

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

WEDNESDAY 4<sup>th</sup> FEBRUARY 2015 – 5.30PM

PRESENT:

Lise Houldsworth	LH	Headteacher
Mike Cross	MC	Chair
Samantha Allen	SA	
Yvonne Hilditch	YH	
Sakina Shulver	SS	

<i>Item</i>	<i>TOPIC / PURPOSE</i>	<i>Action</i>
1	<b>APOLOGIES FOR ABSENCE</b> Vicky Alsop gave her apologies the day after as she had got the date wrong.	
2	<b>DECLARATION OF INTEREST</b> No declarations of interest.	
3	<b>MINUTES</b> The minutes of the meeting held on 15 <sup>th</sup> October 2014 were agreed as a true record and signed. <b>MATTERS ARISING FROM THE PREVIOUS MINUTES</b> <ul style="list-style-type: none"> <li>• Obtain quotes for chancel insurance (YH) – This had not been completed but the land had not yet been transfer to the Alsager Trust.</li> </ul>	<b>YH</b>
4	SCHOOL DEVELOPMENT PLAN PRIOTITIES FOR 2014/15 – Review the SSDP objectives for the Community Committee, the community cohesion events and SMSC (spiritual, moral, social, cultural) promotion in school.  <b>Priority 5 – Behaviour and Safety – Healthy Lifestyles and Staying Safe.</b> <ol style="list-style-type: none"> <li>1. Healthy Lifestyles               <ol style="list-style-type: none"> <li>a. The school’s outstanding commitment from the P.E. lead, volunteers and outside providers working in school led to the school being nominated and shortlisted for the Everybody Awards. 17 schools were nominated for this award. The school were runners up.</li> <li>b. The interschool sports participation rate and performance has led to the school winning the Alsager Football league and Sportshall Athletic event in the Autumn term. The teams will move onto the Level 3 finals in Sandbach in the Spring term. The football team were also invited to a national football tournament at St Nathaniel’s school in December. The team reached the final and won 3-1 and are now through to the next stage, which will be held at the Crewe Alex ground in March.</li> <li>c. The year 4 children have attended swimming lessons for 11 weeks in the Autumn term.</li> <li>d. The website is updated regularly and meets the statutory requirements which will be evidence when discussed under the review of the Director of Children Services report.</li> </ol> </li> <li>2. Staying Safe               <ol style="list-style-type: none"> <li>a. Anti- bullying week took place in November. The following events took place</li> </ol> </li> </ol>	

in school:-

- i. Monday - Childline came in to work with Year 5 and 6 in their classrooms about feeling safe.
  - ii. Tuesday evening - P.C. Amy Fletcher delivered an informative workshop for parents about the ways to reduce the risks posed to our children when using digital media and technology. She signposted parents to a range of support such as: the thinkuknow website; digital safeguarding magazine and where to find information to set up parental controls on mobile devices. Parents at the session thought that this type of session should be part of the year 6/7 transition as this is a time that most children will start using smart phones outside the home. **Was it well attended?** LH - The attendance by parents at about 35 was better than in past years.
  - iii. Thursday - Mrs Houldsworth, who is CEOP trained, led a Cyber Bullying session this morning with the Digital Leaders from Years 3 to 6 about cyber bullying. The Digital Leaders then lead 20 minute cyber bullying sessions in their own class.
  - iv. Visyon - As part of anti-bullying week and Children's Rights month the local charity Visyon came into school to work with our Year 2, 3 and 4 children. They carried out an art project reflecting the message of anti-bullying and children's rights. The funding of this project was been provided by the Sentinel newspaper.
- b. The ICT suite has been updated to promote safety online messages and the VLE has been updated to include a parents area where CEOPS videos are available for parents to watch with children. There are also updated links to a number of ICT safety websites.

### ***Community Cohesion Events***

#### **Strengths**

1. The school had 2 very successful Christmas performances the KS1 being in school and the KS2 in St Mary's Church. LH had received positive feedback from parents.

#### **Opportunities**

1. The school is using Steph Moore, PE Co-ordinator, who is paid for through Alsager Trust monies to develop PE further in school. She will be quality assuring the staff training and lessons provided by ASM this term and then she will be developing problem solving into PE later in the year. She observed ASM on Thursday 29<sup>th</sup> January and will feedback to the PE co-ordinator in the next two weeks.
2. The school is going to enhance the links with Townhouse now that Play and Learn has closed. This will be an active link that involves inviting children into the school for special occasions and the reception teacher going into Townhouse.

