

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

**WEDNESDAY 2<sup>nd</sup> MARCH 2016 – 5:30PM**

PRESENT:

Lise Houldsworth	LH	Head Teacher
Vicky Alsop	VA	Chair
Yvonne Hilditch	YH	
Sarah Sproston	SSp	
Juliet Tomkinson	JT	

<i>Item</i>	<i>TOPIC / PURPOSE</i>	<i>Action</i>
1	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from David Townson and Nikki Ratcliffe. No apologies were received from Gill Burgess and Jonathon Riley.	
2	<b>DECLARATION OF INTEREST</b> No pecuniary interests were declared.	
3	<b>REVIEW THE MINUTES OF THE PREVIOUS MEETING</b> The minutes of the meeting held on 16 <sup>th</sup> December 2015 were confirmed as a correct record and signed.	
4	<b>MATTERS ARISING FROM THE MINUTES</b> <ul style="list-style-type: none"> <li>The committee's terms of reference were reviewed and agreed to be taken for approval to the full governors meeting on 16<sup>th</sup> December 2016 and then be included in the Governor Handbook and on the school website. The terms of reference were agreed and have been included in the Governors Handbook and have been put onto the governors section of the school website.</li> <li>The recommendations from the SFVS review have been added to the school's risk listing: <ul style="list-style-type: none"> <li>Finance training for the new Strategic Leadership and Management Committee. The governor training schedule for the Spring term has been sent out to all the governors but none have completed Finance training yet.</li> <li>SFVS training for the new Strategic Leadership and Management Committee. The governor training schedule for the Spring term has been sent out to all the governors but none have completed Finance training yet.</li> <li>Basic finance training to be added to the new governor induction form. The new governor induction form was presented to the committee by YH and basic finance training had been added to be provided by YH.</li> <li>Completion of the finance module on Modern Governor to be added to the new governor induction form. The new governor induction form was presented to the committee by YH and completion of the finance module in Modern Governor had been added.</li> <li>Refresher finance training for the chair of the Strategic Leadership and Management Committee. The governor training schedule for the Spring term has been sent out to the chair but the refresher finance training had not been completed. There could be a change of chair in the Spring term</li> </ul> </li> </ul>	<div>All</div> <div>All</div> <div>VA</div>

