

Please find listed below premises items per base:-

**Pott Row**

The majority of the summer break was spent organising the refurbishment of Pott Row. Although the majority of aspects went well they have been problems in the following areas; IT; The facility to connect to the internet/network via Wi-Fi or hard wire has been completed, however the site are still awaiting the implementation of all their PCs and Laptop's.

Discussions are ongoing and as yet (02/10/14) InTouch cannot give a definite date of install. Unfortunately this was partly due to my misunderstanding of the IT situation on site.

Salto Door System; Although all the locks were installed in the summer, because there is no PC in situ in the back office the data can not be loaded on so the doors are currently redundant. This will be remedied as soon as the PC's are installed.

Phone Line; Currently Bt have advised Gamma that there are 'complex issues' surrounding the line install at Pott Row, they have also cited a 'heavy workload' as to the delay in install. Response to date is:-

This order is currently with the lineplant planning team who have experienced a delay due to high volumes of work. They have advised they expect to have this assigned by 03/10/2014. We would expect a further update by close of business on 06/10/2014. We will continue to monitor this and provide any further updates as soon as they become available

Heating; Due to unforeseen issues the heating has not been working however Imtech dug the floor up in the hallway door and have replaced a length of pipe that was leaking and this issue should now be resolved. Unfortunately due to nature of the works this lead to a full day closure on 2/10/2014 – see photo below.



### **Locksley**

Currently the Primary section which had been leaking has been patch repaired however I am trying to chase Paul Harman from NPS for a more permanent repair. The drains have been altered since the original build and cannot cope with the level of surface water running into them so I have proposed extra guttering to run around the side of the buildings and into soakaways, this would mean all work is done externally and should result in minimal disruption.

The primary section has requested additional Salto systems on their doors to prevent the children from exiting the building without staff. This has been quoted for, along with measures to prevent unnecessary fire alarm activations, and discussions are underway to carry out the works as soon as possible.

Imtech will also be in over October half-term to assess a possible air-lock in the primary central heating.

### **DBS**

There have been issues with chips in the floor tiles at DBS and staff not reporting incidents, this has been resolved by reminding all staff that the floor tiles have asbestos in them and any damage needs to be reported. After talking to NPS we have been advised that the content is minimal and the sealant currently used on the floor would be adequate to contain the fibres – see NPS response via email advising us of how to deal with the problem.

The sealant is of a temporary nature similar to those used on vinyl flooring in public buildings– these need to be stripped and replaced at regular intervals depending on the foot traffic they are not permanent sealants – if he is looking for a permanent seal for the tiles they could use an epoxy floor paint or carpet over, there is no problem with the sealant they currently use but it is more of a polish than a true sealant.

The fixed electrical testing is due in November and contractors have been contacted for quotes.

Douglas Bader have been successful in gaining a grant from Sport England to build an outside play area comprising of bouldering wall, activity surfacing and a games space with safety flooring and floor markings. Work should commence mid Jan 2015.

It is still unclear as to the situation regarding David's Bungalow in terms of tenancy agreement etc.

### **Rosebery**

The vinyl floor in the science room is beginning to lift, from past experience it could be that the screed underneath has broken up. The floor will need to be attended to by a contractor to ascertain the extent of the problem. This will be monitored and reported further as necessary.

The guttering is also beginning to leak in several places. Upon inspection Brian has advised the brackets and unions are different sizes. Site has been asked to get a guttering company in to quote for rectification.

### **Belton**

Belton has been reinstated into NPS funding at this time and will continue to make full use of the facility.

Works that were supposed to be completed by T and P fire during the summer (Through NPS) were not, due in large fact to staff shortages for NPS. These are re-scheduled to take place in October half term, although to date T and P have not confirmed.

### **Brooklands**

The Conway building is exhibiting signs of damp and upon further inspection it has been discovered that the render has blown and is letting water in. Future plans to use this should take into account that this will need to be remedied.

### **Earthsea**

Complete ownership of Earthsea house has transferred to SSSfN and as on 6<sup>/10/2014</sup> I will be meeting Childhood First to go through their records to ensure they are up to date and take over what responsibilities are now ours.

The new boiler was successfully installed in the Mobile classroom.

### **Spinney Centre**

Negotiations are currently underway with regards to the condition of the building and resolutions going forward.

### **Grounds Maintenance**

As of 1/09/2014 Ashfords are the new grounds contractors for the SSSfN and to date have provided a good service.

### **PAT Certs/Boilers/Fire and Life**

The annual PAT inspection is due for all sites in October and Facit have been awarded the contract to carry this out. Dates for October half-term have been set and staff are aware. Along with this annual boiler services due in October for Rosebery, DBS and Locksley have been approved and awaiting schedule. The Fire and Life systems contract is also due for renewal in November. At this current time T and P have presented prices for renewal and in terms of continuity and market presence remain the most viable option however other avenues are being explored for comparative value.

### **Norse Caretaking and Cleaning**

Meetings have taken place with site staff across the bases and works have been agreed for half-term, which will consist mainly of redecoration across the bases.

There will also be a more robust management scheme in place for Norse including regular site meetings with the area managers and staff on site, Norse have been instructed to leave communication booklets on site so that issues can be communicated to all parties. Staff will also be monitored and more tasks delegated down to them to ensure better use of their time and better value for SSSfN.

## **Health & Safety**

### **COPS**

Codes of Practices are under review across all bases and are being signed off by the relevant parties to ensure that it stays at the forefront of peoples minds and that all practices are still valid. In January all Risk Assessments for classrooms will be reviewed.

### **DSE Risk Assessments**

The DSE forms have been completed across all bases and are currently being reviewed to see what actions, if any, need to be taken.

### **Training Matrix;**

Please see attached training matrix with updated first aiders.

We are currently awaiting a list of candidates for Pott Row.

### **Legionella**

Sites continue to maintain good records and carry out procedure as previously stated. This will continue to be monitored.

## **Maintenance and Testing of Plant and Equipment**

Grids have been updated to include risk assessments as we are now streamlining them annually. A copy of this will be available at the meeting should you wish to look at.

## **Capital Bid**

The EFA Capital Bid was successfully sent on time and successful Academies will be notified around mid-October. (See attached bid).

## **SSSfN Building and Site Improvement Plan 14/15**

Sites are currently compiling a list of issues/wishes that will be assessed and put into an evolving site management plan to allow effective budgeting and management of maintenance issues year by year. This will be presented at the next meeting.