

**MINUTES OF THE STRATEGIC LEADERSHIP AND MANAGEMENT COMMITTEE MEETING OF
EXCALIBUR PRIMARY SCHOOL**

WEDNESDAY 22nd June 2016 – 5:30PM

PRESENT:

Lise Houldsworth	LH	Head Teacher
Nikki Ratcliffe	NR	Chair
Vicky Alsop	VA	
Yvonne Hilditch	YH	
Jonathan Riley	JR	
Sarah Sproston	SSp	

<i>Item</i>	<i>TOPIC / PURPOSE</i>	<i>Action</i>
1	APOLOGIES FOR ABSENCE Apologies were received and accepted from David Townson and Juliet Tomkinson.	
2	DECLARATION OF INTEREST No pecuniary interests were declared.	
3	REVIEW THE MINUTES OF THE PREVIOUS MEETING The minutes of the meeting held on 22 nd March 2016 were confirmed as a correct record and signed.	
4	<p>MATTERS ARISING FROM THE MINUTES</p> <ul style="list-style-type: none"> • The recommendations from the SFVS review have been added to the school's risk listing: <ul style="list-style-type: none"> ○ Finance training for the new Strategic Leadership and Management Committee. SSp and NR will attend training in the Autumn term ○ SFVS training for the new Strategic Leadership and Management Committee. This training is to be looked at next term but VA will complete the SFVS for December 2016 and is trained. ○ The Business Continuity Plan needs to be reviewed in February 2016 and it needs to include new scenarios based on the school building not being available. This was part of the health and Safety training completed by YH in the Summer term and will be completed ready for the Autumn term meeting. ○ The Building Continuity plan should be tested annually and the findings presented to the governors. This will be done after the new Business Continuity Plan is in place. • The review of the Local Authorities School's Audit programme 2015/16 brought up some findings that need to be changed in the school <ul style="list-style-type: none"> ○ The school appraisal policy and pay policy needs to be presented to staff in the staff meeting and minuted as such. This will be completed in the Autumn term when the new policies have been prepared. ○ The school needs to create an inventory of all its ICT equipment with purchase date, serial numbers and costs. This will be completed over the Summer and presented in the Autumn term meeting. • Two model education policies to be uploaded onto the CEC website need to be adopted by the school: 	<p>SSp/NR</p> <p>YH</p> <p>YH</p> <p>LH/YH</p> <p>YH</p>

	<ul style="list-style-type: none"> ○ Equality and Dignity at Work Policy ○ Travel and Expenses Policy <p>These are still not available but will be presented to the committee once they are available.</p>	YH
5	<p>SCHOOL DEVELOPMENT PLAN PRIOTITIES FOR 2015/16 - Review the SSDP objectives for the Strategic Leadership and Management Committee and British Values in relation to Outcomes for Pupils and Leadership and Management.</p> <p>OUTCOMES FOR PUPILS</p> <p>Priority 1 - Writing in KS1 - To increase the percentage of children making better than expected progress in Writing in KS1</p> <ul style="list-style-type: none"> • Jayne Ling has worked with the Local Authority as a moderator for the Key stage 1 assessments. She has reviewed the KS1 writing assessment and has confirmed the assessment levels are accurate. <p>Other Strengths</p> <ul style="list-style-type: none"> • The impact of the year 2 Read Write Inc. intervention was that all 5 children who did not meet the standard last year have met it this year. • The school had a spot check visit from John Fowler from CEC during the Phonics testing. He reviewed the systems in place within school and observed 3 of the assessments. The feedback was positive. • JT has worked with the Local Authority as a moderator for the Key stage 2 writing assessments. She has reviewed the KS2 writing assessment with LH and has confirmed the assessment levels are accurate. <p>LEADERSHIP AND MANAGEMENT</p> <p>Priority 8 - Subject Leader impact on Non-core subjects</p> <ul style="list-style-type: none"> • The school has not been able to source subject leadership training for all the teaching staff. Therefore, the school has found training for the 3 newest members of teaching staff, 'Dynamic Subject Leadership training', this has now be disseminated from these staff to the rest of the teaching staff in a staff meeting and to the ACT schools direct students. The disseminated the key messages from the training and the documents that subject leaders should be using to assess their subject throughout the year. • In 2016/17 there will be named leads for subjects but the teachers will be working in teams. This change is due to suggestions made in the staff survey by the school staff. 	
6	<p>SCHOOL DEVELOPMENT PLAN PRIORITIES 2016/17</p> <p>The responsibilities for this committee are within The Effective Leadership and Management section of the SSDP.</p> <p>Priority 7 - Leadership Capacity</p> <p>LH presented the priority by introducing where the school strength is at the moment and why this area is a priority of the school next year. The school has a strong history of succession planning and from September 2016 the school will have a new KS1 leader, Janet Weatherby. The school needs to provide opportunity for its staff to develop leadership capacity and continue to use appraisal and coaching to promote effective management.</p> <p>LH went through the actions on the plan and how the progress was to be monitored.</p>	