	<p>FGM and therefore the training will be delayed until then.</p> <ul style="list-style-type: none"> <li>○ Refresher SFVS training for the chair of the Strategic Leadership and Management Committee. The governor training schedule for the Spring term has been sent out to the chair but the refresher SFVS training had not been completed. There could be a change of chair in the Spring term FGM and therefore the training will be delayed until then.</li> <li>○ The full governors and committees should record their approval of the SSDP in the Summer term meetings. This was done in the Summer term 2015 full governor meeting.</li> <li>○ The school is to review and adopt the Cheshire East Scheme for Financing Schools 2015/16. This was done in the Autumn term full governors meeting on 16<sup>th</sup> December 2015.</li> <li>○ 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 is to be completed for the Summer term meeting.</li> <li>○ 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.</li> <li>○ The EARS insurance cover needs to be reviewed by this committee. YH presented a document on what the EARS and ICT Plus insurance covers. The main findings were: <ul style="list-style-type: none"> <li>▪ EARS - The school is covered for loss and damage from fire, theft, vandalism, accident or flood in the building or in secured outbuildings. Items covered are furniture, equipment and materials, equipment in transit and equipment at the home of an employee. The item would be replaced with a similar item. The only item not covered is the photocopier as it is leased.</li> <li>▪ ICT Plus - The school is covered for loss and damage from fire, theft, vandalism, accident or flood in the building or in secured outbuildings. The items covered are desktop computers, laptops, peripherals, servers, routers and switches. The equipment must be locked away and out of sight or at the home of an employee.</li> <li>▪ The maximum payment as one claim is £30,000.</li> </ul> </li> </ul> <p>YH presented the governors with a Cheshire East Council leaflet entitled 'Are you covered?' This shows the cover that the Council holds and what schools must do to ensure that they are covered.</p> <ul style="list-style-type: none"> <li>▪ Employers Liability – CEC holds a combined policy with a limit on indemnity of £50m for all employees of Cheshire East Council.</li> <li>▪ Public Liability Insurance - CEC holds a combined policy with a limit on indemnity of £50m. This does not cover third party use so the school ensures that all organisations hiring rooms must hold their own Public Liability Insurance with a minimum indemnity limit of £5m.</li> <li>▪ Officials Indemnity – CEC holds combined liability policy with a limit of indemnity of £10m.</li> <li>▪ Professional Indemnity – it was noted that if staff carry out professional work in other schools outside their normal scope that they would need their own professional indemnity insurance.</li> <li>▪ Fidelity Guarantee (Full Crime Cover) - CEC policy covers all schools for the illegal acts and fraud of any of its employees.</li> <li>▪ Money – CEC policy covers loss of money from a locked safe up to £70,000.</li> </ul>	<p>VA</p> <p>YH</p> <p>YH</p>
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	<ul style="list-style-type: none"> <li>▪ Libel and Slander – CEC hold a combined liability policy with a limit of indemnity of £10m.</li> <li>▪ Personal Accident – Teachers and governors are covered by the policy held by CEC. It recommends that schools purchase their own travel insurance which the school does through Zurich Insurance.</li> <li>▪ Material Damage – CEC property insurance covers fire, storm damage, lightening strike, explosion, earthquake and impact by a vehicle or aircraft. It does not cover vandalism, theft of lead from roof, theft of copper piping, broken windows, flooding from burst pipes. Schools could purchase further insurance to cover this if they wish but we have decided not too at this time.</li> </ul> <ul style="list-style-type: none"> <li>• The benchmarking data was not available for the previous meeting. This will be presented under item 7 on the agenda.</li> <li>• Governors need to ensure that they have read and understood their responsibilities to ensure the school's full compliance included in the guidance from the DfE on the prevent duty. The governor's confirmed that they had read the DfE document and understood their responsibilities.</li> <li>• The new CEC Domestic Abuse policy and procedure was not available on the CEC website in the Autumn term. This is now available and is to be reviewed and agreed under item 12.</li> </ul>	
5	<p><b>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.</b></p> <p><b>OUTCOMES FOR PUPILS</b></p> <p><b>Priority 1 – Writing in KS1</b> - To increase the percentage of children making better than expected progress in Writing in KS1</p> <ul style="list-style-type: none"> <li>• 'Talk for writing' training has been provided for teachers in Year 1 to 4 through ACT. The feedback from the training is that it has impact for less able writers and it increases less able writers writing stamina.</li> <li>• The SLT has completed a writing book scrutiny in the Spring term. There has been a good improvement in writing from the start of the Autumn term and an improvement in handwriting.</li> <li>• The school has completed moderation against age related expectation in house and with the Alsager Trust schools. The year groups across the trust took examples of an average student to moderate their decisions with each other. This will then create a standards book.</li> </ul> <p><b>How does the school check the end of KS1 and KS2 writing assessments?</b>  LH – This is what the schools are doing together and the judgements will become more aligned. We found that Excalibur's writing looks strong against other schools.</p> <ul style="list-style-type: none"> <li>• The year 1 and year 5 teachers are working together in cohort groups on an action research project focused on writing within the REaCH group. They have identified impact through drama and this project will continue in the Summer term.</li> </ul> <p><b>Priority 2 – Pupil Premium</b> - To continue to close the gap between pupils entitled to pupil premium and those who are not.</p> <ul style="list-style-type: none"> <li>• The ACT Pupil Premium working group have been looking at mark and response strategies in the different Alsager schools and they have discussed the impact of</li> </ul>	

each.

- The ACT Pupil Premium working group have been looking at improving the writing skills of disadvantaged pupils. This has led to 'Push the Desks Back' drama training, to engage all children in writing, for all Alsager primary school teachers at Cranberry school on Tuesday 15<sup>th</sup> March 2016.
- The school took part in the ACT My World project during the Autumn term. The year 6 teacher can see the impact of this project on the disadvantaged children involved and their attitude to learning during the Spring term.

#### **Other Opportunities**

- The first school direct associate teacher was in school from September 2015 to February 2016 within year 4. She did really well with her training and allowed some team teaching to take place within this year group which was very productive and impacted on vulnerable learners. The second schools direct associate teacher is now in school for 9 weeks within year 2 and following this the first direct associate teacher will return in May to the end of the Summer term.
- The SSDP for 2016/17 will be to develop specific areas around mastery pedagogy further.