### ***SMSC Promotion***

#### **Strengths**

1. The school council meetings have been happening from 16th October throughout the Autumn term. The democratic values are high profile and meaningful to the children. The minutes of the meetings are taken by the year 5 members and are available on the schools website.

**What impact has the school council had so far this year?**

- Wear it Pink day in school was organised by two year 6 girls through the

school council and raised £209 for the breast cancer campaign.

- Following an assembly by Don Longhurst from Shelterbox on Monday 20th October the school council wanted to raise £800 to buy a shelterbox that can be sent to provide aid in places that have suffered from flooding, hurricane, tsunami or conflict. They started to raise money at the end of the Autumn term and have a totalizer in the school reception area. Rotary Alsager have agreed to match the school council's donation.
- 2. The governors attended the parents evenings on 21<sup>st</sup> and 23<sup>rd</sup> October. LH thanked the governors for their attendance, she explained that the staff felt supported and it was good for parents to see the staff and governors working together as a team.
- 3. The Alsager Trust provided cross school council training on 13<sup>th</sup> November at the Pupil Voice Conference. Four school council members attended the training event. It allowed the children to meet the school council representatives from other primary schools in Alsager and to explore what other school councils are doing. In the afternoon Fiona Bruce MP attended and the children had a question and answer session with her. The trust are exploring the possibility of a trip to Westminster in the Summer term.

#### **Opportunities**

1. Friends of Excalibur have agreed to fund an artist to work with all the classes on our World War One project. This will create a quality art display in the reception area and in all the classrooms. The first two art sessions have taken place with Reception/KS1 and Year 3/4 and there has been positive feedback from the staff.
2. It was recognised as part of the SMSC audit that the school needed to link with a school with a different local context. LH has visited St Nathaniel's Academy in Burslem with the intention of creating links with the school as it has a completely different context from Excalibur. The football team have been invited and attended a football tournament at the school and LH is currently looking at ways to develop the link further around enrichment.
3. The pupil blogging section of the new school website is now being used by the staff and children. LH and SC led an assembly to initially explain the purpose of the blogging and how the staff will be monitoring this area. Each class has had an IT lesson around blogging. The staff are using blogging to pose SMSC questions.
4. Emily Gladwyn the pupil voice co-ordinator will be working with the school council this half term and will be leading an assembly on pupil voice.
5. Class assemblies will take place in the Spring and Summer term. Parents will be invited to attend. It was the year 5 assembly last week and we have had positive feedback from parents on the sharing of the children's topic books at the end of the assembly so we will continue this through the rest of the class assemblies.

#### **Other Opportunities**

1. The school has 71 applications for places at the school in September 2015 without any out of county applications which will be added at a later date.  
**How many can we take?** The school's Published Admission Number (PAN) is 30.  
**How many are we expecting from out of county?** We normally have between 10 and 20 applications from out of county each year.
2. One of the mobile classroom's has now been vacated by Play and Learn. LH has spoken to the Local Authority about pre-school provision in Alsager and there is

