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Meeting of the University Academy of Engineering Finance & General Purposes Committee

5.00 - 6.00 pm on Wednesday, 10 May 2017
in University Academy of Engineering - Trafalgar Street, London SE17 2TP

Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
1.	Welcome and apologies		NF
2.	Declarations of interest		NF
3.	Minutes of previous meeting	3 - 6	NF
4.	Matters arising	7 - 8	NF
<i>Items to discuss</i>			
5.	March 2017 financial management report	9 - 12	DS
6.	Pupil premium	13 - 16	GN
7.	Premises report	17 - 24	GN
8.	Any other business		NF

Date of next meeting
3.30 pm on Wednesday, 1 November 2017

Members: Natalie Ferer (Chair), Rao Bhamidimarri, Michael Broadway and Gary Nelson

In attendance: Dan Smith and Pervena Singh (Clerk)

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Minutes of the meeting of the University Academy of Engineering Finance & General Purposes Committee
held at 5.00 pm on Wednesday, 8 February 2017
University Academy of Engineering - Trafalgar Street, London SE17 2TP

Present

Rao Bhamidimarri (Chair for the meeting)
Michael Broadway
Gary Nelson

Apologies

Natalie Ferer (Chair)

In attendance

Dan Smith
Pervena Singh (Clerk)

1. Welcome and apologies

In the absence of the Committee Chair Natalie Ferer, Rao Bhamidimarri agreed to Chair the meeting.

The chair welcomed governors to the meeting. The above apologies were noted.

2. Declarations of interest

No governor declared an interest in any item on the agenda.

3. Minutes of previous meeting

The committee approved the minutes of the meeting held on 9 November 2016.

4. Matters arising

The action from minute 5 of the previous meeting was discussed, and the committee noted that a governance effectiveness self-review will be conducted in spring covering the South Bank Academies Board and committees, and the schools' Local Governing Bodies and subcommittees.

Action from minute 6 of the previous meeting was noted by the committee, and it was reported that the action is in progress, following a review into the school's development plan. The committee noted that the budget for 2017/2018 and 5 year spending plan would be reviewed by the committee at its next meeting of 10 May 2017.

The committee noted the potential impact of the fair funding formula. Schools in Southwark & Lambeth were expecting around 1.4% cut in funding. The new funding regime would come into effect for 2017/2018.

All other matters arising were covered in the agenda.

5. December 2016 Financial Management Report

The committee discussed the December 2016 financial management report which forecasts a surplus of £45k as at the 31 December 2016 against a budget surplus of £117k.

The variance was largely due to prospective claw back of £448k following under recruitment of students against targets and associated reduction in staff costs.

The committee discussed the possible areas of savings within the budget and requested the Business Manager and Principal to investigate further.

The committee noted that the dilapidation caused by the previous occupiers of the school building had been paid in full, some of the refurbishment work has been completed and remaining areas within the school will be repaired by the end of 2016/17 school year.

The committee noted the large size of the leadership team, in contrast to the current number of students in the Academy. It was reported by the Principal that senior staff are teaching additional lessons while the student population expands. Their leadership time will increase as the school grows.

6. Pupil premium

The Principal reported progress of the expenditure of pupil premium for 2016/2017. The committee requested greater clarity on how expected impacts are to be achieved and how they will be measured.

The committee noted that the pupil premium report is publically available and requested that the updated report is uploaded to the schools website.

7. Premises report

The committee discussed the premises report, which included a detailed breakdown of contractors' jobs and cost, and facilities duties and tasks.

The Principal drew the attention of the committee to an accidental fire drill which took place at the school, and discussed the lessons learnt. He further reported that a successful test drill has since taken place incorporating identified best practice processes and procedures.

The committee requested for future premises reports to contain less operational matters and focus on areas such as compliance and students' health and safety issues.

8. Any other business

The committee was reminded of their commitment to visit the school once a term and the Principal encouraged the use of a learning walk for governors to gain a holistic overview of the schools activities.

