

MINUTES OF THE COMMUNITY COMMITTEE MEETING OF EXCALIBUR PRIMARY SCHOOL

WEDNESDAY 20th MAY 2015 - 5.30PM

PRESENT:

Simon Cotterill	SC	Headteacher
Vicky Alsop	VA	Chair
Samantha Allen	SA	
Sarah Choi	SC	
Mike Cross	MC	
Yvonne Hilditch	YH	

Item	TOPIC / PURPOSE	Action
1	APOLOGIES FOR ABSENCE Sakina Shulver gave her apologies and they were accepted.	
2	DECLARATION OF INTEREST No declarations of interest.	
3	MINUTES The minutes of the meeting held on 4 th February 2015 were agreed as a true record and signed.	
4	<p>MATTERS ARISING FROM THE PREVIOUS MINUTES</p> <ul style="list-style-type: none"> • Obtain quotes for chancel insurance (YH) – This had not been completed but the land had not yet been transfer to the Alsager Trust. • From a review of the Director of Children Services Report (Spring Term) there were certain items recommended to be added to the school website that the community committee decided to take to the Spring Term Full Governors meeting <ul style="list-style-type: none"> ○ The governors annual statement – it was agreed to be completed by Gill Burgess and Jonathon Riley in September 2015 and distributed by the school office ○ Non-confidential minutes – it was agreed that these would be put onto the school website by YH and this has been completed ○ A governor’s blog - it was agreed that YH would set this up on the website and this has now been completed and gone live. YH has also created a proforma that is completed in school after school visits that she adds to the blog. ○ A governor’s forum – it was decided that the governors could not see the need for this at the moment as they were able to communicate with each other through email. 	YH
5	<p>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.</p> <p>SC presented his SWOT analysis of the Behaviour and Safety action plans to the committee, the items on the SWOT in bold are the items that have been update and/or moved.</p>	

Behaviour and Safety

Priority 5 - Healthy Lifestyles

- a. The interschool sports participation rate and performance has led to the school winning the Alsager Netball League, Alsager Rounders Competition and Year 1/2 Swimming event in the Spring and part of the Summer term. The teams moved onto the Level 3 local partnership finals in Sandbach, they came 4th in the Sporthall Athletics, 3rd in the Netball and the Rounders tournament is scheduled for July . Following the success of the football team at a national football tournament at St Nathaniel's school in December the team went on to play in the North West finals at Crewe Alex in March winning and losing some of their games.
- b. The year 5 children have attended swimming lessons for 11 weeks in the Spring term.
- c. The school staff have been working with specialist coaches from ASM, Alsager Football club and Dan Hancock to increase their expertise. Our teachers now have better training in PE and we are a school that values sport and sporting achievement.
- d. The school has extended its clubs available to the students there is an ASM lunchtime club on Wednesdays where children play basketball and hockey and the after school athletics club has been extended to include the year 2 children.
- e. The school held two days of winter sports, at the request of the school council, the first was for years 3 and 4 and the second for years 5 and 6.
- f. The schools sports week is planned for the week commencing 29th June 2015. The timetable is well under way and one of the events will be a climbing wall in the carpark.
- g. The level of unhealthy snacks being brought into school has been delegated to the School Council by Lise Houldsworth to find ways to drive improvements by September 2016. The work started in the May school council meeting and the minutes can be seen on the school website. The school has to be sensitive in this area and we are moving forward on the basis of sugar is bad for dental health rather than weight. The school will also be running assemblies in the Autumn term around healthy eating and fitness.
- h. The school is continuing to monitor the quality and level of UIFSM within school. The quality of food is still high and it has been made easier to keep up this quality by the introduction of a week menu and the level of UIFSM remains at around 90%.

Priority 6 - Staying Safe

- i. Whole school safeguarding training took place in school on 20th April 2015 for all staff, CE Catering staff and some governors.
- j. Parents are receiving regular copies of the Digital parenting magazine and the e-safety section of the website is constantly being updated with new information and booklets. The CEOP resources are used within the classroom.

Community Cohesion Events

Strengths

1. The governors attended the parents evenings on 19th and 24th March. SC thanked the governors for their attendance and explained that the staff felt supported. It was good for parents to see the staff and governors working together as a team.
2. There was a governor in attendance at all of the KS2 SATS tests in May 2015. They ensured that the administration of the tests was completed consistently and correctly. SC thanked the governors for their support.
3. Steph Moore, the ACT PE Co-ordinator, has quality assured the staff training and lessons provided by ASM on 19th January 2015. She gave feedback and recommendations to Lise Houldsworth (LH) and Juliet Tomkinson, PE Co-ordinator. LH has since spoken to the provider and all changes will be implemented straight away by ASM.