#### **LEADERSHIP AND MANAGEMENT**

##### **Priority 7 – Early Years Provision**

- The school has managed the transition of staffing in EYFS despite the barriers created by the new teacher's current school. The appointed EYFS teacher was not released from her contract until 11<sup>th</sup> April 2016 when she was needed from 22<sup>nd</sup> February. An experienced teacher who has provided PPA cover in Reception since September is covering the class until Easter.
- The school visit form provided by the EYFS cohort governor from her visit on 25<sup>th</sup> February was presented. She identified that the school has invested heavily to improve the learning environment in EYFS by relocation of the toilets to allow access from the classroom to the playground, refurbishment of the toilets, new furniture, a new smartscreen, new pupil and teacher ipads, new bikes and scooters and the provision of an extra teaching assistant. The cohort governor saw first hand the positive impact of all of the investment. The relocation of the toilets allows the children to use the facilities with minimal disruption to the learning of the other children. The new furniture means that the learning resources are easily accessible to the children, allowing the freedom to select activities. The smartscreen is accessible to all children in the class due to the teachers ability to move the screen up and down. The pupil ipads are being utilised for ICT, maths and phonics. The extra member of staff allows the class to be split into 3 smaller groups which allows teaching to be tailored to individual pupil needs. The data for EYFS 2014/15 shows excellent outcomes and were well above national averages in all areas.

##### **Priority 8 – Subject Leader impact on Non-core subjects**

- The school was not able to source Subject Leader training for the whole school so 3 newer staff have been booked onto 'Dynamic Subject Leadership' training in May 2016. This training will then be disseminated to other teaching staff during the Summer term.
- Subject Leaders have been asked for an Impact report on their subject action plan for 2015/16. The impact report is to show impact on the provision for the children and their learning both qualitative and quantitative. The Impact reports



	<p>will be shared by the subject leaders with all staff in a staff meeting during the Summer term.</p> <p><b>Other Opportunities</b></p> <ul style="list-style-type: none"> <li>• The SSDP for 2016/17 will be around:</li> <li>• Assessment for learning. The SLT will review assessment tracking and the tracking tool used by the school to see if it is fit for purpose.</li> </ul> <p><b>When will we able to do this?</b> LH – As the termly assessment are being completed the teachers assessments are becoming more accurate. We will be able to assess the tracking and tracking toll after the teachers have been using the assessment without level for twelve months.</p> <p>Also, the SLT is to look into the production of a mid-year report card to support parents. The school has an assessment without levels parent information evening in school on Monday 7<sup>th</sup> March 2016. The sessions are to be split into:</p> <ul style="list-style-type: none"> <li>○ Year 2 parents session to take place in the year 2 classroom and will be led by the year 2 teacher, Cassie Street</li> <li>○ Year 6 parents sessions to take place in the year 6 classroom and to be led the year 6 teacher, Juliet Tomkinson</li> <li>○ The remaining parents session will be held in the school hall and led by the Deputy head, Simon Cotterill.</li> </ul> <p>Assessment without level parent information has been added to the school website under Curriculum Assessment, this includes power point presentations used on the parent information evening.</p> <ul style="list-style-type: none"> <li>• Subject Leadership will remain a focus and the SLT are looking at having teams responsible for each subject.</li> <li>• The school has a staffing opportunity from September 2016. The school has advertised to appoint an extra teacher in Key Stage 2. This will support team teach in the Key Stage 2 classes. This will support the school in succession planning and provides best value for the school.</li> </ul> <p><b>Other Weaknesses</b></p> <ul style="list-style-type: none"> <li>• The historic pension debt of £43,000 is now to be paid by the school, hopefully without the interest. The school is disappointed with the support given by the CEC legal services purchased through CHES and will look at another provider for 2017/18. YH has contacted the Finance department about the interest proportion of the debt and will update the governors on progress in the Summer term meeting. The payment of the debt will not affect the running of the school as was provided for in the 2014/15 school accounts.</li> </ul> <p><b>Other Threats</b></p> <ul style="list-style-type: none"> <li>• There are a number of long term staff absences through ill health that are being managed through the school's absence policies and procedures.</li> </ul>	
6	<p><b>SCHOOL FINANCES</b></p> <p><b>1. Ensure financial deadlines have been met since 25<sup>th</sup> November 2015.</b></p> <p>The deadlines since 25<sup>th</sup> November 2015 were:</p> <ol style="list-style-type: none"> <li>i. The SFVS review was completed by GB and VA on 20<sup>th</sup> November 2015 and approved by the full governors on 16<sup>th</sup> December 2015. It was sent to the Local Authority by YH on 17<sup>th</sup> December 2015 before the deadline of 31<sup>st</sup> December 2015.</li> <li>ii. The Spring census was completed on 25<sup>th</sup> January 2016 and uploaded to the COLLECT website on 25<sup>th</sup> January 2016 before the deadline of 28<sup>th</sup></li> </ol>	

