



QUEEN'S PARK HIGH SCHOOL

Monday 21 May 2018
held in 6th Form Conference Room at 4.30pm

PART ONE MINUTES

Committee members	Attended/ Apologies	In Attendance	Attended/ Apologies
Sue Pearson (SP)	Attended	Lyndsay Watterson (LW)	Attended
Kayte Parlevliet (KP)	Attended	Jill Cutler (JC)	Attended
Mike Graham (MG)	Attended		
Ben McGrath (BM)	Attended		
Mark Bland (MB)	Attended		
Peter Burke (PB)	Attended		
Gila Yalarakis (GY)	Apologies		
Linda Neill (LN)	Apologies	Kay Gresty - Clerk (KG)	Attended

Apologies and welcome

Apologies were received from Gila Yalarakis and Linda Neill.

Item 1: Minutes from Part 1 of the previous meeting on Monday 26 February 2018.

Minutes were agreed to be a true and accurate representation of Part 1 of the meeting.

Item 2: Matters Arising

Matters arising from Part 1 of the meeting on Monday 26 February 2018:

- Current budget position - Report to be uploaded each month - **ACTIONED**
- LW to upload the information regarding Peer Reviews on to the Google drive – **ACTIONED**

Item 3: Site Update Report

LW explained to Governors that the first of the CIF bids recently submitted for £1 million for roof repairs has been approved. LW explained that the repairs would be done in three phases with the first phase, which should take four months to complete, starting at the end of July 2018. LW added that the second bid for the boiler replacement was rejected but the school are appealing this decision.

ACTION: LW to send the successful CIF bid to Governors.

Item 4: Studio build update and impact

LW highlighted the key points relating to the build:

- The build started officially on Monday 21 May 2018.
- The food tech room is near completion.
- The link way will be demolished over the half term.
- The new temporary kitchen will be installed over the half term.
- The theatre bar will become the Beach Café.
- Electricity loads for the temporary kitchen will be checked on Friday 01 June when Edsential will test out the facilities and equipment.
- Edsential are ready to 'emergency supply' food on Monday 04 June if necessary.
- Concerns over potential noise levels during the exam season are being investigated.
- There is a promise of 'payback' from BAM to QPHS at the end of the build, possibly looking at refurbishment to the library.
- Any further suggestions would be considered, possible refurbishment to the boat house.
- CIS are looking at the utilisation of their current space from September 2018 but may need use of an art room from QPHS.
- Thank you to Dave Helsby for successfully liaising with BAM.

Item 5: Support staff roles and responsibilities

LW thanked Dave Helsby again for putting clarity to the roles and responsibilities of the support staff structure. LW explained that we now have a happier, efficient and focussed team in place and that the support that staff are now getting is much better and streamlined. LW added that the school would continue to build on this.

BM commented that it was important that this positive message was fed back to the team.

ACTION: JC to feedback to the support staff.

Item 6: Policies for approval

LW presented four policies for approval:

- Admissions Policy
- Health & Safety Policy
- Risk Management Policy
- Lettings Policy

LW raised the point that, from September 2018, QPHS would need to appoint a new Health & Safety Governor. KP thanked MG for his huge contribution to the role. MB offered to take on the role from September 2018 and Governors unanimously supported this proposal.

MG commented that the Risk Management Policy had a 12 point scale and felt this could be reduced to a 9 point scale.

ACTION: Phil Hill to look at changing the risk scale to 9 points – Policy to be re-presented at FGB on 28 June 2018 for approval.

The other three policies were approved by Governors.

Q: LW asked if it was necessary to hold the meetings in line with the Trust schedule in 2018/19 as the timings of the meetings did not always fit in with the QPHS calendar.

ACTION: LW to speak with the Trust to confirm.

The date of the next Resources Committee meeting is TBC