

Minutes of the Extraordinary Meeting of The Board Of Governors at Blossomfield Infant & Nursery School on Monday 24 July 2017

Present: Mrs L Bosley (Chair of Governing Body) (LB), Mrs B Farkas (Headteacher) (BF), Mr T Tiwana (TT), Mrs S Church (SC)

Apologies: Charlotte Bywater, Debbie Rothwell

Absent without Apologies: Daniel Flavell, John Shaw

In Attendance: Mrs P Atkinson (Business Manager and Minute Clerk) (PA)

The meeting opened at 8:30 am and was quorate throughout (4 governors)

Agenda Item	Supporting Documents
2	<ul style="list-style-type: none"> • Cleaning Specification • Quotations from 4 companies • Notes regarding the quotations • Summary of Quotations
3	<ul style="list-style-type: none"> • SMBC Employee Code of Conduct

Minute Item	Outcomes
2	<p>Governors formally awarded the Cleaning Contract to the PCS Group.</p> <p>Minute ref: BEGBM240717.2</p>
3	<p>The SMBC Employee Code of Conduct was adopted by governors.</p> <p>Minute ref: BEGBM240717.3</p>

1	<p>Welcome and Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies for absence had been received from Charlotte Bywater and Debbie Rothwell.</p>
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<p>2</p>	<p>Cleaning Contract Quotations</p> <p>Governors had received copies of the quotations from four companies: Insight Services, OK Kleening, PCS Group, SBFM. The quotations had been summarised and notes prepared. The specification also asked for cover for a Relief Site Manager during annual leave/sickness absence.</p> <p>Governors agreed that three cleaners would be necessary to maintain a high standard of cleaning following the expansion of the school and the need to remove cleaning duties from the Site Manager.</p> <p>Discussions included the service given by the current contractor, price, the professionalism of the four companies during the visits to school, the quality and detail in the quotations, and employee benefits if available in the quotation.</p> <p>Following lengthy discussion governors agreed unanimously to award the contract to the PCS Group based on 3 cleaners, and subject to satisfactory references.</p>
<p>3</p>	<p>SMBC Employee Code of Conduct</p> <p>The policy was adopted by governors.</p>
<p>4</p>	<p>Termination of Meeting</p> <p>The meeting closed at 9:10 am</p>