	<p>Priority 8 – Converting School Status LH presented the priority by introducing where the school strength is at the moment and why this area is a priority of the school next year. The school is at the moment a foundation school and part of the Alsager Community Trust (ACT). The school has also worked with a number of other school as part of a good to outstanding group for the last two years. The governors and leaders of the school must now decide on the best choice moving forward to ensure that the school continues to flourish and secure its future success through converting the school status and maximising the opportunities in the current political and educational landscape. LH went through the actions on the plan.</p>	
7	<p>SCHOOL FINANCES</p> <p>1. Ensure financial deadlines have been met since 2nd March 2016. The deadlines since 25th November 2015 were:</p> <ol style="list-style-type: none"> i. The Summer census was completed on 19th May 2016 and uploaded to the COLLECT website on 20th May 2016 before the deadline of 26th May 2016. The EYFS and KS1 dinners number collected on this return will inform the DfE on Universal Free School Meals funding. ii. The Summer term finance meeting with the local authority will take place on Monday 27th June 2016. Therefore, the new budget and 3 year forecast produced by the local authority’s finance team cannot be presented at this meeting. <p>2. Review and Approve the LMS virement report from the Summer Term YH presented the virement report produced by herself. It showed all virements from the Spring term meeting to the Summer term meeting on the 2016/17 budget. The virements included and explained:-</p> <ul style="list-style-type: none"> • A £15,790 decrease in teaching staff salaries, £4,950 due to a gap in full time maternity cover that was covered by supply staff and £10,850 due to the resignation of the deputy and reappointment of staff at lower gradings. • A £6,471 increase in supply staff costs, £1,780 due to sickness cover that is covered by insurance income and £4,950 due to a gap in full time maternity cover that was covered by supply staff. • A £4,600 increase in administrative salaries, £3,795 due to an upgrading of the School Business Manager with back pay to September 2015 included and ££860 due to extra admin assistant temporary hours. • A £4,200 decrease in the teaching assistant salaries due to a teaching assistant who was forecast to leave on 31st August 2016 leaving early on 7th June 2016. • A £5,900 increase in premises staff due to the caretaker’s sickness leave since 11th January 2016 and the cover costs of his temporary replacement. The cost is covered by insurance income. • A £6,300 increase in special needs teaching assistants due the regarding of a teaching assistant and the increase in hours from 26.5 to 32.5 hours. • A £9,200 decrease in employee sickness insurance as it was based on the previous years charge and this included 2 years premiums. • A £5,000 increase in the tenants maintenance budget as the £17,500 earmarked reserve for the electric gates is not enough and the cost will be £22,500. • a £608 increase in the cleaning materials budget as £545 spent so far this year on the £300 of this is for the five yearly stripping and re- 	

