



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE BUSINESS MANAGEMENT
PREMISES COMMITTEE MEETING
HELD ON 25 April 2018 6pm

PRESENT:

Nigel Goodall (Chair)	Co-opted Governor
Hari Aggarwal	Co-opted Governor
Alison Clark	Co-opted Governor
Carol Wallis	Staff Governor
Alan Moore	Head of School
Alison Bovis (guest)	Trustee

IN ATTENDANCE:

Michele Brighton	(School Business Manager)
Steve Mayes	(Site Manager)
Casey Collyer	(Clerk)
Sam Harley	(School council representative)

Item	Main discussions and agreed actions	Action by/when
1	Welcome and Apologies The Chair welcomed everyone to the meeting. It was confirmed that due notice had been given and the meeting was quorate. Apologies were received by B Kemp (attending DoE awards ceremony) and S Decker (personal commitment)	
2	Declarations of Interest - None were noted.	
3	Minutes of the meeting held on 10 Jan 18 and signing thereof	
	3.1 Approval for accuracy - a correction to the previous minutes was tabled. With this amendment the minutes were accepted as a true record and were signed by the Chair including the amendment.	
4	Matters Arising	
	1 The School Business Manager (SBM) advised that the vending machine company wouldn't collect the machines early. Therefore 2 will be removed in Oct and 2 in Jan. Governors asked if water fountains will be replacing these machines and the Site Manager (SM) confirmed they would.	
	2 The SBM explained that the sound system specification hadn't been reviewed by the sound engineer. However the SM had received 3 quotes and reviewed the specification. Quotes were £22,000, £5,600 and £2,400. The main difference between quotes was the quality and the SM recommended the mid-range supplier - Panache Audio as he had been very impressed with their knowledge and after sales service. They could also provide rental equipment for shows which would be compatible with the inhouse equipment. In addition, they were a known quantity as they had worked with another school in the Trust. Governors approved the recommendation	
	3 The SM advised that the refurbishment for the stairs had been completed and were now safe. He advised that there would need to be other corridors within the school which would need	

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		refurbishing in the same style. There would also be an acid wash of some staircases and treads changed during the summer holidays.	
	4	Fire audit - the report had been received and items noted were being actions such as ordering new fire doors and obtaining quotes for a new fire alarm supplier. The new panelling for the store room between N5/6 will be completed in the May half term. The Chair asked the Clerk to add to next meeting agenda.	Clerk
	5	Recommendations on IT hardware failure - plans had been put in place to ensure RMGS had capability and functionality within hours. The TPS issue was still a work in progress. The school had requested that fibre installed from the new art block to help address this situation. The Chair asked for this issue to remain on the agenda until it's resolved.	Clerk
	6	Dropped kerb - the SBM confirmed evidence was being compiled demonstrating residents parking over the access. However, once the new build began, this would be less of an issue as contractors will be using this access. Governors agreed to remove this from the agenda.	Clerk
	7	Soakaway price - this was still outstanding. The meeting discussed and agreed to remove from the agenda and look at installing a new soakaway when the additional work on the 6 th form block began as it wasn't cost effective to do in isolation	Clerk
5	Health & safety update -deferred from previous meeting		
	5.2	Health & safety committee met last week. The accidents, risk assessments and follow up actions had been reviewed and the Chair advised there was nothing of note to report.	
	5.3	Display energy certificate had been completed and the SBM advised this should be reviewed in September usually.	
6	Premises Update		
	6.1	New Art block progress - the Head of School (HoS) advised there was little to report as the project was currently out to tender. 8 contractors were bidding and the tender deadline was Monday. Medway were still working to a Xmas deadline with the work being completed over the summer.	
	6.2	New catering extension for 6 th form block - The HoS showed governors some initial concept drawings from one of the firms who had completed a feasibility study. He advised that the next steps were to decide which architects to appoint. The proposed timescale for completion is by 2020 and once final design had been approved, the school would submit a bid for funding as well as using some money from reserves to match fund the build. Governors agreed that due to the expansion of the school, the site needed to be fit for purpose.	
	6.3	Capacity issue for food hall - governors acknowledged that the capacity issue was addressed on a temporary basis with the second hub. Planning permission was still outstanding for the hub but should be granted in mid-May to facilitate the hub being	

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		operational for September. The School Representative asked if more tables will be put out in the main hall to meet demand. The meeting acknowledged that capacity would be an issue in wet weather and the SBM was investigating a -canopy between buildings that could provide shade and shelter.	
7	Risk register		
	7.1	Physical - (report filed with the minutes). The HT, SBM and HoS had reviewed the risk register and there was nothing to bring to governors attention.	
8	Review terms of reference		
	8.1	(copy filed with minutes). The Chair advised that the H&S risk register had been moved to the Health & Safety committee. There being no other comments, governors approved the terms subject to this amendment	Clerk
9	Policies - none for review		
10	Any Other Business		
	10.1	The SBM advised that the school had been successful in their bid for roof works. £514k had been awarded and £40k from school funds would fund the re-roofing of the science block. Work would start in July and the programme would last approx. 12 weeks.	
	10.2	The School Rep (SR)sked how the increase in students would affect the walkway choke points? The HoS advised the school would be monitoring this and have some one way contingency plans if required. However, having reviewed the situation the current assessment was that there are no more students walking through corridors than there is now as the new accommodation is located away from these points.	
	10.3	The SR asked if students ever be able to book the sports hall and the SM advised this wasn't possible during the day but the venue could be hired and it was a useful revenue stream for the school. However, the current lettings for the sport hall were almost at capacity.	
	10.4	The SR asked if all wooden benches would be replaced with plastic ones as the students preferred these. The SM confirmed they would but it would be phased programme of replacement. All new benches would be plastic using recycled material and located in areas where there was shade for the students.	
	10.5	The SR asked if a printer could be put into the 6th form common room. The HoS advised that there would shortly be a review of all the schools copiers and printers to achieve the most cost effective and efficient use (e.g. followme printing - print wherever you are but controlled by cost codes and print credits	
	10.6	The SR asked if there were any alternatives to being the duty form. This request had come via YR9. Governors felt this was an aspect of community service to the school, which help enormously and were keen to see it continue	

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	10.7	The SR explained that the treeline between Thamesview and RMGS often had students hiding in there . The HoS explained that this was on the duty staff rota, they were aware and it wasn't an issue.	
	10.7	The SM advised that masked intruders had come onto site and a bike had been stolen. The HoS had announced to staff that if they seem anyone like this they are to call the police straightaway and not challenge them. Staff should let Reception know they have called the police. The bike sheds are now locked at 9am and re-opened at 3pm. If site staff find an unlocked bike, they lock it using one of the schools locks and students have to find a member of the site team at the end of the day to unlock it. Governors asked if there was sufficient capacity in the bike sheds for the new 8th form of entry and the SM confirmed capacity was ok at present but it will be monitored.	
11	Confidentiality - none noted		
12	The meeting closed at 7.pm		
	Date of next meeting: tbc		

Actions

4.4	The new panelling for the store rooms will be completed in the May half term. Clerk to add to next meeting agenda.	Clerk
4.5	Recommendations on IT hardware failure to remain on agenda	Clerk

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