**Date of next meeting
5.00 pm, on Wednesday, 10 May 2017**

Confirmed as a true record

..... (Chair)

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**UNIVERSITY ACADEMY OF ENGINEERING FINANCE & GENERAL PURPOSES COMMITTEE -
WEDNESDAY, 8 FEBRUARY 2017
ACTION SHEET**

Agenda No	Agenda/Decision Item	Action	Officer	Action Status
2.	December 2016 Financial Management Report	Business Manager and Principal to investigate possible areas of savings within the school budget.	Gary Nelson, Dan Smith	To do
3.	Pupil premium	Future pupil premium reports to contain greater clarity on expected impacts from initiatives and how they will be measured. The latest pupil premium report to be uploaded to the school website.	Gary Nelson Gary Nelson	To do Complete
4.	Premises report	Future premises reports to contain greater focus on areas of compliance and student health and safety issues.	Gary Nelson	To do

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**UNIVERSITY ACADEMY OF ENGINEERING FINANCE & GENERAL PURPOSES COMMITTEE -
WEDNESDAY, 9 NOVEMBER 2016
ACTION SHEET**

Agenda No	Agenda/Decision Item	Action	Officer	Action Status
5.	Finance & General Purpose Committee Terms of Reference	TOR to include greater scoop of responsibility, specifically in relation to premises related issues.	Pervena Singh	To be included as part of the governance effectiveness review.
6.	October 2016 Financial Management Report	A timetable of the five year spending plan for the school, linked to the school's development plan.	Dan Smith	In progress.

Agenda Item 4

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	CONFIDENTIAL
Paper title:	Finance Management Report as at 31 st March 2017
Board/Committee:	University Academy of Engineering South Bank F&GP Meeting
Date of meeting:	10 th May 2017
Sponsor:	CEO
Author:	Dan Smith
Purpose:	Information
Recommendation:	To provide information and prompt questioning from the committee

Executive Summary

The purpose of this report is to provide information to the University Academy of Engineering South Bank Finance and General Purposes committee regarding the Academy's financial position.

Information on the following is provided;

- Current forecast
- Analysis of forecast income and expenditure
- Catering and Contracts information
- Cash balance

The information should provide assurance of the Academy's financial position and future plans and also provide enough data for questioning.

The table below shows the current financial position for the financial and academic year 2016/17.

Current Forecast for Academic Year 2016/17 (As at 31st March 2017)					58%	Percentage of Year completed
Income	Current	Forecast	Budget	Variance	Current/Forecast %	Comment
GAG Income	2,006,783	3,431,050	3,431,050	-	58%	On Target
Start Up Grants	161,667	182,500	182,500	-	89%	Start Up Grants front ended
Other Government Income	97,150	190,200	190,200	-	51%	Awaiting EFA Rates reclaim
Other Income	59,842	106,952	115,500	(8,548)	56%	Catering Income decreased/Additional High Needs
Prospective Clawback	(261,333)	(448,000)	-	(448,000)	58%	Clawback shown as monthly deduction
Capital Grant	-	-	-	-		
Income Total	2,064,109	3,462,702	3,919,250	(456,548)		
Expenditure	Current	Forecast	Budget	Variance	Current/Forecast %	Comment
Teaching Salaries	900,644	1,610,468	1,832,125	221,657	56%	On Target
Other Salaries	363,918	645,932	790,130	144,198	56%	On Target
Other Staff Costs	60,764	99,000	118,757	19,757	61%	Recruitment costs not yet spent
Building Maintenance & Occupancy Costs	195,551	335,442	314,400	(21,042)	58%	On Target
Curriculum Budgets	63,766	77,875	77,875	0	82%	Resources are usually front ended
Consultancy/Professional Services	73,390	148,276	95,294	(52,982)	49%	Advertising for Post 16/External Attendance Officer
Catering Costs	104,987	175,562	220,000	44,438	60%	Catering Costs adjusted
Exams	3,167	10,000	10,000	0	32%	On Target
IT Costs	25,831	105,829	117,330	11,501	24%	On Target (RM Costs not yet invoiced)
Capital Costs	-	10,000	10,000	0	0%	On Target
Central Services	147,512	147,512	147,512	0	100%	On Target
Other Costs	40,334	62,887	68,350	5,463	64%	On Target
Expenditure Total	1,979,864	3,428,782	3,801,773	372,991		
Surplus/(Deficit)	84,245	33,919	117,477	(83,558)		

Notes: Variance Column: A positive number indicates a positive variance; this shows a better forecasted financial result against the original budget.