	<p>polishing of the school hall floor.</p> <ul style="list-style-type: none"> • A £600 increase in the waste collection budget due to the increase in the contract value. Due to this 38% increase in contract cost YH is seeing to end this contract and look for a more cost affective supplier that can provide more recycling bins. • A £1,500 increase in copying due to the biannual printing of the school's planners. • A £2,100 increase in the school meal contract budget to match the final 2015/16 figures. • A £4,500 increase in the hired and contracted budget due to the purchase of the Accelerated Reader package for priority 1 on the SSDP. • A £1,00 increase other LA income due to Stoke on Trent funded pupil for the Summer term. • A £9,500 increase in insurance income due to sickness insurance claimed for the teacher absence, TA absence and caretaker absence in the Summer term. • A £2,300 increase in donations from FOE due to the part funding of the new fort area flooring . • A £2,500 increase in the reimbursement for training income budget due to the Chimney House Alliance income for the schools direct pupils. <p>3. Review the budget and 3 year forecast document prepared by the school YH presented the revised Summer term budget and 3 year forecast to the committee prepared by herself. YH indicated the surplus carried forward at the end of each year would show as 2016/17 £64,609, 2017/18 £19,074 and 2018/19 -£41,624.</p> <p>4. Review the LMS accounts to 31st May 2016 YH presented the revised accounts to 31st May 2016 which included a revised budget and 3 year forecast to the committee. The actual to 31st January 2016 was £715,600 with commitments of £83,305 and indicated the surplus carried forward at the end of the year would be £64,609.</p> <p>5. Review the School Fund, including Friends of Excalibur, annual audit certificate to 31st March 2016. YH presented the School Fund accounts to 31st March 2016. The school fund had a balance of £8,828.99 and petty cash of £14.79. This was made up of £3,387.65 held in the holding account ready for transfer into the LMS accounts or external charities and £8,419.75 that is held on behalf of Friends of Excalibur. The school fund audit is to be completed by the finance department of CEC on Wednesday 29th June 2016 and the findings will be presented at the Autumn term meeting.</p> <p>6. Review the School Fund Income and Expenditure Account to 31st May 2016 YH presented the School Fund accounts to 31st May 2016. The school fund had a balance of £11,706.68 and petty cash of -£51.29. This was made up of £6,041 held in the holding account ready for transfer into the LMS accounts or external charities and £8,862 that is held on behalf of Friends of Excalibur.</p> <p>7. Review the Friends of Excalibur Accounts to 31st March 2016 YH presented the Friends of Excalibur Accounts to 31st March 2016. They have a balance of £8,419.75 being held in the school bank account and £50 held in the Britannia Building Society. They have raised £5,332 this year so far. Friends of</p>	<p style="text-align: center;">YH</p>
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	<p>Excalibur have committed to fund the Year 6 float for £117 and half the fort flooring costs of £2,300.</p> <p>8. Review the Friends of Excalibur Accounts to 31st May 2016 YH presented the Friends of Excalibur Accounts to 31st May 2016. They have a balance of £8,862.65 being held in the school bank account and £50 held in the Brittainia Building Society. They have raised £442.90 this year so far.</p>	
8	<p>SCHOOLS FINANCIAL VALUE STANDARD (SFVS)</p> <p>1. Review the reports on all tenders and quotations between £10,000 and £50,000 since 2nd March 2016 to be approved by this committee</p> <p>a. YH presented the report prepared by Dave Pickin, the temporary caretaker, on the quotes obtained for new electric gates and lighting at the front of the school. YH explained that the report showed the 5 quotes obtained, 3 for sliding gates that ranged between £10,655 and £29,065 and 2 for hinged gates that ranged between £22,225 and £23,786. The quotes had been reviewed by the Senior leadership team and they thought that the sliding gates were the best option as they took up less space in the drive area. The Fortress security gates quote of £10,655 as the supplier had not visited the site and was a basic mechanical installation with no technical components such as intercom and lighting. Even though the school favoured Almec Fencing as they had completed work on site before the quote was very expensive at £29,065. The governors agreed that the Country Gates and Barriers Ltd quote for a sliding gate at £21,347 with £795 extra for lighting down the drive was the best option as while it was still affordable for the school it was a technically advance solution and offered the best value. It was agreed that once YH had met with the contractor to check through the technical drawings and the safety on site that the contract should be awarded to Country Gates and Barriers Ltd.</p> <p>2. Review and items that are within £10,000 and £50,000 for approval by this committee.</p> <p>a. The school is to dispose of 3 more white boards and projectors from the Year 1,3 and 5 classrooms in the Summer term. The whiteboards were over 10 years old and their original cost were £5,800. The governors approved the write off and the white boards can be disposed of for no profit. The disposal was approved</p> <p>3. Review the listing of school contracts 2014/15 The listing of school contracts was presented. YH explained that it was split into the schools main contractors with contract dates and value together with contact details. There is then an area where details of all insurance cover is shown to ensure that the school has adequate cover, an area for ICT contracts and area detailing the school's licences. The members of the committee reviewed and discussed the contract listing.</p> <p>4. Review the Identified Risks Listing at 23rd June 2016 YH presented the risk listing to the committee. They were informed that the highlighted items were yet to be resolved and YH drew their attention to the Financial Risks column. This included:</p>	

