

Pensby / Stanley Shared Governing Body Committee Meeting – 29/11/19

9.30am venue spare classroom in Pensby

AGENDA

Chair – Mrs K Brown

Minute Taker – Ms H Lloyd-Jones

Apologies - DS

Welcome - KB, JL, PD, HB (arrived at 9.51am)

Pecuniary interests - This was decided to be any interest outside of the two premises. Ellery Park would come under this with HB involvement with the schools.

Minutes of last meeting and matters arising – PD reviews minutes from last meeting. Staff structures are discussed, Shared policies, now the emergency plan.

Premises staff structure discussion –

Letting are discussed. HB and KB discuss the introduction of SLS (school lettings) HB is meeting with the company and her governors to discuss the opportunity to use SLS to support lettings across Stanley and Pensby.

KB looks through an emailed document from SLS to discuss the structures of lettings and costs.

PD asks if any other schools are using this company? JL mentions PHS uses them.

KB continues to read through the document and informs the group of potential incomes to the school if letting spaces effectively. The letting company use their own sign in and out system which for H&S would be better to monitor.

JL adds that the purchase of a new Defib to be placed outside needs to be considered if letting outdoor spaces.

HB asks how neighbours feel surrounding the schools of lettings the fields. KB adds that there are many ways to reduce the light. This would be considered at the time.

Notes from premises meeting of 13th November 2019

Present:

Holly Barker (HB) – AHT Stanley School

Kate Brown (KB) – HT Pensby AEHT Stanley
Helen Hull (HH) – Caretaker Stanley
Sheila Brown (SB) – Caretaker Pensby
Pete Doffam (PD) – Premises Manager

Apologies;

Margy Marriot (MM) – Caretaker Pensby

Notes;

- KB explained the context behind the meeting and the need for both schools to be treating the site as one site. The changing needs of the site/schools were explained.
- KB invited the premises staff to discuss how their role is impacted currently. PD confirmed the Premises Manager role is impacted by Caretakers undertaking cleaning hours. Caretaking staff confirmed they could be undertaking more caretaking work if cleaning staffing was complete. KB stated that the weekend/after school hours could be solved if and when a lettings company is appointed by the 2 governing bodies. This will take some time. PD also confirmed it was difficult for him to take his holiday entitlement due to the current structures. HB confirmed the next Stanley GB meeting is 12th December – KB to let School Letting Service know and invite to meeting.
- KB enquired about daily site checks for each school. This is not robust for Stanley side of site. It is happening daily at Pensby and recorded. After discussion and KB making it clear this was a H&S priority and had to be done at the start of the day, it was decided HH would carry out a whole site inspection daily. A discussion about recording the daily checks was held. HB offered to seek help to achieve this electronically through a Stanley member of staff. KB stated that the extra hours HH would be spending on Pensby work will need to be addressed. HH to report back at next meeting.
- Gritting – PD explained how this would work. All were happy with the continuation of the previous structures.
- Leaves. PD to source a machine to take up leaves (either purchased or hired). SB and MM to do this for whole site.
- Discussion of floor cleaning equipment – currently both schools have machine. It is better to share one – HH asked for the machine to be left in Stanley on a Friday after school so the weekend staff can use it.
- Discussion was held on cleaning staff appointments in the future and if it would be possible to appoint a 'joint' cleaner on next round, offering 16 hours across the 2 schools. All agreed this would be a good way to progress.
- The meeting lasted 45 minutes. KB proposed that the group meet regularly to begin with but limit meeting time to 45 minutes.

Date of next meeting – Thursday 5th December at 2.00pm

Other shared policies – discussion – It is noted that these policies are working policies and are subject to change



emergency plan joint
2019.doc



H&S policy shared
site 2019 2020.doc



Pensby Stanley site
security policy Nov 20

Security Policy - Group look over shared policies. KB adds to emergency policy that site security policy amendment, for the permissions to be onsite

Refer to staff handbook to processes for permissions to be on site and who to contact.

