**Pensby / Stanley Shared Governing Body Committee Meeting – 24/5/19**

**Minutes**

***Chair –Linda Grant- PD, YC Pensby GOV, JL Pensby GOV, JLu Stanley GOV, CM Deputy head Stanley, CE Stanley GOV***

***Minute Taker – Ms H Lloyd-Jones***

Apologies – *AR, KB*

Welcome -

Pecuniary interests - *none*

Minutes of last meeting and matters arising – *9th Nov 18-field issue resolved, finishing off, Contractor to come back and look at field, not ready to use until sept LG thinks it may be longer. Parties will be kept up to date of progress.*

*Biomass boiler,-still in hands if LA, LA have permitted Boiler to be removed Paul Caldwell to push forward.*

*Fire sprinkler- contractors to attend next week to fix system for Pensby and partial Stanley*

*Rain water harvester – more efficient with it turned off, these are faulty, costings put in place to recommission these. Waiting on price from LA to change pipes or go onto mains water. £2000-3000 per year to run rain harvester.*

*30/11/18 – solar panels, missed opp for funding. Funding Is available from company, process of loan for money for panels would not be viable. Stanley not yet made any decision on this. Maybe both sites should work together on this to get a better deal.*

*15th April – agreed*

*LG raised recycling asked if Stanley are willing to look into changing the bin system. LG to ask Pip from Stanley to arrange for some outreach children to come and look at the way we recycle.*

*23/4/19 - agreed*

Premises staff structure discussion – *Looked at SLA for PDo, PDo spending more time in Stanley as role is bigger. Structure needs addressing to best manage the time used by premises manager and site staff. PDo asked for a caretaker to be employed over both sites to release PDo to manage premises. LG enquired if new staff employed for this or restructure current staff.*

*PDo not being paid overtime for over time.*

*JL states 6B SLA agreement-over 18 hours used that Stanley can be journaled over to for the extra time used by PDo in Stanley.*

*PDo raised the strain of the addition of more children and classes in Stanley and the use of his time of duties. This needs to be addressed as a matter of urgency by Stanley and their governing body.*

*LG states it may be pertinent to get both Gov bodies together to discuss ways to support the extra responsibilities of the current staff and their financial implications*

*PDo states there are problems with him taking time off as most big jobs take place during school holidays which makes it difficult. The increased responsibility is placing strain on how the current hours are shared between both sites.*

*All agreed that it would be best suited for there to be a caretaker to support his role over both sites. Both Heads and chairs to meet to discuss this and move forward.*

*Discussed more lettings of premises around both sites and the impact in future of this on one premises manager. Support for PDo needs to be looked into to cover weekends and out of term time activities let out by both sites.*

*To be looked into a separate meeting to discuss the possibilities of a caretaker or support for PDo.*

*Lockdown policy – Pdo, Redwall put in when schools were built, it has never been tested or commissioned. Looking ifoutisde speakers work. If lockdown works these speakers can be utilised outside to notify those using outdoor areas. To be amended and sent to all parties for agreement.*

CCTV – *Some cameras as not functioning well and need to look* at repairing or replacing as quality of images not great.

Other shared policies – *Critical Incidents Evacuation plan? etc -LG informs that Stanley are to produce these plans for agreement at next meeting.*

Shared site issues – CCTV, rainwater harvester, RHU, ceiling tiles, Biomass etc- *discussed earlier in meeting. Please see above from.*

CCTV reports from each school and sign off  by govs – *Has AR produced any CCTV reports to Stanley Govs? Could these be brought across to Pensby as matter of urgency in order to meet compliance with policy. If there has been no access to the cctv – please can Senior Leaders attending meetings be made aware of this.*

*LG gave CCTV reports to CM and GOVS to look over. Signed to say they have seen and agreed format and comply with current policy. Please can Stanley add to the agenda of the next meeting that CCTV Logs (record of times accessed/dates) also be brought and shred in compliance with the policy.*

Dates for 2019/20

***Friday 27th Sept 2019– Stanley to prepare agenda, Chair meeting and prepare minutes***

***Friday 29th Nov 2019 – Pensby to prepare agenda, Chair meeting and prepare minutes***

***Friday 7th February 2020 – Stanley to prepare agenda, Chair meeting and prepare minutes***

***Friday 3rd April 2020 – Pensby to prepare agenda, Chair meeting and prepare minutes***

***Friday 22nd April 2020 - Stanley to prepare agenda, Chair meeting and prepare minutes***

***Friday 10th July 2020 – Pensby to prepare agenda, Chair meeting and prepare minutes***

*Dates agreed for following meetings. Meetings confirmed at 9.30am moving forward.*

AOB - None