

## MINUTES OF THE COMMUNITY COMMITTEE MEETING OF EXCALIBUR PRIMARY SCHOOL

**WEDNESDAY 25<sup>th</sup> May 2016 – 5.30PM**

PRESENT:

Vicky Alsop	VA	Chair
Lise Houldsworth	LH	Head Teacher
Mike Cross	MC	
Yvonne Hilditch	YH	
Sakina Shulver	SSh	
Sarah Sproston	SSp	

[illegible]

	<ul style="list-style-type: none"> <li>YH is in discussions with Ian Hales, Property Management CEC, and he has confirmed that CEC will replace the school heating boilers but timings have not yet been agreed. The school has confirmed that they will contribute 10% of the cost which should not exceed £10,000 which has been earmarked from the 2015/16 LMS accounts.</li> </ul>	YH
5	<p><b>SCHOOL DEVELOPMENT PLAN PRIORITIES 2015/16 – Review the SSDP objectives for the Community Committee, the Community Cohesion events and British Values in relation to Behaviour and Safety</b></p> <p><b>Priority 5 - Healthy Lifestyles</b></p> <ul style="list-style-type: none"> <li>The schools sports week took place on week commencing 23<sup>rd</sup> May 2016. There were a range of timetabled sports activities for the children to take part in. The school paid for a number of activities including a climbing wall, wheelchair basket ball, and an inflatable football pitch. There were a range of activities provided by the local community listed below under Community Cohesion. The week ended with the school sports day.</li> <li>The school has submitted a bid to Awards for All for a trim trail on the field. This is a selection of wooden obstacles for children to use that help with coordination, strength, balance, agility and team building. The bid is for £7,500 and is being supported with match funding of £2,500 from Friends of Excalibur.</li> </ul> <p><b>Priority 6 - Staying Safe</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Community Cohesion</b></p> <ul style="list-style-type: none"> <li>Sports week included a range of activities provided by the local community. ASM, a local sports provider, taught fencing and boxercise. Alsager Football Club taught football skills with the younger children and led a football tournament in Key Stage 2. Tom Quinn, a local sports trainer, taught team building and did an early morning boot camp in the school playground. Alsager school brought their sports ambassadors with Rob Morris, the ACT Sports Coordinator, for a whole day of athletics activities. Alsager Golf Club's Junior Golf Coordinators taught tri golf.</li> <li>The results of the parent's survey completed in March 2016 was positive and the detailed findings are recorded under Item 7 of the minutes.</li> <li>The school is design and create a float so that the year 6 pupils and staff can take part in the Alsager Carnival parade in June 2016.</li> <li>Alsager Rotary are providing a cup or a shield to the school's so that the children and staff can select a "Pupil of the Year". The children and staff will base their decision based on the ethos of the school.</li> <li>The school will be contributing to the Alsager in Bloom floral displays within the town. The school's nurture group will decorate and fill the pots provided by</li> </ul>	