- January 2016 . The EYFS and KS1 dinners number collected on this return will inform the DfE on Universal Free School Meals funding.
- iii. The Spring term finance meeting with the local authority took place on 26<sup>th</sup> February 2016. The new budget and 3 year forecast cannot be presented at this meeting as it has not been provided by the local authority finance team.

## **2. Review and Approve the LMS virement report from the Summer Term finance meeting**

YH presented the virement report produced by herself as the Cheshire East Finance Department copy had not yet been received by the school. It showed all virements from the Autumn term meeting to the Spring term meeting on the 2015/16 budget. The virements included and explained:-

- A £8,300 decrease in teaching staff salaries due to the school budgeting for teacher's pension on one of the teachers who has opted out but could opt back in at any point and an overestimate on the teachers increments for 2015/16.
- A £1,500 increase in supply staff costs due to a budget movement from teaching staff for pupil premium activities in the Autumn term.
- A £1,240 decrease in casual salaries due to a mis-posting of salaries that were journaled in August and therefore no need for a budget.
- A £4,630 increase in the teaching assistant salaries for the new modern apprentice post.
- A £1,030 decrease in midday assistants due to a member of staff leaving on 31<sup>st</sup> December 2015 and some of the extra hours being covered in-house.
- A £1,600 increase in staff training due to ACT maths training of £3,000 being paid for by the school and it will be reimbursed through school income.
- A £5,000 decrease in the tenants maintenance budget as on £17,500 rather than £20,000 for new electrical gates and lighting down the school drive and £10,000 rather than £12,500 for the schools contribution to the new boilers.
- a £2,000 decrease in the cleaning contract budget as the cleaners have not completed the number of hours discussed at the start of the year.
- A £1,000 increase in the educational equipment budget due to the purchase of maths equipment as per the Maths action plan.
- A £2,800 decrease in copying and printing due to a recalculation of the new photocopier contract and usage rates.
- A £800 reduction in the text book budget as not spent in the year.
- A £2,000 increase in the school meals contract budget due to recalculation of the level of dinners taken.
- A £1,800 increase in visiting lecturer fees to cover the new Art project commissioned for the school's 50<sup>th</sup> Birthday celebration.
- A £2,900 increase in computer equipment curriculum budget due to the purchase and fitting of 3 smartscreens instead of 2 which was in the original budget.
- A £3,000 increase in Local Authority income due to ACT maths project.
- A £2,800 increase other LA income due to Stoke on Trent funded pupil for the Spring term.
- A £3,500 increase in general grants income due to extra in Pupil Premium funding from Stoke-on-Trent Council.
- A £2,500 increase in donations from FOE due to the funding of the life education van and the art project in February 2015.