Opportunities

1. The school will be using Steph Moore, the ACT PE Co-ordinator, who is paid for through Alsager Trust monies to develop PE further in school. She was due to develop problem solving into PE later in the Summer term but has been off school after a knee operation so this has been postponed to the Autumn term.

Do we do a lot of Community Cohesion and what are the children's understanding in this area? SC - The children have an understanding of their local and global community through the curriculum and through assemblies in school. We do a lot of community cohesion through ACT we go to different sporting events and local singing events, we are part of Alsager in Bloom and we are part of the Love Music Trust and Music for Life events. There is work to be completed in school on the diverse nature of our community and areas that we would like to strengthen about places of worship.

SMSC Promotion

Strengths

1. The school council meetings have been happening throughout the Spring term and dates are planned for the Summer term.
2. Emily Gladwyn, the ACT pupil voice co-ordinator, completed a successful half term placement at the school in the spring term working with the school council.
3. Friends of Excalibur funded an artist, Sue Smart, to work with all the classes on our World War One project in the Spring term. She worked with all the classes in school creating a quality art display in the reception area and in all the classrooms. The school has received positive feedback from the reception area display from visitors to the school.
4. The pupil anti bullying questionnaire has been completed and analysed in school. It is clear that children have a misunderstanding of what bullying is and this will be addressed in Anti-Bullying week in the Autumn 2015.

Opportunities

1. Emily Gladwyn, the ACT pupil voice co-ordinator, is due to return in the Summer term to work with year 2 on a bunting project connected to Alsager in Bloom and to work with the school council on an assembly about respecting others.
2. The school council trip to Westminster has been confirmed as 7th October 2015 where 4 members of the school council and 1 member of staff will visit parliament.

Other Strengths

	<ul style="list-style-type: none"> • The school has offered 30 places in their Reception class for September 2015 and these have been accepted. The school has 1 appeal for a place in the Reception class so far that should be held during the Summer term. • The vacated by Play and Learn mobile classroom has now been decorated and furnished and is being used as a training, intervention and music room. A plan of extra space usage was distributed to the meeting and it was decided that in the short term this was the best use of the vacated space. <p>Other Opportunities</p> <ul style="list-style-type: none"> • Deb Rogers, EYFS teacher, will be visiting a number of local nurseries over the Summer term to ensure a smooth transition for the Reception 2015 starters and to build relations with the nurseries. • The new starters induction meeting is planned for 17th June 2015 at 6.00pm and governors are welcome to join the meeting. • Alsager School staff will be supporting the school with the coding club. An ICT teacher and some year 10 pupils will be visiting school for 2 afternoons in the Summer term. • The school is working towards the APFPE sports kite mark. There are two levels basic and distinction and the school will be completing a self evaluation in November 2015 and this will then be assessed by a visit to school and they will assess the level achieved. • A third bid for the refurbishment work to be completed on the school kitchen has been sent to Cheshire East in April 2015. The bid was for a £50,000 refurbishment with 50% match funding from the school. <p>Other Weaknesses</p> <ul style="list-style-type: none"> • 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 within the Summer holidays but the replacement of the damaged scramble net was completed during the Easter break. The school is looking at external funding with match funding from Friends of Excalibur to redevelop and update the area. <p>Other Threats</p> <ol style="list-style-type: none"> 1. Due to a Gas Safety notice being issued to the school in May 2014, for the second year running, 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 were provided for in the 2014/15 accounts and the work will be completed whether the bid is successful or not but this will mean that work is not completed on the redecoration of the walls, the fire shutters or the serving counter. 	
6	<p>SCHOOL DEVELOPMENT PLAN PRIOTITIES FOR 2015/16 – To discuss the areas for development for this committee and how the committee is to monitor progress.</p> <p>Behaviour and Safety</p> <ul style="list-style-type: none"> • Priority 5 – Healthy Lifestyles • Priority 6 – Staying Safe <p>The governors reviewed the new development plan and it was seen as an extension of the activities that had started in 2014/15 with more emphasis around safety and e-</p>	

