



The Brakenhale School



Minutes of the Facilities Committee Meeting Held on Tuesday 22nd September 2009 at 15:30 in the Headteacher's office

Present: Iain McCracken (Ch) Pam Dorey (VCh) Dale Birch Paul Salter
Jane Watkins Andi Boulwood Mark Ridgway

Clerk: Stefanie Cooper

Invited: Collette Stokes

ITEM	Action/Decision	By Whom	Date
1	Apologies & Absences None recorded		
2	Election of Vice Chair Pam Dorey has been duly elected as Vice Chair		
3	Minutes from the meeting 02.06.09 The minutes were signed off as an accurate record of the meeting		
4	Matters Arising None recorded		
5	Accommodation/Capacity Survey PMS stated that he had a meeting with the Local Authority and agreed to increase the pupil intake number to 203 from 2011.		
6	Specialist College Status Due to the disappointing GCSE examination results, the research into Specialist College Status will be put on hold until the Spring Term while David Smith puts his efforts into raising the examination results at GCSE level.		
7	SS&CD Working Group Update It was decided by the committee that the SS&CD Working Group had fulfilled its requirements and therefore the Working Group is to be disbanded.		
8	Summer Update (Appendix 1) AMB showed a power point presentation to the committee detailing the vast amount of work completed by the site team during the summer holidays. PMS stated that the lead in time for the projects was impossible and thanked the site team for the vast amount of work they undertook during the summer holidays. The school facilities have been greatly enhanced and were ready for use on the first day of term. PD enquired about fire doors. AMB stated that CTS were installing the fire doors; this will take place in the October Half Term as there was not enough time in the summer holidays. The new fire doors will be held back with magnets and linked to a system which will then close them when necessary.		
9	Suppliers Update (Appendix 2) AMB distributed the "Facilities Review" document and gave a detailed overview. There is a new catering manager to replace previous who has moved on within the company (Wilson-Jones). The whole canteen will be open for the next Inset day so staff can experience everything the canteen offers by way of a promotion. DB brought the committee's attention to a Healthy Eating competition run by the local borough. MR asked whether the "Daily Average" for school meals was going to be broken down even further. AMB stated that Wilson-Jones break the figures down further but the school does not need to. IMc asked if there has been a recession impact on the number of school dinners served. AMB stated that the number of school dinners served had not decreased. PMS stated that a recession impact has been felt on the hardship fund.		



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	<p>AMB stated that the Braybourne cleaning contract is ending next year. If more lockers are needed they will be placed in the Geography corridor. PD asked if the lockers were made available to more than one year group. AMB stated that the lockers were made available to all year groups. IMc asked if there was a current waiting list for lockers. AMB stated that there was but the school is uncertain on the number as ILS deal with the lockers.</p>		
10	<p>Lettings (Appendix 2 continued) AMB stated that the Astro-Turf bookings have had to be delayed again as the flood lighting is not in place yet.</p>		
11	<p>Health & Safety (Appendix 2 continued) AMB gave a detailed overview of the graphs presented in the "Facilities Review" document.</p>		
12	<p>Insurance & Damage (Appendix 2 continued) AMB stated that there have been no insurance claims made this year. Lots of work has been done on improving security. Dale Birch left the meeting at 16:40.</p>		
13	<p>Facilities Budget (Appendix 2 continued) AMB gave a thorough overview of the information contained in the document. MR asked if, compared to other Secondary Schools, our costs are average. AMB stated that Brakenhale spend more than other Secondary Schools on contract cleaning and energy for various reasons. Brakenhale saves money as our site team is smaller than that of most Secondary Schools.</p>		
14	<p>Buildings & ICT Improvement (Appendix 2 continued) AMB stated that the Astro-Turf has now been completed, aside from the floodlights. There is a hefty maintenance bill which goes with the Astro-Turf but the revenue should cover expenses. The Trampoline Centre has now been completed.</p>		
15	<p>AOB IMc stated that AMB had compiled a thorough report and wished to thank (on behalf of the Governors) the site team for all their hard work over the summer holidays.</p>		
16	<p>Items for Next Agenda The items for the next agenda are to remain the same.</p>		

Meeting closed at: 17:05

Next meeting: Tuesday 8th December 2009