	<ul style="list-style-type: none"> <li>• A £3,500 increase in the reimbursement income budget due to the headteacher's secondment in the Summer term 2015.</li> </ul> <p><b>3. Review the budget and 3 year forecast document prepared by the school</b> YH presented the revised Spring 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 2015/16 £61,424, 2016/17 £57,633, 2017/18 £14,066 and 2018/19 -£49,169.</p> <p><b>4. Review the LMS accounts to 31<sup>st</sup> January 2016</b> YH presented the revised accounts to 31<sup>st</sup> January 2016 which included a revised budget and 3 year forecast to the committee. The actual to 31<sup>st</sup> January 2016 was £160,696 and indicated the surplus carried forward at the end of the year would be £61,414.</p> <p><b>5. Review the School Fund, including Friends of Excalibur, annual audit certificate to 31<sup>st</sup> March 2015</b> The school fund audit was completed by two members of the Cheshire East finance team on 9<sup>th</sup> September 2015 and the audit certificate was presented to the committee by YH. It stated that the records are clearly maintained and managed however there were two recommendations:</p> <ul style="list-style-type: none"> <li>• The school needs to retain copies of cheques to represent that an approved member of staff has authorised payment as per Scheme of Delegation – YH confirmed that the school is now taking copies of all cheques and keeping the copy with the cheques supporting documentation.</li> <li>• The bank reconciliation could be kept in a separate tab to make it easier to navigate for users – YH confirmed that all signed bank reconciliations were kept in a separate section in the school fund file.</li> <li>• Information relating to the School Fund should be quality checked by another member of staff to ensure that no omissions occur – YH confirmed that LH authorises the school fund accounts, FOE accounts and bank reconciliations on a monthly basis. YH presented to the committee a control document that she has designed that is signed by LH on a monthly basis and this will ensure that all documents are authorised every month and that there are no omissions.</li> </ul> <p><b>6. Review the School Fund Income and Expenditure Account to 31<sup>st</sup> January 2016</b> YH presented the School Fund accounts to 31<sup>st</sup> January 2016. The school fund had a balance of £9,468.66 and petty cash of -£54.96. This was made up of £5,521 held in the holding account ready for transfer into the LMS accounts or external charities and £8,242 that is held on behalf of Friends of Excalibur.</p> <p><b>7. Review the Friends of Excalibur Accounts to 31<sup>st</sup> January 2016</b> YH presented the Friends of Excalibur Accounts to 31<sup>st</sup> January 2016. They have a balance of £8,242 being held in the school bank account and £50 held in the Britannia Building Society. They have raised £5,155 this year so far. Friends of Excalibur have committed to fund the Life Education van £860.</p>	
7	<b>SCHOOLS FINANCIAL VALUE STANDARD (SFVS)</b> <p><b>1. SFVS review 2015/16</b></p>	

The SFVS review was approved by full governors in their meeting on 16<sup>th</sup> December 2015. The review was sent to the Local Authority finance team by YH on 17<sup>th</sup> December 2015. The chair of governors received an email from the school's finance team on 19<sup>th</sup> January 2016 stating that they had assessed the school's SFVS submission and the outcome of the assessment was Good Assurance, the highest category.

**2. Review the reports on all tenders and quotations between £5,000 and £50,000 since 1<sup>st</sup> July 2015**

- a. YH is obtaining quotes for new electric gates and lighting at the front of the school to see if this is affordable in this academic year. YH has obtained one quote and the initial cost without any site surveys and without lights is around £15,600. This is affordable and the school is to create an Earmarked Fund for this work out of the 2015/16 budget of £17,500. The work will need to be completed when the drive and gates are not in use so it would be best over the Summer break. YH is now to obtain 3 full quotes for the work so that it can be approved at the Summer Term governors meeting and the work can be completed over the Summer 2016.
- b. YH is in contact with Ian Hales, Property Management CEC, and is hoping for Local Authority funds to help to replace the school's heating boilers. During the Autumn term YH commissioned a report from the school's heating contractors on the state of the school's heating boilers. This has been sent to Ian Hales and he is putting together a report to present to the Property Management Managers at CEC to fund the boiler replacement during the Summer 2016. The estimated cost of the replacement has now been estimated to be between £75,000 and £100,000 and the school has been asked to contribute 10% which will be between £7,500 and £10,000. The school is to create an Earmarked Fund of £10,000 out of the 2015/16 to fund the school's contribution.

**3. Review and items that are within £10,000 and £50,000 for approval by this committee.**

- a. There are no quotes to be considered by the committee at this time.
- b. The school is to dispose of 3 white boards and projectors from the Year 2,4 and 6 classrooms at the end of the Spring term. The whiteboards were over 10 years old and their original cost was £5,800. The governors approved the write off and the white boards can be disposed of for no profit.

