

MINUTES OF THE COMMUNITY COMMITTEE MEETING OF EXCALIBUR PRIMARY SCHOOL

WEDNESDAY 5th October 2016 – 5.00PM

PRESENT:

Mike Cross	MC	Chair
Lise Houldsworth	LH	Head Teacher
Sarah Brammeld	SB	
Sarah Sproston	SSp	

Clerk: Yvonne Hilditch YH

Item	TOPIC / PURPOSE	Action
1	APOLOGIES FOR ABSENCE Apologies were received from Vicky Alsop and Sakina Shulver	
2	DECLARATION OF INTEREST No declarations of interest.	
3	MINUTES The minutes of the meeting held on Wednesday 25 th May 2016 were agreed as a true record and signed.	
4	MATTERS ARISING FROM THE PREVIOUS MINUTES <ul style="list-style-type: none"> • Obtain quotes for chancel insurance (YH) – This had not been completed but the land had not yet been transferred to the Alsager Trust. • YH has ordered an Accessibility Audit and once this has been completed the plan will be updated and ready for review. (YH). YH has tasked the new site manager with the completion of the Accessibility Audit of the premises and once completed the Accessibility Plan can be updated ready for the next meeting. • YH is to obtain quotes for new electric gates at the end of the drive and lighting to see if this can be afforded in this academic year. (YH) The quotes for the new gates and lighting were presented to the Strategic Leadership and Management Committee in the Summer term and approved. The work on the gates and lighting was completed over the Summer managed by Dave Pickin (DP), the new school site manager. • YH is in contact with Ian Hales who is within the property management section of the local authority about the replacement of the school boilers. CEC have agreed to pay for the boilers but YH needs to liaise over timings (YH). YH and DP have been in contact with Ian Hales and the work is still out to tend by Cheshire East Council. The work is planned to be completed during term time before Christmas but will be chased by YH. • VA agreed that she would review the Education White Paper Chapter 3 further and feedback to the relevant committees any consequences to that committee that had not been identified above. (VA) As VA is absent YH is to chase her for this information. • Governors were informed that they needed to review the new Statutory guidance about organisational changes to LA maintained schools (Item 3 on Director of Children’s Services Report Summer 2016) 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.(YH) • The Learning, Teaching, Curriculum and Standards committee are to review a report 	<p>YH</p> <p>YH</p> <p>YH</p> <p>YH</p> <p>YH</p>

	<p>that shows if Excalibur is a coasting school. (YH) This was completed in the Summer term meeting.</p> <ul style="list-style-type: none"> The governors were 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. (LH) The training was attended by both staff in November 2016. The information is to be disseminated to staff at the annual safeguarding update training at the school. The Extremism and Radicalisation self assessment tool has been sent to the Headteacher for completion. (LH). This has not yet been received in school. 	LH
5	<p>APPOINT A CLERK TO THE COMMITTEE</p> <p>The committee agreed that the clerk for the committee for the next year would be Yvonne Hilditch.</p>	
6	<p>AGREE THE COMMITTEE TERMS OF REFERENCE</p> <p>YH presented the terms of reference for the committee from 2015/16 and the committee agreed that the terms would remain the same for 2016/17.</p>	
7	<p>SCHOOL DEVELOPMENT PLAN PRIORITIES 2016/17 - Review the SSDP objectives for the Community Committee together with the school's community cohesion events and British values.</p> <p>The responsibilities for the committee are within the Personal Development, Behaviour and Welfare section of the SSDP.</p> <p>LH presented her SWOT report on the school's progress on the SSDP objectives so far in 2016/17.</p> <p>Priority 5 - KiVa (research based anti-bullying programme)</p> <ul style="list-style-type: none"> The KiVa leads within Alsager Community Trust (ACT) have continued to meet this term. LH is the lead in school together with a teacher and teaching assistant. The school's first annual KiVa survey was completed by the children in the Summer term 2016. It shows that KiVa has had a strong positive impact. As expected the children have become more aware of bullying as it has become more high profile within the school. The children feel that the staff in school are more aware of bullying prevention. <p>•</p> <p>Priority 6 - Global Education</p> <ul style="list-style-type: none"> The ACT inset in the Autumn term was led by CEDC on Global Learning and how this fits in within Alsager. The school has accessed the £500 e-learning credits for the Global Learning programme. LH and the Global Education teacher lead attended training in October 2016 at Cranage Hall. The teacher lead will continue with the training throughout 2016/17 during 4 more sessions. Since the initial training session they have created a priority listing of actions for the school. The school is linking with Pikemere school to complete Philosophy for Children which is linking the history in the curriculum with what is happening in the outside world today to teach the children empathy. Philosophy for Children training for all staff will take place in November 2016. Friends of Excalibur have agreed to pay for an artist in school in the Spring term. The artist is to work with all the classes and it will have a global education theme. There is a threat to the Global Learning implementation within school on time available and the school must ensure that the lead is given time to implement the 	