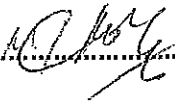
	<p>already the capacity to meet demand. So in the short term the school will be refurbishing the space for use by the school for meetings and teaching.</p> <p><b>Other Weaknesses</b></p> <ol style="list-style-type: none"> <li>1. Work needs to be completed on the fort area in the playground. The PE equipment audit has picked up work to be completed on the platform areas, this is to be done by the caretaker and the replacement of the damaged scramble nets, a new net has been ordered. The school is looking at external funding with match funding from Friends of Excalibur to redevelop and update the area.</li> <li>2. The second bid for the work to be completed on the school kitchen was unsuccessful with no Cheshire East schools being successful. The school needs to spend between £20,000 and £25,000 over the summer to ensure that the items under the Health and Safety audit and Gas Safety audit are completed. The monies will be provided for in the budget in 2014/15.</li> </ol>	
5	<p><b>REVIEW ANY ISSUES ARISING FROM THE ANNUAL HEALTH AND SAFETY REVIEW AND OTHER HEALTH AND SAFETY RISK ASSESSMENTS AND AUDITS.</b></p> <ol style="list-style-type: none"> <li>i. No health and safety reviews or assessments had taken place in the Autumn term since 15<sup>th</sup> October 2015.</li> <li>ii. 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>iii. YH informed the committee of how the caretaker's Job Logger worked and how it was being used at the weekly meeting between the caretaker and business manager to decide what work around school was a priority over the following week.</li> </ol>	
6	<p><b>DISCUSS ANY CHANGES TO THE BUILDING MAINTENANCE 3 YEAR PLAN</b></p> <p>LH presented the building maintenance 3 year plan. The top part of the plan will come out of the tenants maintenance budget, the bottom part will only be completed if the school can bid successfully for money. The highlighted items have been completed to date.</p> <p>The items moved to 2015/16 are:-</p> <ol style="list-style-type: none"> <li>1. The kitchen interlocker that will be funded through the school tenants maintenance budget following the second failed bid.</li> <li>2. The lighting to the school drive and new front doors.</li> </ol> <p>The mobile classroom refurbishment has been added to 2014/15 with an estimated cost of £6,000 which includes furniture. This will be funded through the school's tenants maintenance budget.</p>	
7	<p><b>DISCUSS THE LETTING AND CHARGES POLICY TO BE USED FROM 1<sup>st</sup> JANUARY 2015</b></p> <p>Lettings information and standard costs guidance will no longer be provided by Cheshire East and the committee reviewed their lettings for best value at the previous meeting and they were deemed to be good value rates and would not be changed from 1<sup>st</sup> January 2015 but we will compare charges with other schools ready for next year.</p> <p>YH presented the new Lettings and Letting Charges policy with the previously agreed rates included and it was agreed to pass the policy forward for approval at the full</p>	

	governors meeting on 1 <sup>st</sup> April 2015.	
8	<p><b>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES SPRING TERM 2015 FOR THIS COMMITTEE</b></p> <p><b>Item 1 – Governance and liason update</b>  YH presented the item informing the governors of the following items of importance:-</p> <ul style="list-style-type: none"> <li>• The Annual Governors Conference on Friday 13<sup>th</sup> March 2015 at Tatton Hall. No governors had applied to attend and it is important that a governor attends to feedback to the governing body. Mike Cross agreed to attend and YH agreed to make the booking.</li> <li>• A listing of the additional governor training courses and the Spring term governor training programme were provided to all present.</li> <li>• The requirement for the governing body to reconstitute. YH informed the governors that the reconstitution document, agreed at the Autumn term governor meeting, had been provided by Cheshire East governance team. This would be presented for approval at the Full Governor meeting on 1<sup>st</sup> April 2015.</li> <li>• The law on the chair's power to act.</li> <li>• The new Governors Handbook. This is available on the school's website governors section.</li> </ul> <p><b>Item 2 – Summary of What Maintained Schools Must Publish Online</b>  YH presented an annotated document which showed that all statutory items are included on the school website. She then informed the governors of suggested items that were not included:-</p> <ul style="list-style-type: none"> <li>• A governors annual statement setting out the key issues faced and addressed and an assessment of impact.</li> <li>• Non confidential minutes.</li> <li>• A governors' blog.</li> </ul> <p>The governors agreed that this should be discussed at each committee meeting and a decision should be made at the full governor meeting on how the governors want to take these points forwards.</p> <p><b>Item 3 – Ofsted Annual Report for the North West</b>  YH read through the main points in the North West region report.</p> <p><b>Item 4 – Ofsted Alerts</b>  YH informed the governors of the listing of documents updated by Ofsted.</p> <p><b>Item 12 – 2014/15 Schools Capital Funding Update</b>  YH informed the governors that CEC was not inviting schools to bid for capital funding until the counties Capital Maintenance Grant (CMG) has been announced due to the uncertainty of the funding levels.</p>	
9	<p><b>REVIEW OF POLICY LISTING</b>  All policies are within date.</p>	
10	<p><b>SAFEGUARDING ISSUES</b>  Whole school basic safeguarding training is booked for April 20<sup>th</sup>, 3.30 – 5.30pm, for all school staff, Cheshire East Catering staff in school and governors if they are available.</p>	

11	<b>REVIEW THE TRAINING NEEDS OF COMMITTEE MEMBERS</b> No training required.	
12	<b>ANY OTHER BUSINESS</b> None	

Part one of the meeting concluded at 6:30pm

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

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

Date ..... *26/03/2015* .....

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