**4. Review the listing of school contracts 2014/15**

The listing of school contracts was presented as it was presented. YH explained that it was split into the school's main contractors with contract dates and value together with contract 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.

**5. Review the Identified Risks Listing at 2<sup>nd</sup> March 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:

- a. Pension liability £42,000



- b. The SFVS training needs £1,400
  - c. Boiler damage £20,000
  - d. Sports equipment repair £200
- These have all been budgeted for in the schools accounts.

**6. Review how the school has achieved best value since 1st July 2015**

- a. The head teacher and school business manager negotiated 4 new display boards for free from Academy Photography for the school's reception area and the school hall as the displays are now out of date. The estimated cost of the displays and therefore the saving is £2,000.
- b. The school business manager negotiated a 15% reduction in the three year contract cost for the new Parentmail pmx system being introduced at the end of March for use after Easter. This was a saving of £510.
- c. The school business manager obtained three quotes for the new promethean screen obtained for the year 2, 4 and 6 classrooms and made a saving of £654.
- d. The school has reviewed the use of the school newspaper purchased for Key Stage 2. The newspaper is not being used regularly and therefore the subscription has not been renewed and the school has made a saving of £575

**7. Review the benchmarking data for 2014/15**

The benchmarking data for 2014/15 was presented by YH. The report contained the 2014/15 CTF income and expenditure that was compared to other schools and the multiple charts that compare the schools financial information to 30 other schools with similar pupil numbers. The findings were:

- a. Staffing costs were reviewed and they were to be shown to be average for the same size school.
- b. The water and sewerage costs are at the high end compared to other schools but the school is with the local authority contract for this cost and when this has been highlighted and reviewed in the past it is connected to the run off costs not the water usage costs.
- c. The rates is shown to be low. It was explained to the committee that this is due to the school being a trust school so we applied for a rates rebate.
- d. Learning resources is higher than many schools but the headteacher and governors saw that this was good due to more money being earmarked for the resources that the pupils were using.
- e. All other costs we average based on the other schools that we were compared to.
- f. School generated income is low compared to other schools but this is due to the school not controlling the wrap around care and not having a nursery on site run by the school.

**8. Review the Local Authorities School's Audit Programme 2015/16  
Summary of findings.**

YH presented the annotated LA report of their finding in other Cheshire East schools and the following were discussed:

- a. Pay and appraisal policies have not been evidenced as reviewed annually and formally approved by the governing board – The school's current pay and appraisal policies were reviewed by this committee on 25<sup>th</sup> November 2015 and approved them in the Full Governor meeting on 16<sup>th</sup> December 2015. This is evidenced in the committee meeting minutes and FGB minutes.





	<p>both the bank reconciliation and the Imprest claim.</p> <ul style="list-style-type: none"> <li>n. Inventories are not maintained to include all assets – The school has a full photographic inventory but does not have an up to date listing of all pieces of equipment as it was considered that this is held within the accounts spreadsheet. YH will create an inventory listing of all ICT and non ICT equipment with the costs, serial number and purchase date.</li> <li>o. A periodic independent physical check is not undertaken on assets to ensure the inventory is up to date – The chair of this committee completes an annual check on the assets in the Summer term and feed back to this committee.</li> <li>p. School fund accounts reconciliations are not subject to regular independent review and evidenced as such – The school funds bank reconciliation and summary report are produced by YH on a monthly basis and reviewed and signed by the head teacher.</li> <li>q. School fund accounts are not audited and the completed certificate received by schools within 3 months of the period end – the school's school fund is audited by the Local Authorities school's finance team and is not completed within 3 months of the month end.</li> <li>r. Bank account reconciliations are not subject to regular independent review and evidenced as such – The schools Imprest and School Fund bank reconciliations are completed on a monthly basis and reviewed and signed by the headteacher.</li> </ul>	YH
8	<p><b>HUMAN RESOURCES</b></p> <p><b>4. Review the Education HR newsletter</b></p> <p>YH presented the HR December Newsletter:</p> <ul style="list-style-type: none"> <li>a. CEC advises schools to adopt the living wage otherwise schools would leave themselves open to the risk of equal pay claims. The school has adopted the Living Wage for all staff under Grade 3 point 2 from 1<sup>st</sup> April 2016.</li> <li>b. Prohibited Teacher List – Important reminder that schools should be checking that all teachers are not subject to a prohibition order by checking the Prohibited Teacher list on an annual basis and for all new teachers. The school has been completing these checks annually since September 2014 and they have now completed for Heather Cheadle the new EYFS teacher. The checking documentary evidence is kept on file and the check is recorded on the Single Central Record.</li> <li>c. Under the Model Pay Policy there is a reminder to governors that they cannot change the head teachers pay range unless there has been a significant change in the duties and responsibilities of the post.</li> <li>d. Pension Update – CEC will let schools know if they need to do anything as part of the pension re-enrolment as per The Pension Regulator letter received by the school in September.</li> <li>e. Policy Developments – There is a listing of model policies to be adopted by school, these were all reviewed by this committee on 25<sup>th</sup> November and approved by FGM on 16<sup>th</sup> December 2015. The Domestic Abuse Policy is to be reviewed in this meeting and taken to FGM for approval on 23<sup>rd</sup> March 2016.</li> </ul>	

