



Black Firs Primary School

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GENERAL PURPOSE COMMITTEE MEETING

At 4.30pm on Thursday, 5th May 2016

Present: David Whitewright (DW), Martin Casserley (MC), Daphne Wright (DWr), Rachel Cam (RC), Dave Lupton (DL), Mike Warren (MW), Jen Harrison (JH), Alex Thompson (Clerk)

Agenda	Notes	Actions
1. Apologies & Additional AOB Items	DW welcomed everyone to the meeting. There were no additional AOB items raised.	
2. Declaration of Pecuniary Interest	Governors were asked to declare any pecuniary interest or conflict of interest in connection with the business to be discussed during the meeting. None were declared.	
3. Minutes of Previous Meeting & Matters Arising	Minutes of previous meeting were accepted as a true and accurate record. There were no matters arising that weren't already being covered in the agenda.	
4. OSC	<p>Martin circulated the pre-school report which has also been uploaded on to SharePoint. There were no questions or concerns regarding the content of the report.</p> <p>Out-of-School report:</p> <ul style="list-style-type: none"> Helen Rowe gave a verbal feedback. Helen confirmed that she has handed in her notice and finishes in July. Tasmin has expressed an interest in additional hours in the evening and also a parent has also approached Helen regarding any employment opportunities. MC agreed to follow up on both of these. H&S – The bikes need looking at as some are not currently safe and have been stored out of the way. MC & RC to arrange for the bikes to be looked at. The new security system with a built-in camera is working well. The handheld device allows for staff to be mobile whilst allowing access to parents when required. MC thanked staff for their patience whilst the changes were being made to the security system. Helen informed MC that Angela will be the only member of staff who is first aid trained from September. MC to arrange training for new manager if required. A discussion took place regarding training for new starters. Whilst this is not a legal requirement MC will ensure that all new staff are supported and receive the tuition required for the role. 	<p>MC: Follow up on possible staffing & additional hours</p> <p>MC: Arrange training as appropriate</p>



	<ul style="list-style-type: none"> • Holiday club – only Whitney is interested in working the Whit half term break. Currently there is a limited number of children interested at the moment therefore it may not be viable for this to go ahead. • MC shared that the February half term holiday club seems to attract the most interest. This year, over 4 days, after all deductibles it made £756 profit. • Helen asked about the slide for the new build. MC explained that he may have to source an alternative provider as the company are currently struggling to construct a slide in the required material. A parent from Planet Play has suggested that his company may be able to offer something. MC to pursue this. • Governor Challenge: Are the positions currently advertised to cover NH & CM? MC clarified that Jen Harrison has been appointed as EYFS Manager. A new member of staff is required to replace CM. • MC commented that in order to meet the ratio on the new census a total of 5 staff need to be recruited. KP is now being paid as an unqualified teacher as the DfE don't recognise her qualification. • The data and figures for OSC and holiday club have been uploaded on to Share Point for governors to access/view. Currently there is an outstanding balance of £27k however the invoices have only just been sent out. MC has approached ParentPay to ask if they can create a payment system similar to the lunch payment system. This would ensure that no debts are accrued in the future. • MC confirmed that lunch numbers are increasing. Currently 241 out of 292 pupils are accessing hot lunches. <p><i>(MW arrived at 5.10pm)</i></p>	<p>MC: Contact Planet Play re slide enquiry</p>
<p>5. Policies</p>	<p>The following policies were discussed:</p> <ul style="list-style-type: none"> • Admissions Policy – no changes • Change of Age Range – MC confirmed that Cmat has sent the form to the DfE and that CE are in full support of the age range change. Currently awaiting a response. • All other policies have been uploaded on to SharePoint. There are no changes but governors were asked to review the policies and raise any issues. All policies will be ratified at the LGB meeting on 30th June. 	<p>All: Review policies on SharePoint</p>
<p>6. Health & Safety Walk Around</p>	<p>All governors conducted a health & safety walk around of both the interior and exterior of the school. The following was identified:</p> <ul style="list-style-type: none"> • Tree near the disabled space at the front of the building to be removed • Replace damaged wood perimeter in outdoor the lower junior area • Extend artificial grass to fence line and up on the banking • Paint bird table and move to the front of the school alongside the new furniture (or purchase a new one!) • Moved roofed wooden seating area slightly to make room for the new all-weather pitch • Side of EYFS building needs clearing/sorting. Some to be thrown away and others repairing/making good • Advise EYFS staff to put a tyre under the tarpaulin where the sandpit is so that 	<p>DL/MC/DW: Action as indicated</p>

	<p>the rain runs off</p> <ul style="list-style-type: none"> • Arrange for a plumber to connect a pipe from the toilets to create a water supply to the water wall • MC to contact JMC re the smell in the new build. DL to purchase plug-in air fresheners until issue resolved • DWr to advise EYFS staff that the shower room should be cleared/tidied immediately • Condensation in outside lights of conservatory area to be drained and new gaskets to be purchased by DL • Door seal on conservatory to be fixed with glue gun by DL • Door to toilet area & cloakroom needs new white seal. Also needs resurfacing. To be included in the project plan • Pane of glass in Y1 classroom to be replaced • Wall in vestibule area (where the chickens are currently located) to be painted • Carpet in KS2 to be cleaned during summer holidays 	
<p>Date & Time of Next Meeting</p>	<p>The next General Purposes Committee Meeting is on: Date: 22nd September 2016 Time: 4.30pm Venue: Staff Room</p>	<p>All: For information</p>