	<p>priority actions and time is allocated for feedback in staff meetings.</p> <p>Community Cohesion</p> <ul style="list-style-type: none"> • Excalibur's year 4 children participated in the One World week festival in October 2016. The One World week committee organised for the children to have two morning Irish dancing sessions within school and they then performed the dance at the Saturday morning event. <p>Other Strengths</p> <ul style="list-style-type: none"> • The new school drive and pedestrian gates have now been fitted at the top of the school drive. They have improved the safety and safeguarding of the children as they have created a holding bay at the front of the school so that all visitors can be verified before they enter the school premises. • All school staff have received an annual safeguarding update on 26th September 2016, which is a requirement of the new safeguarding regulations, Keeping Children Safe in Education. The Scies team provided LH with a powerpoint presentation for the update and all the staff were provided with section one of the new regulations at the end of the session. • There is an ACT joint inset in October 2016. This will establish the Alsager leads network for this year. • LH has applied to attend Child Protection Process training with the LSCB which is level 3 training. • The new wild meadow posts are in place at the back of the school field. The bug hotel is to be relocated to this area to improve its usage both within and outside lessons. 	
8	<p>REVIEW THE BEHAVIOUR LOG FOR 2015/16</p> <p>LH presented the report for 2015/16. It showed the completion of Golden Rules sheets from 2013/14 to 2015/16 and showed:</p> <ul style="list-style-type: none"> • the level remained consistent with 20 in 2013/14, 20 in 2014/15 and 18 in 2015/16. • 17 out of the 18 forms were for the golden rule 'Keep you hands and feet to yourself' • 9 out of the 18 forms lead to staff or LH talking to parents about the incident. • The forms were mostly given to year 5 children • 2 children had more than 3 forms to complete. 	
9	<p>REVIEW THE COMPLETED WEBSITE AUDIT DOCUMENT SENT BY CHESHIRE EAST SCHOOL GOVERNANCE IN SEPTEMBER 2016</p> <p>YH presented the completed audit to the committee and they found:</p> <ul style="list-style-type: none"> • Under the Required by Law section all items are in place on the website except: <ol style="list-style-type: none"> 1. Curriculum your school follows in each academic year for every subject is only partially in place as YH has removed the Spring and Summer 2015/16 medium term plans that should have remained. YH is to reinstall these documents. 2. Pupil Premium is only partially in place as the 2015/16 impact and spend statement and the 2016/17 action plan need to be uploaded. These will be completed and on the website by 21st October 2016. 3. PE and sports Premium is only partially in place as the 2015/16 impact and spend statement and the 2016/17 action plan need to be uploaded. These will be completed and on the website by 21st October 2016. • Under the Desirable/best practice section all items are in place except: <ol style="list-style-type: none"> 1. Google maps link or direction. YH to investigate with school spider. 2. Information about disabled access as the school has disabled access at the 	<p>YH</p> <p>JT/YH</p> <p>YH</p>