9	<p><b>REVIEW THE ATTENDANCE PROCEDURES IN SCHOOL</b></p> <ol style="list-style-type: none"> <li>1. The attendance procedures remain the same as in the Autumn term.</li> <li>2. YH presented the attendance report to 29<sup>th</sup> February 2016. The whole school attendance was at 97.3% (target 96.5%) (2014/15 96.57%). 2 fixed penalty notices had been issued.</li> <li>3. YH presented the Educational Welfare Officer (EWO) report from the review of the register systems on 7<sup>th</sup> January 2016. The report shows that the register systems are adequate except that the school needs to liaise with the Child Licencing Officer if they have not received a licence when a child is performing during the day.</li> </ol>	
10	<p><b>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES SUMMER TERM 2015 FOR THIS COMMITTEE</b></p> <p>YH presented the items informing the governors of the following items of importance for this committee:-</p> <p><b>Item 1 – Governance and Liaison update</b></p> <ul style="list-style-type: none"> <li>• Cheshire East Annual Governors' Conference in 11<sup>th</sup> March 2016. SSp is attending for the school and its focus is on excellence in governance and leadership in schools.</li> <li>• Spring term training package. This is available for all governors on the governor section of the school website. Chairs are encouraged to ensure that training paid for is being optimised.</li> <li>• Governor Services Benchmarking Survey 2014/15. Governing body are to feed back to CEC governance of any additional courses that they would like to see on the training package.</li> <li>• New Governance Handbook released November 2015. It is suggested that governors use the handbook as a reference guide. Chairs should familiarise themselves with sections 1 to 5 and section 12. The other chapters should be consulted as and when a relevant issue arises.</li> <li>• Disqualification Criteria. The DfE is undertaking a consultation and proposal to make DBS checks compulsory for all governors. Most of our governors have completed DBS checks.</li> <li>• Assessment without levels Commissioners report is an essential report in terms of the development of quality in assessment in schools. The suggested questions on assessment will be asked in the Teaching and Learning committee Spring term meeting.</li> </ul> <p><b>Item 2 – Annual HMI Report</b></p> <p>This details the findings of Ofsted inspections through 2014/15:</p> <ul style="list-style-type: none"> <li>• The gap between secondary and Primary school performance has not narrowed, 85% of primary schools are good or outstanding compared to 74% of secondary schools</li> <li>• Headteacher and Teacher recruitment within schools is challenging</li> <li>• The outcomes for disadvantaged learners have to improve and the issue remains a key priority.</li> <li>• </li> </ul> <p><b>Item 3 – Educational Welfare Service and Academy Charges</b></p> <ul style="list-style-type: none"> <li>• The Educational Welfare Service offers statutory and non-statutory work to free of charge to schools.</li> <li>• Schools should only use B code for offsite educational activities.</li> <li>• Governors need to ensure:</li> </ul>	