A negative (bracketed) number indicates an adverse variance; this shows a poorer forecasted financial result against the original budget

Introduction

Please find above the finance report for December 2016 for the University Academy of Engineering South Bank. Within this report you will find analysis relating to the forecast and additional information.

Forecast Analysis

Income

General Annual Grant (GAG) income is currently in line with the budgeted amounts. Start-up grants are 89% received as they are 'front ended' towards the start of the year. Information has been sent to the EFA for the Rates reclaim and there are still payments to be received relating to Top Up Funding and Pupil Premium which will bring the Other Government Income up to the forecasted amount.

Catering income has been updated. The budget was compiled before the catering supplier could supply the annual budget so income and expenditure on the budget was estimated.

The estimated GAG Clawback relating to 2016/17 of £448k is being deducted monthly in line with the respective income.

Expenditure

The majority of expenditure is in line with the budget. Positive variances on staffing are in line with expectation as certain roles were included in the budget to accommodate higher student numbers such as Post 16 or STEM Co-ordinators, these roles were never filled.

Other staff costs have been raised in line with expected recruitment costs; this will include the Principals recruitment search costs. An external Education Welfare Officer has been engaged leading to an increase in consultancy fees.

As per above statement regarding catering income the expenditure has also been restated.

As we are entering the last term of 2016/17 I would expect that the majority of resources have already been procured and there should be minimal spending in the Curriculum Budgets and Other Costs lines.

Catering and Contracts

There will be a change in catering supplier for 2017/18. The Academy will be using JPL Catering Ltd who currently provide the catering for the South Bank Engineering UTC. This decision was based on a comparison of the quality of the food at the two schools and feedback from parents and staff. This has been agreed on a one year contract whilst a long term, 3 or 5 year tender document is put in place for 2018/19. There is no significant change to the cost to the Academy although the cost to parents may have to rise by 10p per day.

The tender document will be shared with the F&GP committee and LGB for review before release. In addition to the catering contract other contracts such as cleaning and IT support will be reviewed on expiration. As the Academy is part of the South Bank Academies Multi Academy Trust it may be cost effective to look at contracts that cover more than one school.

Cash in Hand

The cash balance at the end of March was £1,303,329.34. There are no expected periods of large spending before the end of the academic year that could cause the balance to be significantly reduced. However plans for certain capital projects and equipment expenditure are being compiled to improve the resources for students.

The balance includes:

Remainder of Schedule 21 Capital grant from Local Authority	£225k
Remainder of Grant from Local Authority relating to BMS repair	£89k

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	CONFIDENTIAL
Paper title:	Pupil Premium Update
Board/Committee	Finance and General Purposes
Date of meeting:	10 th May 2017
Author:	G. Nelson/ J Phillipsz
Recommendation:	The Finance and General Purpose committee are requested to discuss the information provided on the effectiveness of the Academy's Pupil Premium strategy. The paper is linked to both the School Development Plan and the MAT's strategic vision.

EXECUTIVE SUMMARY

The pupil premium report provides local governors with an update on pupil premium (PP) support at the Academy and its continuing emphasis on ensuring that no child is left behind. PP funding is designed to ensure equal performance of all PP students in line with all other students. The corporate delivery plan aims to ensure all students make good progress in line with aspirational targets. The Academy continues to seek new and more effective ways of ensuring all students make the maximum amount of progress at UAE South Bank.

PUPIL PREMIUM STATEMENT

Background

The Pupil Premium is a government initiative to provide extra money to schools for students from deprived backgrounds who have claimed free school meals in the last six years. It has been shown that students from deprived backgrounds underachieve compared to their peers, this is known as the 'attainment gap'. The government provides this grant so that we may commission and allocate additional support to ensure that they don't. Our Pupil Premium is therefore aimed at supporting these students and allowing them to reach their full potential. The Academy will receive a fixed amount for every scholar who is eligible for Free School Meals (FSM), or has been in the last six years. Schools are not instructed on how to use the money, it is not ring-fenced. Schools are 'free to spend the Pupil Premium as they see fit'.

Reporting and Outcomes

The Local Governing Body (LGB) will receive a report on Pupil Premium progress at each of their termly Governor Meetings; this will be prepared by the Principal and attached to the main Principal's Report. An annual statement will also be prepared and published on the Academy website. This will detail how much Premium was received in the academic year, how the Premium was spent and the impact that this expenditure has had on the attainment and progress of our Pupil Premium scholars, and therefore how this has helped the Academy to close the gap, in particular in Maths and English. The Academy and its Local Governing Board are clear that this money will not just be absorbed into the overall budget, and will be spent on strategies and initiatives aimed at 'closing the attainment gap'.

