**Shared Pensby/Stanley Premises meeting. 30th November 2018 9:30am (Changed to 11am)**

**Appointment of minute taker**: Jennie Lawrence (Pensby Parent Governor)

**Present**: Kate Brown (KB) Dave Spencer (DS) Jinny Morgan-Lewtas (JM) Jennie Lawrence (JL) Pete Doffman (PDo)

**Chaired by**: Kate Brown

**Apologies**: Anthony Roberts (AB) Patrick Druggan (PDr)

KB welcomed everyone. KB thanked JM for attending the meeting and representing Stanley School, she reminded everyone present that the dates for all of the joint meetings were distributed in June. It is important that there is a commitment to these meetings as they are essential and it is imperative that there is transparency between the two schools for them to work efficiently as a site.

KB presented all present with copies of two email replies:

Response of Jeff Sherlock

Response from Will McCormack

KB also presented everyone with the minutes to the meeting with the LA (9-11-18)

**Jeff Sherlock**

KB and DS attended a meeting with the LA (See minutes) Although David Armstrong did not attended this meeting (as previously organised) he did contact KB after the meeting to get feedback, KB would like it noted that this was greatly appreciated.

Jeff Sherlock's email was an update on progress following all matters that were discussed (17 in total)

1. Field issue is resolved - due to start spring 2019

2. Biomass - Gary Hamilton arrange site visit with a mechanical engineer, this will be arranged with PDo.

3. Sprinkler - Not installed correctly and needs to be modified.

4. The rainwater harvester was correct at the date of the installation, but with new regulations it is now not certified. **PDo has since met Dave Grove regarding the system and informed everyone that if the systems were re-commissioned it would be beneficial to the school. KB to ask in next meeting with LA.**

5. Jeff ensured that all leaks will be dealt with swiftly

6. Passivent system - issue with a window too heavy, this has been rectified. He is also chasing up a missing report, Paul Caldwell is arranging for Passivent to revisit the site to look at other issues. **PDo informed everyone that while looking around the 'wraparound room' he found that some windows didn't even have seals on.**

7. Heating system is rectified. But needs a maintenance agreement.

8. JPF (automatic door company) have been arranged to visit the site.

9. See 6.

10. The gas shut off valve that is in the ceiling of the kitchen is not applicable for the staff in school, it is just there for maintenance workers only.

11. Lightening system is now compliant.

12. Drains in dining room - rectified.

13. Pupil toilet extractor - attended to check, **PDo informed everyone that someone did come and inspect the extractor and informed PDo that the system that was in place was acceptable to draw air from the room, in PDo's opinion, it does not and because the seal above the fan is not sealed, it will not draw the air out.**

14. Water leak - **this has now been fixed.**

15. Stanley issue - AR was not present and could give an update.

16. See 15

17. Utility bills have not been passed over to the school name as of yet.

Jeff suggests another meeting in January, KB said she would ask for a meeting to happen in February 2019 as more can be discussed.

**Will McCormack Email**

Please see email.

**Solar panels**

KB informed everyone that she had just received an email regarding the suitability of the roof, previously we were informed that the roof is not suitable, a recent survey has concluded that the roof is suitable. DS suggested a meeting with the finance committee (Pensby) regarding this, this is time sensitive in order for the schools to receive money back from the grid (this stops in April) JM to go back to Stanley and see what they want to do. KB suggested that a representative from Stanley can join the Pensby Finance meeting.

There are two different options in purchasing the solar panel and both options need to be discussed further. KB to send JM all solar panel information.

**Hawking**

Hawking has been reduced, this will save each school around £500PA

**PDo appointment**

KB was waiting for a response from Wirral HR – AR has been asked for this response but it has not arrived yet.

**CCTV policy**

The CCTV policy needs to be amended to include emergencies, a list of examples need to be added. Joint meeting will review the use of the CCTV in each meeting and it will be put on the Agenda.

**Lock down Policy**

This document now needs to be signed off.

**Date of next meeting: 8th Feb 2019 9:30**