	<ul style="list-style-type: none"> <li>○ The school promotes good attendance and reduces absences including persistent absences. The school promotes good attendance through 100% termly and annual attendance certificates and reporting a league table of termly attendance of classes.</li> <li>○ Ensure every pupil has access to full-time education – All pupils at Excalibur have access to full-time education to which they are entitled.</li> <li>○ Acts early to address patterns of absence - An attendance report of possible persistent absentees is provided to the head teacher on a two weekly basis to take actions.</li> </ul> <p><b>Item 4 – NQT's</b></p> <ul style="list-style-type: none"> <li>• This is about NQT's in schools during this academic year and the school does not have any.</li> </ul> <p><b>Item 11 – Pupil Premium for children adopted from care</b></p> <p>The Pupil Premium post Local Authority Care was extended to looked after children who left care through adoption, special guardianship order or child arrangements/ residency order.</p> <p><b>Has the school ensured that all eligible children have been identified on the January Census?</b> YH – We have included all children who's parents and carers stated they were eligible at the previous census plus we have included a section on the school's enrolment form that asks if the new pupils are eligible for this funding.</p> <p><b>Has the school asked for evidence where new pupils have been claimed for as documentation is not transferable?</b> YH – No new children have been claimed for this time.</p> <p><b>Item 12 – Model Education Policies</b></p> <ul style="list-style-type: none"> <li>• The following policies have been updated on the Cheshire East Intranet site and should be adopted by schools: <ul style="list-style-type: none"> <li>○ Model Annual Leave Policy</li> <li>○ Adoption Pay and Leave Policy</li> <li>○ Domestic Abuse Policy and Procedure</li> <li>○ Equality and Dignity at Work Policy</li> <li>○ Travel and Expenses Policy</li> </ul> </li> <li>• The first two policies were adopted by the governing body on 16<sup>th</sup> December 2016</li> <li>• The Domestic Abuse policy is to be reviewed by this committee and adopted by the FGM on 23<sup>rd</sup> March 2016</li> <li>• The other 2 policies are not yet on the CEC website and need to be reviewed and adopted in the Summer term.</li> </ul>	YH
11	<p><b>REVIEW THE POLICY LISTING DELEGATED TO THIS COMMITTEE</b></p> <p>The policy listing was reviewed and all due policies have been reviewed and presented to the committee.</p> <p>The following policies;</p> <ul style="list-style-type: none"> <li>• Induction Policy (Support Staff)</li> <li>• Domestic Abuse Policy</li> <li>• Attendance Management Policy (Support Staff)</li> <li>• Bad Debt Policy</li> <li>• Gender Reassignment Policy</li> </ul> <p>were reviewed and approved to take to the Full governors meeting on 16<sup>th</sup> December 2015. These policies will be uploaded onto the governor section of the website ready for</p>	FGM

	the Full Governors meeting.	
12	<b>DISCUSS ANY SAFEGUARDING ISSUES</b> None	
13	<b>REVIEW THE TRAINING NEEDS OF COMMITTEE MEMBERS</b> None that have not already been discussed	
14	<b>ANY OTHER BUSINESS</b> <p>The school has asked if it can be used for the EU Referendum on 23<sup>rd</sup> June 2016. The school does not have any inset days left as it has already used one inset day for elections on 5<sup>th</sup> May 2016. The school have asked if it is compulsory use and has been informed that they can force the school to allow it be used for the referendum. The school cannot stay open for pupils on this day (2 sessions) due to safeguarding as members of the public will be in the school all day and as the school hall is used for polling there will be nowhere for the pupils to have lunch. The school cannot extend the term date from 19<sup>th</sup> July to 20<sup>th</sup> July but staff and pupils have already booked holiday for this day. LH has been in touch with the local authority and they have informed us to look at The Education (School Day and School Year) (England) Regulations 1999 regulation 2 subsection 3. This states "Where at any time a school is prevented from meeting for one or more sessions for which it was intended that it should meet, and it is not reasonably practicable for arrangements to be made for meet at an alternative time for those sessions, the school shall be treated for the purposes of paragraph (2) as if it has met as intended".</p> <p>The governors agreed with the Head Teacher that the school could not be kept open when the referendum was taking place and there was no practicable way of making up the day (2 sessions) in the 2015/16. It was agreed that parents would be informed that the school is closed for pupils on that day and it would be recorded as a # in the register as full closure. This decision will be taken to the Full Governor meeting on 23<sup>rd</sup> March 2016 for ratification.</p>	<b>FGB</b>

Part one of the meeting concluded at 7.30pm

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

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

Date *23-3-2016*