Income

The following amounts have been received via the Pupil Premium scheme in the past two years since inception;

2014/15 - £ 34,906 Current year 9 students
2015/16 - £122,718 Current year 8 and 9 students

Current PP students on roll

Currently 58% of our students are eligible for the pupil premium.

	Male	Female	Total
Year 7	69	16	85
Year 8	62	22	84
Year 9	32	21	53
Total	163	59	222

**Please note PP funding has now come under the remit of the VP as it is part of the data responsibility

The forecasted amount for the upcoming year is shown below;
2016/17 - £211370

Item	PP Cost	Focus	Progress to date	Impact
Learning Intervention to close the GAP in English and Maths	£110000	<p>Small group tutoring @£25 per hour with external agency to work with students in Maths and English. 20 sessions per PP student</p> <p>This has been replaced with a more cost effective solution with the appointment of a LA assistant placement which will evolve into a teaching placement. The LA is highly qualified in mathematics and has been given PP students to work with individually and in small groups to improve their numeracy.</p> <p>The LA is also working with year 7 HAPs to stretch and challenge more able students which includes 5 PP students</p>	<p>-Outcomes for PP students in in line with academy expectations except for English in year 7 and 8.</p> <p>-Although PP students are underachieving in English this is a general trend within this subject.</p> <p>-Across the academy PP students are close to other groups of student in terms of relative performance</p> <p>-The curriculum now includes 'prep' time each day at 3:10 -3:40 pm which is especially helpful to PP students as they can access time and space to complete home learning in a conducive environment under supervision.</p> <p>-About to recruit specialist maths and English TA's using Tech in or Clarus 'grow your own' scheme with a view to becoming a teacher for 2017-18 academic year. This will be more efficient than paying for tutoring and beneficial to the students in terms of continuity, relationships and outcomes.</p> <p>-Further small group literacy intervention in the LRC is planned to tackle this.</p>	<p>PP Progress</p> <p>-PP students achievement is in line with non PP students in Maths, broadly in line with Science and above national benchmarks for progress</p> <p>-PP achievement is in line with other key groups except in Year 7 English where there is a 10% gap.</p>

		- A similar scheme in English has been approved with the appointment of 2 LA's that will evolve into English Teachers. They will provide support for PP students in year 7 to close the GAP		
Mentoring Costs/Behaviour intervention	£16000	ELSA courses, Mentoring by student services team as part of behaviour management strategy. Increase team from 1 to 3	-A student progress review group meets weekly led by a member of SLT to discuss key students who are not meeting expectations. This group cross references students with a PP background to ensure they get the support they need. -An EWO has been employed one day a week to improve attendance which is aimed at improving outcomes. -There is a dedicated member of the student services team to ensure that attendance of all students is maintained at above national headline rates	-Reduction in number of repeat offending S3 students. Improved achievement and progress of PP students -PP Persistent absence (PA) has been identified by the EWO and student services team as a key area to improve 33/43 of our PA students are PP
ICT Costs	£16500	Lap top trolley with 25 laptops specifically for use with PP students for use in catch up, withdrawal work and homework in the LRC	-The physical environment of the LRC has been remodelled and lap top trolley is in place. Usage has increased dramatically with increased access for PP students	Access to IT work and homework. Improved progress.
Learning Assistants	£15000	Learning assistant dedicated to counselling and supporting PP students. Also to look at groupings in year 7,8 and 9	-Under review since the appointment of a new SENDCO in January 2017. - A member of the student services team has been assigned as a mentor and is currently working with students identified by the rewards and sanctions system	Improved attitude to learning and achievement
Off-site Provision	£20000	Ensure individual needs are tailored to in order to support reintegration within eg. SLA with SILS @ £4k per term per student Alternative provision at Phoenix centre	-This is now being used effectively as the academy has built an effective working relationship with Southwark since the appointment of a principal in October. Students are now able to access alternative provision with other providers whilst retaining dual registration on roll.	-Provide a suitable learning environment for PP students who are struggling to access the curriculum -Managed moves are taking place and students have been able to access

