

Premises Committee Meeting

Minutes for meeting / 24 February 2023, 4.30pm

Present – Margaret Boateng, Sophie Persson (Chair)

Apologies – Clive Sterling

1. Apologies for absence

Clive Sterling

2. Discussion and update (MB)

Premises and grounds, with priorities for maintenance and development

Holmleigh site walk undertaken 24/2/23 with MB and Premises Manager Finbar Lynch – identifying key areas that can be upgraded or maintained to a better standard. MB to follow up with a timetable so that planning can be scheduled and tracked over the coming months.

- Decking area around the side and the bike shelter, to be jet washed.
- Clearing the weeds and thorn bushes behind the stage area.
- Cleaning and maintaining the green space outside year 2.
- Devise a plan for the outside area of reception class, possibly speak with Miss Pru and Miss Farzana for ideas.
- Completely jet wash outside the kitchen area, and disinfect bins.
- To maintain the school kitchen's food hygiene rating (5), kitchen needs to be painted (as was recommended on the last report)
- Overgrown area behind the stage to be cut, and overgrown bushes removed as the school has received complaints from neighbours. Awaiting response from contractors.
- Quotes to be sought for the women's staff toilet sink which has consistent leaks.
- Carpets and vinyl flooring in urgent need of replacement in certain areas (with worst affected in years 2, 3 and 5). Quotes to be sought.
- Staff room needs a new kitchen as cupboards and worktop now getting old.
- Fence damaged between nursery and reception – need to contact the home owner about getting this replaced as it is now dangerous. Urgent action required.
- New shed in nursery to be painted to protect the wood.
- Maintenance and painting of benches in the playground.
- Still waiting for outcome of Net Zero works (new roof/boiler) from Hackney Learning Trust.
- Fire doors – still need to be followed up.
- CCTV quotes being sought to replace the system.

SP – CCTV quotes, will check with Finbar Lynch on how long they are valid for, as this affects budget/finance.

SP – Also to check with FL on the Accessibility Plan and Building Development Plan.

3. AOB

SP to organise follow ups with Finbar Lynch (see above)

Also to raise the quorum with Jane Ware – we were not quorate for this meeting with Clive Sterling unable to attend. We need one more governor to allow for a shortfall – so four members in total.

Meeting ended 5.30pm