	<ul style="list-style-type: none"> a. Pension liability £42,000 b. The SFVS training needs £1,400 c. Boiler damage £20,000 <p>These have all been budgeted for in the schools accounts.</p> <p>5. Review how the school has achieved best value since 1st July 2015</p> <ul style="list-style-type: none"> a. The school business manager and caretaker obtained quotes for the new flooring under the fort and made a saving of £2,106 on a purchase of £4,645. b. The school business manager purchased new Project X reading scheme books in sets. She made a saving on individually purchasing the books of £895.50 on a spend of £96. c. The school business manager obtained three quotes for the new promethean screen obtained for the year 1, 3 and 5 classrooms and made a saving of £659. d. The school business manager obtained a 15% discount on the school's Summer order which was a saving of £1,050 on a cost of £5,954 e. The school business manager negotiated a three year contract with the grounds maintenance contractors and obtained a free tree survey worth £275. f. The school purchased new books for the gaps in the Accelerated Reader scheme and because she purchased in sets she saved £1,049 on a purchase of £254. 	
9	<p>HUMAN RESOURCES</p> <p>4. Review the Education HR newsletter</p> <p>YH presented the HR Summer Newsletter:</p> <ul style="list-style-type: none"> a. Using Occupational Personality Questionnaires (OPQ's) for the recruitment of senior leadership roles. b. Ensure if the school is recruiting teachers from the European Economic Area that the school uses the NCTL Teacher Service to check for any restrictions which may have been imposed on them. c. Employee sickness data for the school for 2014/15 will be available for the Autumn term meeting and should be reviewed against the average employee sickness in Cheshire East that is stated in the Summer term newsletter. d. Changes to Headteachers Pay grade - the information here is repeated in the Director of Children Services report detailed in section 10 item 6. e. Apprenticeship Levy. The apprenticeship levy has been created by HM Government as a key way to fund and encourage increased uptake in apprenticeships. It will be introduced in April 2017, and will only be payable for employers with a payroll in excess of £3 million. It will be set at a rate of 0.5% of the wage bill and collected via PAYE. The levy is expected to double the funding that is available for apprentices to £3 billion per year by 2020 and will fund the government's target of 3 million new apprenticeship starts. f. NJC pay award has been agreed by UNISON as 1% for all support staff. The school has built this in to their school's LMS budget. g. Pension re-enrolment. The council have chosen the re-enrolment date of 1st May 2016. All staff not in the pension will be re-enrolled from that date and 	YH

