

**ST BARTHOLOMEW'S SCHOOL**  
**MEETING OF THE GOVERNORS' LEARNING RESOURCES COMMITTEE**  
**THURSDAY 28<sup>TH</sup> APRIL, 2016 AT 7.45 PM IN R1**

**OPEN MINUTES**

<b>PRESENT:</b>	Steve Foyle (SF)	Foundation Governor, Chair
	Julia Mortimore (JAM)	Headteacher
	Derek Brown (DB)	Foundation Governor
	Richard Deal (RD)	Appointed Governor
	James Maunders (JDM)	Staff Governor
	Peter Norman (PN)	Parent Governor
	Nicola Ostinelli (NLO)	Staff Governor
	Patricia Ray (PR)	Parent Governor

<b>IN ATTENDANCE:</b>	Anna Carvisiglia (AHC)	Business Director
	Tina Smart (CSS)	Facilities Manager
	Alan Wooldridge (ARW)	ICT Network Manager
	Helen Sutherland (HLS)	Clerk to the Governors

**1. APOLOGIES:** Ahmad Bhatti (AB) Parent Governor

**2. DECLARATION OF AOB**

The agenda was adjusted so that the Solar Panel and Energy Efficiency items were deferred to allow further consideration by a sub-committee before returning to this committee.

The following items were added to the agenda:

- Risk
- Visit

**3. DECLARATION OF INTERESTS**

No declarations were made.

**4. MINUTES OF THE LAST MEETING – 13<sup>TH</sup> JANUARY, 2016**

The minutes were agreed.

**ACTION: SF to sign.**

**5. MATTERS ARISING**

Near Miss

CSS reported that the near miss had involved two students riding bikes the wrong way through the car park.

**6. ICT**

ARW's report was circulated in advance of the meeting, along with a strategy document, details of the budget and the invitation to tender (ITT) for the IT Refresh. These were taken as read to allow more time for governors to raise any queries.

### Invitation to Tender

The ITT was agreed with the following suggestions:

- That it should state that "Compliant tenders must be submitted..."
- Consideration should be given to how non-compliant, ie those that provide additional value, should be dealt with.
- Add a completion date to the table.

**ACTION: HLS to ask for volunteers to join the working party for the ICT tender.**

### Budget

ARW reported that he expects the budget to be on target.

**ACTION: ARW to add "on target" where appropriate in the next report**

PN noted that there are some differences between the figures in the report and on the budget sheet.

### Report

PN asked about the uninterruptible power supplies (UPS). ARW explained that the units in the hub rooms are all dead and that the UPS in the server room is new.

Governors asked if any planned work is likely to have a noticeable impact. ARW reported that the replacement of the phone system is the only one that is likely to cause major issues. It was noted that the current phone system is not in warranty and that any new system would see financial savings as it would use a SIP system, rather than line rental and individual call charges.

**ACTION: HLS to pass on request to add the phone system to the Non-financial Risk Register due to the lack of warranty**

It was noted that the funds being put aside post 2020 for ICT appear to be low. Staff explained that the budget is regularly reviewed.

It was also highlighted that the cost of a biometric system is higher than the cost of a card system, although much of this is off-set by the reduction in the number of cards that are needed each year.

Governors thanked ARW for his reports.

## **7. FACILITIES**

CSS's report was circulated in advance of the meeting. CSS answered queries on the information provided:

PN noted that there was a discrepancy between the lettings income figures in the report and in the table. IT was agreed that the table should read £81,000.

PN asked if it would be possible to see a year-to-date figure in the historical comparison data against the same point in previous years.

**ACTION: CSS to summarise figures, rather than several sheets.**

Cleaning: CSS reported that the budget had increased due to the introduction of the National Living Wage.

Water: Governors asked why water costs are still rising when the cost per unit is falling. CSS explained that the waste water costs have increased and that consumption has risen to twice as much as before. As a result, Thames Water have visited to see if they can identify a leak but to no avail. A new meter will be installed and monitoring will continue.

#### Cleaning Tender

The recommendations of the Cleaning Tender Working Party were circulated in advance of the meeting.

CSS explained the tender process that had been followed and that the recommendation of the Working Party is to appoint Regency even though they are not the cheapest. Their presentation demonstrated that they have a hands on approach to management, positive pay structure and the identification of key issues.

JAM expressed concern about escalating cleaning costs, particularly in light of the budget.

It was noted that this is only a one year contract.

PN explained that Regency had seemed the best. Another tender can be carried out next year if necessary. Based on the presentations, it is expected that the supervision of staff will be better.

The proposal to recommend Regency for the cleaning contract:

Proposed: SF

Seconded: RD

Vote: unanimous.

It was also agreed that if there is no increase in cost and if the school is happy with the service, that the contract can be renewed without a tender.

### **8. BROWN'S MEADOW**

SF updated the Committee concerning Newbury Athletic Club's (NAC) proposals for Brown's Meadow:

- A further letter of support has been sent to NAC since the last LR meeting.
- The FGB have received an update on progress.
- It has been agreed that negotiations regarding the lease can be started.
- A meeting is needed to agree what needs to be included in the lease.
- PR will write up meeting notes.
- Architects have produced new drawings for the pavilion.

### **9. SECTION 106 FUNDS**

JAM reported that:

- St Bart's have managed to secure funds in the region of £79,000.
- The funds transfer is awaited. It has been chased and this will continue.
- The funds have to be used to increase teaching space.
- The plan is that part of the funding will be used against the Library refurbishment project retrospectively.
- An additional English classroom will also be created by re-configuring a Media classroom. The Sixth Form Art Room will have a change of use to a full classroom and there will be a

Film classroom/Media classroom upstairs in Curnock as a result of reconfiguring an Art classroom.

#### **10. HEALTH & SAFETY**

The minutes of the Health & Safety (H&S) meeting held on 11<sup>th</sup> March were circulated in advance of the meeting, along with the Accident Forms Summary.

PN asked about the staff evacuation register.

AHC replied that it takes two minutes to print the register of staff on-site but staff will not put themselves at risk to do so.

##### Governor Health & Safety Responsibilities

PR has completed the Governor H&S and Fire Safety Management Monitoring Forms and these were circulated in advance for information.

This process will be undertaken termly and progress reported to this committee. PR thanked AHC and CSS for their assistance.

#### **11. CAR PARK**

This item has been transferred from the Joint Consultative Committee due to concerns over the way that the car park is used such as blocking junctions, going the wrong way etc.

It was reported that the "No Left Turn" sign will be repainted. It was also agreed that new signage will be considered to make instructions more visible.

**ACTION: CSS**

#### **12. GOVERNANCE**

##### Contribution Agreements

This work is on-going.

#### **13. ANNUAL WORK PLAN**

The Annual Work plan was agreed.

**ACTION: HLS to prepare for FGB**

#### **14. TERMS OF REFERENCE**

The Terms of Reference were agreed.

**ACTION: HLS to prepare for FGB**

#### **15. POLICIES FOR REVIEW**

The following policies were agreed:

- Lettings Policy
- Fire Safety Policy (subject to correction of typos)

**ACTION: HLS to prepare for FGB**

**16. AOB**

Risk

CSS and SF undertook a “walk-around” of the energy centre. Two boilers have failed.

**ACTION: HLS to pass on request to add to the Non-Financial Risk Register**

Visit

There will be a visit to the energy centre at 6.30 pm before next term’s LR meeting.

SF thanked AB and AHC for their contributions to the Learning Resources Committee and wished them well for the future.

These minutes are subject to final approval by the Learning Resources Committee at its next meeting.

Signed .....Date .....

Chair