	<p>front of the school.</p> <ol style="list-style-type: none"> 3. Twitter feed as the school does not have a twitter account <ul style="list-style-type: none"> • Under the Other ideas to consider all items are in place except: <ol style="list-style-type: none"> 1. A translate button, YH to investigate with school spider. 2. Short videos on how to help the children with reading etc. The school does not have videos but the website does include parent documents that help parents with reading and maths that can be downloaded. 3. Jargon buster but as most of the website is in plain English and it tries to explain all things going on in school such as KiVa and Accelerated Reader. 4. Secure section of the website for Ofsted. It was considered that this was not necessary at the moment as the headteacher would prefer to send the relevant documentation to Ofsted. 	YH
10	<p>REVIEW ANY ISSUES ARISING FROM THE ANNUAL HEALTH AND SAFETY REVIEW AND OTHER HEALTH AND SAFETY RISK ASSESSMENTS AND AUDITS.</p> <ul style="list-style-type: none"> • The annual Health and Safety check with LH, YH and Susan Pullan from Cheshire East Council was on Monday 27th June 2016 and YH presented the report and the findings under each section: <ol style="list-style-type: none"> 1. Policy and Organisation - all documents and safety measures are in place 2. Accident/First Aid - all documents and safety measures are in place 3. Buildings - all documents and safety measures are in place 4. Legionella - all documents and safety measures are in place 5. Asbestos - all documents and safety measures are in place 6. Chemicals/cleaning - all documents and safety measures are in place 7. Curriculum activities - all documents and safety measures are in place 8. Educational Visits - all documents and safety measures are in place 9. Emergency Arrangements - all documents and safety measures are in place 10. Fire Evacuation - all documents and safety measures are in place 11. Medication Arrangements - all documents and safety measures are in place 12. Moving and handling - all documents and safety measures are in place 13. Office Areas - all documents and safety measures are in place 14. Outside Area - all documents and safety measures are in place 15. Public Use/out of school hours - all documents and safety measures are in place 16. School rules/supervision - all documents and safety measures are in place 17. Security - all documents and safety measures are in place 18. Vehicle Movement - all documents and safety measures are in place 19. Welfare - all documents and safety measures are in place <p>There were no recommendations from the visit.</p> • The school's hygiene audit took place on 21st September 2016 with Sarah Sutton a Cheshire East Environmental Health Officer. YH presented the report and the finding: <ol style="list-style-type: none"> 1. The school kitchen was awarded a 5 rating which is the highest rating. 2. Two contraventions were identified in the school kitchen <ul style="list-style-type: none"> - There was a small area of peeling paint to the ceiling of the walk in refrigerator. This is to be rectified in Autumn half term by DP (YH) - The light cover is split and broken in chest freezer 2. DP has inspected the cover and as there is no cover over the light in freezer 1 the cracked cover has been removed. 3. The KS1 kitchen, nurture kitchen and all toilets were inspected and two contraventions were found <ul style="list-style-type: none"> - The ceiling fans in the junior boys toilets were very dusty. All the toilet fans have now been cleaned and DP has put it on the schedule for 	YH

	<p>regular cleaning.</p> <ul style="list-style-type: none"> - The tap in the disable toilet has to be held down when used. This tap has not been replaced by DP. <ul style="list-style-type: none"> • YH presented the Health and Safety Chess Update to the committee. The items highlighted included: <ol style="list-style-type: none"> 1. ChESS purchase of the Health and Safety Package deadline was 31st August 2016. This was completed in May 2016 before the deadline. 2. 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. • 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. 	
11	<p>DISCUSS ANY CHANGES TO THE BUILDING MAINTENANCE 3 YEAR PLAN</p> <p>LH presented the updated three year building maintenance plan. The plan is spilt 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 committee discussed the items on the listing and approved the items within it discussing the following in detail.</p> <ul style="list-style-type: none"> • The items to be funded from the LMS budget had been built into the school's three year forecast that will be submitted for approval by the governors in the Strategic leadership and Management committee on 9th November 2016. • A number of items in the 2016/17 column have now been completed including: electric gates, lighting to the drive, refurbishment of the fort flooring, classroom redecoration in year 4 and 5 and skirting board and door frames touch up. • The bid for the trim trail to be installed on the field was unsuccessful and therefore would have to be moved to 2017/18 • YH/DP are to obtain quotes for the replacement windows and fire doors and apply to Ian Hales at Cheshire East Council for financial help with the work in 2017/18. <p>YH completed the energy certification audit with Cheshire East Council the auditor suggested that the school should look at the replacement of all lights around school to LED lights. LH is to add this into the 2017/18 Maintenance plan and YH/DP are to obtain quotes for the replacement of the lights.</p>	YH/DP
12	<p>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES AUTUMN TERM 2016 FOR THIS COMMITTEE</p> <p>YH presented the report 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 Cheshire East Annual Governors' Conference is on Friday 10th March 2016 and SSp is to attend and feed back to governors in the Spring or Summer term. • The Autumn 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. Goverors have been told to inform SSp and YH if booking on courses. • The new edition of the Academies Financial Handbook has been published and downloaded by both LH and YH. 	