				alternative provision rather than being excluded and miss learning
Expansion of LRC to promote literacy	£10000	More books. PP students to be allowed extra book out to promote reading and literacy skills	-The number of books in the LRC has increased dramatically from 100 to over 1000 with more on the way. PP students now have access to wide variety of books. -The AR (accelerated reader programme) ensures that students are targeted to improve by choosing age range appropriate books	-Ensure that literacy is not a barrier for accessing the curriculum for PP students -PP students have access to books that are within their improvement age range
Rewards Programme	£6,000	Rewards for students for achieving well, making progress in closing the gap	-The first set of bronze awards (25 P3) have been awarded to students. The academy has a 3.5:1 ratio for rewards in comparison to sanctions	Encourage positive learning attitudes in PP students
Trips and Visits	£10000	Supplement costs for external visits and trips	-The academy is in the process of planning a lot more trips involving STEM plus a trip to Barcelona. The principal will discuss any subsidies with the CEO for approval.	Provide exciting learning opportunities that motivate and engage PP students
Early morning sport sessions/ free breakfast	£3,800	To improve punctuality and offer a safe environment for students. Free breakfast to aide student wellness and learning.	-This is working well as student wellbeing is being promoted for a fractional cost.	Ensure and encourage wellbeing for PP students
Support fund	£5000	Costs of uniform, equipment, shoes. Each PP student to get own pencil case with equipment at start of Module 3	-The SLT member for safeguarding considers each student on a case by case basis for hardship referrals. -Equipment is in the process of being ordered for the students.	-Ensure that PP students are not disadvantaged in regards to their learning -PP students have been given a pencil case of equipment by the LRC and arrive to lessons with the correct equipment ready to learn
Total cost	£212,300			

	CONFIDENTIAL
Paper title:	Premises report
Board/Committee	Finance and General Purposes
Date of meeting:	10 th May 2017
Author:	G. Nelson
Purpose:	The purpose of this paper is to bring the local governors up-to-date on the latest developments and challenges relating to the Academy premises.
Recommendation:	The FGP committee are asked to note the developments and the challenges facing the Academy as it achieves its vision for the site. The FGP committee is requested to acknowledge and be aware of key issues relating to the Academy premises.

Executive Summary

The report is designed to bring local governors up-to-date with the matters related to the Academy site and ongoing challenges and developments.

It is essential that building maintenance and developments support the overall vision and mission to provide an outstanding learning experience for our South London learners. Building developments and maintenance ensure all learners, despite their individual challenges, have access to the very best school site facilities available. All our stakeholders share knowledge and appreciation of the work being carried out. Risks and costs are for discussion within the meeting.

UAE South Bank Premises, Health and Safety Committee Report

The Premises, Health and Safety Committee monitors how the school makes the best use of the premises and maintains a safe environment and supports the school in achieving its objectives, including a focus on outdoor learning.

Premises:

- We redecorate and refurbish many areas around our school.
We are clearing some of the classrooms that have been used as storage or not used at all and we will start keeping a record of all of our existing equipment and all of our supplies in order to help the financial department to record and monitor our expenses and evaluate our actions.
- We wish to achieve a better control of our budget and better use our school resources and to create new flexible work spaces to support learning at relatively little cost.
- We do gardening and we have scheduled to purchase plants and repaint our playground ground so to have a more presentable profile more environmentally friendly.

Our Facilities team has not been functioning in high standards and we have taken actions on reminding them their duties and responsibilities and keeping a detailed record and continually monitoring them.

Bad weather conditions: Our school has always enough resources of salt for snow and ice on school grounds.

Fire and Bomb Evacuation Plan and SEN evacuation plan: *have been renewed in more detailed and we assigned new and more fire wardens. We will teach more teachers and non-teachers to use the evac chairs and also we will provide clear instructions of who is going to do what in cases of Fire, Intruder or Bomb Threat.*

Fire Extinguishers, Sprinkler system, Dry Risers, pumps and flow switch: *we have serviced all systems and we plan to call the Fire Brigade to evaluate our evacuation plan and teach our members of staff how to use the fire extinguishers and remind us what to use each time.*

Pat Test: *we have completed the Pat test with an external Contractor for the first time and they tested 97% of our equipment and the other 3% will be tested by a qualified member of staff who has been trained.*

