE MEETING OF THE LEARNING RESOURCES COMMITTEE
Wednesday 27 February 2008, 7.00pm at Digby Croft

Present:	Jonathan Taylor	Chair of Committee
	Ian Campbell	Chair of Governors
	Stuart Robinson	Headteacher
	Keith Chopping	LEA Governor
	Dave James	Staff Governor
	Peter Norman	Parent Governor
In Attendance:	Tina Smart	Facilities Manager
	Sharon Glover	Clerk

ACTION

1. **Apologies**

Apologies were received and accepted from Nicola Clarkson and Rex Wearn.

2. **Minutes of the previous meeting**

The minutes of the meeting of 10 October 2007 were approved and signed.

3. **Matters Arising**

- 4.3 Hot water at Wormestall: the tap problem has been resolved.
- 3.7 It was reported that very little solo patrolling takes place. However, there is no real solution because there is a single site supervisor on duty at night. A lone working policy is being investigated, together with a buddy system. The guidance given to staff is not to confront any intruders, but to contact the police.
- 3.7 The roof at Wormestall is now as secure as we can make it. It is believed that the perpetrators of the lead thefts have moved on.
- 3.7. No alternative Health & Safety training has yet been found for Mrs Clarkson. However, West Berks will be visiting the school regarding Health & Safety training and it is hoped that Mrs Clarkson can be involved. They intend to run some half-day courses in the future.
- 8. Nothing further has been heard regarding the school uniform. The Deputy Head and the PE department are looking at rationalising the current PE kit.

4. **Contracts / Accommodation / Maintenance**

Mrs Smart tabled her report and commented as follows:

Grounds Maintenance:

- We continue with a month by month rolling programme. Waterer's are not providing enough manpower on site and the general maintenance tasks are suffering as a result.
- The new cricket pitch will be an expensive outlay and we need to think about whether we want to commission Waterer's to build it. Quotes and comparisons are being obtained at present, for consideration at the next meeting.

Cleaning:

- The cleaning specification is good, however, the work is not carried out

efficiently due to lack of staff. The proposal is to go out to tender again and a new specification is being put together.

Item 9. Cashless School: Internet payments were discussed (see note 9. of the minutes) and Mrs Smart left the meeting.

5.. **Health & Safety Report**

a) The Health & Safety committee met on 27 November 2007 and discussed the following issues:

- Moving whiteboards should not be used in PE lessons, as there was a risk of fingers being trapped whilst moving them.
- The majority of the water problems at Wormestall are building related.
- Following an incident in Kent, more restrictions should be put in place concerning the use of the tower to access the lighting equipment in Luker Hall.
- Security for the Ad Lucem project – hoardings, playing fields, fire evacuation, etc: The new site will have daytime security and will be locked at night. Luker field will be fenced and the contractor will secure their site within the school site.

b) The Governors asked if there had been any accidents relating to Dance because of the lack of facilities. It was confirmed there had not – many of the classes take place in Wormestall Hall and the gym, both of which have sprung floors.

c) There had been an incident with a car and the gates on the bottom tennis court. The gates have now been restricted to 90° opening.

d) Mrs Smart advised that West Berks will be carrying out a Health & Safety audit during the spring holiday and any recommendations will be taken on board.

e) A fire risk assessment has been carried out and we are awaiting the report. The verbal feedback was realistic and we will take relevant action with the new build in mind. The fire alarm system at Wormestall is a key issue. It is effective but antiquated and does not meet the regulations. We will seek advice on the matter.

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f) The fixed wiring inspection is due again. In 2003, remedial work cost £40K, we may be able to adopt a rolling programme to keep costs down.

6. **Ad Lucem Project Update**

Mr Robinson reported the following:

- Planning consent has been granted with a condition that the floodlighting of the astro turf pitch should be switched off by 9pm for the first 12 months. This may have an adverse effect on some potential community lettings.
- Three trees were taken down at Luker during half term before the birds started nesting in them.
- The pace of the project has slowed down, due to the LA being risk averse. However, we are still looking at completing the school buildings by 2009/10 with a completed project by early autumn 2010.
- All teams in school are being encouraged to have a transition plan in place.
- It was agreed that the following issues will need to be considered:
 - The school during the building process;
 - The transport policy during the building process;
 - Car parking – concern over adequate provision in the new build. It was

pointed out that teaching staff do not always live in the school area for obvious reasons. Additional 'soft parking' spaces may be possible.

