



**Meeting of Built and Natural Environment Committee  
30<sup>th</sup> September 2013  
School Library  
4.30pm**

**MINUTES**

**Governor Members:** Richard Bradford, Reg Hook, Jennifer John, Nick Lomax, Derek Swindells

**Officers:** Teresa Carter (Clerk), Sue Middleton, Ros Stephen, Mark Wood

<u>Agenda item</u>	<u>Action</u>
<p>1 <b>Introductions</b></p> <ul style="list-style-type: none"><li>a) <b>Apologies for Absence</b> All Governor members were present at the meeting.</li><li>b) <b>Appointment of Chair of Committee</b> The Clerk requested nominations for the position of Chair of the Committee and received one nomination, which was seconded.</li></ul> <p><b>AGREEMENT - Nick Lomax was appointed as Chair of the Built and Natural Environment Committee for a period of one year.</b></p> <ul style="list-style-type: none"><li>c) <b>Appointment of Vice Chair of Committee</b> The Clerk requested nominations for the position of Vice Chair of the Committee and received one nomination, which was seconded.</li></ul> <p><b>AGREEMENT - Reg Hook was appointed as Vice Chair of the Built and Natural Environment Committee for a period of one year.</b></p> <ul style="list-style-type: none"><li>d) <b>Declarations of Interest</b> There were no declarations of interest.</li><li>e) <b>Review of Agenda, Agreement to Consent Items and Requests for Any Other Business.</b> One item for any other business was accepted.</li></ul>	
<p>2 <b>Last meeting Dated 7<sup>th</sup> May 2013</b></p> <ul style="list-style-type: none"><li>a) <b>Approval of Minutes</b> Five pages of minutes including two marked confidential were reviewed and approved by the Built and Natural Environment Committee. The Chair signed them as confirmation of their accuracy.</li><li>b) <b>Matters Arising Not Included Elsewhere on Agenda</b> Tour of the building to be a carried forward business item and combined with a termly accommodation inspection.</li></ul>	
<p>3 <b>Main Strategic Items</b></p> <ul style="list-style-type: none"><li>a) <b>PFI</b> The Committee were disappointed that there had been some difficulties experienced over the summer regarding maintenance work as a result of poor planning and administration on behalf of the PFI contractor and that some work was not completed within the agreed timescales as a result. Previous meetings with the PFI company had brought about reassurances being made that procedures would be put in place to avoid such situations but this remained a continuing issue. In addition to insufficient planning</li></ul>	

Signature.....Date.....

there had been considerable delay in obtaining approval of variations to the buildings, which created restrictions on the school, regards its delivery of service. The creation of an additional room for the provision of special education needs (SEN) support was cited as an example. Governors felt that they had exhausted the options open internally to them regarding this unsatisfactory contract and agreed to seek assistance from local councillors and members of parliament if necessary.

**ACTION - Business Manager to report to Committee Chair on outcomes of discussions planned for 2<sup>nd</sup> October following which contact would be made with the Chair of the Education Committee at the Local Authority if issues with the PFI contract remained unresolved.**

Discussion moved to the proposed building within the SEN room and Governors examined a quote that they concluded was expensive for the work required. Some amendments to the specifications were suggested as were an additional quote for comparison and a request for a reduction due to unsatisfactory delays during the summer on the part of the PFI company.

**4 Other Governance and Regular Items**

**a) Progress on the ATP**

Governors heard that the planning application for the artificial turf pitch (ATP) had been submitted but as yet was not validated so could not be viewed online. There was some concern that whilst the variations to plan had been discussed and agreed following consultation Governors had not had sight of the final plan prior to submission.

**ACTION - Committee members to be advised as soon as the final plans for the ATP were available.** RS

Outcomes of the ATP consultation were discussed and it was noted that there was a great deal of support for the project.

**b) Progress on the Catering Plans for this year**

The Business Manager advised that an independent consultant had been employed to explore the options open to the school following the expiration of the current catering contract. A proposal was put forward to take over catering inhouse and to extend the service provided to include a covered outside seating area for an additional 100 to 120 seats. Plans for this area were examined and Governors were very supportive of the plan though were aware that funding was not available to cover the costs. Some parent fundraising had taken place but it was likely that a loan would be required to complete the project. A business plan was being written to support any application for funding with a projected pay back period of five to six years.

The engagement of a creative chef was considered as essential to the success of the project and there was a suggestion that this might be an area where schools could share a resource. Alternatively it was thought that the consultant might provide the service required in addition to that being provided.

**AGREEMENT/ ACTION - Working party to be established calling in expertise as required to pursue the option of in house catering with the aim of providing better quality food at reasonable cost and to an increased number of children.** NL/RS

**c) Committee Terms of Reference**

The Committee reviewed its terms of reference and accepted some minor amendments as suggested by the Clerk.

**ACTION - Amended Built and Natural Environment Committee Terms of Reference to be proposed to the Full Governing Body for approval.** NL

- 5 **Consent Agenda**
  - a) **Health and Safety Report**  
Contents of Health and Safety report noted.
  - b) **Safeguarding and Financial Implications of Items Discussed/Agreed**  
Reminder given of need to bear in mind any safeguarding or financial implications of decisions made.
  
- 6 **Policies and Other Documents for Approval**
  - a) **Health and Safety Policy**  
The Committee reviewed the Health and Safety Policy and noted the amendments that had been made following a health and safety audit. Governors requested clarification regarding the safe use of small equipment and were advised that each department were responsible for carrying out their own risk assessments and for providing training on use of both machinery and equipment.

**ACTION - Health and Safety Policy to Full Governing Body for approval.**

- 7 **Any Other Business**
  - a) **Biosphere Management Strategy**  
The Headteacher provided Governors with a printed copy of the local authority's biosphere management strategy document and made reference to the fact that Dorothy Stringer school was mentioned positively within the document in a number of places.
  - b) **Big Nature Charitable Trust**  
Jenny John updated the committee on development of the Big Nature programme and the proposal to set up a trust following which a grant application would be made. The Business Manager offered to follow up on a query about the use of council land for the programme and whether it would be possible for a transfer of land under lease to the to the new trust.

Meeting ended at 6.09pm  
Date of next meeting 8<sup>th</sup> January 2014.

**Actions from BNE meeting 30<sup>th</sup> September 2013**

	<u>By Who</u>	<u>By When</u>
Business Manager to report to Committee Chair on outcomes of discussions planned for 2 <sup>nd</sup> October following which contact would be made with the Chair of the Education Committee at the Local Authority if issues with the PFI contract remained unresolved	RS NL	Next meeting
Committee members to be advised as soon as the final plans for the ATP were available	RS	asap
Amended Built and Natural Environment Committee Terms of Reference to be proposed to the Full Governing Body for approval	NL	Next FGB
Working party to be established calling in expertise as required to pursue the option of in house catering with the aim of providing better quality food at reasonable cost and to an increased number of children.	RS/NL	Next meeting
Health and Safety Policy to Full Governing Body for approval.	NL	Next FGB