Gas: *we had no issues so far.*

CCTV: *we have made a request to change the current situation with CCTV so we will be able to have 30 days record (than 4 days) and also be able to monitor all cameras that have been installed because at the moment we are watching .../.... We are expecting a full report of the needs and the extra cost.*

Access Control: *we replaced and updated the system and we need to correct some faults – arrangements to be made.*

Lift: *the annual service is about to be scheduled.*

Alarm ADT: We have many faults in their intruder alarm and they send us an engineer to fix and correct their system's faults and we are getting charged: we need to evaluate how many times they came we might need to evaluate the situation along with the financial department we might consider altering the contract and request a service contract support.

BMS: we have unsolved issues with CO2 increases unexplained (for ex. A room without any children in and the system shows high levels of CO2 and window are opening automatically)- we need to replace the sensors asap and require a full engineering report and risk assessment afterwards.

Omnicare (refugee points and call system) and Kitchen alarm: we need to arrange service asap as they have faults and not been serviced.

Recycling: No issues so far but we need to reevaluate the contract and engage the children and staff to recycle more. We wish to buy more recycling bins and schedule a recycling seminar or forum so to present the significance of recycling and keeping our school tidy and clean but also teach our students the significance of their own health and hygiene. (some ideas: contact factories to show us presentations of producing soap and contact with recycling companies and promoting and publish them on our social media channels)

Cleaners: we have reported our dissatisfaction and we have seen quite a progress but we constantly monitor them and suggesting changes in order to succeed the ultimate satisfactory result for the hygiene of our school.

Pest Control: no issues so far

Kitchen/Catering: we have had the annual deep cleaning but we need to arrange for the kitchen ventilation cleaning during Easter time as it has not been done over the two previous years. Kitchen Deep Cleaning (Kitchen Extract System)

Water: we are arranging the water tanks to be cleaned asap and have the water samples tested.

Contractors' jobs and costs:

Contractor	Frequency	Yearly Costs	Notes
ADT (CCTV)	Yearly	1309,27	
ADT (Intruder Alarm)	Yearly	10,65	each call for engineer is 208
ADT (Salto system: Access Control for doors)	Yearly	1877,51	
Total control (Gas)	Montly		they came yesterday 16/01/17
BMS (ELECTRICAL, LIGHTING AND HEATING SYSTEMS)			
(Pat testing) Office Test	Yearly	945	we have completed 22/11/16 for 1350 electrical equipment
Ecolab (Pest Control)	8 visits per Year	840	need to schedule
Kitchen equipment (test and	Yearly	2483,28	JLA

service)			
<i>Kitchen Fire Suppression Maintenance</i>	<i>Yearly</i>	<i>325</i>	<i>Nobel Fire System</i>
<i>Kitchen Deep Cleaning</i>	<i>Yearly</i>		<i>JLA we have completed</i>
<i>Kitchen Deep Cleaning (Kitchen Extract System)</i>	<i>Yearly</i>	<i>1550</i>	<i>JLA we have an offer</i>
<i>Compcofire (Service of Sprinkles)</i>	<i>Yearly</i>	<i>325</i>	<i>we have completed</i>
<i>Compcofire (Service of Dry Risers)</i>	<i>Yearly</i>	<i>288</i>	<i>we have completed</i>
<i>Compcofire (Service flow switch)</i>	<i>4 times per year</i>	<i>960</i>	<i>we have completed</i>
<i>Compcofire (Service of pumps)</i>	<i>Yearly</i>	<i>432</i>	<i>we have completed</i>
<i>Fire Extinguishers</i>	<i>Yearly</i>	<i>515</i>	<i>WFS we have completed</i>
<i>SUEZ (Recycling, Food Waste and other Litter)</i>	<i>Montly</i>	<i>3415,68</i>	
<i>(Lift)</i>	<i>Four times per Year</i>	<i>1440</i>	<i>Forward Elevation (need to schedule)</i>
<i>Cleanology (Everyday cleaning)</i>	<i>Daily</i>	<i>5062.2/month</i>	
<i>Cleanology (Deep Cleaning in toilets and classrooms-windows)</i>	<i>Yearly</i>	<i>5700</i>	<i>we have done only toilets 1.900</i>
<i>Omicare system : Emergency voice communication system</i>	<i>Twice</i>	<i>1350</i>	<i>BaldwinBoxall (need more quotation and schedule)</i>
<i>Water (testing quality and bacteria and service/clean tanks, pipes etc)</i>	<i>Twice a Yearly</i>	<i>1220</i>	<i>OCO Ltd (need to schedule)</i>