- There is a possibility of a further £750K if we can secure 60% on the carbon calculator for our energy saving low carbon design. At present we have 58%. The rainwater harvesting does not count. We may need to purchase daylight-sensitive light fittings (for the whole building) to reach the 60%, which will cost us £200K. We will ask if these daylight sensors can be included as an optional item, so that the extra expenditure can be made at a later date.

Mr Campbell confirmed the following:

- Dreweatt Neate have been appointed as the selling agent and planning applications for Luker and Wormestall will be made by the end of March. Luker has to be demolished to make the project financially viable.
- There is a problem with some trees at Wormestall. There is no preservation order on them but the planners would like them to remain. This affects the number of houses that can be built.

7. **Staffing**

- An update was tabled.
- A decision was made to go out to market as soon as possible and many interviews have already taken place, with high quality appointments being made. Media is the only problem area and further interviews will be held.
- A decision has been made to over-staff at this stage in English, Chemistry and D&T, all difficult areas for recruitment and where we had more than one outstanding applicant. Two appointments have been made in both English and Chemistry and an appointment in D&T to cover Mrs Shrubsole if she leaves at the end of the summer, as intended.
- Long-term sick leave:
 - Mrs Clasper is recovering and may return to school next term.
 - Mrs Attwool has been signed off for another four weeks.
 - Mrs Hendrickx has undergone restorative surgery after an accident.
- Staff training had been held at the Monday staff meetings and on training days, with a big focus on Performance Management.
- The IIP Officer returned to school and provided positive feedback. His recommendation was for full IIP status for a further four year period.
- Governors were concerned about the quality of provision for Business during Mrs Attwool's long-term absence. Mr Robinson confirmed that the cover provided was as good as possible in the circumstances. Mr Gray had been appointed Acting HOF and Mrs Landeg was deployed full time to the faculty. There are two teachers from Newbury College coming in to take classes during the week and Mrs Maciver, a previous employee, is being employed as a cover teacher. As this is a difficult area to recruit, we have been quite fortunate and to date, there have been no complaints.

8. **Draft School Development Plan: priorities for 2008/2009**

Mr Robinson advised that the process has begun with the faculties working on their SEFs. Training on the interpretation of data has been given and, as a result, we have some very good, detailed faculty analysis of their results. This will inform the TDPs and highlight priorities.

The LT have started work on the SDP and future priorities are emerging. The financial and team packages will be brought together and key issues will be:

- Changes to the core structures at AS and A2;

- New National Curriculum for Year 7;
- Performance of average-attending boys;
- Telephone system;
- Fencing of the site;
- Maintenance programme (re-paint for English department, etc.)

It was anticipated that the Sixth Form figures would grow for September 2008 because of the large year group and it was assumed that we would get the funding for these extra students. However, the LSC have changed their formula and funding will be based on the previous year's numbers. We have appealed to the Local Authority but are not confident that we will get the extra funding before next year.

9. **Cashless School: Internet payments**

Mrs Smart reported that the fixed costs have been kept down and the takings per day (average amount) are on an upward trend. We are looking at using the cards for other purposes in the new school. It was agreed to add a 'Sales' line to the data for future use.

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11. **Information Items**

Mr Chopping confirmed that he was willing to re-stand as an LEA Governor; his current term ends on 31 Mar 08. The Committee acknowledged his continuing valuable contribution to its work.

10. **Policies for review**

- **Health & Safety** – minor amendments. Approved for one year. To FGB.
- **Pay** – minor amendments. Approved for one year. To FGB.
- **Performance Management** – the revised policy has been successful. Approved for three years. To FGB.

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11. **AOB**

- a) Mr Robinson informed the Governors that the NUT intended to hold a ballot on 28 Feb 08 regarding a national strike. We have 46 NUT members and the outcome is awaited.

The meeting ended at 8.32 pm.

Date of next meeting: Tuesday 10 June 2008.

These minutes are subject to final approval by the Learning Resources Committee at their next meeting on 10 June 2008.

Signed Date
Chairman

Distribution: All Governors
Staffrooms
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