**Shared Pensby/Stanley Premises meeting 25th May 2018 9:30am**

**Appointment of minutes take**r: Jennie Lawrence (Pensby parent Govenor)

**Presen**t: Kate Brown (KB) Anthony Roberts (AB) Pete Doffman (PDo) Jinny Morgan-Lewtas (JM) Patrick Druggan (PDr) Jennie Lawrence (JL)

**Chaired:** by KB

**Apologies:** None.

KB welcomed everyone.

**CCTV quotes**

KB passed shared the quotes for the proposed cctv improvements to both schoools. 3 were obtained (Atlas, ADT and Wirral IT services). These were discussed. PDr queried whether the schools pay VAT, KB informed him that they do not.

It was established that Pensby needed an additional upgrade to the hard drive, Stanley has recently had this upgrade and didn’t need the additional expense.

PDr proposed the Altas quote was more favourable as there was detailed information so both schools could be assured of what they should be getting, also that Atlas has more relevant certification. He asked whether Altas has the ISA9001 certification. It was also suggested that ADT and IT services were to be asked whether they have all of the certification that Atlas has. The hard drive – it needs to be established whether it is an SSD of not (solid state drive) PDo to find out.

**Resolved**

It was agreed to proceed with the quotes from Atlas and for PDo to get clarification re the ISA9001 certification or equivalent.

KB presented the draft CCTV policy, it was noted that the Data protection act needed to be changed to GDPR. PDo queried whether there was a way he could access the CCTV without having to have both head teachers agreement (in emergencies). It was made clear that there must always be approval from the Headteachers in line with the CCTV policy. AB suggested that he would like video and audio in this office, even just audio. KB agreed that she would also like the same, for their own protection.

**Resolved**

KB to make amendments to the CCTV policy as discussed in the meeting and present this document at the next meeting.

**Current phone Infrastructure**

KB informed everyone that the current phone line system (MITEL) that is in place has great potential. A silent lock down alarm can be sent through this system, plus recording of phone calls. It was agreed that staff need training on the phone system to be able to use it to its full potential.

**Resolved**

KB to research organising training for both schools on the MITEL system.

**Shared site issues**

KB informed the meeting of a meeting with Mike Woosey. Also present at this meeting had been KB, AR, PDo and a Pensby governor. Mike has offered to remove the biomass and make sure the boilers are fit for purpose. KB also informed everyone that she had had a meeting with a broker and JL to discuss energy savings and contracts. A new free bio mass was discussed, but because of the constant negative experience of the current bio mass this was not a way forward. KB informed the meeting that she hoped to persuade the LA to meet with the broker as there could be a meeting of minds on improving utility provision to all Wirral schools. A discussion was held regarding solar panels, the broker and ECO company will come back to KB and Mike Woosey regarding pricing. It was agreed that more discussions regarding solar panels is needed.

Sprinkler system - Progress has been made on sprinkler system works. The LA has agreed that the system is not correctly installed and it was agreed that the LA would fix the system and we (Pensby and Stanley) would maintain it. PDo also needs training on this system. PDr asked what parts of Stanley were covered by the system, it was established that the server room in Stanley is covered by the sprinkler system which is not ideal, this needs to be discussed.

Rain water harvester - It was been established that this system was not installed correctly. PDo has been in contact with the servicing company (Kingspan), thee have been issues with pricing and service quality. There will be discussions on the service and maintenance of this system when it is up and running again and KB informed the meeting she would drive a more effective Service Level Agreement to ensure this did not happen again. PDr queried where the installation qualification certificate was and if we don’t have one then the LA are accountable. The LA are looking at resolving these issues.

Lockdown policy – KB shared a draft lockdown policy for both schools.

**Resolved**

It was agreed that this policy would be emailed and all at the meeting would take time to read the policy before the next meeting and come prepared to suggest amendments.

Field progress - Currently the field improvement is halted due to an unhappy resident. There is a meeting regarding this on 4th June 12:30, at Pensby.

Car park improvements- PDo informed the meeting that he is due to have a meeting over the half term (29th May 2pm) regarding additional parking and welcomed anyone who is available to attend.

Improvements in Pensby - KB informed Stanley that the PTA for Pensby have been very busy fund raising and have managed to get enough funds for additional playground equipment for the children. KB informed Stanley staff and governors where the equipment would be placed and invited Stanley pupils to use it, all agreed and thanked KB for her courtesy.

**Date of next meeting:** 15th June 9:30.