	<p>will have received a letter through the school.</p> <p>h. Policy developments. The following policies will soon be available on the CEC website ready to be reviewed, updated and approved by the school:</p> <ul style="list-style-type: none"> - Flexible Working and Work-Life Balance Policy - Social Media Policy (This is to be reviewed by this committee and taken to the Summer term FGM) - Travel and Expenses Policy - Domestic Abuse HR Policy and Procedure - Paternity Pay and Leave Policy and Procedure <p>These policies will be taken to the Autumn term meeting.</p> <p>5. Review the Staff Questionnaire results</p> <p>LH presented the Annual Survey of Staff 2016. The governors received 16 responses and therefore 6% is one person. The main findings were that:</p> <ol style="list-style-type: none"> a. All staff agree or strongly agree that they enjoy working at school, that they feel like a valued employee, they know what they are trying to achieve at school, that the school consistently achieves what it sets out to accomplish, that the teaching is good, that the behaviour in school is good and that the behaviour is consistently well managed. b. 94% of staff agree or strongly agree that their views are welcomed and heard, the communication in the school is good, they feel supported by the leaders, staff members' focus is on the improvement of teaching and learning, staff apply policies consistently and students feel safe. The other 6% had no opinion. c. 86% of staff agree or strongly agree that their professional development is well supported with 14% having no opinion. d. 81% of staff agree or strongly agree that they are consulted when new initiatives are under consideration with 13% having no opinion and 6% disagreeing. <p>This is a positive picture.</p> <p>6. Review the Staffing Structure for 2016/17</p> <p>YH presented the 2016/17 staffing structure.</p> <p>How can we make sure that the pupils who continue to have lower Main Pay Scale Teachers next year will progress and get a good level of teaching and learning? LH - The monitoring procedures that are in place in school ensure that there is no difference in the level of teaching that the pupils receive whether it be a newer teacher or a more experience teacher. The children will benefit from their teacher taking them into the next year rather than swapping teachers as they will have reassurance through a consistent approach through each class.</p>	YH
10	<p>REVIEW THE ATTENDANCE PROCEDURES IN SCHOOL</p> <ol style="list-style-type: none"> 1. The attendance procedures remain the same as in the Spring term. 2. YH presented the attendance report to 22nd June 2016. The whole school attendance was at 96.6% (target 96.5%) (2014/15 96.57%). No fixed penalty notices have been issued as CEC have informed us not to issue any at the moment. 	

11	<p>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES SUMMER TERM 2015 FOR THIS COMMITTEE</p> <p>YH presented the items informing the governors of the following items of importance for this committee:-</p> <p>Item 1 – Governance and Liaison Update</p> <ul style="list-style-type: none"> • The updated and revised Summer term training programme for governors had been uploaded onto the governors section of the website by YH and the governors had been informed by email. • From 1st September 2016 all serving school governors must have a DBS check applied for. YH reviewed the single central record and the governors who have not got a DBS have been sent a DBS application form and these have now been completed online. All new governors DBS must be applied for within 21 days of appointment. YH will ensure that the DBS application form is sent to all new governors as they are appointed, will process the application as soon as received and will report any governors who have not applied within 21 days to the headteacher and chair of governors for action. <p>Item 2 – Education White Paper</p> <ul style="list-style-type: none"> • The governors were encouraged to review the Education White paper Chapter 3 and consider the consequences of the overall document on the role of the governors. at Excalibur The main items looked at were: • Ensure the school follows the three core roles: setting vision (Reviewing the SSDP in all committees), holding school leaders to account (Challenging the headteacher in all governor meetings) and making sure money is well spent (challenges in the strategic leadership committee and the completion of the SFVS annually) . • Focus on the right skills within the governing body (Reviewing of the annual governors skills audit in the Strategic leadership and Management committee) • Development of a governance competency framework that defines core skills and knowledge needed (Reviewing of the annual governors skills audit in the Strategic Leadership and Management committee and looking at missing skills ready to use to recruit new governors). • Governors are properly induced and receive training and development (new governors attend CEC induction training, have access to online training on Modern Governor and are paired up with a buddy). • A clear website showing performance data both academic and financial (The school website was checked in the Spring term to a mandatory listing and was found to be compliant) <p>VA agreed that she would review the document further and feedback to the relevant committees any consequences to that committee that had not been identified above.</p> <p>Item 3 – Statutory Guidance about Organisational Changes to LA Maintained Schools</p> <ul style="list-style-type: none"> • Governors were informed that they needed to review the new guidance so that they can ensure that they know which changes to the school that they can propose and those that must be proposed by the local Authority. YH will review and present a document at the next meeting 	<p>VA</p> <p>YH</p>