	<p>Alsager in Bloom on the theme of the Queen's birthday.</p> <p><b>British Values</b></p> <ul style="list-style-type: none"> <li>Sports week included two high profile assemblies. The first was led by Ann Packer, a British athlete who won gold in the 1964 Olympics in the 800m and the second led by Yvonne McGregor, an English former professional cyclist, who won a gold medal in the 1994 Commonwealth Games in Canada and Bronze medal in the 2000 Olympics in Sydney.</li> </ul>	
6	<p><b>SCHOOL DEVELOPMENT PLAN PRIORITIES 2016/17</b></p> <p>The responsibilities for the committee are within the Personal Development, Behaviour and Welfare section of the SSDP</p> <p><b>Priority 5 - KiVa (research based anti-bullying programme)</b></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. Last year the school became a KiVa school as part of our on-going commitment to bullying prevention. Two members of staff have been trained and they have disseminated the messages and resources to all the staff. At the moment KiVa is delivered during PPA time by one teacher and a TA. A local network of KiVa leads meet from time to time to discuss the progress of the programme. The school has completed a pupil survey but the results have yet to be analysed and this will give the school information on the progress that the school has made. The school now needs to ensure that the initiative becomes embedded into the daily life of the school and that the school has a whole community 'buy-in'.</p> <p><b>Are there any implications and costs to the school?</b> LH - The license for KiVa is £240 per annum.</p> <p><b>Will JT continue as the teacher lead when she is the deputy?</b> LH - Yes this will continue and she will attend the ACT meetings with Liz Bundy.</p> <p>LH then went through the actions on the plan and how the progress will be monitored.</p> <p><b>Priority 6 - Global Education</b></p> <p>Global education promotes understanding of social justice and human rights and the contribution they make to peace building and conflict resolution. 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 SMSC (Spiritual, Moral, Social and Cultural) curriculum delivered through a range of subjects and areas of school life. The school runs SEAL (Social and Emotional Aspects of Learning) and KiVa programmes and promotes global citizenship through collective worship, curriculum drivers and our work around British values. We would like to develop this further by ensuring that we are making the most of the opportunities to promote global learning in our fast changing world and ensure that staff are highly skilled in delivering global education.</p> <p>LH then went through the actions on the plan and how the progress was to be monitored. The audit has already been completed by LH and the school has signed 2 people up for training. The ACT inset in the Autumn term will be led by CEDC on Global Learning and how this fits in within Alsager.</p>	
7	<p><b>REVIEW OF THE PARENT QUESTIONNAIRE RESULTS 2015/16</b></p> <p>LH presented the Annual Survey of Parents/Carers view 2016. The summary had been checked back to the individual parents surveys by Sara Choi. The main findings were that:</p> <ul style="list-style-type: none"> <li>All parents /carers agree or strongly agree that their child is happy at school, that their children are safe at school and that their children make good progress</li> </ul>	