Facilities duties & tasks (Daily, weekly, monthly and yearly)

Activity	Task	Frequency
Air Conditioning Equipment	Check for any leakage from pipework and valves	Weekly
Air Conditioning Equipment	Check the ventilation system if it is working and clean whenever possible and applicable	Weekly
BMS	Check for any alarms/failures on system	Daily
Cleaning	Cleaning the playground - car park and outside the school	Daily
Cleaning	Cleaning the classrooms (tables, chairs, moping, vacuum, inside windows and doors, lifts, corridors)	Daily
Cleaning	Cleaning outside entrance from leaves & litter	Daily
Cleaning	Restaurant cleaning (every lunch break - evening & morning)	Daily
Cleaning	Check walls and remove any gum or graffiti	Daily
Cleaning	Cleaning (remove dust or water) & tidy up the storages	Monthly
Cleaning	Cleaning and Tidy up the Terraces	Monthly
Cleaning	Cleaning the pipes from leaves and rubbish	Weekly
Cleaning	Windows	Yearly

Fire Alarm system	Check manual call point or smoke detector to ensure system operates. Test different device each week and record in a book	Weekly
Fire Alarm system	Check if doors open or close automatically and record in a book	Weekly
Health & Safety	Pest Control	8 visits a Year (every 6-8 weeks)
Health & Safety	Check if all areas are cleaned by required standards	Daily
Health & Safety	Check if the building is in order and check if the cleaners completed their tasks	Daily
Health & Safety	Check if common areas are free from obstruction and external areas as well	Daily
Health & Safety	Check if exit areas and doors are free from obstructions	Daily
Health & Safety	Check the Gas Points	Daily
Health & Safety	Check all classes with gas, electrical devices, chemical devices	Daily
Health & Safety	Toilets and Changing Rooms are all suitable for use	Daily
Health & Safety	Supervise Children	Daily
Health & Safety	Gas - from Total Gas Supply to record the the meters	Monthly
Health & Safety	Smoke detectors	Twice per year
Health & Safety	Omnicare system : Emergency voice communication system	Twice per year
Health & Safety	Signs from Fire Extinguishers and other Safety Signs must be checked if they are in place	Weekly
Health & Safety	Maintain the alarm (intruder, fire)	Yearly
Health & Safety	Maintain the fridge and other Kitchen units	Yearly
Health & Safety	Deep cleaning the Kitchen units/utensils and the pipes	Yearly
Health & Safety	Fire Extinguishers	Yearly
Health & Safety	Fire Sprinklers, Dry Risers, flow switch, pumps	Yearly
Health & Safety	Sewage	Yearly
Health & Safety	Water	Yearly
Health & Safety	pat test	Yearly
Health & Safety	Deep cleaning of toilets	Yearly
Health & Safety	Deep cleaning of each classroom (doors, walls, chairs, tables, panels, lights, carpets or floors)	Yearly
Health & Safety	Hoist service and LOLER test (Disabled Toilets)	Yearly
Health & Safety	Kitchen Fire Suppression Maintenance	Yearly
Lifts	Check if phones and other buttons are working properly in case of emergency and record in a book	Weekly
Lifts	Service	Yearly
Lighting	Check visually and report and record	Weekly
Other	Open the Side Gates at 15:40 and close them at 16:15	Daily
Other	Update list with cupboard keys (keep record)	Monthly
Power Doors for Pedestrian Use	Sensor Activation	Weekly