	<ul style="list-style-type: none"> The governors need to ensure that before making any changes to school that they consider the local implications, consider the long term and the overall education provision in the area and contact the school's planning team. <p>Item 4 – New School's Causing Concern Statutory Guidance</p> <ul style="list-style-type: none"> There are now three group of schools that cause concern and are eligible for formal action: Inadequate maintained schools Coasting maintained schools Schools that fail to comply with a warning notice The Learning, Teaching, Curriculum and Standards committee are to review a report that shows if Excalibur is a coasting school. <p>Item 5 – Reducing Teacher Workload: Published Reports</p> <ul style="list-style-type: none"> CEC suggest that the teachers set up a work group to consider the changes from the report groups around marking, planning and data management to reduce teachers workload. The governors need to monitor the changes that the teachers suggest and this will be reviewed at the next meeting. <p>Item 6 – Changing Headteacher/Leadership Pay Ranges and Additional Payments</p> <ul style="list-style-type: none"> As stated in the HR Newsletter December 2015 school are reminded that since September 2014 the headteacher pay range can only be changed in certain instances. Governors should determine the pay range of Deputies when it proposes new appointments or where there is a significant change in responsibilities. SLT pay ranges need to be in proportion to eachother. <p>Item 8 – Part time School Timetable Guidance and Children Missing in Education</p> <ul style="list-style-type: none"> The school should consider safeguarding issues when applying a part time timetable for student and should inform the Local Authority. The school has no part time students at the moment. <p>Item 10 – Summary of Audit Findings</p> <ul style="list-style-type: none"> The audit findings were presented and reviewed in detail in the Spring term meeting. Steps were taken by the school to change procedures and improve controls. When completing the SFVS in November the governors will review the findings and ensure that this is recorded on the form. <p>Item 12 – Workshop Raising Awareness of Prevent</p> <ul style="list-style-type: none"> The governors have been informed that LH and Juliet Tomkinson are attending the WRAP Train the Trainer workshop and that they will disseminate this training to other staff in the school. <p>Item 13 – Extremism and Radicalisation</p> <ul style="list-style-type: none"> The self assessment tool has been sent to the headteacher for completion. 	<p>YH</p> <p>LH</p> <p>LH</p>
12	<p>REVIEW THE POLICY LISTING DELEGATED TO THIS COMMITTEE</p> <p>The policy listing was reviewed and all due policies have been reviewed and presented to the committee.</p> <p>The following policy;</p> <ul style="list-style-type: none"> Social Medial Policy for staff 	

	was reviewed and approved to be taken to the Full governors meeting on 13 th July 2016. The policy will be uploaded onto the governor section of the website ready for the Full Governors meeting.	FGM
13	<p>DISCUSS ANY SAFEGUARDING ISSUES</p> <ul style="list-style-type: none"> SSp brought up the situation of volunteers being used in school and what safer recruitment checks and safeguarding training was completed with these people. YH explained that a DBS was completed on all volunteers and that a volunteer handbook giving some basic safeguarding guidance was given to all recruits. SSp said that some schools were using a recruitment form where the volunteer provides basic information and a reference. The school could then obtain the reference and hold this on file. LH said that this should be brought in for all new volunteers from September 2016 and SSp promised to send the documentation to YH. LH also stated that volunteers should be invited to attend level 1 safeguarding training in school with the staff and governors. LH and Juliet Tomkinson are attending WRAP (workshop to raise awareness of prevent) train the trainer workshop with the SCiES team in July. The workshop is about training the trainer to deliver training that supports and protects those people that might be susceptible to radicalisation, ensuring that individuals and communities have the resilience to resist violent. The training will enable LH and JT to train others in school including staff and volunteers. The SCiES team will log the training with the Home Office and the attendee will be able access training resources. LH/JT will be attending the designated lead workshop on Monday 11th July 2016. 	
14	<p>REVIEW THE TRAINING NEEDS OF COMMITTEE MEMBERS</p> <p>None that have not already been discussed</p>	
15	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> The governor wish the school to take over the clerking of the Full Governor Meeting from September. YH has agreed to takeover as the clerk to the governing body and will resign as a governor with effect from 12th July 2016 in order to take up the post. This will be taken to Full Governors on 13th July 2016 for approval. YH led a discussion on the Governance Statement that needs to be updated for 2016 and presented to all governors for approval at the Full Governors meeting on 13th July 2016. YH said that she would send the 2015 statement to VA to start the process of updating the statement. 	<p>FGB</p> <p>YH</p>

Part one of the meeting concluded at 7.00pm

The meeting was declared closed to parents, staff, the public & press

Minutes agreed and signed as a true record by  (chair)

Date 13/7/16