	<p>safety. SC explained that there was an area around the extension of Religious Studies that is to be added to the SSDP by Lise Houldsworth on her return in September 2015.</p> <p>The governors will monitor progress of the 2015/16 SSDP through the school website, the SWOT analysis provided by the headteacher in the committee meetings and through school visits.</p>	
7	<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"> i. No health and safety reviews or assessments had taken place in the Spring term since 4th February 2015. 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. iii. YH informed the committee that the school's area risk assessments had been completed in the Autumn term and the other school risk assessments had started to be reviewed and these would all be completed by the end of June 2015, all risks found would be listed on the Identified Risk Listing. 	
8	<p>DISCUSS ANY CHANGES TO THE BUILDING MAINTENANCE 3 YEAR PLAN</p> <p>SC 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.</p> <ul style="list-style-type: none"> • 2014/15 plan The following work highlighted for 2014/15 had been completed: <ul style="list-style-type: none"> ○ The Hall and corridor doors have been replaced ○ The reception, ICT suite and corridor carpets have been replaced ○ The infant corridor has been decorated ○ New blinds have been fitted in Year1, 3, 4 and 6 ○ The Reception class toilets were replaced and access to the playground had been created. ○ The refurbishment of the internal space in the mobile building has been completed. <p>The only work on the 2014/15 plan not completed is the redecoration of the disabled toilet which has had to be postponed to 2015/16 due to a hoist being stored in the toilet for a child that uses a wheelchair in school.</p> • Plans for the use of the mobile classroom - A plan of extra space usage within school was distributed to the meeting and it was decided that in the short term the best use of the vacated space was as an intervention and music room • Redevelopment of the Fort Area - The school is looking at external funding with match funding from Friends of Excalibur to redevelop and update the area. • Refurbishment of the School Kitchen - A third bid for the refurbishment work to be completed on the school kitchen has been sent to Cheshire East in April 2015. The bid was for a £50,000 refurbishment with 50% match funding from the school. 	
9	<p>REVIEW ANY BUILDING/REFURBISHMENT PLANNED FOR THE SUMMER TERM OR SUMMER HOLIDAYS</p>	

	<p>Due to a Gas Safety notice being issued to the school in May 2014, for the second year running, 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 were provided for in the 2014/15 accounts and the work will be completed in the Summer Holidays 2015 whether the bid is successful or not. This will mean that work is not completed on the redecoration of the walls, the fire shutters or the serving counter.</p>	
10	<p>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES SPRING TERM 2015 FOR THIS COMMITTEE</p> <p>Item 1 – Governance and Liaison Update YH presented the item informing the governors of the following items of importance for this committee:-</p> <ul style="list-style-type: none"> • Governors: transparency, flexibility – new guidance and regulations. The governing body should publish on their website: <ul style="list-style-type: none"> ○ Governor names ○ Category of governor ○ The appointing body ○ Term of office ○ Committee Membership ○ Positions of responsibility held ○ A register of governor interests which details business interests, details of other educational establishments they govern, details of relationships between governors and staff <p>Failure to comply could lead to the suspension or removal of the governing body. YH assured all the governors that the governing body met these requirements except the term of office and she assured the governors that this would be added to the website.</p> <ul style="list-style-type: none"> • School Category changes – If an agenda includes consideration of school category to academy status then a copy of the agenda and written notification should be given to the Local Authority 7 days before the meeting. • Summer Term Training Programme – this has been included on the school website with notification emailed to all governors. • Code of Conduct between school leaders and governors – the schools code of conduct agreed in the last full governor meeting has been signed by all governors and published on the school website. • Fisher Family Trust Free Webinars – details of these have been included on the school website with emailed notification being sent to all governors. • Modern Governor – all governors know how to register and the training available on this site. <p>Item 6 – Keep Children Safe in Education The details of this item will be taken to the Strategic Leadership and Management Committee but YH stressed that it was important that all governors read this item.</p>	YH
11	<p>REVIEW OF POLICY LISTING 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>REVIEW OF POLICIES TO BE TAKEN TO THE FULL GOVERNORS MEETING</p> <p>The following policies were reviewed and it was agreed to send the policies for approval at the Full Governors Meeting on 8th July 2015.</p> <ul style="list-style-type: none"> • Administration on Medicines • Health and Safety Policy 	
13	<p>SAFEGUARDING ISSUES</p> <p>Whole school basic safeguarding training took place on April 20th, 3.30 – 5.30pm, for all school staff, Cheshire East Catering staff in school and some of the governing body.</p>	
14	<p>REVIEW THE TRAINING NEEDS OF COMMITTEE MEMBERS</p> <ol style="list-style-type: none"> 1. The governors discussed the following training and issues that they felt should be completed and bought in by the governing body. <ul style="list-style-type: none"> • The governing body should bring in a mentoring system for new governors • The governors should look at achieving Governor Mark <p>It was agreed that VA would take these recommendations to the Full Governor Meeting on 8th July 2015</p> 2. The staff are completing Fire Extinguisher Training in September 2015 which is a requirement of the Fire Risk Assessment. 3. The governor skill audit completed by the governors in the spring term will be summarised by YH and taken to the Strategic Leadership and Management Committee on 1st July 2015 	<p>VA</p> <p>YH</p>
15	<p>ANY OTHER BUSINESS</p> <p>The governor school walkabout that took place before the meeting and the following items were found:</p> <ul style="list-style-type: none"> • There were no padlocks on the EYFS shed • A panel was missing from the EYFS fence <p>These items would be added by YH to the Caretaker Jobs Log.</p>	<p>YH</p>

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 V. Alsop..... (chair)

Date 8/7/15.....

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