Power Doors for Pedestrian Use	Test the sensors by walking toward the doors and check if the close properly and they do not open otherwise/do this on both sides of the door	Weekly
Power Doors for Pedestrian Use	Check for broken or cracked glass	Weekly
Power Doors for Pedestrian Use	Check if signs are displayed properly	Weekly
Power Doors for Pedestrian Use	Check if in case of manual operation if everything is in order (keys available to site and accessible)	Weekly
Premises	Fill with toilet paper, hand towels and hand soap the toilets	Daily
Premises	Fill with paper the printers	Daily
Premises	Check all classrooms and all school for open windows, doors, check if there is anything that needs to be recorded for repair or cleaning, shut down lights, check toilets and kitchens for any leaks, make sure all electrical devices are shut down	Daily
Premises	Check the boilers (record if all are working), heating, plant and associated equipment temperatures to be above minimum requirements but not too high	Daily
Premises	Check the equipment in classrooms and remove/repair and report any unnecessary damage or fault	Daily & Weekly
Premises	Check Electric Generator for refilling the fuel and make sure it works	Montly
Premises	Salto Doors Access, Check the system and if all doors are working or need maintenance (change of battery or update keys)	Montly
Premises	Painting around the school (inside and outside)	Montly
Premises	Maintanance tasks	Weekly
Premises	Gardening	Weekly
Premises	Check the doors from all toilets and changing rooms if they need to be fixed and get quotations (2 or 3 quotations are usually required, it depends the occasion) and prepare purchase order to have them fixed	Weekly
Premises	Repair when necessary and if applicable cupboards, pipes, or other	Weekly
Premises	Ensure that all external lighting is functional and operating correctly	Weekly
Premises	Ensure that fences and walls are clean (no graffiti or stains, marks, spillages and free from weeds	Weekly
Premises	Ensure that the there is no damage on windows, doors, walls, downpipes, lighting, floor, etc)	Weekly
Premises	CCTV	Yearly
Supplies	Keep a record every time facilities order new supplies, amenities, equipment and every time we give old equipment for recycling	Monthly
Supplies	Check the supplies and make sure that the consumables have been replenished (toilet paper, soap, gloves, hand towels, printing paper, lamps,	Weekly

	screws etc.)	
Supplies	Record all equipment and amenities	Yearly
Waste	Check if the waste bins are emptied and external waste bins are not overflowed and make sure they are emptied on time	Daily
Water	Check tank temperatures and record them on a book	Every Six Months
Water	Showerheads must be cleaned and disinfected and record it in a book	Every Six Months
Water	Check hot & cold water temperatures and record them on a book	Monthly
Water	Flush seldom used taps	Weekly
Water	Check water quality and test for bacteria	Weekly
Water	Annual Samples taken from hot water cylinders to note the visual condition of the drain water and results recorded in a book	Yearly
Water	Service and clean tanks	Yearly

Jobs to be done: various things that need to be repaired:

Health and Safety online courses: We will provide new instructions and we will input some more new health and safety online courses to each member of staff (old and new) and we will arrange a meeting to inform them of some important issues and also we will try to establish regular emails on reminding them of various important actions to remember and act.

First Aid: we updated our first aid policy and we have a detailed record of medicine and every child's medical conditions and working closely with the School Nurse we will continue communicate with parents about any incident either of minor significance or bigger significance. All staff has been reminded of the significance of the health and safety of the children and we will continue informing all staff members of various first aid news and although we have 15 members who completed first aid (one day course) we also have two first aiders (three day course) and our intention is to provide these courses to more members of staff.

So far we did not have any incident that required to be reported to the Governor's committee and Southwark Council as most of the accidents happened by human mistake (by children).

Trips and Enrichment activities - Health and Safety policy: we should have a procedure or a new one and an authorization and risk assessment report. We could use the Judicium system e covered all potential risks.

For all enrichment activities we should have a risk assessment report in case of accidents. We have requested one and have one for bmx and my plan is to request for all other activities, and to ensure someone with first aid experience is always present.

Some More Issues:

Telephone: we will input an automatic voice welcome and we will have option for some departments and informing that our reception works 8-4. After that we will switch it on night mode with an informative message. It will be helpful to have recognition of the calls and be able to see missed calls so we can call back- it is advisable so we will not miss a call and also in case of terrorism we might be able to identify the number who called.

Sims: we upgraded the system in order to have better cashless system and better connections with parent pay software.

Entry system: we installed a more secure system to control and monitor visitors and staff and we are trying to expand it in our students.

Social Media and website: we are working in having well written articles and we will constantly update our internet profile for advertising reasons and for Ofsted specifications.

We are following security procedures for our social media and website but also for the YouTube use of children and staff in our school for safeguarding reasons.

Lettings: We let our premises to increase our income but our ultimate goal is to create partnerships and followers that help society and our environment.