Group discuss the emergency plan should children/staff need to leave site from the field, providing magenta approve.

It is discussed the use of the Kyle more centre on Kyle more drive in case of emergency. KB also mentions the use of Ladymount primary schools in case of emergency. Ladymount do currently use Pensby hall.

Action for admin staff- who's contact to contact for use of facility in case of emergency

Lockdown policy – Group discuss policy. KB mentions partial lockdown. This occurs when there may be pollutants outside but can have free flow indoors. (gas leak or air contaminants in surrounding areas) . (In-evacuation)

PD adds the use of the outdoor speakers still need to be trailed. PD adds the lockdown message is attached the PA system. PD needs to look into linking up the speakers to the indoor PA system so as to alert staff and pupils who are outside classrooms to be alerted to the lockdown and re-enter the building.

PD will organise this and update committee.

H&S policy –

KB raises the issue of adding in first aid trained staff. KB says this can be a problem as this changes frequently as more staff become trained. KB suggests that it is imbedded in the policy that refers to individual schools lists.

PD adds a Bomb procedure.

Fire evacuation – PD adds the need for signs for fire crews in case of emergency. KB suggested these signs could be placed at the far ends of each car park.

The group discuss the implications of the emergency exits and what to do in case of emergencies. PD adds the need for a further discussion about the gates and locking of these in case of emergencies.

Action-PD to get quotes for lock key boxes and update HB.

Shared site issues – CCTV, rainwater harvester, RHU, ceiling tiles, Biomass etc

CCTV- Reports from each school and sign off by Governors. KB adds that HB is not able to remote in. KB and HB have reworked the CCTV report form. KB reads from a report she written 11/7/19 after a school event in which KB wanted to take still image to post on Twitter.

KB briefs Governors on reports made in July and these are discussed. KB informs the group of another incident which involved a pupil and member of staff. KB explain to the group the contents of the report.

HB adds the need to use CCTV to resolve an incident

KB discusses the use of software systems being installed on photocopiers across both sites. This will be able to retrieve printed and copied documents. KB added that this is being looked into and will update members at next meeting.

PD informs the group of costs to upgrade the CCTV system, it is noted that these upgrades are mainly for Pensby and externally throughout all premises. PD adds that there would be shared costs for the external cameras.

KB asks if Stanley's cameras would take the recording of the whole site. PD explains the new camera system would use more upgraded software to give better backup memory. 7KB adds the external cameras could be on one system for ease of access, and internal cameras on own school systems.

PD adds that it may be easier to purchase a new box and have 1 internal system and 1 external system.

KB adds preferred method approx. shared cost of £6000. This to be put to both governing body and proposed.

Rainwater harvesting

PD addresses the group with the problems with the harvester. PD adds the introduction of mains water to flush toilets, this has reduced the fill up noise experienced by classes.

PD mentions that Wilsons advised the installation of bigger pipes. This would incur more expense to both sites. PD adds the impact of having the system up and running, this would have a recommission charge of £3000 to each school plus annual maintenance. The tanks would also need cleaning. Approx. cost of £1500 per tank.

PD mentions the fixing of the tiles. This has been completed but not to a good standard. PD explains the company Wates have attempted to call at Pensby to have a look at roof over Hall. It is discussed that the contractors to come to site but were turned away as they were not directly from Wates.

The group discuss the process of identifying contractors. KB adds the use of CHAS, a company vetting system which can inform on the accreditation of contractors. This will be used as 'Deeside Federation' and shared between schools.

PD discusses with the group about the costs of being on facilities management and getting quotes individually. The need to acquire three quotes before the job begins.

PD mentions the time taken to acquire the quotes and admin side of this. PD adds the time taken could be shared.

KB adds the need for site staff admin time and the structure of this.

Contact management policy?

Biomass boiler –

Ongoing issue, PD updates the group on the need to get quotes for possible disposal of these. PD updates the group that the pellets are in good condition and could be reused. This is looking more towards the summer time as the weather needs to be dry.

Dates for 2019/20

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

AOB