	<ul style="list-style-type: none"> The school governors' One Stop Shop is to remain open for business and will continue to support schools to recruit skilled governors. <p>Item 2 – National Governors' Association</p> <ul style="list-style-type: none"> They have created two key resource packs to assist governors in their three key functions: <ol style="list-style-type: none"> Framework for Governance which provides detailed guidance on governing principles, setting the strategy and monitoring the strategy Growing Governance resource pack which gives practical assistance on full school strategy and development. <p>VA is encouraged to read these two key documents and feedback to governors in the Spring term</p> It has also published a briefing note on parental engagement which YH will send out to all governors for discussion in the Spring term meeting. <p>Item 3 – National Database of Governors</p> <ul style="list-style-type: none"> The White Paper 'Educational Excellence Everywhere' sets out plans to create a national database of all those involved in governance and this data is being collected via Edubase. Edubase will collect the following information on individual governors: <ul style="list-style-type: none"> - Full name - Appointing body - Date of Appointment - Term of office and date ends - Postcode - Date of Birth - Previous names - Nationality All governors have been informed in the committee meeting that this data is to be collected for sharing with the Department of Education (DfE). YH has a password for edubase and will be updating the governor information this term. She will be sending out emails to collect the information that she does not have. Governor Services will be surveying Edubase for completeness of information. <p>Item 4 – A competency Framework for Governance</p> <ul style="list-style-type: none"> Lord Nash has been tasked with producing a new governor/trustee competency framework. Governors should be aware of this and the need once completed to conduct a review of governance and to time governor recruitment appropriately. <p>Item 5 - tootoot</p> <ul style="list-style-type: none"> tootoot is an award winning safeguarding platform for schools and colleges and provide pupils with a confidential way of reporting cyber bullying, racism and other incidents. LH is to review and feedback to governors on taking up a six month trial. <p>Item 10 – Overview of the work of the Education and Skills board in promoting partnership work.</p> <ul style="list-style-type: none"> The summary outlines changes which have been initiated to the strategic governance of education services across Cheshire East and the on going interface with schools. <p>Item 13 – Changes to Children Missing in Education Regulations</p>	<p>VA</p> <p>YH</p> <p>VA</p> <p>YH</p> <p>LH</p>
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- Amendments came into force on 1st September 2016. Schools must work closely with their LA to find missing children. YH has received a document on the changes and what the school needs to do if a child is deemed to be missing in education. And to ensure that they are safeguarded.

Item 14 – Penalty Notices for Unauthorised Leave of Absence

- It has been agreed that in Cheshire East all penalty notices will be issued by the LA to ensure consistency in the issuing of notices.
- From 13th May 2016 the LA has ceased to issue penalty notices for leave of absence, accept payment for penalty notices, cashed cheques for penalty notices and prosecuted for non payment of penalty notices.
- Cheshire East recommend:
 1. Schools should only be authorising leave of absences in exceptional circumstances. LH confirmed that this is the case at Excalibur as she sees and authorises/unauthorises all absence request forms.
 2. Schools should ensure that they are recording unauthorised leave of absence as a G in the register and authorised absences as a H. YH confirmed that this is happening at the school.
 3. Schools should make parents aware of the consequences of taking children on an unauthorised leave of absence. LH confirmed that this is included in the annual school letter and in regular newsletters. YH confirmed that this happens in the letter that informs the parent of the schools decision on the leave of absence.