	<p>at Excalibur.</p> <ul style="list-style-type: none"> <li>• 98% of all parents / carers agree or strongly agree that their children are well looked after at school, are taught well at school and they receive valuable information from the school about their child's progress.</li> <li>• 41% of parents / carers did not know if the school deals effectively with bullying. LH explained that this may be because these parents have not had to deal with bullying within school. 54% agreed that the school dealt with bullying effectively.</li> <li>• The parents had included a list of strengths of the school mainly around friendliness, learning environment, teaching, and communication.</li> <li>• The parents made a number of suggestions for improvement or further information. LH had provided some feedback to parents or carers on these items if this is already happening or where this information could be found.</li> </ul> <p>The summary had been sent out to all parents and carers on Parentmail and was downloadable from the school website.</p> <p><b>How many returns did the school receive and what percentage is 1 person? LH -</b> There were 49 returns so every person is 2%.</p>	
8	<p><b>REVIEW ANY ISSUES ARISING FROM THE ANNUAL HEALTH AND SAFETY REVIEW AND OTHER HEALTH AND SAFETY RISK ASSESSMENTS AND AUDITS.</b></p> <ul style="list-style-type: none"> <li>• YH presented the annual Sports Equipment Inspection report from 24<sup>th</sup> February 2016. There were 4 recommendations and these had been actioned with school safe and rectified on 23<sup>rd</sup> March 2016.</li> <li>• YH presented the Health and Safety Chess Update to the committee. The items highlighted included: <ul style="list-style-type: none"> <li>- ChESS purchase of the Health and Safety Package. This was completed in May 2016 before the deadline.</li> <li>- Meetings for site managers. Health and Safety are considered facilitating meetings on a 6 monthly bases and the school thinks that this would be a good idea.</li> </ul> </li> <li>• YH presented the Identified Risks Listing report of all the hazards identified by the school risk assessments and any other assessments and reviews both internally and by external contractors. It summarises all hazards identified within school together with any costs, the actions to be taken and by whom, the target completion date and details of when the remedial action was completed and therefore the risk reduced.</li> <li>• The annual Health and Safety check with CEC will take place with LH and YH on Monday 27<sup>th</sup> June 2016 and the findings will be reported to the Autumn term Community committee meeting.</li> </ul>	
9	<p><b>DISCUSS ANY CHANGES TO THE BUILDING MAINTENANCE 3 YEAR PLAN</b></p> <p>LH presented the updated three year building maintenance plan. The plan is split into two sections the top indicates the building maintenance work that will be completed from the LMS budget and the bottom part if the school is successful when bidding for external funding. The items to be funded from the LMS budget had been built into the school's three year forecast that was to be approved by the governors in the Strategic leadership and Management committee on 22<sup>nd</sup> June 2016.</p> <p>The committee discussed the items on the listing and approved the items with it.</p>	
10	<p><b>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES SUMMER TERM 2016 FOR THIS COMMITTEE</b></p> <p>YH presented the report 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>• 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.</li> <li>• From 1<sup>st</sup> 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.</li> </ul> <p><b>Item 2 – Education White Paper</b></p> <ul style="list-style-type: none"> <li>• 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: <ul style="list-style-type: none"> <li>- 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) .</li> <li>- Focus on the right skills within the governing body (Reviewing of the annual governors skills audit in the Strategic leadership and Management committee)</li> <li>- 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).</li> <li>- 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).</li> <li>- 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)</li> </ul> </li> </ul> <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><b>Item 3 – Statutory Guidance about Organisational Changes to LA Maintained Schools</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> </ul> <p><b>Item 4 – New School's Causing Concern Statutory Guidance</b></p> <ul style="list-style-type: none"> <li>• There are now three group of schools that cause concern and are eligible for formal action: <ul style="list-style-type: none"> <li>- Inadequate maintained schools</li> <li>- Coasting maintained schools</li> </ul> </li> </ul>	<p>VA</p> <p>YH</p>
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	<p>- 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> <p><b>Item 7 – Educational Welfare Service and Academy Charges</b></p> <ul style="list-style-type: none"> <li>• CEC want to ensure that code B on the register is only used for off-site educational activity that has been approved and certified by the school and when the education is supervised and safeguarded. YH confirmed that this was the case.</li> </ul> <p><b>Item 9 – Penalty Notices for Leave of Absence</b></p> <ul style="list-style-type: none"> <li>• During a recent Educational Welfare Service inspection it has become apparent that school are not providing 380 sessions per year and are breaching the rules at the end of a term. The school has not allowed pupils home early at the end of term but have not provided 380 sessions this year due to the extra requirement by CEC that the school be used again as a polling station for the referendum on 23<sup>rd</sup> June 2016. This was approved by the governors in the Spring 2016 minutes.</li> </ul> <p><b>Item 12 – Workshop Raising Awareness of Prevent</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Item 13 – Extremism and Radicalisation</b></p> <ul style="list-style-type: none"> <li>• The self assessment tool has been sent to the Headteacher for completion.</li> </ul> <p><b>Item 14 – New Bullying Documentation</b></p> <ul style="list-style-type: none"> <li>• CEC is recommending that school record the steps taken to resolve bullying incidents. As the school is a KiVa school this recording is already happening at Excalibur under the KiVa paperwork.</li> </ul> <p><b>Item 15 – Skills and growth Company</b></p> <ul style="list-style-type: none"> <li>• This is not applicable at Excalibur as it is about getting young people into work.</li> </ul>	YH
11	<p><b>REVIEW OF POLICY LISTING</b></p> <p>All policies except Accessibility Plan are up to date. YH has ordered an Accessibility Audit and once this has been completed the plan will be updated and ready for review.</p>	YH
12	<p><b>REVIEW OF POLICIES TO BE TAKEN TO THE FULL GOVERNORS MEETING</b></p> <p>There are no policies to be reviewed and approved at the Full Governors Meeting on 13<sup>th</sup> July 2016.</p>	
13	<p><b>SAFEGUARDING ISSUES</b></p> <p>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</p>	



	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.	
14	<b>REVIEW THE TRAINING NEEDS OF COMMITTEE MEMBERS</b> None	
15	<b>ANY OTHER BUSINESS</b> 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 13 <sup>th</sup> July 2016. YH said that she would send the 2015 statement to VA to start the process of updating the statement.	

Part one of the meeting concluded at 6.45pm

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

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

Date 13/06/2016

No Part 2 meeting took place as there were no issues to discuss