

Full Governing Board 2023/24 Extraordinary Meeting

Meeting Minutes			
Date	Tuesday 29 August 2023	Time and Location	6.00 pm Sports Hall Classroom
Attendees	Initials	Attendees	Initials
Di Hunt (Chair)	DH	Sue Hatton	SHa
Linda Anderson	LA	Diana Marsland	DM
Colin Brace	CB	Kimberley Nelson	KN
Clare Brittain	CB	Mark Wignall	MW
Eva Field	EF	Chris Karley (Clerk)	CK
John Godley	JG		

Apologies	Initials
Richard Donovan	RD
Sophia Hunnisett	SHu
Sam Kashmiri	SK
Mark Longley	ML
Lydia Paynter	LP

Agenda	Led by
This Extraordinary Meeting was called by the Chair to discuss the ongoing building delays and to decide upon the strategy for accommodating pupils as the Autumn Term starts.	Chair

Discussion	Action	Due Date
The meeting started at 6.00 p.m.		
- The Chair referred Governors to the content of the letters that she had sent to WSCC on 16 August and 22 August and which had been circulated prior to the meeting. - MW summarised the history of the school's agreement to accept two years of bulge classes which would increase the annual intake from 240 to 270 pupils. - Agreement was given by the Governors in June 2021 to accept the bulge class in September 2022. The governors voted in July 2022 to accept a further bulge class in September 2023 following assurances from County that a build providing two extra classrooms would be in place for the start of the autumn term 2023. - There was a delay in the appointment of Faithful+Gould (F+G) as project manager despite chasing by the school, and the first site meeting took		

Sue M. Hunt

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place in January 2022. There were further delays in the viability study, and the school was eventually told that, due to the delays, the additional classrooms would have to be modular and the school was not able to influence the design, which was disappointing. • Kirsty Lord had been helpful throughout the process, chasing WSCC alongside the Chair. • When the viability study was eventually delivered in May 2022, the school was told the process would take three years which was incompatible with the date of the extra pupils' arrival. A special process to resolve this was agreed in June 2022. The Governors approved this process if it could be completed before the start of the September 2023 term. • WSCC did not appoint Cotaplan, a Manchester based firm who had provided the cheapest quote, as the contractor until March 2023. • The work did not start on time and by 19 July the school requested temporary classrooms as it was known there would be an overrun. WSCC advised that this would be too expensive, planning permission would be needed and drainage etc. constructed. The school accepted this advice although it subsequently proved to be incorrect. • The school therefore planned to use the library and canteen as temporary classrooms for a maximum of two weeks. However by mid-August it became apparent that work was running at least a month late. At a meeting on 13 August WSCC again stated that temporary classrooms were not possible. • CB spoke to Portakabin and learned that WSCC's advice was wrong. Portakabin would be able to provide temporary classrooms in time, meeting all building regulations, if appointed straight away, and at a cost of £36k per classroom. WSCC has quoted a total cost in excess of £100k. • MW stressed that use of the library and canteen beyond two weeks was impossible due to worsening weather and the imperative to reinstate the library. • Q - Have the modules actually been built? • The school has been advised that they have, but in Manchester. Only WSCC could check this, there is a limit to the school's direct influence. They cannot be delivered yet as the foundations are not ready. • The classrooms will be funded from S106 funding already allocated to the school. • The school has sought more information from WSCC on the contract which has been denied citing business confidentiality. The school will challenge this.		
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• MW summarised the situation: ○ There had been many delays with both WSCC and F+G. ○ The process had been inflexible. ○ There was no contingency plan for delays, which might be an error on WSCC's part. ○ With more accurate advice, temporary classrooms could have been onsite by now. ○ The school now faces an overrun of at least four weeks and possibly more. ○ It is not clear whether F+G will pay damages for the delay. • CB will hold further meetings with Portakabin this week, and Kirsty Lord remains very involved. • There might have been a breakthrough following a meeting today with Andrew Edwards, Director of Property. WSCC has agreed to pursue two temporary classrooms as soon as possible, taking over responsibility for their procurement from the Governors. They will also investigate why wrong guidance might have been given regarding the provision of the temporary classrooms. • Q - Which year groups will be affected? • The library and canteen would be used by H1 and H2, so all years will possibly be affected. They will need to be used as tutor rooms as well. • Q - Is there a 28 day limit on the use of temporary classrooms? • This is a technical issue; the intent should be to not use them for more than 28 days. • Q - Is it certain that they will be provided by 15 September? • Not until the providers have been spoken to by WSCC and committed to this. • Q - Will CB still be speaking to Portakabin? • Yes, he will stay in the dialogue but he cannot give instructions on behalf of WSCC. • Q - Can pressure be put on WSCC up the line? Should Becky Shaw (BS), Chief Executive, be advised? • Lucy Butler, Director of Children, Young People & Learning is already in the loop and has responded very positively. Jacquie Russell and Graham Olway have been copied in; BS will be included too.		
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• DH explained that a letter would be sent to parents if the temporary classrooms are not provided by 15 September explaining that it would not be safe to have all pupils in school and that a rota for attendance would be implemented. • Q - Why is there a two week limit on using the canteen and library? • As weather deteriorates and children cannot sit outside if necessary, it becomes a health & safety issue for both pupils and staff. It is also a wellbeing issue for the librarian and a severe inconvenience for the caterers. This would be made clear to parents. • Q - Should a letter go out to parents now? • It would be better to write when more definite information is available. MW agreed to write on 1 September if possible. • Q - Could disruption to Year 7 students in their first few weeks at the school be avoided? • No, as this would need changes to the whole timetable. The school will try to avoid using the canteen and library as Year 7 tutor rooms. • Q - Has it been confirmed that WSCC will pay for the temporary classrooms? • The school has made it clear in its email that this is our understanding. There is no money in the school's budget to pay for them. • Q - Can WSCC be asked to inspect the modular building in Manchester to ensure that it is built and fit for purpose? • The school could request this. • Q - Will temporary classrooms come equipped with tables, chairs etc? • Yes, although they are designed for 25 pupils and would be used for 30, so it will be tight. • The Governors thanked CB for his extensive involvement in this issue over the summer holidays, and noted that the Board was extremely fortunate to have the benefit of his building expertise. • MW, DH and CB agreed to keep the Governors advised of significant developments.		
• The Governing Board resolved as follows: • The Governors agreed that for a strictly limited two week period from 4 September to 15 September 2023, the library and canteen could be used as temporary classrooms to ensure that all pupils are able to attend school at the start of term.		

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• However, the Governors concluded that this arrangement was far from satisfactory and was not sustainable beyond two weeks without seriously compromising the health, safety and wellbeing of both pupils and staff, and causing unacceptable disruption to the work of the catering and library staff. • The Governors also agreed that should two temporary classrooms not have been provided by WSCC and be fully operational by 15 September 2023, the Headteacher was authorised to make any necessary operational adjustments to the school day to limit the numbers of pupils on site, to ensure the safety and wellbeing of pupils and staff. • The Governors encouraged the Headteacher to advise parents and carers of the potential disruption to pupils' attendance, and to explain the reasons for it, as soon as it was possible to provide sufficient details of the interim arrangements. • The Governing Board requested that the Headteacher advise WSCC of the above.	MW	30.08.23
The meeting closed at 7.30 p.m.		

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