Item 15 – Update Keeping Children Safe in Education

- The updated regulations came into force on 5th September 2016. The key changes are:
 1. An expectation for governor boards to have a nominated safeguarding governor – the school’s safeguarding governor is Sarah Sprston.
 2. The school’s safeguarding and child protection policy should refer to peer-on-peer abuse, additional challenges for those with special educational needs and honour-based violence. The school has updated its policy and YH will ensure that it includes these items.
 3. Provide opportunities for staff to contribute to the safeguarding policy. LH confirmed that at Excalibur all policies are given to staff for review and comment.
 4. The Designated Safeguarding Lead (DSL) should be a member of the Senior Leadership Team. LH confirmed that at Excalibur the DSL is the head teacher and the person who deputises in her absence is Juliet Tomkinson, the deputy head, who is also a member of SLT.
 5. The school should check for section 128 directions, flagged in a DBS check, which prohibit or restrict a person from taking part in the management of all independent school. YH confirmed that the school has completed enhanced DBS checks on all governors except one, which is in the process of being completed, and none have section 128 flagged.
- YH confirmed that all school staff have been provided with section 1 of the guidance and they have now signed that they have read and understood the document.
- LH confirmed that all staff have undertaken the annual safeguarding update on 26th September 2016.

YH

Item 17 – Primary School Immunisation Programme

	<ul style="list-style-type: none"> The programme has been extended to year 1, 2 and 3 children to reduce the spread of the virus and help protect families and school staff. YH confirmed that the immunisations will take place at Excalibur on 1st November 2016, consent letter had been sent out and were being collected by office staff to pass over to the nursing service together with a listing of children's names and details. <p>Item 27 – Terrorism Bomb Threats</p> <ul style="list-style-type: none"> The bomb threat level in the UK remains at 'Severe' It is important that all staff who will deal initially with a terrorist threat understand their responsibility in recording the details of the threat. YH confirmed that the school had downloaded the document 'Actions to be taken on receipt of a bomb threat' and that had been shared with office and site staff. 	
13	<p>REVIEW THE DOCUMENT STATUTORY POLICIES REQUIRED BY EDUCATIONAL ESTABLISHMENTS</p> <p>YH presented the annotated report which showed that all statutory policies are in place.</p>	
14	<p>REVIEW OF POLICY LISTING</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
15	<p>REVIEW OF POLICIES TO BE TAKEN TO THE FULL GOVERNORS MEETING</p> <p>The following policies were reviewed and are ready to take to Full Governors Meeting on 7th December 2016 for approval.</p> <ul style="list-style-type: none"> Child Protection and Safeguarding Policy Fire Prevention Policy Letting and Charging Policy 	
16	<p>SAFEGUARDING ISSUES</p> <ul style="list-style-type: none"> LH confirmed that the safeguarding audit for 2016/17 had been completed online. The volunteer application form, recommended and discussed in the Summer term committee meeting, is now in place and being used by the school. SSp asked what procedures that there are in school around safeguarding for visitors / external tutors. YH confirmed that the school: <ol style="list-style-type: none"> ensures that the school has received confirmation of DBS/ safeguarding checks being carried out on employees of companies/organisations before they work with children in the school. The school is not allowed to see the individual DBS checks of these employees as they are not employees of the school. has a statement on safeguarding in the school on the school's visitor badge. ensures that the visitors are not left alone in enclosed spaces with children. Doors are left open to corridors and the mobile classrooms are only used by visitors with children when other staff are in the mobile. SSp confirmed that she had a list of safeguarding questions to complete following her safeguarding training. She is to meet with YH and feedback her findings in the Spring term meeting 	SSp/YH
14	<p>REVIEW THE TRAINING NEEDS OF COMMITTEE MEMBERS</p> <p>None</p>	

15	ANY OTHER BUSINESS Nine	
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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 7.12.2016

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